



JUVENILE eFILING GUIDE

NOTE: This guide is NOT intended to be a comprehensive guide to use the Odyssey File & Serve System. It provides supplemental division-specific guidance for eFiling in the Juvenile Docket.

Detailed instructions about registering and using the eFiling system are available at:

<https://vermont.tylertech.cloud/OfsWeb/> [Odyssey File & Serve](#) -- Self-Help section of the eFiling website contains links to manuals for general system use, as well as various other help resources including training videos and webinars.

<https://www.vermontjudiciary.org/about-vermont-judiciary/electronic-access/electronic-filing>
[Electronic Filing | Vermont Judiciary](#)
VT Judiciary website eFiling page, contains division-specific filer guides, videos and training and support information.

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ACCESSING eFILEVT

All Vermont Courts have adopted universal eFiling in all dockets through the Enterprise Justice File & 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's eFiling page at <https://www.vermontjudiciary.org/about-vermont-judiciary/electronic-access/electronic-filing> or directly at: <https://www.vermontjudiciary.org/about-vermont-judiciary/electronic-access/electronic-filing>

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 "self-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, Tyler Technologies guides and videos are available here: [Electronic Filing | Vermont Judiciary](https://www.vermontjudiciary.org/about-vermont-judiciary/electronic-access/electronic-filing)
<https://www.vermontjudiciary.org/about-vermont-judiciary/electronic-access/electronic-filing>

- Live web training sessions and recorded trainings that can be viewed any time
- A Database of FAQs
- Chat, messaging and other contact options for support
- Training videos
- Downloadable user guides

Vermont-specific guides about filing in various division and case types are on the Judiciary website's eFiling page [Electronic Filing | Vermont Judiciary](https://www.vermontjudiciary.org/about-vermont-judiciary/electronic-access/electronic-filing)
<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. Please use this email for eFiling questions and do not send eFiling questions to the main Judiciary Helpdesk email.

TEMPLATES

Templates are a feature within the e-filing system that allows users to create case initiation filings and existing case filings faster. Templates are a way to set the website up for the same type of cases and filings. Please note: Templates are specific by court location and case type.

CREATING A TEMPLATE

- Sign in
- At Templates, select “View my templates”
- Select “+ Add Template”
- Name the Template
- Select whether “New Case” or “Existing Case”
- Select “Edit Details”
- Complete the required fields:
 - Court Location
 - Case Category
 - For CHINS cases select Family
 - For Delinquency and Youthful Offender cases select Criminal (in Enterprise Justice and EFS due to the charge component, they are entered under “Criminal” but otherwise are part of the Family Division)
 - Case Type
- 8. Complete as much information in each section as applicable to the template
 - Parties
 - Filings
 - Service
 - Fees
- 9. Select “Summary”
- 10. Review the template
 - Select “Edit” at any section to edit it
- 11. Select “Save Template”

COPYING A TEMPLATE

- Sign in
- At Templates, select “View my templates”
- Click the 3 dots under Actions at the end of the template you want to copy
 - Select “Copy Template”
- Edit the Template Name
- Select “Edit Details”

- Edit any necessary details in the Template
- Once you reach Summary, select “Summary” to review your edits
 - Select “Edit” at any section to edit is
- Select “Save Template”

USING A TEMPLATE

- Sign in
- On the Home page at Templates, select the Template you want to use
 - If the needed Template isn’t showing, select “View my templates”
- 3. Select this icon to use the Template for filing



FILING INTO EXISTING CASES

All existing pending and closed cases that were in our legacy case management system (VTADS) will be searchable in EFS and available for making subsequent filings by clicking “Start Filing” from the Filer Dashboard and then selecting “File Into Existing Case.”

Select the Location by using the dropdown arrow or start typing the location and then selecting it once it appears.

Search for the case by:

- Case Number (default)—type the case number exactly as it appears or select
- Party Name

Click “Search” once you complete the search criteria.

For these cases, use the existing docket number in its full original format (including the 4-letter county initial/docket code at the end. Use dashes and no spaces in the numbers, then a space before the letters). Some case and party types are “masked” in EFS for confidentiality reasons, meaning that names and other identifying information are not displayed to filers. These types include Juvenile, Mental Health and Relief from Abuse filings. For these types, you will need to know the county/unit and the docket/case number in order to file into it.

