

**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: Vermont Judiciary ePayment Hub, New Electronic Filing Code, Administrative Directive TC-7 (Efiling for PRB Hearing Panel Cases), Promulgated Rule, List of Promulgated Rules Effective July 1, 2026, eFile and Serve and Public Portal Information, Filing of Exhibits & Other Miscellaneous Info

DATE: June 11, 2026

For your information, please find:

- *Vermont Judiciary ePayment Hub*
- *New Electronic Filing Code for Criminal Cases: Return of Service for Investigative Request*
- *Administrative Directive TC-7 (Efiling for PRB Hearing Panel Cases)*
- *Promulgation Order Amending A.O. 18, § 4(c) (Chief Superior Judge)*
- *List of Promulgated Rules Effective July 1, 2026*
- *eFile & Serve and Public Portal Information*
- *Filing and Labeling of Exhibits for Evidentiary Hearing*
- *Miscellaneous*

**Vermont Judiciary ePayment Hub**

The Vermont Judiciary is preparing to change its online payment system for Judicial Bureau fines. A new site called the Vermont Judiciary ePayment Hub will replace the payment function of the Public Portal website by autumn of 2026. The Public Portal website will continue to be used for online access to court records. This change will not impact eFiling processes.

The Vermont Judiciary ePayment Hub will provide court users a safe and easy way to pay fines online anytime. More information will be announced and posted on the Judiciary website as the date nears for completion of this transition. If you have any questions, please contact [itsupport@vtcourts.gov](mailto:itsupport@vtcourts.gov)

## **New Electronic Filing Code for Criminal Case Filings**

A new electronic filing code is fully tested and now available for criminal case filings: **Return of Service for Investigative Request**.

### **Administrative Directive TC-7 (Efiling for PRB Hearing Panel Cases)**

<https://www.vtcourts.gov/administrativedirectivetc7>

Pursuant to 2020 Vermont Rule for Electronic Filing 1(g) (effective July 1, 2026), electronic filing is authorized to commence for cases before hearing panels of the Professional Responsibility Board beginning on August 3, 2026. Information on how to register for and use electronic filing is available on the Judiciary website. [Electronic Filing | Vermont Judiciary](#)

## **I. PROMULGATED RULES**

*Promulgation Order Amending Administrative Order No. 18, § 4(c) – Chief Superior Judge*

<https://www.vtcourts.gov/PROMULGATEDAdministrativeOrder18sec4cSTAMPED>

**This Order was promulgated on June 11, 2026; effective immediately.**

The amendment adds new § 4(c)(10) to the list of Chief Superior Judge duties to include reviewing and approving the provisions of any procedures and standards established pursuant to V.R.Cr.P. 3(k) and 5(b) by the Presiding Judge of each unit, by which persons arrested with or without warrant may be released pending appearance. Former § 4(c)(10) is renumbered § 4(c)(11).

## **II. PROMULGATED RULES EFFECTIVE July 1, 2026**

***REMINDER: The following 11 Orders, promulgated by the Court over the past several months, will become effective July 1, 2026:***

***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***

[PROMULGATED-RulesofAdmission2\(l\),9,13\(b\)and14--STAMPED.pdf](#) [promulgated 4/7/2026]

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.

### ***Promulgation Order Amending Rule 13 of the Vermont Rules of Probate Procedure***

[PROMULGATED-VRPP13--STAMPED.pdf](#) [promulgated 3/2/2026]

The amendment reorganizes the rule regarding the statutory election rights and allowances available to a surviving spouse and minor children in accordance with amendments made to the relevant statutes in 2017. The rights of the surviving spouse and any minor children are now addressed separately in the rule and the timeframes for the exercise of the rights are identified.

As the homestead interest of the surviving spouse in Title 27 differs from the election in Title 14, both the title of the rule and the delineation of the rule have been modified to reflect the distinction. The homestead interest is not subject to a statutory deadline for its exercise. The proposed rule requires the spouse to exercise the right “within four months following the later of the date of service of the notice of election and rights or the date of service of the inventory.” In the absence of legislative changes to the homestead provisions, this time frame provides clarity and consistency.

### ***Promulgation Order Amending Rule 60(c) of the Vermont Rules of Probate Procedure***

[PROMULGATED-VRPP60\(c\)--STAMPED.pdf](#) [promulgated 3/2/2026]

Rule 60(c) is amended to replace the word “served” with “filed” to clarify that the time deadline applies to filing with the court. This word change is also consistent with the triggering action for the time deadline for a motion to alter or amend in V.R.C.P. 59(e).

