



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

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 For the court's case management system, the name "Odyssey" has been replaced by "Enterprise Justice" or "EJ" for short. For the electronic filing system, the name "Odyssey File & Serve" (OFS) has been replaced by "eFile & Serve" (EFS), with our specific Vermont version also being referred to as "eFileVT."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

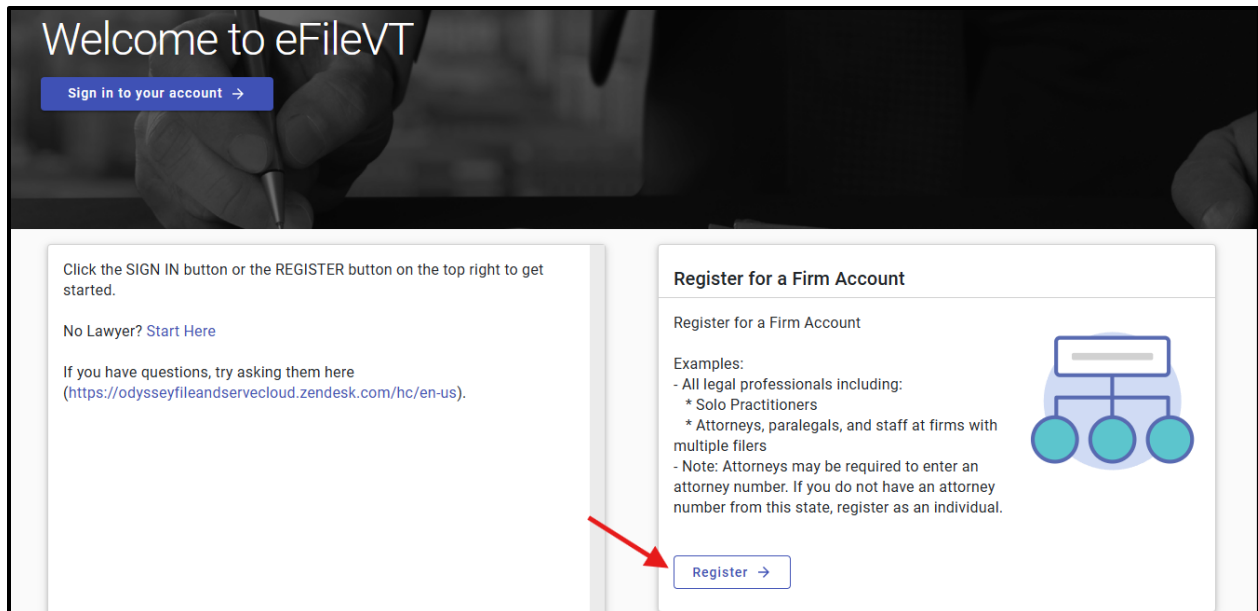
Contents

HOW TO CREATE AN ACCOUNT	4
ADDING A PAYMENT ACCOUNT	7
ADDING A WAIVER ACCOUNT.....	8
ADDING A USER TO CREATE AN ACCOUNT UNDER YOUR FIRM	10
TO ASSIGN DIFFERENT ROLES FOR USERS	12
ADDING AN ATTORNEY TO A FIRM	13
ADD A SERVICE CONTACT TO THE PUBLIC LIST	15

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.

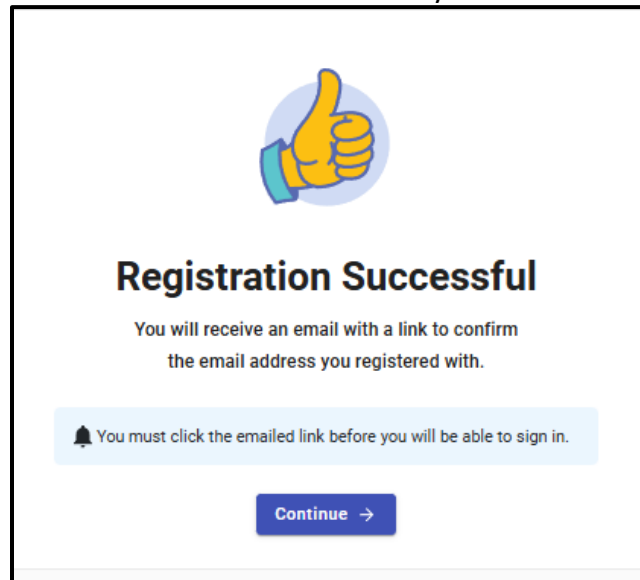
* Phone Number

Phone Number is Required.

