



Vermont e-Filing

Odyssey File and Serve Criminal Filer Demonstration

June 2021

Agenda

- Judiciary Platforms
- Adding eService Contact
- Add/Edit Attorney Bar Number (aka Attorney Number)
- Demo of Odyssey File and Serve
- Format of PDF, Filing and Document Descriptions, Name Lengths
- Demo of Clerk Review
- Support

Judiciary Platforms



eCabinet – Attorneys are required to maintain updated email address in ecabinet – up to 3 – Court sends Orders, Hearing Notices to these addresses

Going away soon



Public Portal – Platform to view case and documents.

Must be a party

Must apply for elevated access



Odyssey File and Serve (“OFS”) – Efile documents, maintain own service contact email address

Has to be a different email than Attorney Licensing



Attorney Licensing Portal – Register personal email address for lifetime of attorney licensing

Update Odyssey email

Email cannot be the same as OFS email

Add eService
Contact email
address:

Filer Dashboard

My Filing Activity ?

- Pending
- Accepted
- Returned
- Drafts
- Served

New Filing

[Start a New Case](#) ? [Use a Template](#) ?

[File into Existing Case](#) ?

[Need help getting started?](#)

Actions ▾

- Dashboard
- Start a New Case
- File Into Existing Case
- Filing History
- Templates
- Firm Service Contacts
- Bookmarks
- Reports
- Help
- System Admin
- Filing History Search

Go To Assist **Show Me How To...**

Firm Service Contacts ?

Search by first or last name [+ Add Service Contact](#)

Name	Email
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Add eService Contact email address, cont'd:

Tyler Technologies
eFileVT File & Serve

Go To Assist Chat Show Me How To... 1 - 8 of 8 items

Items per page: 10

First Name	Middle Name	Last Name
Attorney		Lawyer
Firm Name	Email	Administrative Copy ?
Vermont Admin	attorneylawyer@lawyer.com	admin@lawyer.com
Country		
United States of America		
Address Line 1	Address Line 2	City
94 State St		Montpelier
State		
Vermont		
Zip Code	Phone Number	
05602		
Make This Contact Public		
<input checked="" type="checkbox"/>		

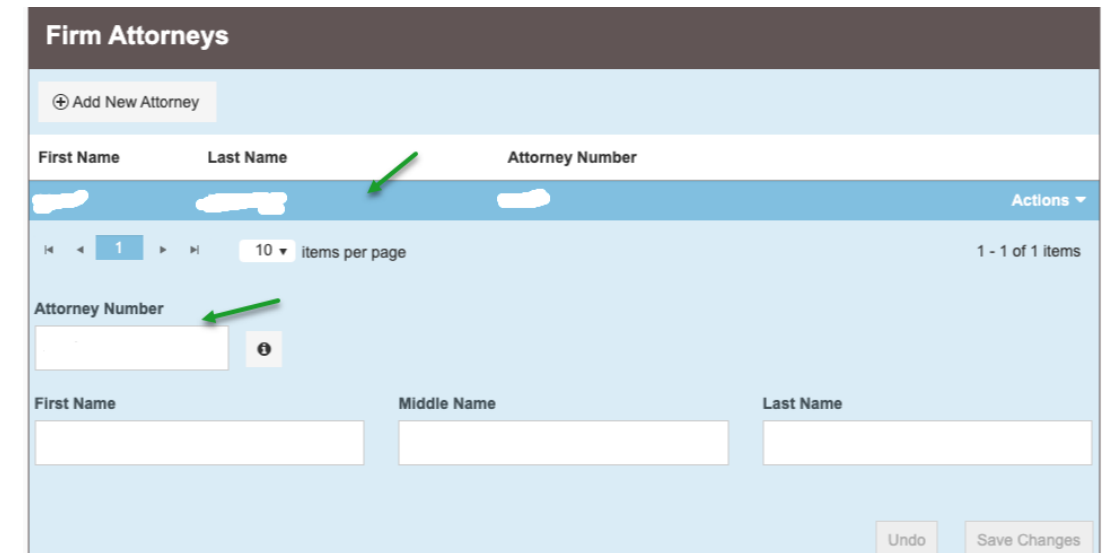
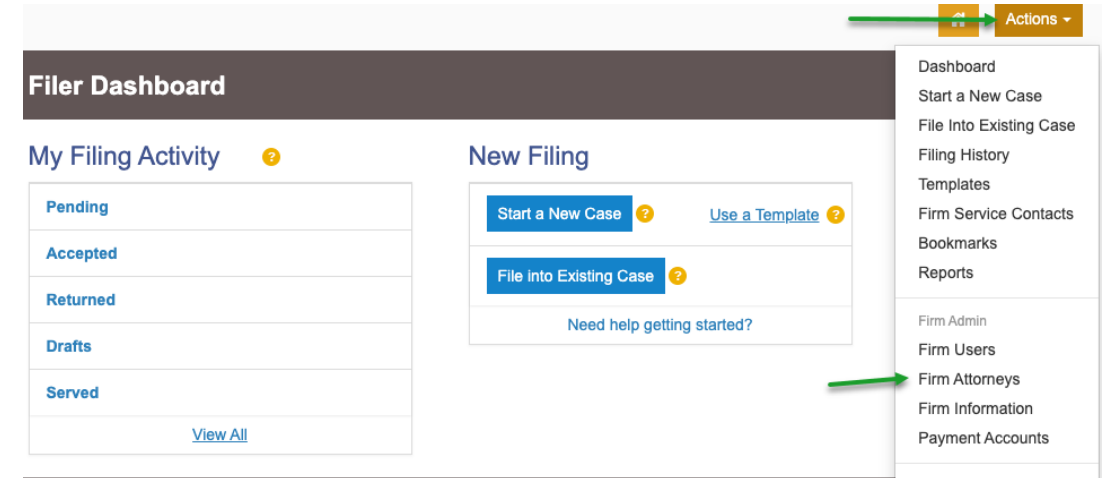
Undo Save Changes

