

**SUPREME COURT OF VERMONT  
OFFICE OF THE COURT ADMINISTRATOR**

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**TO:** Members of the Vermont Bar

**FROM:** Teri Corsones, Esq., State Court Administrator

**RE:** Promulgated & Proposed Rules, 2026 Update to Appendices to Rules 5 and 6 of the Rules for Public Access to Court Records, eFile and Serve and Public Portal Information, Filing of Exhibits & Other Miscellaneous Info

**DATE:** April 7, 2026

For your information, please find:

- *Promulgation Order Amending Rules 2(l), 9, 13(b) and 14 of the Vermont Rules of Admission to the Bar of the Vermont Supreme Court*
- *Proposed Order Amending Rule 79(a) of the Vermont Rules of Civil Procedure*
- *Proposed Order Amending Rule 7(a)(7) of the 2020 Vermont Rules for Electronic Filing, and Rule 32(a)(1)(E) of the Vermont Rules of Appellate Procedure*
- *Proposed Order Amending Rule 55(a) of the Vermont Rules of Civil Procedure*
- *State Court Administrator Directive TC-6—2026 Update to Appendices to Rules 5 and 6 of the Rules for Public Access to Court Records*
- *eFile & Serve and Public Portal Information*
- *Filing and Labeling of Exhibits for Evidentiary Hearing*
- *Miscellaneous*

**I. PROMULGATED RULES**

*Promulgation Order Amending Rules 2(l), 9, 13(b) and 14 of the Vermont Rules of Admission to the Bar of the Vermont Supreme Court*

<https://www.vermontjudiciary.org/PROMULGATEDRulesofAdmission21913band14STAMPED>

This Order was promulgated on **April 7, 2026, effective July 1, 2026.**

The amendments have been made in preparation for the administration of the NextGen UBE in Vermont in July 2027 and in other jurisdictions prior to Vermont's implementation.

Rule 2(l) includes the NextGen UBE under the definition of “Uniform Bar Examination.” The amendment to Rule 9(b)(2) sets the passing score for the NextGen UBE at 620. This score represents a direct mapping from the passing score of 270 on the legacy UBE. The amendment to Rule 9(c)(7)(B) incorporates the NextGen UBE into the requirement for refiling an application. The amendment to Rule 13(b) allows for the transfer of NextGen UBE scores from other jurisdictions prior to Vermont’s first administration of the NextGen UBE in July 2027. The amendment to Rule 14 ensures that NextGen UBE scores earned prior to Vermont’s first administration of the NextGen UBE in July 2027 are considered as part of the limitation on admission without examination.

## II. PROPOSED RULE AMENDMENTS

**(NOTE: THE FOLLOWING AMENDMENTS HAVE BEEN PROPOSED AND HAVE NOT BEEN APPROVED BY THE SUPREME COURT.)**

- a. Proposed Order Amending Rule 79(a) of the Vermont Rules of Civil Procedure*  
<https://www.vermontjudiciary.org/PROPOSEDVRC79aFORCOMMENT>

The proposed amendment to Rule 79(a) clarifies the date of entry on the civil docket for temporary, after-hours orders. There are several types of cases in which parties can seek emergency relief outside of regular court hours. If these orders are granted, they are effective right away but are not immediately entered into the case-management system. The proposed amendment provides that the date of the entry on the docket must reflect the date the order was signed and effective, not the date the order was actually entered into the case-management system.

Comments on this proposed amendment should be sent by **June 7, 2026**, to Bridget Asay, Esq., Chair of the Advisory Committee on the Rules of Civil Procedure, at the following address:

Bridget Asay, Esq., Chair  
Advisory Committee on the Rules of Civil Procedure  
[BAsay@stris.com](mailto:BAsay@stris.com)

- b. Proposed Order Amending Rule 7(a)(7) of the 2020 Vermont Rules for Electronic Filing, and Rule 32(a)(1)(E) of the Vermont Rules of Appellate Procedure*  
<https://www.vermontjudiciary.org/PROPOSEDVREF7a7andVRAP32a1EFORCOMMENT>

The simultaneously proposed amendments to Efiling Rule 7(a)(7) and Appellate Rule 32(a)(1)(E) are to update the format requirements for electronic documents based on technical changes to the electronic filing system. The rules currently preclude electronically filed documents or appellate briefs from containing embedded hyperlinks or internal bookmarks because these caused format errors that prevented documents from being properly processed. Due to system changes, it is now permissible to include internal links, which point to other places within the same document. For example, a link in the table of contents to that part of the document. Therefore, the proposal deletes the restriction against including these internal links. The language

of the rest of the rule is clarified to indicate that external live links to other documents or websites are still not permitted.