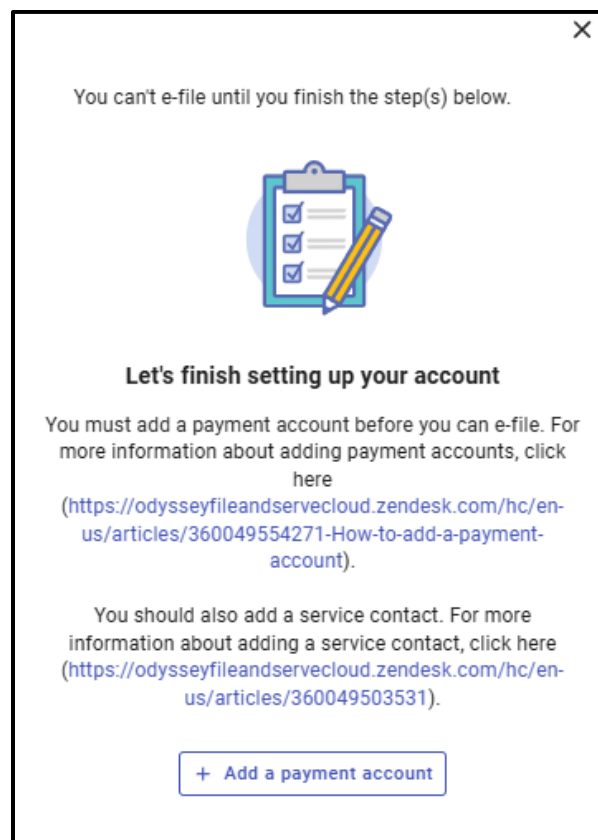
☐ I agree to the [Terms and Conditions](#)

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.

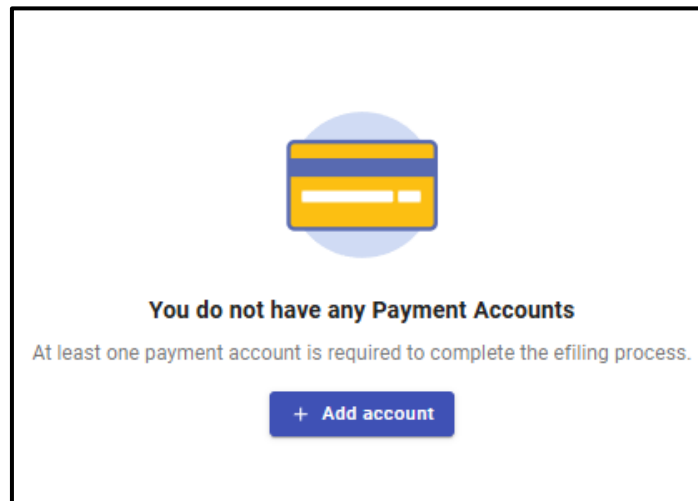
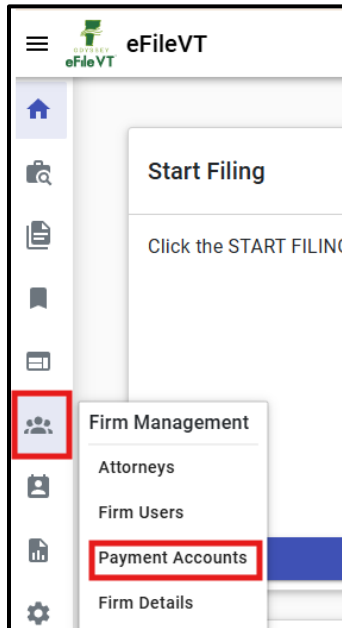


2. Once you have clicked the activation link in your email click continue.
3. Enter your credentials and login.
4. User will need to add any other firm users and payment account before eFiling the first time.



