VERMONT JUDICIARY

HOW TO REGISTER A FIRM WITH AN ATTORNEY IN EFILE AND SERVE (EFS)

EFSP v1 January 2026

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 For the court's case management system, the name "Odyssey" has been replaced by "Enterprise Justice" or "EJ" for short. For the electronic filing system, the name "Odyssey File & Serve" (OFS) has been replaced by "eFile & Serve" (EFS), with our specific Vermont version also being referred to as "eFileVT."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 .

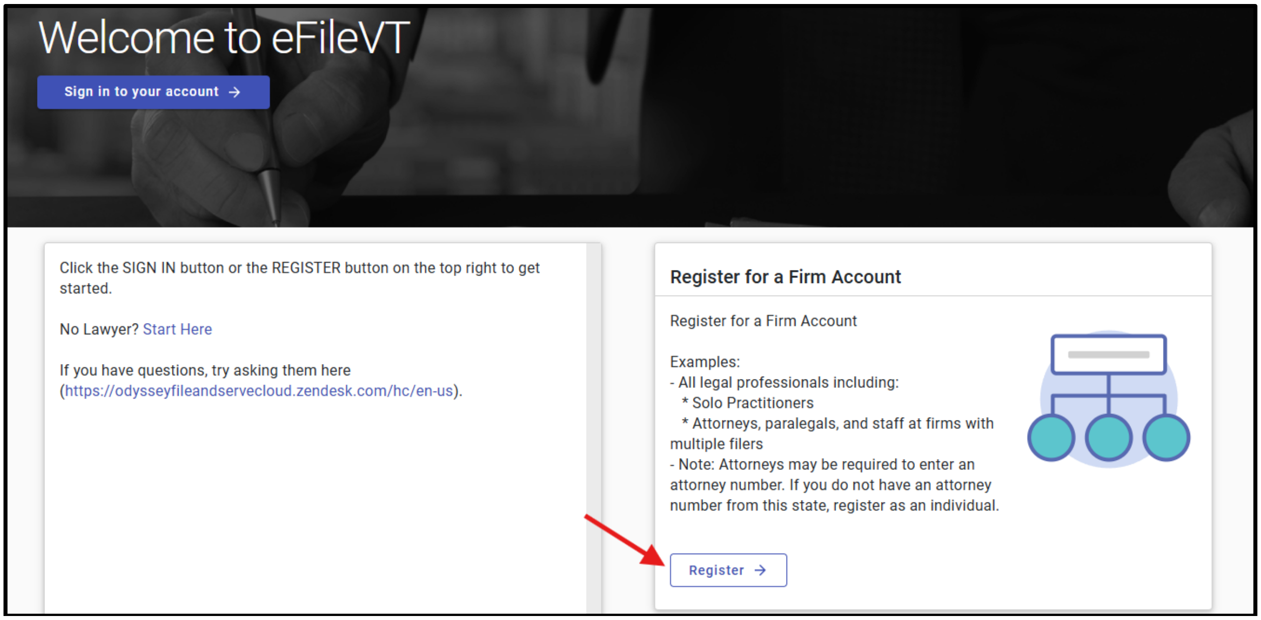
Attorneys should set up a Firm Account even if operating as a sole practitioner. A Firm account has a Firm Administrator(s) and can create other users to join the firm.

Contents

HOW TO CREATE AN ACCOUNT

Go to EFS site: https://efilevt.tylertech.cloud/OfsEfsp/ui/landing?returnUrl=%2Fdashboard

1. Click Register under Register for a Firm Account



2. Enter your email address and password you wish to use for account

   - Enter your first and last name
   - Enter the Firm Account information
   - Check the Terms and Conditions box

3. Click Register

Account Credentials

* Email Address

Email Address is Required.

* Password

Password is Required.

User Information

* First Name

First Name is Required.

Middle Name

* Last Name

Last Name is Required.

Firm Information

* Firm Name

Firm Name is Required.

Country
United States

* Address Line 1

Address Line 1 is Required.

Address Line 2

* City

City is Required.

* State

State is Required.

* Zip Code

Zip Code is Required.

