



Vermont Attorney Portal User Guide

V1.12 April 2025

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Note: It is anticipated that this guide will be subject to frequent substantive updates. It is therefore not recommended to print hard copies of this guide, but rather to refer as needed to the online version on www.vermontjudiciary.org which will be kept current with ongoing updates.

About the Attorney Portal

The Vermont Attorney Portal is a website primarily for attorneys to conduct their license renewal.

Important Information About Registration -Please Read!

Registration Email Address: Initial registration should be done with a **personal email address**, and not a professional firm/agency email address. The email address used for registration will become the person's permanent username for logging in to the Attorney Portal, regardless of whether the person changes their professional email address in the case management system multiple times throughout their career.

- It is also important to note that the Attorney Portal is connected to the same registration database as Odyssey File and Serve, so an attorney **cannot register with the same email address** used to previously register for an Odyssey File and Serve eFiling account.

Update after Registering (for Vermont-licensed attorneys): Upon initial registration, the attorney's personal email address will be transferred into Odyssey as the attorney's current known email. Therefore, **an important step immediately after registering** for all attorneys will be to go into the "MANAGE" button in the Profile section of the Attorney Portal and update their email to the professional email address they want to be listed in Odyssey. It is important to keep this email up to date, as this is the email address that will be used by the Court Administrator for bar communication. This email address is not currently used for service and notifications from the court.

eNotices and eService: The Judiciary is working on new and enhanced functions that will allow attorneys to manage and self-update their own email addresses for notifications from the court (hearing notices, judge's orders, etc.), but these features are not yet live. **So until further notice attorneys must also continue to update email addresses in eCabinet.**

Attorneys should also be clear that **neither eCabinet registration nor registration on the Attorney Portal impacts service of filings from opposing parties** through Odyssey File and Serve, which is controlled through Service Contacts in the eFiling system.

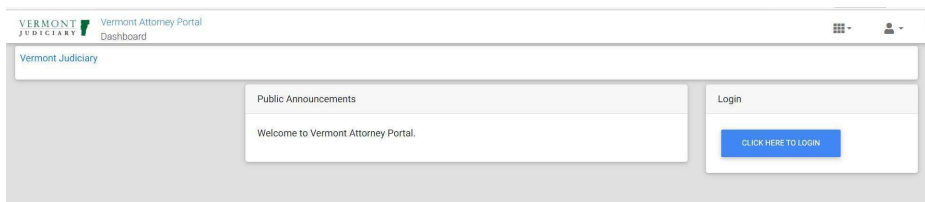
Connection between Attorney Portal and Odyssey File and Serve: All attorneys registering on the Attorney Portal should understand that the Attorney Portal website is integrated "behind the scenes" with the Odyssey File and Serve (eFiling) system. Registering on the Attorney Portal actually creates an account in the Odyssey File and Serve

system (a second account for most attorneys who already have a filing account used for litigation).

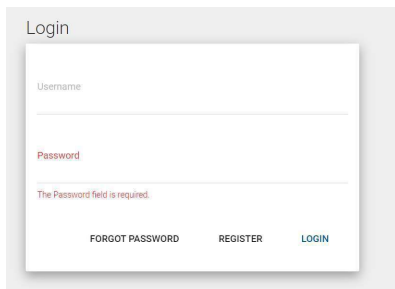
- This is why registration confirmation emails for the Attorney Portal are labeled as Odyssey File and Serve registration confirmations.
- The account is a new and different account. It does not overwrite or change anything on an attorney's existing eFiling account, which can still be accessed by ensuring that the attorney is logging in with their original credentials used for filing.
- Both sets of credentials (the original professional eFiling credentials and the newly created credentials from the Attorney Portal) will allow an attorney to log into Odyssey File and Serve, but the attorney licensing credential-based account should never be used for filing into trial court cases. When filing into court cases, attorneys should ensure they are logged into Odyssey File and Serve with their original filing account, and not with the credentials from attorney licensing.
- If an attorney is trying to file into a court case and finds that they are logged into Odyssey File and Serve with their attorney licensing account, they should log out of the site and log back in with their original professional filing account.
- The only reason an attorney would ever need to log into Odyssey File and Serve with their licensing credentials would be to view a receipt from something submitted through the Attorney Portal (such as a renewal or certificate request). These will be found in the accepted filing history section.

Registration Steps:

1. Navigate to the Attorney Portal login screen at <https://vermont.tylertech.cloud/TylerFamis/ui/dashboard> and click the login button.



