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 Rules, Vermont Judiciary ePayment Hub, eFile & Serve and Public Portal Information, Filing of Exhibits & Other Miscellaneous Info

DATE: October 27, 2026

To ensure that you are receiving the Memos to the Bar, please keep your email address updated in the Vermont Attorney Portal, Attorney Portal - Dashboard, and add communicationstobar@vtcourts.gov to your safe senders list.

For your information, please find:

I. Promulgated Rule- Order Amending Rules 9(b)(3) and 13 of the Vermont Rules of Admission to the Bar of the Vermont Supreme Court
II. Vermont Judiciary ePayment Hub
III. eFile & Serve and Public Portal Information
IV. Filing and Labeling of Exhibits for Evidentiary Hearing
V. Miscellaneous

I. PROMULGATED RULE

Promulgation Order Amending Rules 9(b)(3) and 13 of the Vermont Rules of Admission to the Bar of the Vermont Supreme Court
https://www.vtcourts.gov/PROMULGATEDRulesofAdmission9band13STAMPED

This Order was promulgated on October 27, 2026; effective January 1, 2027.

The amendments to Rules 9(b)(3) and 13(c) remove the provisions precluding applicants from taking the bar examination after four failed attempts or using a transferred UBE score achieved after four failed attempts. Many other states do not limit the number of attempts needed to earn a passing score. See Comprehensive Guide to Bar Admission Requirements, https://reports.ncbex.org/charts/chart-5. Moreover, removing the limitation might increase the number of admitted attorneys in Vermont and thereby increase access to legal services.

II. EPAYMENT HUB TRANSITION

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 in the fall 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 completion date nears. If you have any questions, please contact itsupport@vtcourts.gov

III. eFILE & SERVE AND PUBLIC PORTAL INFORMATION

a. eFile & Serve.

eFile & Serve is the platform to electronically file with all Vermont courts. eFile - Landing Page

Access user guides through the User Guides and Frequently Asked Questions on the judiciary's website at Electronic Filing | Vermont Judiciary

b. File Names in Efiling

Please be aware that special characters in document filenames may cause an error during the filing process. Use simple filenames containing only letters, numbers, spaces, hyphens, or underscores. Avoid using special characters in the filename.

Characters that have been identified as potentially causing problems include:

- Ampersand: &
- Apostrophes, including smart/curly apostrophes: ' ’
- Quotation marks, including smart/curly quotes: " “ ”
- Square brackets: [ ]
- Less-than/greater-than symbols: < >
- Accented or other non-ASCII characters, such as ñ or é
- Non-printable or control characters, which may be introduced when copying and pasting content from applications such as Microsoft Word, Outlook, or PDFs

If you have any questions or need assistance, please contact efilesupport@vtcourts.gov

c. 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

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

d. 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

e. Vermont Judiciary Public Portal.
The Public Portal allows you to view case files.
Vermont Judiciary Public Portal
Registration is required for elevated access. The Public Portal User Guide contains instructions on how to register and request elevated access.
Public Portal | Vermont Judiciary

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.

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. Filer Guide to Exhibits for Hearing.rev4 .0.pdf

Exhibit Labeling
To ensure consistency and to avoid confusion in the record, filers are respectfully requested to label their exhibits as follows:
Plaintiff's exhibits are labeled numerically (e.g., 1, 2, 3) and Defendant's exhibits are labeled alphabetically (e.g., A, B, C).
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
Court Forms | Vermont Judiciary

To report any form question or concern, use the feedback form on the website
Website Feedback Form | Vermont Judiciary

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
- Telephone the Judiciary helpdesk at 802-828-4357
- Use the online form eCabinet Registration/Update (cognitoforms.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. 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 on the email.

e. 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 Standard Practices Committee | Vermont Judiciary