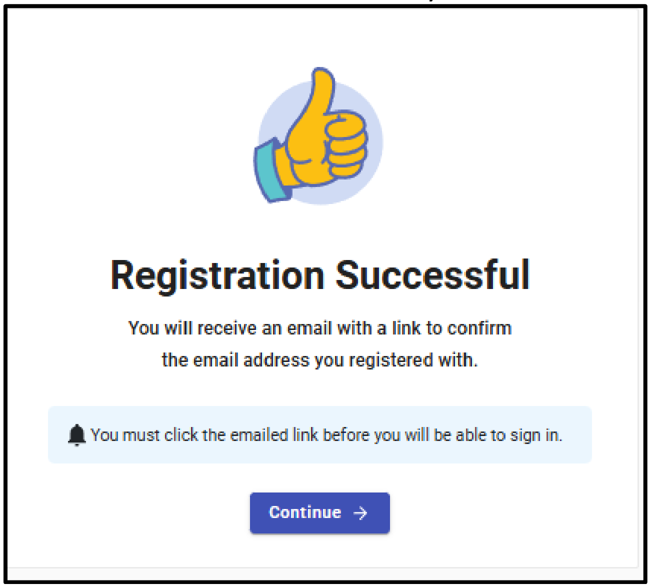
* Phone Number

Phone Number is Required.

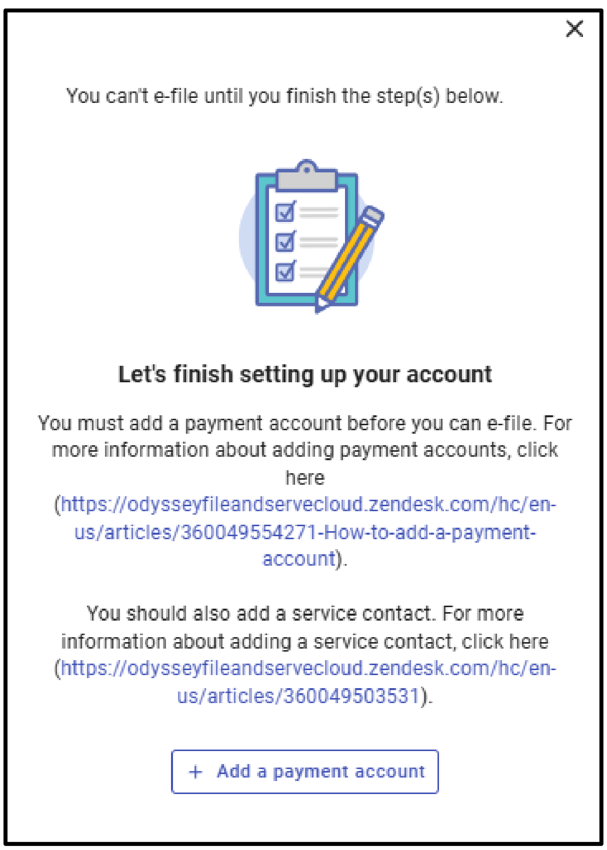
I agree to the Terms and Conditions

Register

1. The next screen you will see is going to show the registration success. You must open the verification email that was sent from EFS to confirm your account before you can sign in.



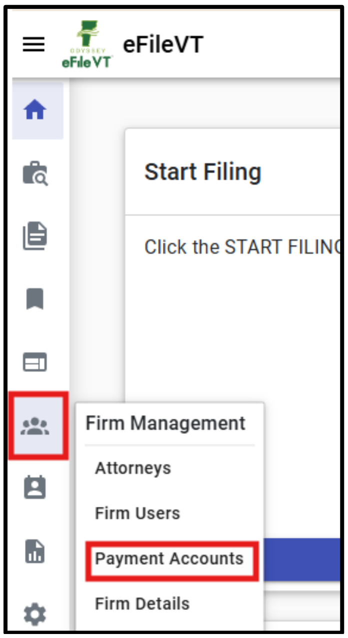
2. Once you have clicked the activation link in your email click continue.
3. Enter your credentials and login.
4. User will need to add any other firm users and payment account before eFiling the first time.

