

**SUPREME COURT OF VERMONT
OFFICE OF THE COURT ADMINISTRATOR**

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TO: Members of the Vermont Bar

FROM: Teri Corsones, Esq., State Court Administrator

RE: Promulgated and Proposed Rules, Vermont Judiciary ePayment Hub, eFile & Serve and Public Portal Information, Filing of Exhibits & Other Miscellaneous Info

DATE: October 6, 2026

To ensure that you are receiving the Memos to the Bar, please keep your email address updated in the Vermont Attorney Portal, [Attorney Portal - Dashboard](#), and add communicationstobar@vtcourts.gov to your safe senders list.

For your information, please find:

- *Promulgation Order Amending Rule 55(a) of the Vermont Rules of Civil Procedure*
- *Promulgation Order Amending Rule 79(a) of the Vermont Rules of Civil Procedure*
- *Promulgation Order Amending Rule 32.1 of the Vermont Rules of Criminal Procedure*
- *Promulgation Order Amending Rule 41.1. of the Vermont Rules of Criminal Procedure*
- *Promulgation Order Amending Rule 49 of the Vermont Rules of Criminal Procedure*
- *Proposed Order Amending Rule 807(a)(4) of the Vermont Rules of Evidence*
- *Vermont Judiciary ePayment Hub*
- *eFile & Serve and Public Portal Information*
- *Filing and Labeling of Exhibits for Evidentiary Hearing*
- *Miscellaneous*

I. PROMULGATED RULES

- a. Promulgation Order Amending Rule 55(a) of the Vermont Rules of Civil Procedure*
<https://www.vtcourts.gov/PROMULGATEDVRCP55aSTAMPED>

This Order was promulgated on October 6, 2026; effective January 1, 2027.

The amendment to Rule 55(a) requires a movant to provide the legal basis for service outside the state when default judgment is sought. Under V.R.C.P. 4(e), service outside the state can be accomplished by complying with either the manner required for service within the state or “in any manner in which service may be effected under the laws of the state in which the person is served.” This amendment seeks to avoid delays in ascertaining proper service when a movant seeks default judgment and claims

that service was made in conformance with out-of-state rules. The amendment puts the burden on the movant to provide the court with the statute or rule that contains the service requirements.

b. Promulgation Order Amending Rule 79(a) of the Vermont Rules of Civil Procedure
<https://www.vtcourts.gov/PROMULGATEDVRCP79aSTAMPED>

This Order was promulgated on October 6, 2026; effective January 1, 2027.

The amendment to Rule 79(a) clarifies the date of entry on the civil docket for temporary, after-hours orders. There are several types of cases in which parties can seek emergency relief outside of regular court hours. If these orders are granted, they are effective right away but are not immediately entered into the case-management system. The amendment provides that the date of entry on the docket must reflect the date the order was signed and effective, not the date the order was actually entered into the case-management system.

c. Promulgation Order Amending Rule 32.1 of the Vermont Rules of Criminal Procedure
<https://www.vtcourts.gov/PROMULGATEDVRCrP321STAMPED>

This Order was promulgated on October 6, 2026; effective January 1, 2027.

The amendment updates the procedures for revocation and modification of probation with greater specificity to provide clarity and a consistent process for probationers. New Rule 32.1(a)(1) addresses initiation of proceedings for violation of probation. Under (a)(1)(A) and (B), the initiation process is separated into those beginning with a warrant or summons and a warrantless arrest. Rule 32.1(a)(1)(C) sets standards for release on citation. Rule 32.1(a)(2) adopts procedural rules for initial appearances and release from custody for probationers alleged to have committed a violation of probation. Rule 32.1(a)(2)(D), regarding preliminary probable cause hearings, adopts the process of the previous version of this rule with minimal updates to the language. Rule 32.1(a)(3) concerns the revocation hearing and adapts the language from prior Rule 32.1(a)(2). The amended rule incorporates statutory requirements by requiring the State to establish the violation by a preponderance of the evidence and providing standards for when probation may be revoked and confinement ordered.

Rule 32.1(b) addresses modification of probation. Rule 32.1(b)(1) requires a hearing as the default process to modify probation and provides the minimum rights afforded the probationer for the hearing. Rule 32.1(b)(2) creates a narrow exception where the court need not hold a hearing to modify probation.

d. Promulgation Order Amending Rule 41.1. of the Vermont Rules of Criminal Procedure
<https://www.vtcourts.gov/PROMULGATEDVRCrP411STAMPED>

This Order was promulgated on October 6, 2026; effective January 1, 2027.