For very old cases (generally pre-1990) that were never in the VTADS system, they will not be searchable to file into in EFS. Any filings for such cases may/must be submitted to the court through alternative means (mail or email with clerk’s permission).

When the case information appears, click on Actions and select the appropriate action you wish to use:

- File Into Case
- File Into Case With Template
- View Service Contacts
- Bookmark Case

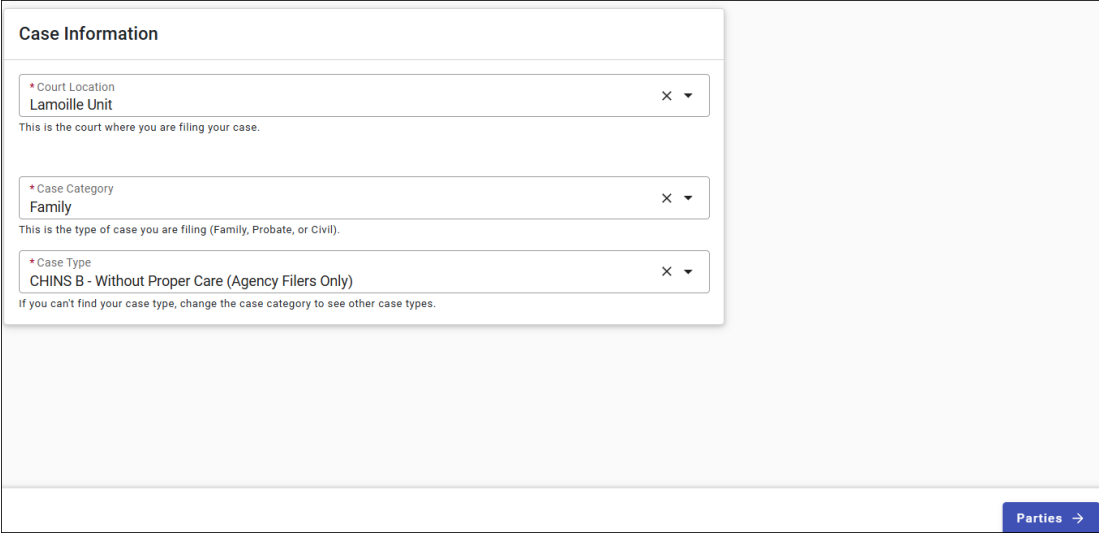
FILING A NEW CHINS CASE

If you have a template created, on the Home Dashboard, select the template name under Templates. Select the Template you want to use. Select “Use Template”. If you don’t have or want to use a template, select “Start Filing” then “Start New Case.”

NOTE: only 1 CHINS case type may be filed at a time. There is no mechanism for filing a “combined” CHINS case with multiple types- one must be chosen, or separate petitions must be filed in such situations.

CASE INFORMATION

- Location: Use dropdown or start typing the appropriate county
- Case Category: Select Family
- Case Type: Use the dropdown to select the appropriate type
 - CHINS A – Abandoned or Abused by Parent/Guardian/Custodian
 - CHINS B – Without Parental Care of Subsistence (Neglect)
 - CHINS C – Is Without or Beyond the Control of Parent/Guardian/Custodian
 - CHINS D – Habitually and Without Justification Truant



The screenshot shows a web form titled "Case Information". It contains three dropdown menus, each with a red asterisk indicating a required field. The first dropdown is "Court Location" with "Lamoille Unit" selected. Below it is a note: "This is the court where you are filing your case." The second dropdown is "Case Category" with "Family" selected. Below it is a note: "This is the type of case you are filing (Family, Probate, or Civil)." The third dropdown is "Case Type" with "CHINS B - Without Proper Care (Agency Filers Only)" selected. Below it is a note: "If you can't find your case type, change the case category to see other case types." At the bottom right of the form is a blue button labeled "Parties →".

