



JUDICIAL BUREAU eFILING GUIDE

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NOTE: This document is NOT intended to be a comprehensive guide to use of the eFile & Serve System. See information below regarding user guides, trainings and other materials for filers. This document provides supplemental division-specific guidance for eFiling in the Judicial Bureau.

NOTE ABOUT SYSTEM NAME UPDATES

The Vermont Judiciary's electronic case management and electronic filing systems have recently been rebranded by the vendor that produces them (Tyler Technologies), resulting in some updates to the labels by which those systems are known. For the court's case management system, the name "Odyssey" has been replaced by "Enterprise Justice" or "EJ" for short. For the electronic filing system, the name "Odyssey File & Serve (EFS)" has been replaced by "eFile & Serve" (EFS), with our specific Vermont version also being referred to as "eFileVT." It is understood that many internal and external users may still refer to these systems as Odyssey, and that is perfectly acceptable for purposes of communication to the court and among court users. This notice is being provided to offer context as to why the court's updated instructional materials and announcements will no longer reference the "Odyssey" systems. If there are any questions or concerns about these changes please feel free to reach out to itsupport@vtcourts.gov.

ACCESSING eFILE AND SERVE

Electronic filing is available in all dockets including the Judicial Bureau through the eFile & Serve (EFS) system, which is a web-based platform accessible from any modern browser on a computer or mobile device. EFS can be accessed via a link on the Vermont Judiciary's website, or directly at <https://efilevt.tylertech.cloud>.

REGISTRATION

Registration for eFiling is free and simple. All that is required is a valid email address. There are different registration options for firm/organizational users and independent users such as self-represented litigants. Instructions on how to register are found in the user guides and other materials in the Help section of the EFS homepage.

NOTE: All users including attorneys and self-represented litigants who choose to eFile must self-register. Court staff cannot complete registrations on behalf of filers or edit any user's registration information.

TRAINING AND SUPPORT

For general information and questions about use of the eFiling system, there are numerous guides and resources available on the EFS homepage:

<https://odysseyfileandservecloud.zendesk.com/hc/en-us>

Vermont-specific guides about filing in various division and case types are on the Judiciary website's eFiling page <https://www.vermontjudiciary.org/about-vermont-judiciary/electronic-access/electronic-filing>, also accessible here from the homepage:



There is also a Judiciary eFiling helpdesk for Vermont-specific eFiling procedural questions at efilesupport@vtcourts.gov.

FILING INTO AN EXISTING CASE

Judicial Bureau eFiling is only for subsequent filings after a new case is open.

- **Location:** Select Judicial Bureau
- **Case Number:** Enter the Case Number (*this is the same as the citation number*)
Case Number displays, click Actions
Select “File into Case”

FILINGS

Select **Filing Code** in the dropdown – **NOTE:** *If the filing is post judgement, a fee is due, and filer needs to select the option with a fee or filing may not be accepted.*

DOCUMENTS

- Documents must be uploaded in PDF Format
- Each document uploaded must have a Security type selected or filer cannot proceed. Judicial Bureau Documents should have a Security type of “**Public.**”
- Documents containing confidential information such as social security numbers must be labeled as a “confidential document” from the Security dropdown menu by the document, and where required by the Rules of Electronic Filing¹, a redacted version must also be filed.

LEAD DOCUMENT

Upload the Answer or Motion or other Filing as the Lead Document by dragging into the document field or by clicking on the “select file” button to choose a file from your computer. All uploads must be in PDF format.

To add more than one lead document to one filing, create another filing and upload your document.

* Lead Document (Required)

Drag files here or

Select file

Maximum file size: 36.70 MB
Accepted file types: Portable Document File (PDF)

- Click Save Changes if no Attachment to upload

ATTACHMENT

Upload any supporting document to the Lead document

- Click Save Changes after uploading Attachment

ADD ANOTHER FILING

Use this function to add documents separate and apart from the original lead document. Filer must click “Save Changes” then click “Add Another Filing.”

Answer – if Filer files an answer admitting or no contest, filer will have to **pay ticket on the Portal** found here:

<https://portal.vtcourts.gov/Portal>

Or, pay it by phone to the Judiciary Information Center at (802)652-1900.

Optional Services and Fees: *Service to request copies of documents, exemplified copies, certified copies, or public record retrieval. See more in Section VI below.*

- Click “Add Optional Services and Fees”
- Select service in drop down

Filer must click “Save Changes.”

FEES

- Filer selects payment account
 - If Filer files an Application to Waive Filing Fees, filer will need to create a Waiver Account to use for the filing fee, which will waive all filing fees.
- Filer selects person responsible for fees, which is the person filing
- Filing Attorney – will populate when using Attorney Account
- Click “Save Changes”

The per case fee is \$14.00 per filer or firm, payable upon a party’s first filing. Convenience fees remain in place with a 2.89% processing fee for credit card payments and \$1.00 per case for eCheck payments.

