Attorney Licensing eFiling Guide

V6 October 2026

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NOTE: This guide is NOT intended to be a comprehensive guide to the use of the eFile & Serve (EFS) system. It provides supplemental specific guidance for the eFiling of Attorney Licensing applications and related documents.

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About eFile & Serve (EFS)

Along with Vermont Courts, the Office of Attorney Licensing has adopted eFiling for applications and other related documents through the eFile & Serve (EFS) system, a web-based platform accessible from any modern browser on a computer or mobile device. This guide provides instruction on how to use EFS to file attorney licensing-related documents.

First Step: Registration and Creating a Payment Account

To be able to file Attorney Licensing applications through EFS, you first need to register with the Attorney Portal. Registration with the Attorney Portal is free and simple. All that is required is a valid personal email address. Instructions on how to register with the Attorney Portal can be found at https://www.vermontjudiciary.org/attorneyportaluserguide.

You will also need to set up a payment account to process the payment of fees. Instructions on how to set up a payment account (and other general information about the use of the eFiling system) can be found in the Training Videos and User Guides.

Document Formatting Requirements

All electronically filed documents must be submitted in PDF format. Filers are responsible for ensuring that scanned PDF documents are viewable and legible and are in a "flat" format. This means that fillable field forms and any other documents with objects or images added or embedded in it must be saved/printed as a "flat" PDF file before attaching and submitting. Follow the steps below to "flatten" a completed PDF fillable form:

1. Open the fillable form.
2. Add appropriate data.
3. Right click on the document and select Print. NOTE: if the document opens in Adobe, select File and select Print.
4. Select the PDF printer. (The Adobe PDF printer is installed automatically with Adobe Acrobat. Other users may have "Microsoft Print to PDF". Numerous free PDF printer drivers are available for download from the Internet.)
5. Select OK.
6. Specify location to save the printed, "flattened" version of the form.
7. Select Save.

Every individual document in a filing must be submitted as a separate PDF. Filings will not be accepted if multiple filed documents are scanned/uploaded together as one combined PDF. Multi-page documents should be submitted as one PDF. Documents that cannot reasonably be scanned and submitted as a PDF because of their size, shape, or condition may be filed through alternative means.

Filing An Application or Other Submission

EFS can be accessed directly at https://efilevt.tylertech.cloud/OfsEfsp/ui/landing or via a link on the Vermont Judiciary's website's eFiling page at https://www.vermontjudiciary.org/about-vermont-judiciary/electronic-access/electronic-filing.

In EFS, a licensing applicant's electronic record is called a "case." There are three types of such cases used by Attorney Licensing:

1. *Attorney Life Cycle Case:* This case type is for applicants for admission to the bar and applicants for pro hac vice and pro bono emeritus licenses. The case numbers for this case type begin with "ALC" (for applicants who have yet to be licensed) or "ATTY" (for applicants who have been previously licensed).
2. *Foreign Equivalency Determination:* This case type is for applicants with a foreign law degree seeking a foreign equivalency determination to establish their eligibility to sit for the Vermont bar examination. The case numbers for this case type begin with "FED".
3. *Law Office Study Program:* This case type is for applicants seeking to begin the Law Office Study Program (the apprenticeship program that qualifies someone to sit for the Vermont bar examination without having gone to law school) as well as current participants in that Program. The case numbers for this case type begin with "LSP".

Applicants must file each submission into the case type appropriate for that submission.

If you have not previously filed an application or other submission to the Office of Attorney Licensing through EFS and had it accepted for submission, you will need to Start a New Case, per below. If you have previously eFiled something into a particular case type and had it accepted, you will have an existing "case" of that case

type and should follow the directions below for Filing into an Existing Case.

Note that if you have previously filed into a Foreign Equivalency Determination or Law Office Study Program case type, you will only have an existing Foreign Equivalency Determination or Law Office Study Program case. You will not have an existing Attorney Life Cycle Case. As such, if you have been found eligible to sit for the Vermont bar examination and wish to apply for admission, you will need to Start a New Case, choosing "Attorney Life Cycle Case" as the case type.

Start a New Case

After logging into EFS with your Attorney Portal credentials, click "Start Filing". Then click "Start New Case".

1. Complete the Case Information Section, as follows:
    a. For Court Location, select "Attorney Licensing".
    b. For Case Category, select "Civil".
    c. For Case Type, select the case type appropriate to the submission, either "Attorney Life Cycle Case", "Foreign Equivalency Determination", or "Law Office Study Program".
    d. Click "Parties" at the lower right part of the Case Information section.
2. Complete the Parties Section, as follows:
    a. Click "+ Add party details".
    b. Click the slide to the left of "I Am This Party".
    c. Enter information for all fields in the section except the "Party CMS ID" field.
    d. Click "Save" at the lower right part of the Party section.
    e. Click "Filings" at the lower right.

See below for further instructions on how to Complete and Submit the Filing.

File into an Existing Case

If you have previously eFiled an application or other submission with the Office of Attorney Licensing and had it accepted, the relevant Attorney Licensing case will have been created in EFS and all subsequent applications related to that case must be filed into that case, as follows.

1. After logging into EFS with your Attorney Portal credentials, click "Start Filing". Then click "File Into Existing Case".
2. To locate your Attorney Licensing case, select "Attorney Licensing" as the location.
3. If you know the case number, enter it into the Case Number field. If you do not know the case number, click the circle next to Party Name and enter your first and last name. Click Search. If you are unable to locate an existing case by case number or party name, please contact the support resources listed in the Support section of this guide. Remember that the case numbers for the case type "Attorney Life Cycle Case" begin with "ALC" (for applicants who have yet to be licensed) or "ATTY" (for applicants who have been previously licensed); the case numbers for the case type "Foreign Equivalency Determination" begin with "FED"; and the case numbers for the case type "Law Office Study" begin with "LSP".
3. When the case is located in the search results, click the "Actions" dropdown at the right of the case entry and select "File Into Case".
4. Click "Parties" at the lower right.