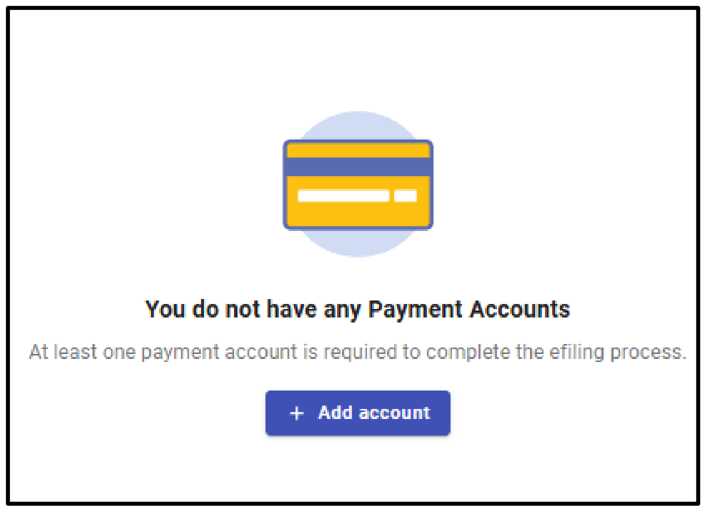


ADDING A PAYMENT ACCOUNT

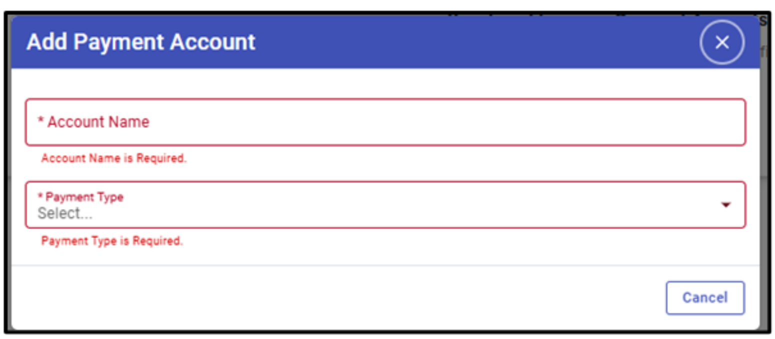
1. Click Add a payment account on pop up window. (see picture above)

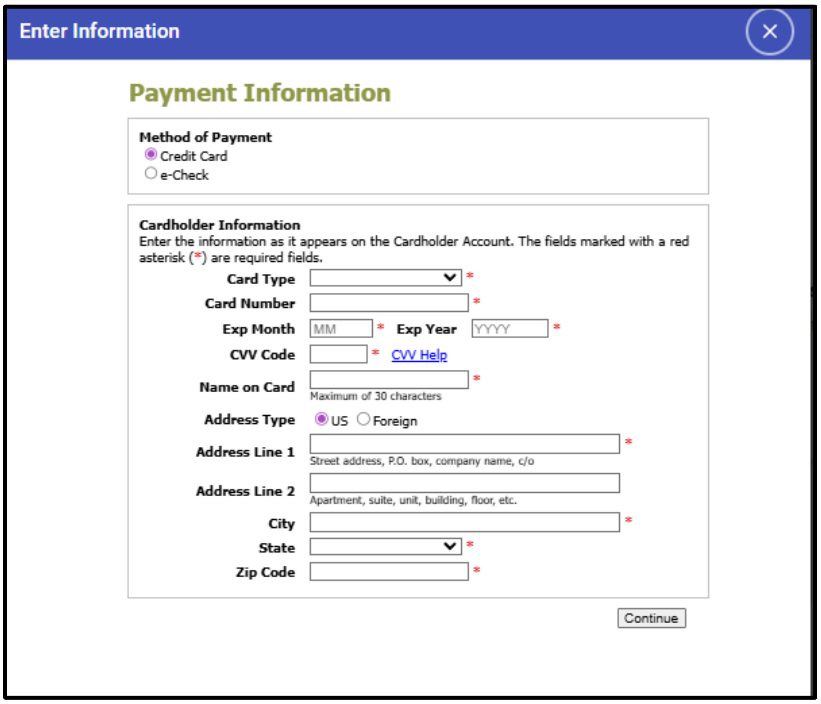
   - If pop up window does not appear to access payment account, click firm management on the left-hand side of screen
   - Select Payment Accounts
   - Click Add Account