PARTY INFORMATION

- Petitioner defaults as the first Party Type to add
- Select Person or Entity (for a business or agency)

- Business Name – State of Vermont *This defaults in the Filing, you only need to add the appropriate attorney for the State
- Save Changes (you will do this after each party is added)
- Juvenile defaults as the second Party Type to add
- Complete the juvenile’s name, DOB and any other known information
- Save Changes
- DCF defaults as the third Party Type to add for CHINS A, B and C—the appropriate DCF agency should be added in this role (not the DCF Case Worker—they can be added after the default parties)
- Save Changes
- Once the default parties are added, you can add more parties by clicking on “+ Add More” such as the parent(s), DCF Case Worker, etc.
- You MUST add the party(s) the petition is being filed against – Mother, Father, Guardian, Custodian, etc.
- Continue this way until all parties are added

Please Note: The system is not configured to enter Race, or Ethnicity (if applicable) for the juvenile CHINS cases, however these are still required fields for all juvenile filings so they must be complete on the petition you file; they will be entered by the clerk on the Enterprise Justice side.

Parties			
Party Type	Party Name	Lead Attorney	Actions
* Petitioner 	+ Add party details		
* Juvenile 	+ Add party details		
+ Add More			

Party Information

Enter the name(s) of the people or entities involved in the case.

Party Type

Petitioner

Person

Entity

* Entity Name

State of Vermont



Attorney Information

Lead Attorney

Test Attorney

×

▼

Additional Attorneys

Select...

Cancel

Save

Party Information
Enter the name(s) of the people or entities involved in the case.

Party Type
Juvenile

Person Entity

*First Name
Puppy

Middle Name

*Last Name
Bowl

Suffix
Select...

Date of Birth
02/08/2026

Contact Information
You need to know the party's full address to add it. If you do not know the party's full address, you can e-file without the physical address.

Country
United States

Cancel Save

Parties			
Party Type	Party Name	Lead Attorney	Actions
* Petitioner ✓	State of Vermont	Test Attorney	
* Juvenile ✓	Puppy Bowl		
Father ✓	Super Bowl		
Mother ✓	Cereal Bowl		
+ Add More			

← Case Information Filings →

FILINGS

- Filing Type – Defaults to Efile
 - Select “eFile and Serve” as appropriate
- Filing Code—Use the dropdown or start typing—JCHINSFILE - Juvenile CHINS Petition and Affidavit (Agency Filers Only) should be used as the lead filing code
- Lead Document—Upload the Petition and Affidavit
- Security—Should default to Confidential, if not, use the dropdown to select confidential
- Attachments—Upload any additional documents that are appropriate and specific to the lead filing such as additional affidavits
- Save Changes

If an emergency motion is being filed with this case such as for a temporary care order or emergency conditional custody order, once you save changes for this section, go back to this section and select “+ Add More.” It is recommended that you also alert the Juvenile Clerk by phone or email if this is an emergency filing.

- Filing Code—Use the dropdown to select the appropriate motion—*NOTE most juvenile events contain the word juvenile in them—ex. Motion Juvenile for Emergency Care Order or Motion Juvenile for Emergency Conditional Custody Order
- Lead Document—Upload the motion

Filings

Max Envelope Size: 52.43 MB
Remaining: 52.43 MB

Filing Code	Filing Type	Description	Actions
 No Filings Added Yet At least one filing is required to complete the filing process. + Add Filing			

* Filing Type (Required)

☒ eFile Only
Pick "eFile Only" to just electronically file your papers.
 ☐ eFile and Serve
Electronically file your papers with the court and have your documents sent to the selected service contacts.

Filing Information

* Filing Code
Juvenile CHINS Petition and Affidavit (Agency Filers Only) ×

Filing Description
Warning: Character limit of 100, including spaces

Client Reference Number

Comments to Court
 Being filed with motion for ECO

Cancel

Save

Filings

Max Envelope Size: 52.43 MB
Remaining: 52.35 MB

Filing Code	Filing Type	Description	Actions
Juvenile CHINS Petition and ...	Efile		 
Motion Juvenile for Emergen...	Efile		 

[+ Add More](#)

← Parties

Service →

Skip To Fees

FEES

Payment Account – Use dropdown to select Waiver – **the Waiver Account must be set up by the firm administrator. See instructions available at [Electronic Filing | Vermont Judiciary](#)

Fees

You must select a payment account even if there are no fees.

* Payment Account

Waiver

×

+ Add Payment Account

Party Responsible for Fees

Select...