Rule 41.1 concerning nontestimonial identification orders is amended to address orders regarding children who either are, or may be, the subject of delinquency petitions or criminal charges. The present amendments serve to update obsolete terminology and add certain procedural protections for children. The amendments to subdivision (m) provide greater consistency with intervening statutory amendments that have established Youthful Offender status and expanded age-based jurisdiction of the Family Division in certain delinquency and Youthful Offender cases. The definition of offense is updated and a new definition of child is provided.

Subdivision (n) is reorganized into four paragraphs. Rule 41.1(n)(1) prescribes the types of cases in which nontestimonial identification orders for children may be requested. Paragraph (n)(2) establishes additional procedural protections for children regarding appointment and presence of a guardian ad litem and attorney. Paragraph (n)(3) is a nonsubstantive amendment as to the Title 33 chapters that address jurisdiction and procedure in delinquency, Youthful Offender, and Criminal Division proceedings as to children or youth.

Finally, throughout the rule the word shall is replaced with must, may, or will, where appropriate, and to remove gendered pronouns. Where changed, the rule clarifies the prior use of shall without intended substantive change.

e. *Promulgation Order Amending Rule 49 of the Vermont Rules of Criminal Procedure*
<https://www.vtcourts.gov/PROMULGATEDVRCrP49STAMPED>

This Order was promulgated on October 6, 2026; effective January 1, 2027.

This rule is amended for clarity in three respects. The language is updated from papers to documents where applicable, the language referring to self-represented defendants is made uniform, and shall is replaced with must, may, or will, where appropriate. Where changed, the rule clarifies the prior use of shall and no substantive change is intended.

This rule is substantively amended in paragraph (d)(1) to update the requirements for a proper signature on written motions, written notices, or similar documents. The update more closely aligns this rule with the requirements for filings in V.R.C.P. 11.

II. PROPOSED RULE AMENDMENTS

(NOTE: THE FOLLOWING AMENDMENTS HAVE BEEN PROPOSED AND HAVE NOT BEEN APPROVED BY THE SUPREME COURT.)

Proposed Order Amending Rule 807(a)(4) of the Vermont Rules of Evidence
<https://www.vtcourts.gov/PROPOSEDVRE807a4FORCOMMENT>

The proposed amendment to Rule 807(a)(4) incorporates a change made necessary by the enactment of Act No. 185 of 2007 (Adj. Sess.), which repealed 33 V.S.A. chapter 55 and replaced it with 33 V.S.A. chapters 51-53, effective January 1, 2009. The proposed amendment substitutes a reference to the appropriate chapters of Title 33.

Comments on this proposed amendment should be sent by **December 6, 2026**, to Aliza Harrigan, Esq., Reporter for the Advisory Committee on Rules of Evidence, at the following address:

Aliza Harrigan, Staff Attorney
Aliza.Harrigan@vtcourts.gov

III. ePayment Hub Transition

The Vermont Judiciary is preparing to change its online payment system for Judicial Bureau fines. A new site called the Vermont Judiciary ePayment Hub will replace the payment function of the Public Portal

website in the fall of 2026. The Public Portal website will continue to be used for online access to court records. This change will not impact eFiling processes.

The Vermont Judiciary ePayment Hub will provide court users a safe and easy way to pay fines online anytime. More information will be announced and posted on the Judiciary website as the date nears for completion of this transition. If you have any questions, please contact itsupport@vtcourts.gov

IV. eFILE & SERVE AND PUBLIC PORTAL INFORMATION

eFile & Serve. eFile & Serve is the platform to electronically file with all Vermont courts. [eFile - Landing Page](#)

File Names in Efiling

The Judiciary has transitioned to a [new eFileVT filing platform](#), known as eFile & Serve (EFS). This platform was developed using feedback from legal professionals as well as internal e-filing experts, with the goal of improving usability and overall filing experience.

Please be aware that special characters in document filenames may cause an error during the filing process. Use simple filenames containing only letters, numbers, spaces, hyphens, or underscores. Avoid using special characters in the filename.

Characters that have been identified as potentially causing problems include:

- Ampersand: &
- Apostrophes, including smart/curly apostrophes: ' '
- Quotation marks, including smart/curly quotes: " " "
- Square brackets: []
- Less-than/greater-than symbols: < >
- Accented or other non-ASCII characters, such as ñ or é
- Non-printable or control characters, which may be introduced when copying and pasting content from applications such as Microsoft Word, Outlook, or PDFs

This issue relates to the name of the document file attached to the filing, not the Filing Code itself. If a filing generates an error and the document filename contains a special character, try renaming the document using only standard letters and numbers (with spaces, hyphens, or underscores) and then attach the renamed document.