Comments on these proposed amendments should be sent by **June 7, 2026**, to Hon. John A. Dooley (Ret.), Chair of the Advisory Committee on the Rules for Electronic Filing, at the following address:

Honorable John A. Dooley, (Ret.), Chair  
Advisory Committee on Rules for Electronic Filing  
[John.Dooley@vtcourts.gov](mailto:John.Dooley@vtcourts.gov)

c. *Proposed Order Amending Rule 55(a) of the Vermont Rules of Civil Procedure*  
<https://www.vermontjudiciary.org/PROPOSEDVRC55aFORCOMMENT>

The proposed amendment to Rule 55(a) requires a movant to provide the legal basis for service outside the state when default judgment is sought. Under V.R.C.P. 4(e), service outside the state can be accomplished by complying with either the manner required for service within the state or “in any manner in which service may be effected under the laws of the state in which the person is served.” This amendment seeks to avoid delays in ascertaining proper service when a movant seeks default judgment and claims that service was made in conformance with out-of-state rules. The amendment puts the burden on the movant to provide the court with the statute or rule that contains the service requirements.

Comments on this proposed amendment should be sent by **June 7, 2026**, to Bridget Asay, Esq., Chair of the Advisory Committee on the Rules of Civil Procedure, at the following address:

Bridget Asay, Esq., Chair  
Advisory Committee on the Rules of Civil Procedure  
[BAsay@stris.com](mailto:BAsay@stris.com)

### III. STATE COURT ADMINISTRATOR DIRECTIVE

*State Court Administrator Directive TC-6—2026 Update to Appendices to Rules 5 and 6 of the Rules for Public Access to Court Records*

<https://www.vermontjudiciary.org/CourtAdministratorAdministrativeDirectiveTC6>

This Directive was promulgated on April 1, 2026; effective immediately.

Vermont Rules for Public Access to Court Records 5 and 6 have accompanying appendices that list provisions of statutes and court rules granting specific rights of access to otherwise nonpublic information or limiting access to judicial branch case records. The Court Administrator is obligated to update the appendices each year. This directive provides amendments to those appendices.

#### IV. eFILE & SERVE AND PUBLIC PORTAL INFORMATION

**eFile & Serve.** eFile and Serve is the platform to electronically file with all Vermont courts.  
<https://vermont.tylertech.cloud/OfsWeb/Home>

There is a new **Family Division e filing code** for OCS/DOL RISE referrals (pilot for LE and WN courts currently) - Family Division new e-filing code **Motion for RISE review-MRISEREV**.

A new electronic filing code is now available for civil case filings: **Motion for Partial Summary Judgment**. This filing code is fully tested and available for use by efilers.

Access user guides through the “User Guides” link in the “Self Help” window and Frequently Asked Questions on the judiciary’s website at [www.vermontjudiciary.org/efiling](http://www.vermontjudiciary.org/efiling)

**Fees.** Select the party you represent as the “person responsible for fees” in the fee section of the filing process. Do not select more than one party or you will incur an additional e filing user fee.

For technical support regarding eFile, please contact Tyler Technologies at 800-297-5377 or [efiling.support@tylertech.com](mailto:efiling.support@tylertech.com)

If you have procedural questions about eFile, please email the judiciary at [EFileSupport@vtcourts.gov](mailto:EFileSupport@vtcourts.gov)

**Email Notification.** If you are not receiving email notifications, see the information on the suppression list [Why was my email placed on the Suppression List? – eFile \(zendesk.com\)](#). To ensure proper delivery, please “safelist” your email  
<https://odysseyfileandserve.zendesk.com/hc/en-us/articles/360046887411> .

**Vermont Judiciary Public Portal.** The Public Portal allows you to view case files.  
<https://portal.vtcourts.gov/Portal>

Registration is required for elevated access. The Public Portal User Guide contains instructions on how to register and request elevated access.