Filing Attorney

Fee Breakdown

Once you've picked your payment account, click the button below to see the total fees.

Calculate Fees

← Service

Summary →

SUMMARY

- Review Submission Agreements
 - ✓ I certify that ...filer must check both.
- Review the filing and edit any sections if needed

SUBMIT

- Select “Submit” once you are sure you have everything correct
- An “Envelope Submitted” dialog will pop-up with your envelope #
 - You can “View Receipt” or “Return to dashboard”

*** Submission Agreements**

☒ I certify that I have reviewed the contents of this filing, and that the filing specifies any nonpublic record or contents, and protects those records from disclosure to the public consistent with the Rules for Public Access to Court Records. If any record or content was separated or redacted and filed as confidential, the actions taken to comply with the rules are stated in the "Comments to Court" field.

☒ I certify that I am complying with service requirements in V.R.E.F. 11(g) and V.R.C.P. 5(b). (1) I am serving all persons on whom service is required through File and Serve, or (2) I am serving the persons on whom service is required through File and Serve and submitting a certificate of service that describes service on all other persons required to be served by other means, or (3) I am not required to serve my filing on any person.

Case Information

Court Location

Lamoille Unit

Case Type

CHINS B - Without Proper Care (Agency Filers Only)

Case Category

Family

Edit

Parties

Party Type	Party Name	Lead Attorney
Petitioner	State of Vermont	Test Attorney
Juvenile	Puppy Bowl	
Father	Super Bowl	
Mother	Cereal Bowl	

Edit

Filings

Filing Code	Filing Type	Filing Description	Client Ref #
Juvenile CHINS Petition and Affidavit	eFile Only		

Edit

← Fees

Submit →

FILING A NEW DELINQUENCY OR YOUTHFUL OFFENDER CASE

If you have a template created, on the Home Dashboard, select the template name under Templates. Select the Template you want to use. Select “Use Template.”

If you don’t have or want to use a template, select “Start Filing” then “Start New Case.”

CASE INFORMATION

- Court Location: Use dropdown or start typing the appropriate county
- Case Category: Select Criminal (in Enterprise Justice and EFS, due to the charge component, Juvenile Delinquency and Youthful Offender cases are entered under “Criminal” but otherwise are part of the Family Division)
- Case Type: Use the dropdown to select Juvenile Delinquency or Youthful Offender

The screenshot shows a web form titled "Case Information". It contains three dropdown menus, each with a red asterisk icon and a close button (X). The first dropdown is labeled "Court Location" and has "Lamoille Unit" selected, with a note below it: "This is the court where you are filing your case." The second dropdown is labeled "Case Category" and has "Criminal" selected, with a note below it: "This is the type of case you are filing (Family, Probate, or Civil)." The third dropdown is labeled "Case Type" and has "Juvenile Delinquency" selected, with a note below it: "If you can't find your case type, change the case category to see other case types." At the bottom right of the form is a blue button labeled "Charges" with a right-pointing arrow.

CHARGES

- Charge Phase: Use the dropdown to select Case Filing
- Offense Code: Click in the Offense Code to open the Add Offense dialog
 - Scroll or type in the Filter Results to find the Offense
- Select the offense, then “Confirm”
- Enter the charge details:
 - Charge Description – DO NOT enter/alter anything here – this will auto populate based on the Offense Code selected
 - Statute – DO NOT enter anything here
 - Degree – Use the dropdown to select Misdemeanor or Felony
 - Date of Offense – enter the date mmddyy or use the calendar to enter the offense date
 - Time of Offense (From) To are not required
 - Additional Statute – DO NOT enter anything here

- Date of Arrest – enter the date mmddyy or use the calendar to enter the arrest date
- Law Enforcement Unit – use the dropdown to select the Law Enforcement Unit (arresting agency)
- Arrest Location – use the dropdown to select the arrest location
- Save

Charge Information
Enter the charge details.