2. Click "Register" at the bottom of the login box.



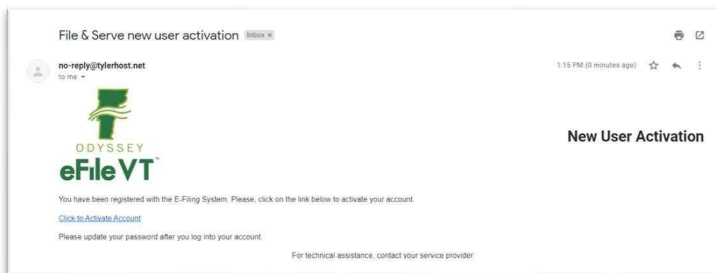
3. Complete all required fields in the registration screen and click “register”.

The registration form is divided into three main sections. The first section on the left contains fields for: First Name (filled with 'VT'), Middle Name, Last Name (filled with 'AttnyTest'), Email Address (filled with 'odytest555vt@gmail.com'), Confirm Email Address (filled with 'odytest555vt@gmail.com'), and Telephone Number. The middle section contains fields for: Street Address Line 1 (filled with '123 Main Street'), Street Address Line 2, City (filled with 'Big Town'), State (filled with 'VT'), Zip Code (filled with '05032'), and Password (with a strength indicator). The right section contains fields for: Password (with a strength indicator), Confirm Password, Security Question (filled with 'why?'), and Security Answer. At the bottom right, there is a checkbox for 'I have reviewed and accept the Terms of Use and Terms and Conditions Disclaimer.' and two buttons: 'CANCEL' and 'REGISTER'.

4. A “Registration Successful” message will appear, directing you to check your email for a validation link.



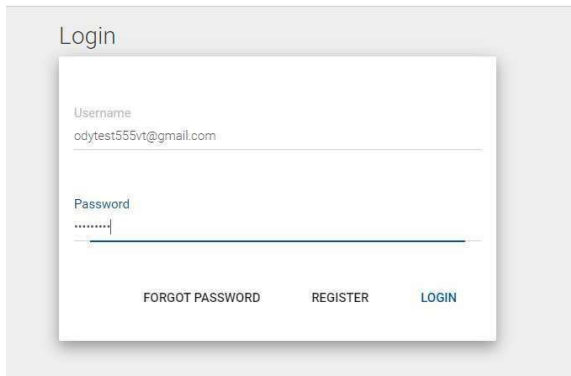
5. Open the email called “File and Serve new user activation” (depending on email account settings, check in your junk/spam folders if you don’t see it). Click on the link that says “Click to Activate Account”.



6. A message will display confirming that your account is activated. Click “Sign in Now”.



7. Enter your username (email address) and password and then click “Login”.

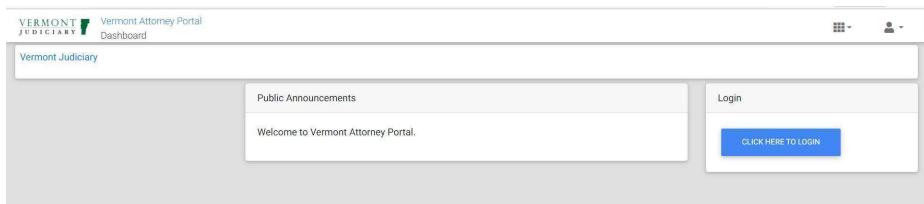


A screenshot of a login form titled "Login". It features two input fields: "Username" with the value "odytest555vt@gmail.com" and "Password" with masked characters ".....". Below the fields are three buttons: "FORGOT PASSWORD", "REGISTER", and "LOGIN".

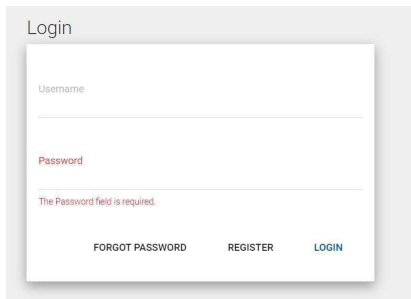
8. The Attorney Portal homepage will open up.

Bar Number Verification Steps (for Vermont-licensed attorneys):

1. Navigate to the Attorney Portal login screen at <https://vermont.tylertech.cloud/TylerFamis/ui/dashboard> and click the login button.