If you have any questions or need assistance, please contact efilesupport@vtcourts.gov

Access user guides through the User Guides and Frequently Asked Questions on the judiciary's website at [Electronic Filing | Vermont Judiciary](#)

Fees. Select the party you represent as the "person responsible for fees" in the fee section of the filing process. Do not select more than one party or you will incur an additional eFiling user fee.

For technical support regarding eFile, please contact Tyler Technologies at 800-297-5377 or efiling.support@tylertech.com

If you have procedural questions about eFile, please email the judiciary at EFileSupport@vtcourts.gov

Email Notification. If you are not receiving email notifications, see the information on the suppression list [Why was my email placed on the Suppression List? – eFile \(zendesk.com\)](#). To ensure proper delivery, please “safelist” your email <https://odysseyfileandserve.zendesk.com/hc/en-us/articles/360046887411>

Vermont Judiciary Public Portal. The Public Portal allows you to view case files.

[Vermont Judiciary Public Portal](#)

Registration is required for elevated access. The Public Portal User Guide contains instructions on how to register and request elevated access.

[Public Portal | Vermont Judiciary](#)

For technical support regarding the Public Portal, please contact the Vermont Judiciary’s HelpDesk at itsupport@vtcourts.gov When emailing, please write “**Public Portal**” in the subject line.

V. FILING AND LABELING OF EXHIBITS FOR EVIDENTIARY HEARING

All electronically filed documents (including exhibit lists and exhibits) must be submitted in PDF format. The Vermont Judiciary’s website provides detailed instructions on how to submit exhibits for use at trials and other kinds of evidentiary hearings. [Filer Guide to Exhibits for Hearing.rev4 .0.pdf](#)

Exhibit Labeling

Although there is no formal rule governing the labeling of exhibits, it is long-standing practice that Plaintiff’s exhibits are labeled numerically (e.g., 1, 2, 3) and Defendant’s exhibits are labeled alphabetically (e.g., A, B, C).

To ensure consistency and to avoid confusion in the record, filers are respectfully requested to label their exhibits in accordance with this practice.

Additional guidance regarding exhibit labeling and electronic filing procedures is available in the eFiling Guides published on the Vermont Judiciary website.

VI. MISCELLANEOUS

a. Court Forms

Court forms are constantly being updated and are available on the judiciary website [Court Forms | Vermont Judiciary](#)

To report any form question or concern, use the feedback form on the website [Website Feedback Form | Vermont Judiciary](#)

b. Obligation under A.O. 41

Attorneys are reminded that an “attorney must report to the State Court Administrator within thirty days any change of the office mailing or electronic mail address” and that “[n]otice sent to a reported address is sufficient even if not received by the attorney because of failure to report the proper address or failure

of delivery not caused by the court.” A.O. 41, § 4(c). To update changes in your contact information, please access your attorney account with the [Attorney Portal](#)

c. Receipt of Court Notices and Orders (eCabinet)

The Vermont courts send all court-issued documents, including hearing notices and orders, to attorneys by email using the email addresses registered in eCabinet. Attorneys may register up to three email addresses in the system and are responsible for keeping the information updated. The email address(es) registered in eCabinet are not used for service of documents filed by opposing parties, which is done through service contacts in eFile & Serve.

To create an eCabinet account or update an existing account, attorneys must contact the Judiciary helpdesk through one of the methods listed below. Please include your attorney bar license number in your communication.

- Email itsupport@vtcourts.gov
- Telephone the Judiciary helpdesk at 802-828-4357
- Use the online form [eCabinet Registration/Update \(cognitoforms.com\)](https://cognitoforms.com)

Updating information in the [Attorney Portal](#) or in **eCabinet** does not automatically notify the other. It is your responsibility to update both. If you are a member of the Vermont Bar Association, you will also need to separately notify the VBA.

General information on managing login credentials is available [Microsoft Word - MANAGING LOGIN CREDENTIALS v4 4-24](#)

d. Notice of Vacation

Attorneys may notify the superior courts of their vacation schedules by emailing CentralClerkReview@vtcourts.gov. The information will be available to all trial courts, including the Probate Division and the Judicial Bureau, for scheduling purposes. Attorneys do not need to send notices separately to each county or division of the superior court.

If attorneys wish to also notify the Vermont Supreme Court of their vacation schedules, they should copy supremecourt@vtcourts.gov on the email.

e. Standard Practices Feedback Form

The Judiciary Standard Practices Committee works to improve operations by developing standard business practices throughout all divisions and units in the state. The committee invites members of the bar to provide input through its Feedback and Suggestions Form, available on the Committee’s webpage [Standard Practices Committee | Vermont Judiciary](#)