2. Enter Payment Account name and all other relevant information.





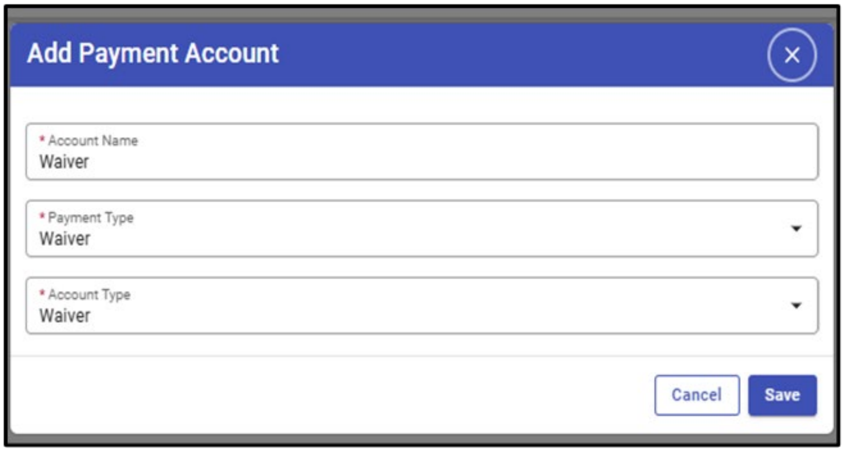
3. Click continue

4. Review information and click Save information

ADDING A WAIVER ACCOUNT

Firm Administrator can add a Waiver Account for either criminal cases, stalking, RFA or if state agency filer:

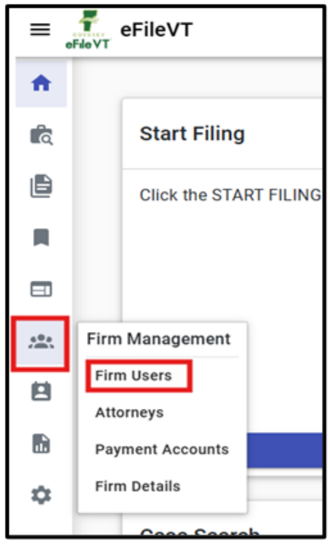
- Click Firm Management
- Click Payment Accounts
- Click "Add Account"
- Follow steps to complete


Add Payment Account
* Account Name
Waiver
* Payment Type
Waiver
* Account Type
Waiver
Cancel
Save

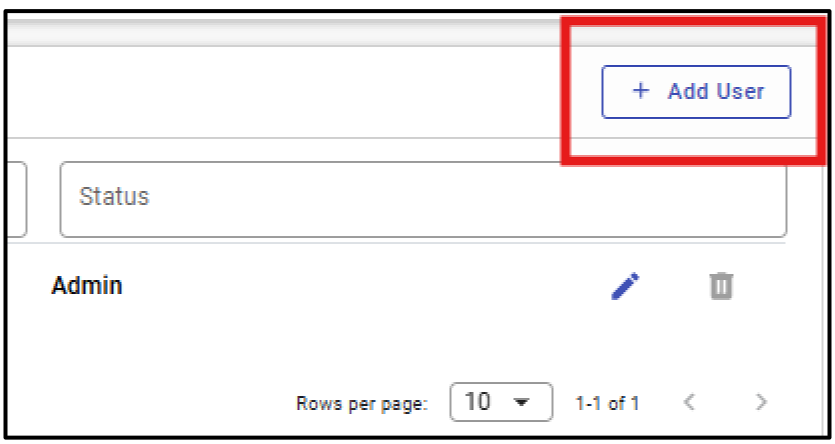
ADDING A USER TO CREATE AN ACCOUNT UNDER YOUR FIRM

The Firm Administrator(s) are responsible for creating new user accounts and adding them to firm. To create a new user account, follow the below steps:

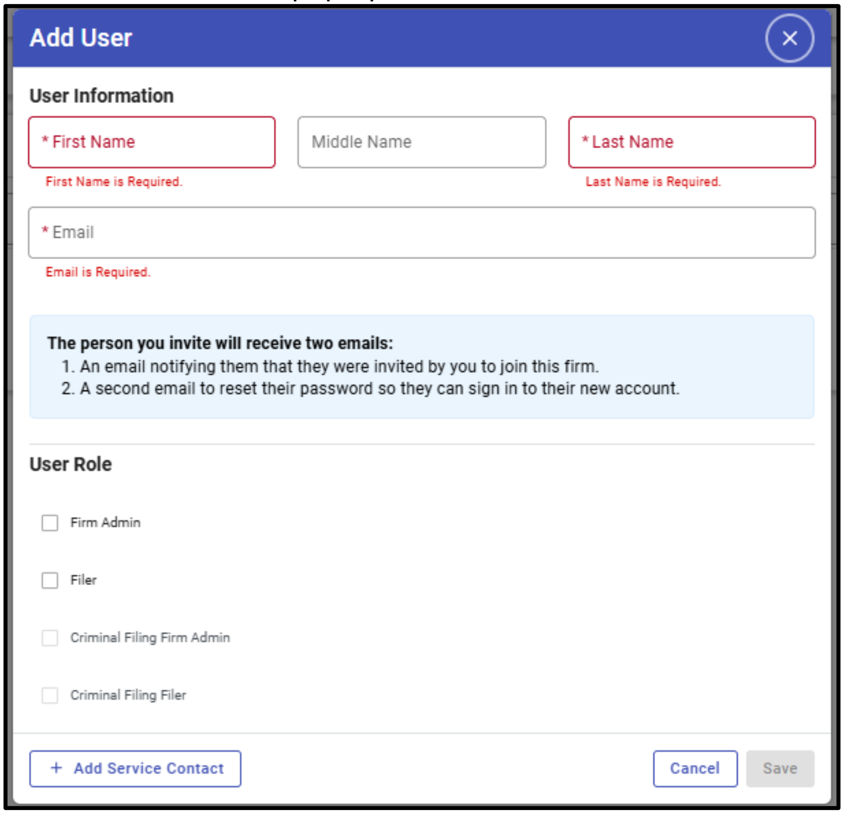
1. Click Firm Management on the left-hand side of screen
2. Click Firm Users



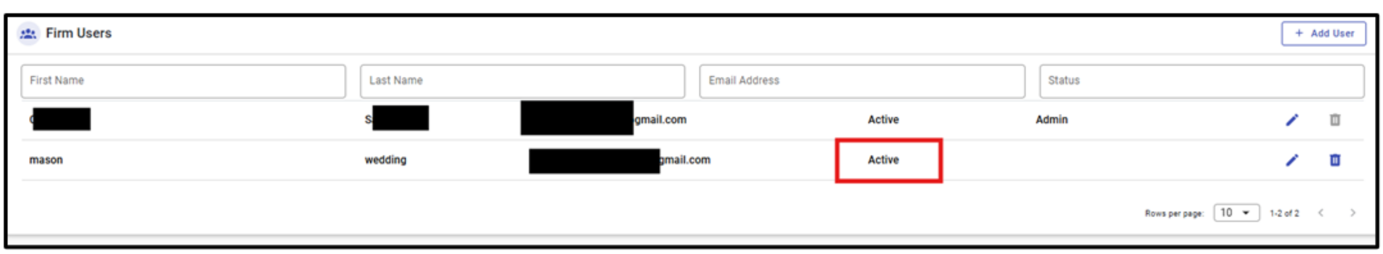
3. Click Add User on right side of screen



4. Fill out the information on the pop-up screen.

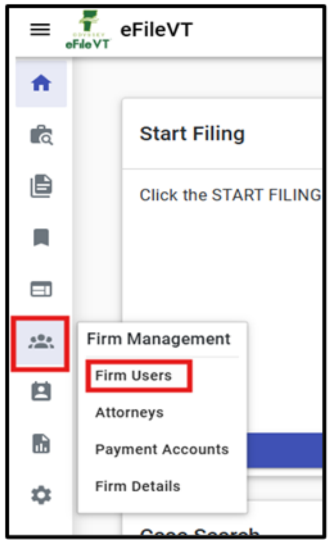


5. Check box next to filer under user role. If Firm Admin also click that box.
6. You can create a Service Contact at the same time from this window
7. Click Add Service contact and follow below directions about creating service contact
8. Click Save
9. New users will receive 2 emails
10. Users will need to click the click to activate account link from first email
11. In the second email the attorney will need to use the click here link to complete password set up
12. They will then use that email and password to access the eFiling website
13. Firm Administrators when logged in will see that the user status has now changed to active



