

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

THERESE CORSONES, Esq.
State Court Administrator
Therese.Corsones@vtcourts.gov



www.vermontjudiciary.org

Mailing Address
Office of the Court Administrator
109 State Street
Montpelier, VT 05609-0701

Telephone (802) 828-3278
FAX: 802 828-3457

TO: Members of the Vermont Bar

FROM: Teri Corsones, Esq., State Court Administrator

RE: Certified Restricted Delivery Fee Increase, Promulgated and Proposed Rules, Approved Financial Institutions, eFile and Serve and Public Portal Information, Filing of Exhibits & Other Miscellaneous Info

DATE: March 11, 2025

For your information, please find:

- *Certified Restricted Delivery Fee Increased March 3, 2025*
- *Promulgation Order Amending Rule 12.D of Administrative Order No. 9, Permanent Rules Governing Establishment and Operation of the Professional Responsibility Program*
- *Promulgation Order Amending Rule 6(6) and Adding Rule 14 of the Rules of Supreme Court for Disciplinary Control of Judges*
- *Proposed Order Amending Rule 54(a) of the Vermont Rules of Probate Procedure*
- *Proposed Order Amending Rule 17(f) of the Vermont Rules for Family Proceedings*
- *Proposed Order Amending Rule 3.4 of the Code of Judicial Conduct*
- *List of Approved Financial Institutions*
- *eFile & Serve and Public Portal Information*
- *Filing of Exhibits for Evidentiary Hearing*
- *Miscellaneous*

CERTIFIED RESTRICTED DELIVERY CHARGES INCREASED MARCH 3rd

Actual postage costs have significantly outpaced the rates charged by the Vermont Judiciary over the past several years. In keeping with the actual costs of U.S. postage, the amount charged by the Judiciary for mail service of pleadings via *certified restricted delivery* increased from \$13 to \$18.50. The new fee was effective Monday, March 3, 2025.

I. PROMULGATED RULE AMENDMENTS

- a. *Promulgation Order Amending Rule 12.D of Administrative Order No. 9, Permanent Rules Governing Establishment and Operation of the Professional Responsibility Program*
<https://www.vermontjudiciary.org/PROMULGATED--AO9Rule12D--STAMPED>

This Order was promulgated on **March 10, 2025, effective July 1, 2025.**

This amendment pertains to review of screening counsel's decision to dismiss a complaint against an attorney. The amendment specifies that a complainant must seek review of screening counsel's decision within 30 days of the date of the decision. The amendment also provides that review is on the record.

- b. *Promulgation Order Amending Rule 6(6) of and Adding Rule 14 to the Rules of Supreme Court for Disciplinary Control of Judges*
<https://www.vermontjudiciary.org/PROMULGATED--DisciplinaryControlJudgesRules6%286%29andAdding14--STAMPED>

This Order was promulgated on **March 10, 2025, effective July 1, 2025.**

The amendment to Rule 6(6) imposes two requirements regarding complaints of misconduct or disability. First, new Rule 6(6)(a) requires that the complaint must contain a concise statement of facts to support the alleged misconduct or disability. This requirement allows the Board to focus its attention and resources on colorable complaints. Second, under new Rule 6(6)(b), repetitive complaints filed by the same complainant and found not be meritorious need not be addressed by the Board. The Chair or Vice Chair of the Board determines whether a complaint meets the standard.

The addition of Rule 14 provides a mechanism for the Board to restrict the filing of complaints by complainants who have abused the procedure. Successive and frivolous complaints strain limited resources and do not further the purposes of the complaint procedure. The rule is based on a federal court rule also aimed at curtailing abuse of the complaint procedure.

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 54(a) of the Vermont Rules of Probate Procedure*
[https://www.vermontjudiciary.org/PROPOSED--VRPP54\(a\)--FORCOMMENT](https://www.vermontjudiciary.org/PROPOSED--VRPP54(a)--FORCOMMENT)

This proposed amendment to the rule provides clarity regarding appealable orders from the probate division. Appealable orders are not defined in either the civil rules or the probate rules but tend to be defined by case law.

Comments on this proposed amendment should be sent by **May 12, 2025**, to Hon. Kathryn Kennedy, Chair of the Advisory Committee on the Rules of Probate Procedure, at the following address:

Hon. Kathryn A.C. Kennedy, Chair
Kathryn.Kennedy@vtcourts.gov

- b. Proposed Order Amending Rule 17(f) of the Vermont Rules for Family Proceedings
[https://www.vermontjudiciary.org/PROPOSED--VRF17\(f\)--FORCOMMENT](https://www.vermontjudiciary.org/PROPOSED--VRF17(f)--FORCOMMENT)

The proposed amendment to Rule 17(f) of the Vermont Rules for Family Proceedings adds Abuse Maltreatment Prevention for Vulnerable Adults as a proceeding where participation can be either in person or remote unless a court orders participation by a particular method. These proceedings are very similar in nature to abuse-prevention proceedings already covered by V.R.F.P. 17(f) and stalking proceedings under V.R.C.P. 43.1(k).