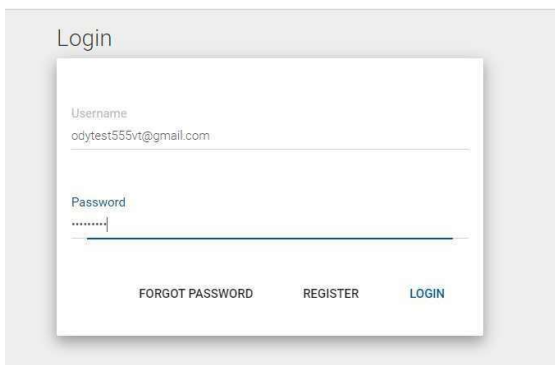


2. Click “Login” at the bottom of the login box.



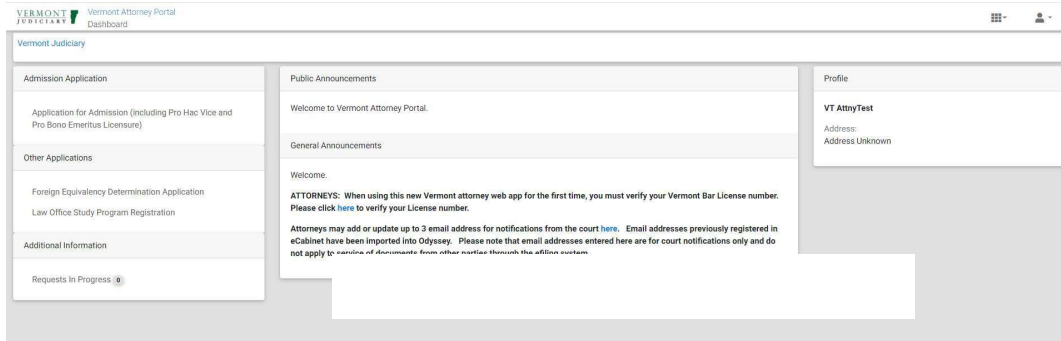
A screenshot of the login form titled "Login". The "Username" field is empty. The "Password" field has a red error message below it: "The Password field is required." The "FORGOT PASSWORD", "REGISTER", and "LOGIN" buttons are visible at the bottom.

3. Enter your username (email address) and password and then click “Login”.



A screenshot of the login form titled "Login". It features two input fields: "Username" with the value "odytest555vt@gmail.com" and "Password" with masked characters ".....". Below the fields are three buttons: "FORGOT PASSWORD", "REGISTER", and "LOGIN".

- The Attorney Portal homepage will open up. Under General Announcements, click on the link to verify your bar license number.



- Complete all required fields and click “verify”. Do not click the verify button more than once.

Enter Bar Number (Existing Attorneys Only)

Please enter your information and click verify.

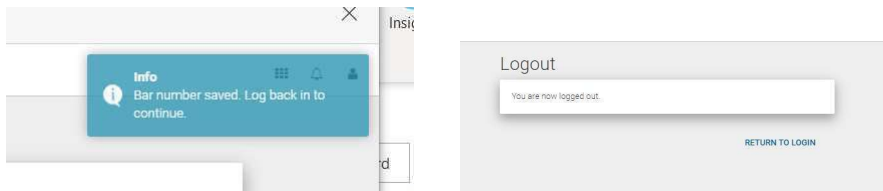
First Name: _____ Last Name: _____

Birth Date (MM/DD/YYYY): _____ Bar Number: _____
 MM/DD/YYYY

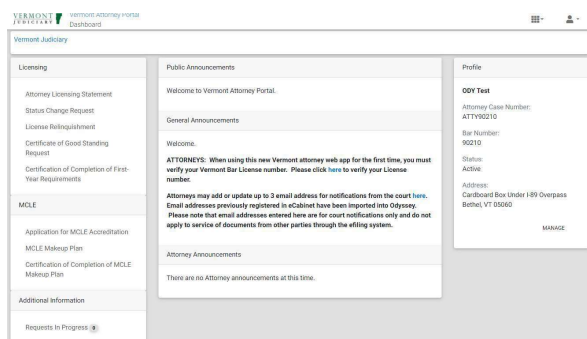
I certify that the bar number, name, and birth date shown above are mine.

[VERIFY](#) [CANCEL](#)

- A message will pop up saying your bar number has been saved. You will be automatically logged out of the site. Click “return to login” and log in again.