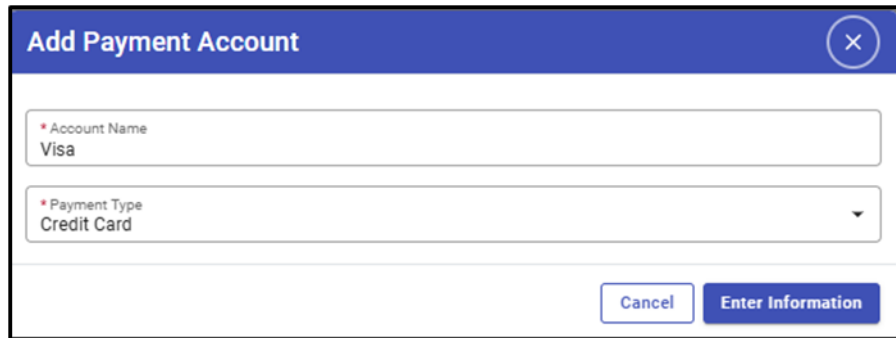
ADDING A PAYMENT ACCOUNT

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.

A screenshot of a 'Add Payment Account' form. The form has a blue header with the title 'Add Payment Account' and a close button (X). There are two input fields: the first is labeled '* Account Name' and has a red border with the text 'Account Name is Required.' below it; the second is a dropdown menu labeled '* Payment Type' with 'Select...' and a red border with the text 'Payment Type is Required.' below it. A 'Cancel' button is at the bottom right.

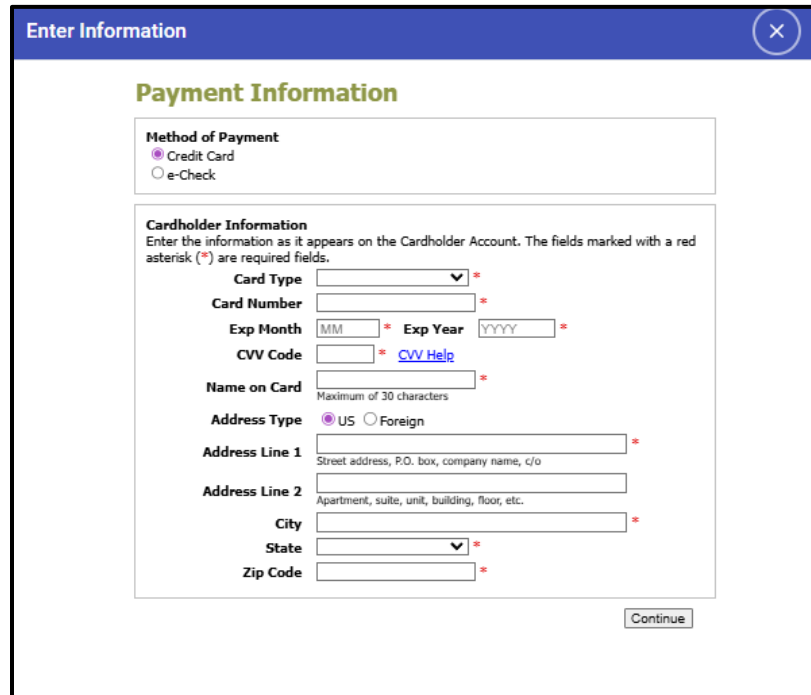


Add Payment Account

* Account Name
Visa

* Payment Type
Credit Card

Cancel Enter Information



Enter Information

Payment Information

Method of Payment
☒ Credit Card
☐ e-Check

Cardholder Information
 Enter the information as it appears on the Cardholder Account. The fields marked with a red asterisk (*) are required fields.

Card Type *

Card Number *

Exp Month MM * Exp Year YYYY *

CVV Code * [CVV Help](#)

Name on Card *
Maximum of 30 characters

Address Type ☒ US ☐ Foreign

Address Line 1 *
Street address, P.O. box, company name, c/o

Address Line 2 *
Apartment, suite, unit, building, floor, etc.