Comments on this proposed amendment should be sent by **May 12, 2025**, to Hon. Kerry Ann McDonald-Cady, Chair of the Advisory Committee on the Rules for Family Proceedings, at the following address:

Hon. Kerry Ann McDonald-Cady, Chair
Kerry.McDonald-Cady@vtcourts.gov

- c. Proposed Amendment to Rule 3.4 of the Vermont Code of Judicial Conduct
<https://www.vermontjudiciary.org/PROPOSED--CodeofJudicialConductRule3.4--FORCOMMENT>

The proposed amendment to Rule 3.4 is to explicitly allow a judge to participate on a volunteer fire department or rescue squad. Service as a volunteer member of a fire department or rescue squad is comparable to serving as a volunteer for a nonprofit organization, which is permitted in certain circumstances and subject to certain restrictions under Rule 3.7. New Comment [3] explains the benefit of having judges perform this function and the financial reporting requirement for compensation received.

Comments on this proposed amendment should be sent by **May 12, 2025**, to Hon. Thomas Zonay, Chief Superior Judge, at the following address:

Hon. Thomas Zonay, Chief Superior Judge
Thomas.Zonay@vtcourts.gov

III. LIST OF APPROVED FINANCIAL INSTITUTIONS

Rule 1.15B(a)(1) of the Vermont Rules of Professional Conduct requires lawyers to maintain their trust accounts only in financial institutions approved by the Professional Responsibility Board. Financial institutions which have not been so approved may obtain information as to how to become certified by contacting jud.attylicensing@vtcourts.gov

For a complete list of Approved Financial Institutions, please click on the following link and select

“Attorney Trust Accounts”:

<https://www.vermontjudiciary.org/about-vermont-judiciary/boards-and-committees/professional-responsibility>

IV. eFILE & SERVE AND PUBLIC PORTAL INFORMATION

eFile and Serve has provided information for court users who are not receiving email notifications and who question whether their email addresses have mistakenly been placed on a “Suppression List.” Here’s a link to information in that regard [Why was my email placed on the Suppression List? – eFile \(zendesk.com\)](#). Here’s another link for court users who wish to have their email addresses “Safelisted” to ensure proper delivery <https://odysseyfileandserve.zendesk.com/hc/en-us/articles/360046887411> .

All Superior Courts, including the Environmental Division, the Judicial Bureau, and the Supreme Court use eFile and Serve. Please use the following links to access the electronic filing and portal systems and for more information.

Reminders for eFile Users:

1) PDFs must be “flattened” prior to efile through eFile and Serve

With the increased use in electronic signature tools, it is important for eFile filers to remember that all PDFs must be flattened prior to filing in eFile. In order to eFile a form-fillable PDF or a PDF that has been electronically signed, you must first save them as a flat file. Otherwise, the filing will fail and you will need to refile.

Follow the steps below to "flatten" a completed PDF:

1. Open the completed PDF.
2. Right click on document and select Print. NOTE: if document opens in Adobe, Select File and select Print.
3. Select the PDF printer. (The Adobe PDF printer is installed automatically with Adobe Acrobat. Numerous free PDF printer drivers are available for download from the Internet.)
4. Select OK.
5. Specify location to save the printed, "flattened" version of the form.
6. Select Save

- ##### 2) Attorneys must select the party they represent as the “person responsible for fees” in the Fee section of the filing process. Additionally, when the attorney represents more than one party, attorneys should continue to select the same party as the “person responsible for fees”; otherwise, the attorney will incur an additional efile use fee.

eFile & Serve. eFile and Serve is the platform through which you electronically file with the courts. To access eFile, please visit <https://vermont.tylertech.cloud/OfsWeb/Home>

You can access user guides through the “User Guides” link in the “Self Help” window. You can also access docket-specific user guides and a new Frequently Asked Questions on the judiciary’s website at www.vermontjudiciary.org/efiling

For technical support regarding eFile, please contact Tyler Technologies at 800-297-5377 or efiling.support@tylertech.com

If you have procedural questions about eFile, please email the judiciary at EFileSupport@vtcourts.gov

Odyssey Public Portal. The Odyssey Public Portal allows you to view your case files. To access the portal, please visit <https://portal.vtcourts.gov/Portal>. Before you can view your case files, you must first register in the portal and then request elevated access. The Public Portal User Guide contains instructions on how to register and request elevated access. You can read the user guide on our website at <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. When emailing, please write "Public Portal" in the subject line.

V. FILING OF EXHIBITS FOR EVIDENTIARY HEARING

Per the 2020 Vermont Rules for Electronic Filing, 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>

VI. MISCELLANEOUS

a. Court Forms

Court forms are constantly being updated. Please refer to the judiciary website for the most up-to-date forms, <https://www.vermontjudiciary.org/court-forms>

Please use the link below to report any form question, concern or issue <http://www.vermontjudiciary.org/website-feedback-form> or you can access our Website Feedback program at the bottom of each web page.

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 (hearing notices, orders, etc.) to attorneys by email using the email addresses registered in a system called 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 Odyssey File & 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
- Telephone the Judiciary helpdesk at 802-828-4357
- Use the online form [eCabinet Registration/Update \(cognitofrms.com\)](https://cognitofrms.com)

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.