

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

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TO: Members of the Vermont Bar

FROM: Patricia Gabel, Esq., State Court Administrator

RE: Court Administrator Directive PG-15 Electronic Filing (ICEWOLF) and Odyssey Filing Info

DATE: January 22, 2021

For your information, please find:

- [*Court Administrator Administrative Directive PG-15 – Electronic Filing ICEWOLF*](#)
- [*Odyssey and Electronic Filing Information*](#)

I. COURT ADMINISTRATOR DIRECTIVE

[*Court Administrator Administrative Directive PG-15 – Electronic Filing ICEWOLF*](#)

This directive was signed on January 21, 2021.

Pursuant to 2020 Vermont Rule for Electronic Filing 1(d), the Court Administrator authorizes electronic filing to commence in all divisions of Caledonia, Essex, Franklin, Grand Isle, Lamoille, Orleans, and Washington Units beginning on March 15, 2021.

Please see information below regarding eFiling and training opportunities.

II. ODYSSEY AND ELECTRONIC FILING INFORMATION

The Vermont Legislature has appropriated CARES Act funds for a grant to Vermont Legal Aid to cover the cost of the Tyler eFiling use fees through March 31, 2021, to ensure all court users have timely access to justice as the judicial system resumes operations relying on greater digital remote online processes to ensure public health and safety after closure due to COVID-19. During this period, the Tyler eFiling use fee will not be charged to filers but will be charged to the CARES Act grant to Legal Aid.

The Caledonia, Essex, Franklin, Grand Isle, Lamoille, Orleans, and Washington trial courts will begin using Odyssey on February 1, 2021, and electronic filing through Odyssey File & Serve is scheduled to commence on March 15, 2021. Odyssey and electronic filing are already operational in Addison, Bennington, Chittenden, Orange, Rutland, Windsor, and Windham trial courts and the Environmental Division and the Judicial Bureau. Please use the following links to access Odyssey electronic filing and portal systems and for more information.

Odyssey File & Serve. Odyssey File & Serve (OFS) is the platform through which you will electronically file with the courts. To access OFS, please visit <https://vermont.tylerhost.net/ofswb>. You can access user guides through the “User Guides” link in the “Self Help” window. You can also access docket specific user guides on the judiciary’s website at <https://www.vermontjudiciary.org/about-vermont-judiciary/electronic-access/electronic-filing>

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

Odyssey Public Portal. The Odyssey Public Portal allows you to view your case files. To access the portal, please visit <https://publicportal.courts.vt.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 Jud.helpdesk@vermont.gov. When emailing, please write “**Public Portal**” in the subject line.

FAQ. Please visit <https://www.vermontjudiciary.org/odyssey> for answers to frequently asked questions and updates about the project.

Efiling Training Opportunities

Watch a pre-recorded efilng training webinar from the Vermont Judiciary. The judiciary’s NG-CMS project team recorded a demonstration of how to use Odyssey File & Serve that you can view here: https://www.youtube.com/watch?v=ke2ouMDK4VQ&feature=emb_title

Register for a live efilng webinar with Tyler Technologies. Starting February 24, 2021, Tyler Technologies will offer a series of live webinars on how to use Odyssey File & Serve. To register, visit <https://register.gotowebinar.com/rt/8175684102182380812>

Practice setting up your firm and submitting filings. For hands on practice, you can create your firm, register users, and begin filing practice cases in the Vermont “**Stage**” environment. Be sure that the web address includes the word “stage” (<https://vermont-stage.tylerhost.net/ofswb>). The Stage environment is available any time. Please note that submissions will only be reviewed periodically, so you may not get a timely response on whether your practice submissions have been accepted. The Stage environment is available now only for familiarity and direct hands-on experience and is not a substitute for registering on the actual efilng site when you are ready.

Read Vermont specific efilng guides. The Vermont Judiciary’s website includes several efilng guides to help you navigate Odyssey File & Serve. Visit <https://www.vermontjudiciary.org/about-vermont-judiciary/electronic-access/electronic-filing> and click on Odyssey File and Serve User Guides to view the most updated versions.