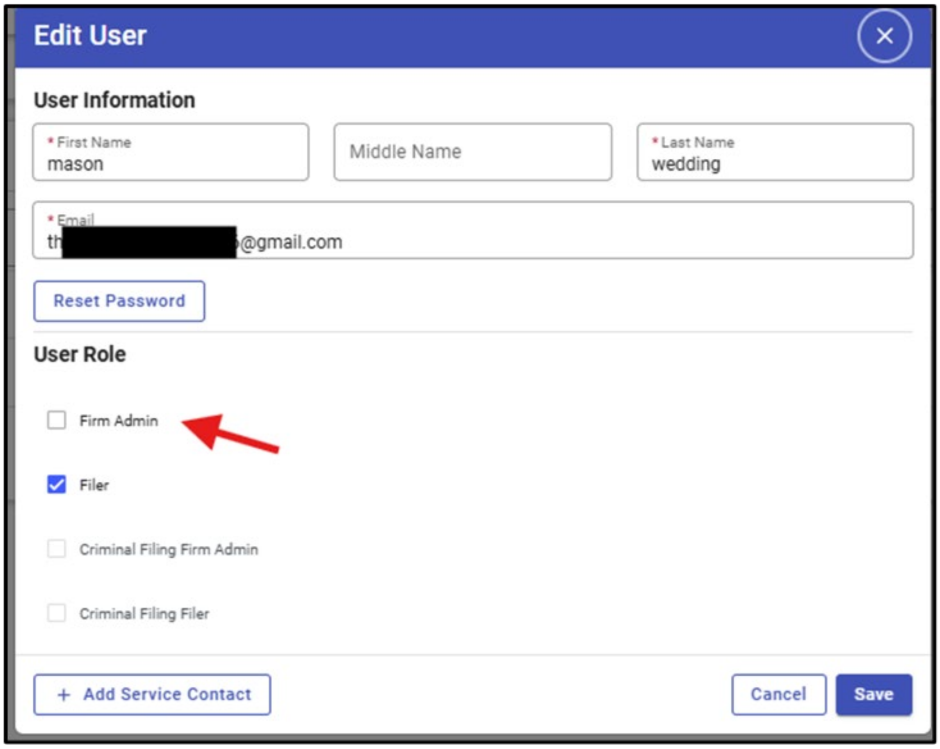
TO ASSIGN DIFFERENT ROLES FOR USERS

1. Click Firm Management on the left-hand side of screen
2. Click Firm Users



3. Click on the name of the user

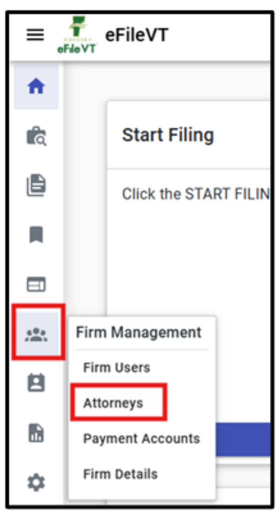
4. User can then check off the applicable roles needed for the user



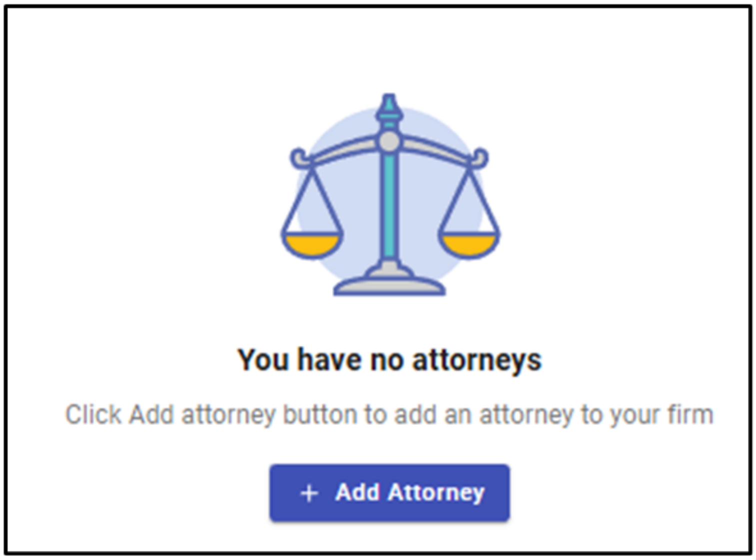
5. For Criminal Filing Filer/Admin role please reach out to EFileSupport@vtcourts.gov
6. Save Changes