Please note:

The new per case fee is \$14 per party, per filer within a firm, charged once upon first filing. If a party’s representation changes from one firm to another, the fee will be charged again upon the new firm’s first filing into the case. A pro se litigant who chooses to use the eFiling system is also required to pay the fee upon first filing. If a pro se litigant later seeks representation, the fee would be charged again upon the firm’s first filing against the firm’s payment account.

Some filers may be erroneously re-assessed the \$14 charge as a result of merging of system entities in the court’s case management system (a process to correct duplicate records for the same individual). When a party entity for whom the per case fee has been paid is merged into another entity for whom the fee has not been paid, the fee will assess again. Filers in those situations may contact Tyler Technologies for a refund.

SUBMISSION AGREEMENTS

Filer must Certify that filer is in compliance with the Rules for Public Access to Court Records and with all service obligations by checking the boxes.

- Click Summary
- A summary of the Envelope displays, Filer must click “Submit”

POST JUDGMENT MOTIONS

Most motions filed after judgment or disposition generally require a filing fee.

If filing a post judgment motion, select the existing motion with a post-judgment fee or if there is not a listed motion, select Motion Miscellaneous with \$45.00 fee.

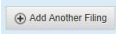
AGENCY FILERS

Government Agency Filers and other entities who are exempt by rule or statute from paying any court filing fees will continue to be exempt from paying fees when filing in EFS. Such filers should set up a “waiver” payment account when registering and use this for filings made in the course of their official job duties.

WAIVER OF FILING FEES (FORMERLY KNOWN AS “IN FORMA PAUPERIS” PROCESS)

To request a waiver of filing fees when submitting either a new or a subsequent case filing through EFS, select “waiver” as the payment method (the filer must have a waiver account set up as a payment method – this can be done in the filer’s EFS account settings).

You must include a completed Application to Waive Filing Fees (form # 228, available on www.vermontjudiciary.org) in PDF format.

Do not upload the form as an attachment to your lead document; rather, after uploading your other documents, click on “Add another Filing”  then use the filing code “Application to Waive Filing and Service Fees.”

Cases will be accepted by the court through EFS regardless of whether the filer qualifies for a waiver or not. Review is completed by court staff after the initial acceptance from the eFiling system. If the request to waive fees is denied, or if the filer fails to submit the application form, they will receive notice from the court instructing them on how much is due and the date by which it must be paid to avoid dismissal of the filing.

APPEALS

When filing an Appeal of a Judicial Bureau case, file the Notice of Appeal in the existing Judicial Bureau case and pay the filing fee to the Judicial Bureau.

REQUESTING COPIES, PUBLIC RECORD RETRIEVAL AND OTHER OPTIONAL SERVICES

NOTE: Many documents in newer and active cases are available to be printed and downloaded for free from the Public Portal for users with a right of access. Most older cases that have not had recent activity continue to be held in paper files from which copies must be requested. Information is provided below about requesting copies of case records through the eFiling system. Complete information about copy and records request is found here: <https://www.vermontjudiciary.org/about-vermont-judiciary/records-requests>

Regular photocopies, certified copies and exemplified copies of court documents may be requested by case parties through the eFiling system by filing a request into the case from which you are requesting document copies. Requests may be submitted on their own or in conjunction with other filings.

- Using the filing code “Copy Request,” submit a letter or document clearly stating the request including the specific documents for which you want printed copies, and whether you need a regular, certified or exemplified copy and how you would like the document(s) sent to you (mail or email). Please note that certified copies produced and delivered electronically will have a certification stamp image and signature electronically applied. For some purposes and in some other jurisdictions a raised seal and original signature is required, so requests should state clearly which method is needed.
- To submit payment for the copies, in addition to selecting the filing code and attaching a written request, the filer must select the appropriate copy type and fee from the “Optional Services” section. There are different fees for each type of copy so be sure to select the correct option.
 - Regular printed copies of court documents cost 25 cents/page and there is a \$1.00 minimum for any copies, so if the document is 1-4 pages long the cost will be \$1.00 (select the option for “photocopies1-4”).
 - Printed copies of documents longer than 4 pages will be [# of pages X 25 cents] (select the option for “photocopies 5+” and enter the total# of pages of the document(s)).
 - Certified copies have a fee of \$5.00 per document.
 - Exemplified copies have a fee of \$10.00 per document

REFILING AFTER REJECTION

When a filing is rejected:

- Filer will receive an email with the rejection reason and any comment the court may add
- Filer can see the envelope on the Dashboard of Filer’s Account
 - Click Returned Filings

- Find rejected envelope
- Click Actions
- View Envelope Details
- Click to Expand Filings Section
- If filing was rejected, filer has **7 days** to refile with a correct document in order to retain the original filing date.
- Process to follow:
 - Go to Filings Tab
 - On the rejected filing, to far right, click 4th button “Copy this envelope”