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

For technical support regarding the Public Portal, please contact the Vermont Judiciary’s HelpDesk at [itsupport@vtcourts.gov](mailto:itsupport@vtcourts.gov) When emailing, please write “**Public Portal**” in the subject line.

#### V. FILING OF EXHIBITS FOR EVIDENTIARY HEARING

All electronically filed documents (including exhibit lists and exhibits) must be submitted in PDF format. The Vermont Judiciary’s website provides detailed instructions on how to submit exhibits for use at trials and other kinds of evidentiary hearings.

<https://www.vermontjudiciary.org/FilersGuidetoExhibitsforHearings>

## Exhibit Labeling

Although there is no formal rule governing the labeling of exhibits, it is long-standing practice that Plaintiff's exhibits are labeled numerically (e.g., 1, 2, 3) and Defendant's exhibits are labeled alphabetically (e.g., A, B, C).

To ensure consistency and to avoid confusion in the record, filers are respectfully requested to label their exhibits in accordance with this practice.

Additional guidance regarding exhibit labeling and electronic filing procedures is available in the eFiling Guides published on the Vermont Judiciary website.

## VI. MISCELLANEOUS

### *a. Court Forms*

Court forms are constantly being updated and are available on the judiciary website <https://www.vermontjudiciary.org/court-forms>

To report any form question or concern use the feedback form on the website <http://www.vermontjudiciary.org/website-feedback-form>

### *b. Obligation under A.O. 41*

Attorneys are reminded that an "attorney must report to the State Court Administrator within thirty days any change of the office mailing or electronic mail address" and that "[n]otice sent to a reported address is sufficient even if not received by the attorney because of failure to report the proper address or failure of delivery not caused by the court." A.O. 41, § 4(c). To update changes in your contact information, please access your attorney account with the [Attorney Portal](#)

### *c. Receipt of Court Notices and Orders (eCabinet)*

The Vermont courts send all court-issued documents, including hearing notices and orders, to attorneys by email using the email addresses registered in eCabinet. Attorneys may register up to three email addresses in the system and are responsible for keeping the information updated. The email address(es) registered in eCabinet are not used for service of documents filed by opposing parties, which is done through service contacts in eFile & Serve.

To create an eCabinet account or update an existing account, attorneys must contact the Judiciary helpdesk through one of the methods listed below. Please include your attorney bar license number in your communication.

- Email [itsupport@vtcourts.gov](mailto:itsupport@vtcourts.gov)
- Telephone the Judiciary helpdesk at 802-828-4357
- Use the online form [eCabinet Registration/Update \(cognitofirms.com\)](https://www.vermontjudiciary.org/eCabinet-Registration/Update)

Updating information in the [Attorney Portal](#) or in **eCabinet** does not automatically notify the other. It is your responsibility to update both. If you are a member of the Vermont Bar Association, you will also need to separately notify the VBA.

General information on managing login credentials is available [Microsoft Word - MANAGING LOGIN CREDENTIALS v4 4-24](#)

*d. Notice of Vacation*

Attorneys may notify the superior courts of their vacation schedules by emailing [CentralClerkReview@vtcourts.gov](mailto:CentralClerkReview@vtcourts.gov). The information will be available to all trial courts, including the Probate Division and the Judicial Bureau, for scheduling purposes. Attorneys do not need to send notices separately to each county or division of the superior court.

If attorneys wish to also notify the Vermont Supreme Court of their vacation schedules, they should copy [supremecourt@vtcourts.gov](mailto:supremecourt@vtcourts.gov) on the email.

*e. Vermont Judiciary Migrating Virtual Hearing Capabilities*

The Vermont Judiciary is migrating virtual hearing capabilities from Webex to Zoom. The Supreme Court has fully transitioned and is using Zoom for remote hearings. More information on participating in remote hearings can be found at [Participating in Remote Hearings | Vermont Judiciary](#)

*f. Standard Practices Feedback Form*

The Judiciary Standard Practices Committee works to improve operations by developing standard business practices throughout all divisions and units in the state. The committee invites members of the bar to provide input through its Feedback and Suggestions Form, available on the Committee's webpage <https://www.vermontjudiciary.org/about-vermont-judiciary/boards-and-committees/standard-practices>