Charge Phase
Case Filing

* Offense Code
116

Charge Description
13V1023A1 - ASSAULT - SIMPLE
**Do NOT Type Here
This Will Auto Populate Based on the Charge**

Statute
Please do NOT type here

* Degree
Misdemeanor

☐ Offense At Or About

* Date of Offense (From)
12/31/2025

Time of Offense (From)

Time of Offense To

Additional Statute

Code	Description
+ Additional Statute	

Arrest

Date of Arrest
01/01/2026

Arrest Location
Elmore

Law Enforcement Unit
Lamoille CSD

[Cancel](#) [Save](#)

- To add additional charges, select “+ Add More” and add the required information
 - The Date of Arrest, Arrest Location and Law Enforcement Unit default to what you entered on the previous charge – adjust if needed
 - Save

PARTIES

- Juvenile defaults as the first Party Type to add, select “+ Add party details”
 - Complete the juvenile’s name, DOB and any other known information
 - Save

Parties

Party Type	Party Name	Lead Attorney	Actions
* Juvenile	+ Add party details		
+ Add More			

Party Information

Enter the name(s) of the people or entities involved in the case.

Party Type
Juvenile

Person Entity

* First Name
Boba

Middle Name

* Last Name
Tea

Suffix
Select...

Date of Birth
03/09/2012

Contact Information

You need to know the party's full address to add it. If you do not know the party's full address, you can e-file without the physical address.

Country
United States

* Address Line 1
123 Rte 12

No items to show

+ New identity

* City
Elmore

* State
Vermont

* Zip Code
05661

Phone Number
8020012345

Cancel Save

- If the juvenile is under 18, you will need to add another party(s) for the parent(s), guardian, or custodian, select “+ Add More”
 - Complete the necessary information
 - Save

Parties			
Party Type	Party Name	Lead Attorney	Actions
* Juvenile	Boba Tea		
+ Add More			

Party Information

Enter the name(s) of the people or entities involved in the case.

* Party Type
Mother

Person Entity

* First Name
Matcha

Middle Name

* Last Name
Tea

Suffix
Select...

Date of Birth

Contact Information

You need to know the party's full address to add it. If you do not know the party's full address, you can e-file without the physical address.

Country
United States

* Address Line 1
123 Rte 12

Address Line 2

* City
Elmore

* State
Vermont

* Zip Code
05661

Phone Number
8020012345

Export

Cancel Save

- Continue this way until all parties are added

Please Note: the system is not configured to enter Race, or Ethnicity (if applicable) for the Juvenile Delinquency or Youthful Offender cases, however these are still required fields for all juvenile filings so they must be complete on the petition you file; they will be entered by the clerk on the Enterprise Justice side.

Parties

Party Type	Party Name	Lead Attorney	Actions
* Juvenile ✓	Boba Tea		
Mother ✓	Matcha Tea		

+ Add More

← Charges Filings →

FILINGS

- Once all parties are added, click on “Parties →”
- Select “+ Add Filing”
- Filing Type – Defaults to Efile
 - Select “eFile and Serve” as appropriate
- Filing Code – Use the dropdown to select Juvenile Delinquency Petition and Affidavit or Juvenile Youthful Offender Petition as the lead filing code
- Lead Document – Upload the Petition and Affidavit
- Security – Should default to Confidential, if not, use the dropdown to select confidential
- Attachments – Upload any additional documents that are appropriate and specific to the lead filing such as additional affidavits
- Save

- To add the Juvenile Citation, and the Juvenile Law Enforcement Data Sheet, select “+ Add More”
- Repeat until the appropriate filings and documents are added to the case

Filings

Max Envelope Size: **52.43 MB**
Remaining: **52.43 MB**

Filing Code	Filing Type	Description	Actions
 No Filings Added Yet At least one filing is required to complete the filing process. + Add Filing			

Filing Requirements

Additional Services and Fees

* Filing Type (Required)

☒ eFile Only

Pick "eFile Only" to just electronically file your papers.

☐ eFile and Serve

Electronically file your papers with the court and have your documents sent to the selected service contacts.