ADDING AN ATTORNEY TO A FIRM

1. Click Firm Management on the left-hand side of screen
2. Click Attorneys



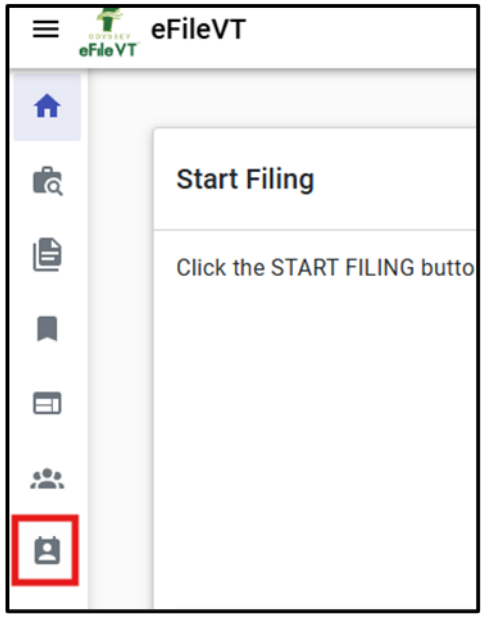
3. Click Add Attorney



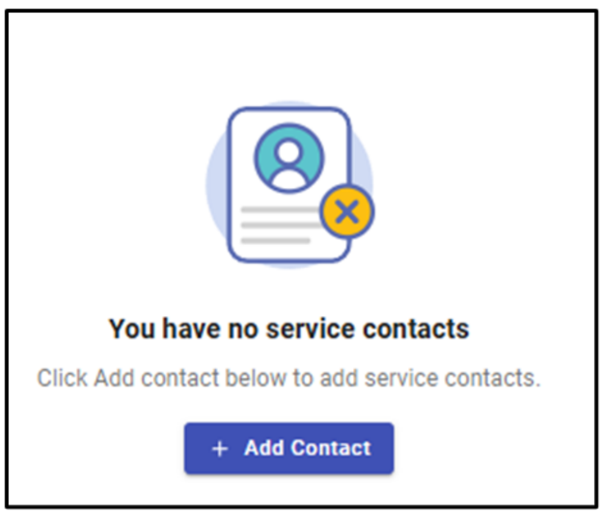
4. Enter Attorney Name and Attorney Bar Number. System will verify Bar Number before it allows you to save attorney. If issue with verification of bar number please reach out to EFileSupport@vtcourts.gov

ADDING A SERVICE CONTACT TO THE PUBLIC LIST

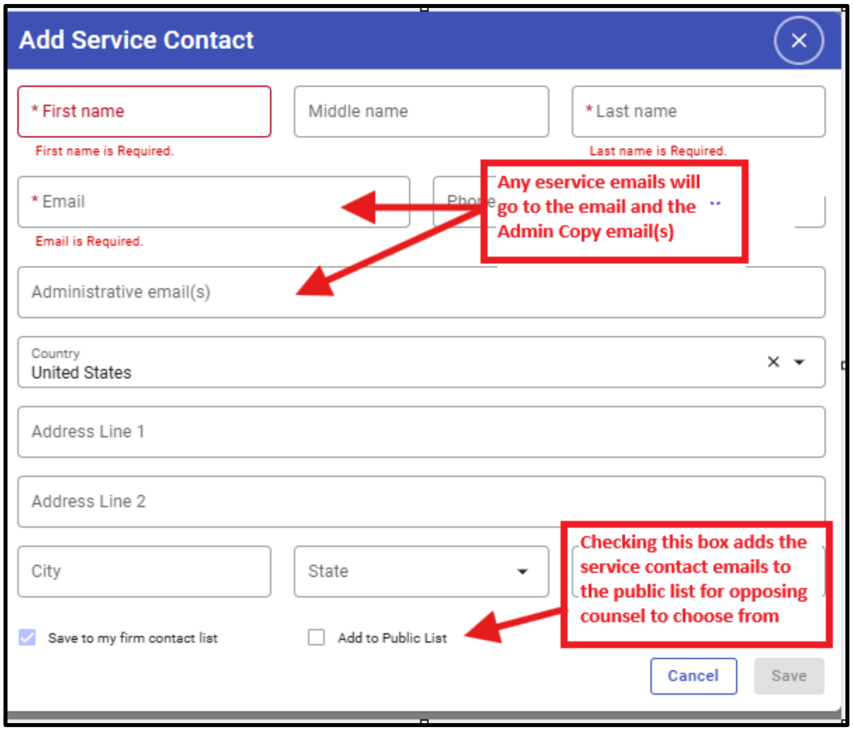
1. Click Service Contact on the left-hand side of the screen



2. Click Add Contact



3. Enter the Attorney's information for service contact
4. Enter the Email Address for the Attorney
5. User can add additional admin email address under "Administrative email(s)" for other persons to receive copies of served documents.
6. Click the check box next to Add to Public List.



7. Click Save Changes, bottom right.