### ***Promulgation Order Amending Rules 1, 2(h), 3, 5(d), and 6(c) of the 2020 Vermont Rules for Electronic Filing***

[PROMULGATED-VREF1\(g\),2\(h\),3,5\(d\),6\(c\)--STAMPED.pdf](#) [promulgated 2/10/2026]

Rule 1(g) is added to authorize the Court Administrator to implement e-filing for hearing panels of the Professional Responsibility Board.

The amendment to Rule 2(h) indicates that the term “judicial officer” as used in the rules includes a hearing panel member. The amendment to Rule 3(a) provides that electronic filing is required in matters before hearing panels after the effective date provided by the Court Administrator under Rule 1. Under new 3(b)(9), a licensed attorney who is self-represented in a matter before a hearing panel is not required to electronically file. The amendment to Rule 3(d)(2) clarifies the process for a self-represented litigant who elects to file before a hearing panel and then decides to discontinue e-filing. The amendment to Rule 5(d) indicates that review of electronic filings in proceedings before hearing panels are done in the same manner as those submitted to superior courts. The filings may be rejected for failure to comply with the e-filing rules, the public access rules, or if there is an error that cannot be corrected by court staff—for example, filing into the wrong case. The amendment to Rule 6(c) provides that review of nonelectronic filings in proceedings before hearing panels are done in the same manner as those submitted to the superior courts.

### ***Promulgation Order Amending Rules 13.D, 15, 16.B, 17.C., 18, and 27.A of A.O. 9, (Permanent Rules Governing Establishment and Operation of the Professional Responsibility Program)***

[PROMULGATED-A.O. 9, Rules 13.D, 15.A., 16.B., 17.C., 18 and 27.A--STAMPED.pdf](#) [promulgated 2/10/2026]

The amendments to Administrative Order 9 are made to implement electronic filing in proceedings before hearing panels of the Professional Responsibility Board. Rule 13.D updates terminology by replacing the word “original” with “answer” in recognition of the fact that electronic documents do not have an original as understood in the paper world. The amendments to Rule 13.D(4) and (5)(c) clarify that the panel sends orders and hearing notices; it does not serve the parties as that word is defined and used in Rule 18 and the incorporated civil and electronic filing rules. The amendment to Rule 15.A is to indicate that an admonition will be sent to the respondent, rather than served on the respondent. Other minor changes in language are not meant to alter the substance of the rules.

The amendment to Rule 16.B is to make a public file confidential if a private admonition is imposed. The amendment reflects the Professional Responsibility Board's assessment that when a proceeding results in a sanction that, by rule, does not identify the respondent, the underlying file should also be confidential.

The amendment to Rule 17.C is to indicate that although disciplinary counsel must send any order of suspension, disbarment, reinstatement, transfer to or from interim suspension status, and transfer to or from disability inactive status to all courts, it need not be certified. The amendment to the second sentence is to indicate that it is disciplinary counsel, not bar counsel, who is responsible for contacting a judge to get a respondent to comply with Rule 27.

The amendment to Rule 18 clarifies the requirements for filing and service. Rule 18.A delineates that the initial petition in either a disciplinary or disability proceeding must be filed by disciplinary counsel and served on the respondent. Rule 18.B is amended to clarify that filing and service of all subsequent pleadings and documents must be made as provided in V.R.C.P. 5, unless some other method is provided in the rules. Civil Rule 5 provides how documents must be filed with the panel and the methods for serving other parties, depending on if they are electronic filers.

The amendment to Rule 27.A clarifies how notice of a disciplinary or disability decision must be provided to clients, co-counsel in pending matters, and opposing counsel or adverse parties

### ***Promulgation Order Amending Rule 615 of the Vermont Rules of Evidence***

[PROMULGATED-VRE615--STAMPED.pdf](#) [promulgated 2/10/2026]

The amendments to Rule 615 track similar changes to Federal Rule of Evidence 615. New subdivision (b) clarifies that a court issuing a sequestration order may also prohibit excluded witnesses from learning about, obtaining, or being provided with trial testimony.