City *

State *

Zip Code *

Continue

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

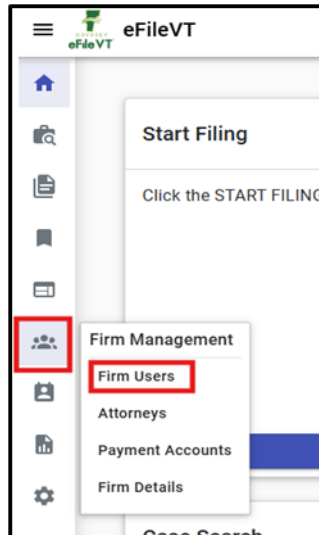
Cancel

Save

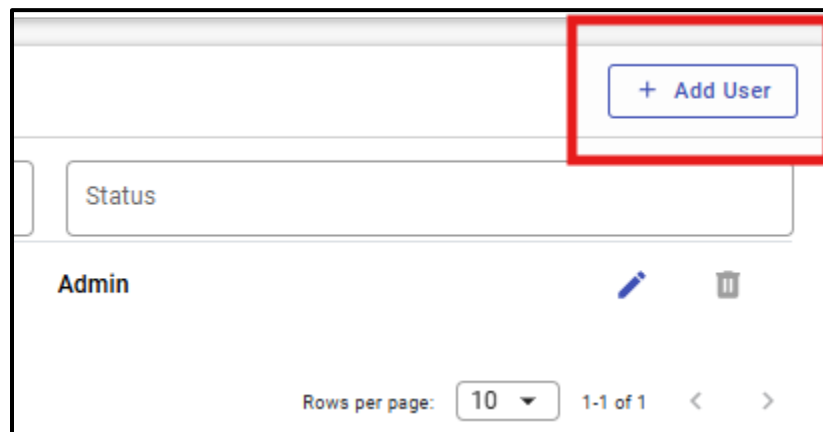
ADDING A USER TO CREATE AN ACCOUNT UNDER YOUR FIRM

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:

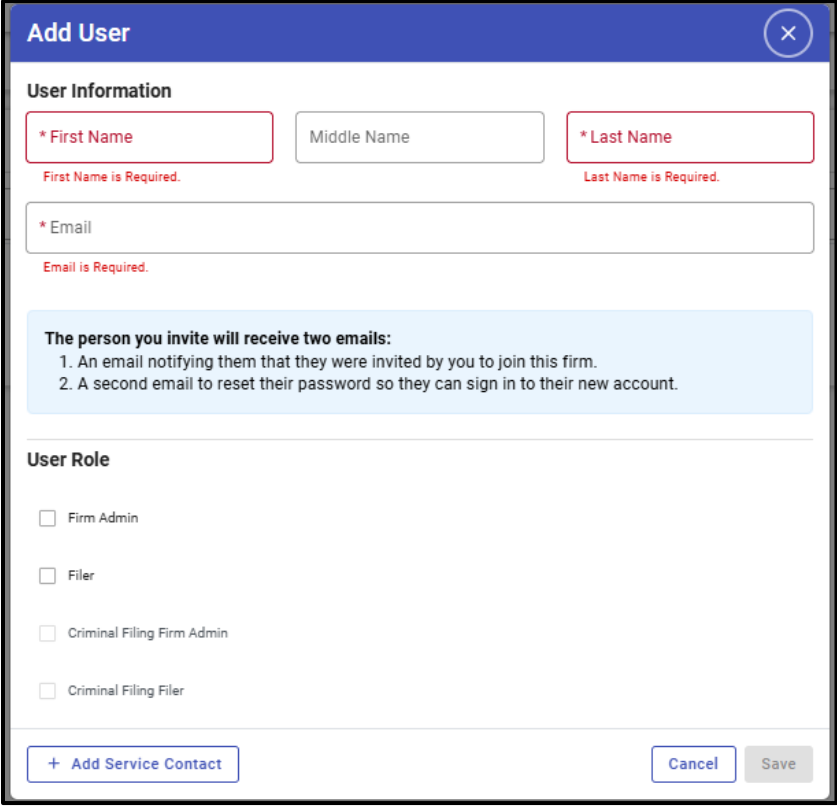
1. Click Firm Management on the left-hand side of screen
2. Click Firm Users



3. Click Add User on right side of screen



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



The "Add User" pop-up screen features a blue header with a close button. It is divided into two main sections: "User Information" and "User Role".

User Information

- * First Name**: A text input field with a red border and the message "First Name is Required." below it.
- Middle Name**: A text input field.
- * Last Name**: A text input field with a red border and the message "Last Name is Required." below it.
- * Email**: A text input field with a red border and the message "Email is Required." below it.