- The Attorney Portal will now open to the full dashboard, and you will see your attorney profile on the right side:



8. **Click the “manage” button** at the bottom of the Profile section. Upon initially registering, an attorney’s personal email address (the one used for registration) will be listed as the current known email address in Odyssey. **Attorneys should immediately click “manage” under profile** and update the primary email address to the professional email address they want associated with them for communications from the Court Administrator. Doing this will not change the attorney’s login/username on the Attorney Portal- the username always remains the original email that was used during registration.
 - a. Telephone and mailing address may also be updated in the profile to whatever professional contact information should be associated with them for case-related matters. A separate section in the lower right allows an attorney to also update their home/permanent address, which does not get entered or displayed anywhere in Odyssey.

NOTE: Once you successfully verify, you do not need to verify again on subsequent logins to the Portal.

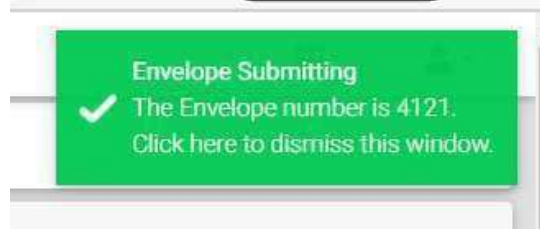
Renewing Your License

1. Log in to Attorney Portal Account.
2. Select “Attorney Licensing Statement” from left-side menu.



3. Complete all required interview questions in order.
 - a. Licensing and MCLE Details:
 - i. Select Active, Inactive or Pro Bono Emeritus status for the upcoming 2-year reporting period.
 - ii. Indicate whether relevant MCLE requirements have been met for the current reporting period. If you indicate No, you will be required to also fill out a MCLE make up plan.
 - b. Admission in Other Jurisdictions: If you are admitted to practice in other jurisdictions, you must list them here.
 - c. IOLTA Account Information: If you indicate that you have a pooled interest-bearing account you will be required to provide information about that account.
 - d. Holding of Funds or Property: You must acknowledge if you hold funds or property for a client or third party.
 - e. VBF Opt-In: Check the box to indicate opting-in to donate to the VT Bar Foundation
 - f. Volunteer Opportunities: Check any boxes for areas of volunteering in which you are interested.
 - g. Certificate and Signature: Read the required certifications and then type your signature.

- h. Summary Screen: Documents are generated and may be reviewed. Fees to be charged will be displayed. If changes are needed, click “return to interview” at the bottom to go back and edit. If all looks correct click “submit documents” on lower right.
 - i. *Note: the number of total documents will vary depending on selected answers to the questions in the interview. Additional documents generated as part of the interview are procedural in nature based on configuration requirements and are not considered formal independent submissions.*
- i. Submit payment: You will be prompted to enter a credit card or eCheck account. You can enter a one-time payment or create a re-usable payment account. In addition to licensure fees, system use fees and credit card convenience fees may apply. See additional details in “Fees” section below.
- j. The browser will direct you back to the Attorney Portal Home page and you will see an envelope submission message confirming that your filing has been submitted.



System Use Fees

The Attorney Portal utilizes the same underlying programming as Odyssey File & Serve, and fees are configured to work the same way. However, an attorney’s Attorney Portal account

- a. There is a one-time \$14 system fee charged for each attorney the first time they utilize the attorney portal to submit licensing documentation. Subsequent filings will not incur the charge again.
 - i. Please Note: the \$14 charge may appear on the Summary screen of subsequent filings under an attorney’s Attorney Portal account, but if the fee has already been paid, it will not actually re-assess and will be zeroed out when the submission is processed and it checks the database for the previous payment.
- b. There is a convenience fee of 2.89% of the total fee paid to Chase Bank for credit card processing, and a \$1.00 convenience fee for eCheck processing.

Printing a Receipt

To print a receipt from the portal:

1. Log in to the OFS site (<https://vermont.tylertech.cloud/OfsWeb/Home>) with Attorney Portal Credentials.
2. Under ‘Filing Activity’ on Dashboard, select ‘Accepted’.
3. Find envelope for which receipt is needed.
4. Select small ‘Actions’ dropdown next to envelope listing.
5. Select ‘View Envelope Details’.

6. Click 'View Receipt.' Receipt can be printed or saved as PDF.

Help and Support

Questions about the Attorney Portal or about attorney licensing in general should be directed to the Attorney Licensing Office at AttyLicensing@vtcourts.gov.

Please do not contact courthouse staff or the main Judiciary helpdesk about the Attorney Portal, since neither will currently be able to assist with Attorney Portal- related questions.

Please also see the many resources related to attorney licensing posted at [Attorney Licensing | Vermont Judiciary](#).

Appendix: Managing Login Credentials for Attorneys

Important information on managing attorney login credentials can be found here:

[Managing Login Credentials for Attorneys](#).