### ***Promulgation Order Adding Rules 6(b)(18) and (19) to the Vermont Rules for Public Access to Court Records***

[PROMULGATED-VRPACR6\(b\)\(18\)\(19\)--STAMPED.pdf](#) [promulgated 2/10/2026]

The addition of Rule 6(b)(18) clarifies that documents filed in connection with inquest proceedings are not publicly accessible. An inquest is a statutory discovery procedure used to determine whether sufficient evidence exists to prosecute a criminal matter. Traditionally, an inquest was an in-person proceeding at which the prosecutor would examine witnesses. Pursuant to statute, the hearing and transcript are not public. An inquest has become more focused on production of documents and there is no statute or rule addressing this modern use or the public-access status of documents filed with the court in that process. There is also no statute or rule addressing the public-access status of documents filed in a traditional inquest proceeding, other than the transcript of the evidentiary hearing. New Rule 6(b)(18) clarifies that all documents filed in connection with an inquest proceeding, whether it is a traditional in-person proceeding or the modern inquest subpoena process, are exempt from public access. This conforms with existing practice in the superior court.

The addition of Rule 6(b)(19) clarifies that records of requests for nontestimonial identification orders (NTOs) are not publicly accessible. Vermont Rule of Criminal Procedure 41.1 provides the authority for NTOs. Rule 41.1 does not state whether records of pre-charge NTO proceedings are confidential. New Rule 6(b)(19) clarifies that such records are exempt from public access, consistent with current superior court practice and the exemption for search warrants. See V.R.P.A.C.R. 6(b)(2).

### ***Promulgation Order Amending Rule 11(f) of the 2020 Vermont Rules for Electronic Filing***

[PROMULGATED-VREF11\(f\)--STAMPED.pdf](#) [promulgated 1/6/2026]

The amendment to Rule 11(f) conforms the rule to current practice. When first enacted, Rule 11(f) indicated that electronic filers would receive transmission of court notices, orders, and other documents through electronic means. Due to technical constraints, the automated electronic notice through the case-management system is available only for attorneys and not for self-represented litigants who choose to electronically file. In general, courts send official

notice to self-represented litigants using regular mail. To alleviate confusion, the subdivision is amended to simply indicate that the court will transmit notices and orders to all parties and that the method may vary.

***Promulgation Order Amending Rules 21, 22, 23, and 24 of the Vermont Rules of Admission to the Bar of the Vermont Supreme Court***

[PROMULGATED-RulesofAdmission21,22,23,24--STAMPED.pdf](#) [promulgated 1/6/2026]

Rule 21 is amended in conjunction with the adoption of § 19 to Administrative Order 41, which allows applicants who are pending admission and a member in good standing in another U.S. jurisdiction to practice under a provisional license. The Legal Intern Rules are revised to pertain only to law students, Law Office Study participants, and applicants for admission who are not admitted in another U.S. jurisdiction. In Rules 21, 22, 23, and 24, there is some reorganization, and the term “Legal Intern” is used for consistency. Rule 24 is amended to delete Rule 24(e), which addressed applicants already admitted in other states since that is covered by the provisional license. Rule 24(f) is relabeled Rule 24(e).

***Promulgation Order Adding § 19 to Administrative Order No. 41 (Licensing of Attorneys)***

[PROMULGATED-AO41sec19added--STAMPED.pdf](#) [promulgated 1/6/2026]

Section 19 is added to allow applicants for admission who are admitted in another U.S. jurisdiction to fully practice law in Vermont while awaiting the completion of the Character and Fitness process. The Legal Intern rules of the Rules of Admission remain in effect but now apply only to law students, Law Office Study participants, and applicants for admission who are not admitted in another U.S. jurisdiction. Applicants must complete all required steps for full licensure, including taking the oath of admission, after the application process is complete.

***Promulgation Order Amending Rules 4(d)-(h) of the Vermont Rules of Probate Procedure***

[PROMULGATED-VRPP4\(d\)-\(g\)--STAMPED.pdf](#) [promulgated 1/6/2026]

The amendment to Rule 4(d) uses the term restricted mail instead of certified mail to enable initial service by commercial carrier and expands avenues for providing notice when restricted mail notice does not appear to be effective for a variety of reasons, including but not limited to evasive parties and unreliable or unknown mailing addresses. In addition, the change to V.R.P.P. 4(d)(4) specifies that service by other means may include email or other forms of social media if ordered by the court. The amendments move service by publication from 4(e) to 4(d)(3) and provide the court with more discretion over the specifics of publication to provide the best opportunity for actual notice. Rule 4(e) pertains to proof of service and is modified to include requirements of proof with respect to the various forms of service. Paragraphs 4(f)-(h) are relettered (e)-(g).

**III. 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 efilng 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.**

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 eFiling 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.

#### **IV. FILING AND LABELING 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.

#### **V. 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 \(cognitofirms.com\)](#)

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>