

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: Reminder Regarding Electronic Filing Webinars  
DATE: March 29, 2021

The Judiciary's transition to electronic filing using Odyssey File and Serve (OFS) is complete for all divisions and units of the Superior Court and the Judicial Bureau. Reminders regarding training opportunities and other OFS information are provided below.

**Odyssey File and Serve Webinars**

There are still training opportunities available for practitioners who have not yet attended a Tyler Technologies electronic filing webinar. The remaining webinars are on March 31<sup>st</sup> and April 2<sup>nd</sup> both from 2:00-3:00pm. Please see the link below for registration information.

<https://register.gotowebinar.com/rt/8175684102182380812>

**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/ofsweb> 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](mailto:efiling.support@tylertech.com)

For procedural questions that are Vermont-specific, contact the Vermont efilings support desk at [JUD.eFileSupport@vermont.gov](mailto:JUD.eFileSupport@vermont.gov)

**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](mailto: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.

## **Other Efiling Training Opportunities**

**Watch a pre-recorded efiling 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](https://www.youtube.com/watch?v=ke2ouMDK4VQ&feature=emb_title)

**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 efiling site when you are ready.

**Read Vermont specific efiling guides.** The Vermont Judiciary’s website includes several efiling 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.