The person you invite will receive two emails:

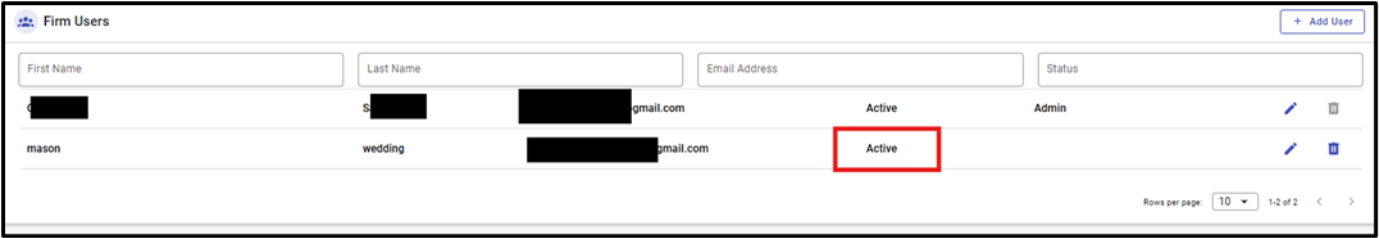
1. An email notifying them that they were invited by you to join this firm.
2. A second email to reset their password so they can sign in to their new account.

User Role

- ☐ Firm Admin
- ☐ Filer
- ☐ Criminal Filing Firm Admin
- ☐ Criminal Filing Filer

At the bottom, there are three buttons: "+ Add Service Contact" (blue), "Cancel" (blue), and "Save" (grey).

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



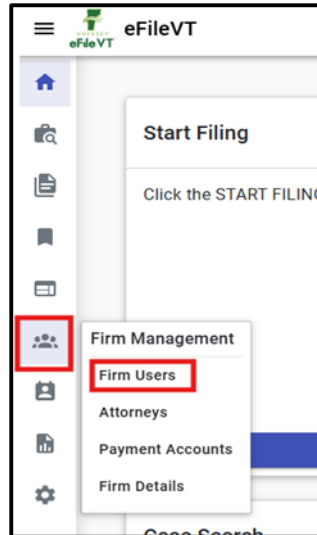
The "Firm Users" table displays a list of users with columns for First Name, Last Name, Email Address, and Status. The "Active" status for the second user is highlighted with a red box.

First Name	Last Name	Email Address	Status	
[REDACTED]	S [REDACTED]	[REDACTED]@gmail.com	Active	Admin [Edit] [Delete]
mason	wedding	[REDACTED]@gmail.com	Active	[Edit] [Delete]