Filing Information

* Filing Code

juveni

Juvenile Administrative Case Plan

Juvenile Citation

Juvenile Delinquency Petition and Affidavit

Juvenile Diversion Referral

Juvenile Drug Treatment Court Referral

Cancel

Save

Upload Documents

To add more than one lead document to the 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)

Attachments



Drag files here or

Select files

Cancel

Save

Filings

Max Envelope Size: 52.43 MB

Remaining: 52.33 MB

Filing Code	Filing Type	Description	Actions
Juvenile Delinquency Pettitio...	Efile		
Juvenile Citation	Efile		
Juvenile Law Enforcement D...	Efile		

+ Add More

← Parties

Service →

Skip To Fees

FEES

- Payment Account – Use dropdown to select Waiver – **the Waiver Account must be set up by the firm administrator. See instructions available at [Electronic Filing | Vermont Judiciary](#)

Fees

You must select a payment account even if there are no fees.

Payment Account

Waiver

×

+ Add Payment Account

Party Responsible for Fees

Select...

Filing Attorney

Fee Breakdown

Once you've picked your payment account, click the button below to see the total fees.

Calculate Fees

← Service

Summary →

SUMMARY

- Review Submission Agreements
 - ✓ I certify that ...filer must check both
- Review the filing and edit any sections if needed

*Submission Agreements

I certify that I have reviewed the contents of this filing, and that the filing specifies any nonpublic record or contents, and protects those records from disclosure to the public consistent with the Rules for Public Access to Court Records. If any record or content was separated or redacted and filed as confidential, the actions taken to comply with the rules are stated in the "Comments to Court" field.

☒

I certify that I am complying with service requirements in V.R.E.F. 11(g) and V.R.C.P. 5(b). (1) I am serving all persons on whom service is required through File and Serve, or (2) I am serving the persons on whom service is required through File and Serve and submitting a certificate of service that describes service on all other persons required to be served by other means, or (3) I am not required to serve my filing on any person.

☒

SUBMIT

- Select “Submit” once you are sure you have everything correct
- An “Envelope Submitted” dialog will pop-up with your envelope #
 - You can “View Receipt” or “Return to dashboard”

Case Information Edit		
Court Location Lamoille Unit	Case Type Juvenile Delinquency	Case Category Criminal
Charges Edit ^		
Charge Phase Case Filing Statute	Code 116 Degree Misdemeanor	Charge Description 13V1023A1 - ASSAULT - SIMPLE General Offense Character
Additional Statute		
Arrest Information		
Arrest Date 01/01/2026	Arrest Location Elmore	Law Enforcement Unit Lamoille CSD
Parties Edit		
Party Type	Party Name	Lead Attorney
Juvenile	Boba Tea	
Mother	Matcha Tea	
Filings Edit		
Filing Code	Filing Type	Filing Description
		Client Ref #
		← Fees Submit →

FILING CODES WITH “AGENCY FILERS ONLY” DESCRIPTION

In the rare circumstances when a non-agency filer is authorized to file one of these documents (e.g. a Termination of Parental Rights Petition), they may disregard the “Agency Filers Only” language and use that filing code anyway. There is no system setting that will prevent the court from receiving and accepting one of these filing codes from any filer. The language is included on the filing code mainly to dissuade filers from selecting it erroneously when they are not in fact authorized to file under that code.

AFTER HOURS EMERGENCY FILINGS

Filings submitted through EFS are generally only reviewed during the court’s business hours. Filings received after hours will be reviewed when the Court is open. After hours filings for RFAs, Juvenile matters and other emergencies should continue to be submitted through the current/existing procedures until further notice.

eSERVICE

The eFiling system contains a “Serve” feature that allows filers to simultaneously submit documents to the court and serve them on opposing parties/counsel who are also registered in the eFiling system.

Vermont’s Rules for Electronic Filing require service of filed documents on other eFilers to take place through the system unless the parties agree in writing to an alternative method. Please see the eService Guide and other related materials on the Judiciary’s eFiling page for further details on using the Serve function.

When a filing is submitted through the eFiling system but is served on any parties through any alternative means (because the recipient is not an eFiler or because there is an agreement between the parties), the filer must also submit a certificate of service in compliance with applicable rules.

REQUESTING COPIES

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.

Regular photocopies, certified copies and exemplified copies of court documents may be requested 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

VIEWING CASE RECORDS

Case records (docket entries, orders, etc.) cannot be viewed in the eFiling system. Case records are available on the Vermont Judiciary Public Portal at:

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

User guides and other information about the Public Portal is located at:

<https://www.vermontjudiciary.org/about-vermont-judiciary/public-portal>