



JUDICIAL BUREAU STANDING ORDER
No. 5

Remote Hearings in the Judicial Bureau
Under the Rules of Civil and Small Claims Procedure

Judicial Bureau hearings will be held remotely under Rule 6 of the Vermont Rules of Small Claims Procedure (V.R.S.C.P.) (applicable to Judicial Bureau hearings through Vermont Rule of Civil Procedure (V.R.C.P.) 80.6(d)(4)). Judicial Bureau cases involve civil violations, are conducted “in a summary manner,” (V.R.S.C.P. 6(a)), and are heard by a single judge (hearing officer). 4 V.S.A. § 1106(b).

V.R.S.C.P. 6(a)(2)(A) authorizes the court to preside over Judicial Bureau proceedings “by remote audio or video and require all parties, witnesses, counsel, and other persons to participate by remote audio or video.” The rule also allows the court to grant an in-person hearing upon a party’s request filed “in advance of the hearing date” and after considering the relevant factors in V.R.C.P. 43.1. (*Id.*).

Pursuant to, and in accordance with, these rules, it is hereby ordered as follows:

1. Judicial Bureau hearings will be held remotely via the Vermont Judiciary’s remote hearing platform. All parties, attorneys, witnesses, or other persons are to participate remotely unless a motion for in-person participation is granted by the court.
2. Participants who log into the remote hearing using a computer, tablet, smartphone, or other device with video capability are expected to participate with both video and audio, unless video participation is excused by the judge presiding over the hearing.
3. Parties are expected to prefile exhibits with the Judicial Bureau and, to the extent practicable, exchange them with the other party, **seven calendar days** in advance of the hearing and as may be indicated in the remote hearing notice. Pre-filing of exhibits does not mean that the exhibits are preadmitted. It is a party’s responsibility to offer an exhibit at a hearing for admission into evidence if the party wants the court to consider that exhibit as part of the party’s case.
4. Parties requesting an in-person hearing may do so by filing a motion with the Judicial Bureau on the appropriate motion form no later than **seven calendar days** prior to hearing. At a remote hearing, a continuance may be sought pursuant to V.R.C.P. 80.6 (d)(2) so that a motion for an in-person hearing may be filed.

This order will remain in effect until September 1, 2026.

Electronically signed November 19, 2025 at 3:43 PM pursuant to V.R.E.F. 9(d).

A handwritten signature in black ink, appearing to read "Charles A. Romeo".

Charles A. Romeo
Presiding Hearing Officer