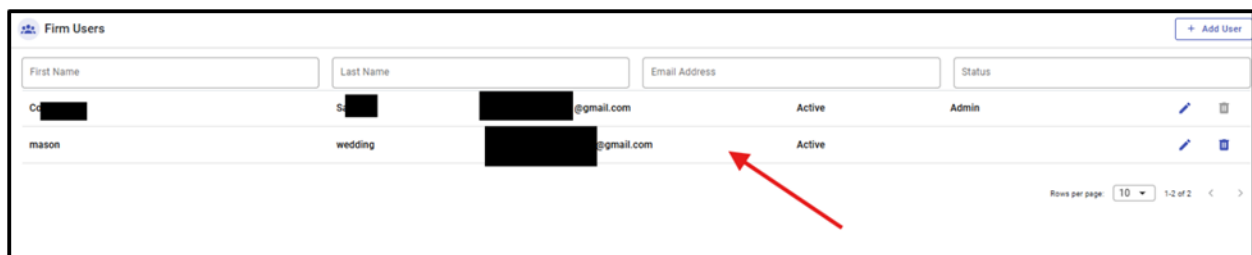
Rows per page: 10 1-2 of 2

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

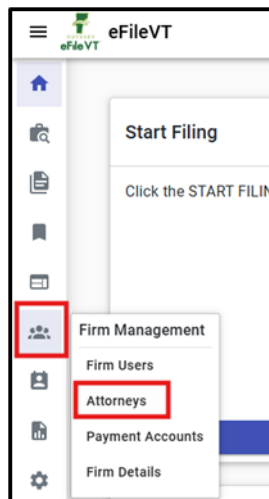


4. User can then check off the applicable roles needed for the user

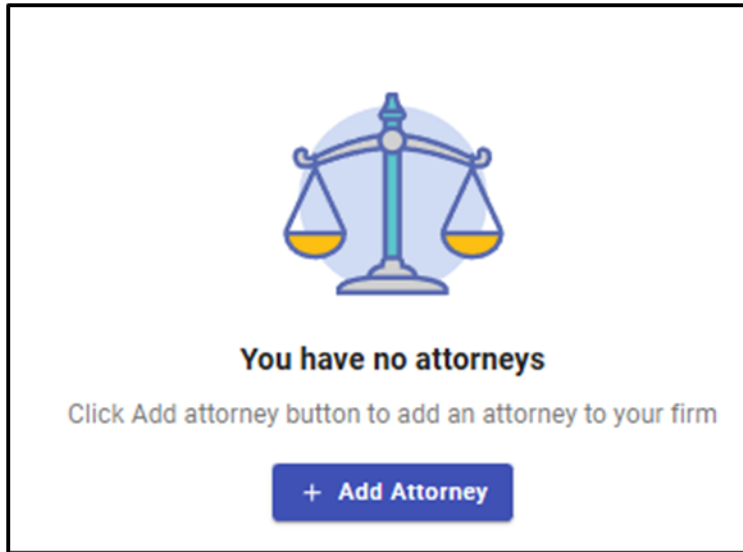
5. For Criminal Filing Filer/Admin role please reach out to EFileSupport@vtcourts.gov
6. Save Changes

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

Add Attorney

Attorney Information

* First Name

First Name is Required.

Middle Name

* Last Name

Last Name is Required.

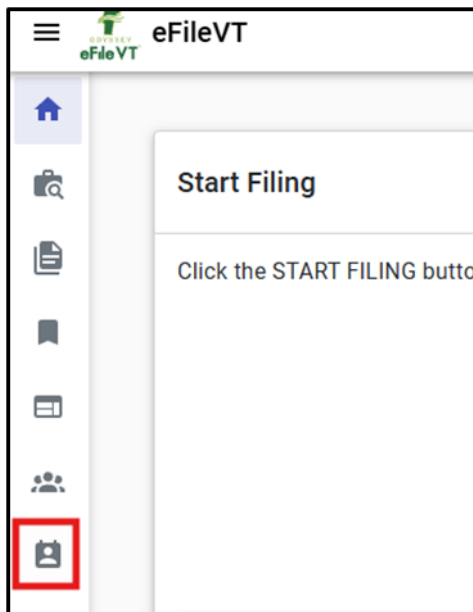
Attorney or bar number

Cancel

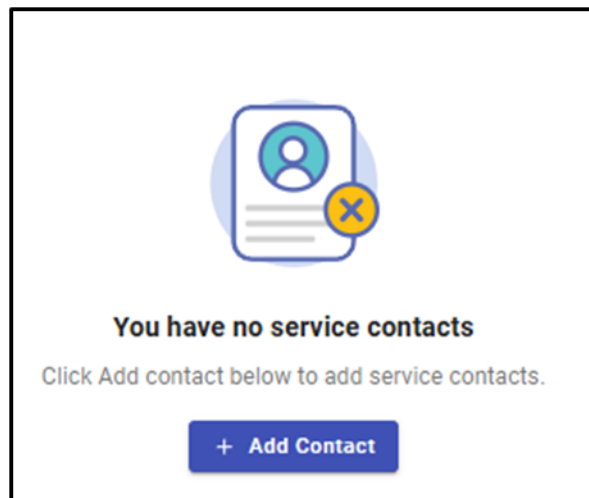
Save

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.

Add Service Contact [X]

* First name [] Middle name [] * Last name []
First name is Required. Last name is Required.

* Email [] Phone []
Email is Required.

Administrative email(s) []

Country [United States] X

Address Line 1 []

Address Line 2 []

City [] State []

☒ Save to my firm contact list ☐ Add to Public List

[Cancel] [Save]

Any eservice emails will go to the email and the Admin Copy email(s)

Checking this box adds the service contact emails to the public list for opposing counsel to choose from

7. Click Save Changes, bottom right.