5. Click “Filings” at the lower right.
6. Click “+ Add Filing” at the bottom.

Complete and Submit the Filing

Once you have completed the Case Information and Parties sections, you will need to complete the filing as appropriate for the particular submission, as follows:

1. Filings Section

    a. Click the circle next to “eFile Only”.
    b. Select the appropriate application/submission from the Filing Code dropdown menu. If you have any questions as to which is the appropriate Filing Code for the particular submission, please email the Office of Attorney Licensing at ATTYLicensing@vtcourts.gov.
    c. The Filing Description, Client Reference Number, and Comments to Court should be left blank.
    d. Documents
        i. Lead Documents and Attachments: The main application/submission should be the lead document. All other documents filed in support should be submitted as Attachments.
            1. Be sure to enter the name of the document in the Description field. For pro hac vice applications, however, enter the docket number of the pro hac vice case in the Description field.
            2. Remember that every individual document in a filing must be submitted as a separate PDF. Filings will not be accepted if multiple filed documents are scanned/uploaded together as one combined PDF.
        ii. Document Security: Select “SCA General” for all documents.
        iii. Additional Services and Fees: Except as specified below, do not enter any additional services and fees.
            1. *Requests for Certificate of Good Standing/Certificate Suitable for Framing:* If you would like to order more than one certificate, click “Add Additional Services” at the bottom right. Click the box to the left of the name of the particular certificate being requested. Enter the additional quantity requested.
            2. *MCLE Accreditation Applications (late filed):* If the application is being submitted more than 30 days after the course took place, you will need to pay a late fee of $50. Click “Add Additional Services” at the bottom right. Click the box to the left of “CLE Accreditation Late Fee.”
            3. *Reinstatement/Late Fees.* If these are applicable to your filing, click “Add Additional Services” at the bottom right. Click the box to the left of appropriate fee and, if necessary, enter the amount of the fee to be paid.
    e. Click “Save” at the lower right.
    f. Click “Skip to Fees” at the lower right.

    Simultaneous Filing of Multiple Pro Hac Vice Applications: If you are filing multiple pro hac vice applications for the same out-of-state attorney simultaneously, you should file them in

a single filing rather than in separate filings. To do that, follow the instructions above for the first application. Then, click "+Add Another Filing" at the lower right part of the Filings section and enter the details for the second application. Repeat that step for all other applications. Once you have entered all applications, click "Save Changes".

2. Fees Section

   a. For Payment Account, select the name of the payment account that you created.
   b. For Party Responsible, select your name.
   c. Click "Calculate Fees" at the right. The fees to be paid will be shown.
   d. Click "Summary" at the bottom right.

3. Submission Agreements

   Check both boxes. Neither apply to Attorney Licensing business, as licensing cases are not publicly accessible and no other party is required to be served with Attorney Licensing filings.

4. Summary and Submission

   All the details of the envelope will be displayed for a final review. If edits are needed, click the appropriate "Edit" button. Otherwise click "Submit" to submit the envelope.

   You will receive a confirmation email when the filing has been successfully submitted. It will contain the envelope number, which can be used to reference the filing until a case number is assigned after acceptance.

   A "Submission Failure" email notification indicates an automatic system rejection, usually because of a document formatting problem (see earlier sections in this guide about proper document formatting).

5. Review and Acceptance

   Most Attorney Licensing electronic filings do not go directly into the case management system. Rather, they are received first into a Reviewer Queue where Attorney Licensing staff review them for compliance with rule and statutory requirements and then accept them into EFS.

   When a Staff Reviewer accepts a filing, several things happen:
   - For a new case, a case number is assigned and the appropriate licensing case is created in EFS. Case events (docket entries) are placed automatically on the case corresponding to the filing code(s) selected in the filing.
   - The filer's payment account is charged for any fees due.
   - The filer receives a confirmation email notifying them of the acceptance and the case number.

6. Submission Failure and Rejections

   When an eFiling does not comply with the system requirements, it may fail to be submitted

and the eFiler will get a notice that the submission failed. The most common reason is that there is a document size or formatting error.

In addition, there are some limited circumstances (such as noncompliance with application requirements or failure to sign a document) in which the Attorney Licensing staff may reject a filing and return it to the filer for corrective action. In this case, the eFiler will receive an emailed notice of returned filing.

7. File Date

   In general, the date of filing recorded on the case record is the date of submission, not the date of acceptance.

8. Filing Date for Rejected and Resubmitted Envelopes

   If a filer's envelope is rejected, the eFiler is given the option to copy the envelope, take the needed corrective action, and resubmit the filing within 7 days to still receive the original filing date. This can only be done when the envelope is copied, not when a new envelope is created. For details on this process, see Tyler Firm and Individual Filer Guides.

9. Confirmation Emails

   The filer will receive confirmation emails when the filing is submitted and when it is accepted by the Office of Attorney Licensing.

   A "Notice of Rejected Filing" email indicates that the filing did not comply with requirements or was unable to be accepted for some other reason. The reviewing staff person will include a message explaining the problem and any corrective actions needed.

Training and Support

For general information and questions about use of the eFiling system, please see the EFS Training Videos and User Guides. If you have any questions or need assistance, please contact efilesupport@vtcourts.gov.