Help

Attorney can add an admin email address for that person to receive copies of service information

Add Attorney Bar Number

1. Log into the OFS site
2. Click Actions – top right
3. Select Firm Attorneys
4. Click Name to edit number



How to e-File

- Criminal Initial Filing – must have criminal filer rights - contact Jud.efileSupport@vermont.gov to request
- Format for eFiling:
 - PDFs only
 - All Description Fields – cannot be over 100 characters, incl spaces
 - Name lengths cannot be over 100 char.
- Demonstrate New Filing

Filing a New Criminal Case ~ highlights

Addison Unit

Category ? Case Type

Criminal Felony

Undo Save Changes

Charge Information

Offense	Date Of Offense	Statute	Enter charge info
13V2301/1D - MURDER - 1S...	06/01/2021		

+ Add Another Charge

Party Information

Party Type	Party Name	Required Party
Defendant	Tom Defendant	

+ Add Another Party

Filings

Filing Code	Client Ref #	Filing Description	Actions
State's Attorney Information and P...			Actions
Citation			Actions
Arrest Custody Report			Actions

+ Add Another Filing

Add all lead documents and attachments as needed

▼ State's Attorney Information and Probable Cause Affidavit

Description	Amount
Filing Fee	\$0.00
Filing Total:	\$0.00

▼ Citation

Description	Amount
Filing Fee	\$0.00
Filing Total:	\$0.00

▼ Arrest Custody Report

Description	Amount
Filing Fee	\$0.00
Filing Total:	\$0.00

Total Filing Fee \$0.00
Envelope Total: \$0.00
Waiver selected

Payment Account ?

Waiver

Filing Attorney

Vermont Admin

New Criminal cases require a payment account of Waiver

Select filing attorney

Demo of Clerk Review Process

How documents look in Odyssey for the court

Clerk Review Queue ~ Odyssey File and Serve

This is what the envelope looks like on the clerk's screen

Envelope # 4361

Envelope # 4361 filed 6/17/2021 at 10:20 AM by Chasity Stoots-Fonberg on behalf of Vermont Admin

Status	Filing Code	Case Type	Filing Description	Queue	Reviewer
Submitted	State's Attorney Information and Probable Cause Affid	Felony	If filer includes a Filing Description in filing, it shows up here	Addison - Criminal	
Submitted	Citation	Felony		Addison - Criminal	
Submitted	Arrest Custody Report	Felony		Addison - Criminal	

◀◀ 21 of 21 ▶▶

Envelope opened for clerk review

Arrest Custody Report.pdf [Original] [PDF]

Description: Arrest Custody Report

FILED: <<DocketDate>>
Vermont Superior Court
<<CaseLocation>>
<<CaseNumber>>

Arrest Custody Report

Annotations

Actions

State's Attorney Information and Probable Cause

- Lead Document (Lead) Public Limited
- Citation Lead Document (Lead)
- Arrest Custody Report Lead Document (Lead) Confidential

Edit **Verify Parties** **Waiver**

Case Information

Case Number: [Text Field]
Location: Addison Unit
Description: Criminal
Category: Felony
Type: Not Created
Status: Judge

Criminal Charges

Envelope # 00004361

Submit Date: 6/17/2021 10:20 AM
Docket Date: 6/17/2021 10:20 AM
Filing Attorney: Vermont Admin
Payment Account: Waiver

Filer Information

New Parties

Defendant: Tom Defendant **Additional Info**
111 Main St.
Addison, VT 05740

Fees Total: \$0.00

Filing Information

Process Notes

Clerk must verify parties by searching in the Odyssey case mgmt system to see if a match exists

Clerk can edit Filing Codes if necessary, and delete description fields if too lengthy

Comments to clerk included in filing show here

Clerk accepts or rejects each Lead Document. If lead document accepted, attachment accepted as well.

View of Documents in Odyssey – Proper labeling ensures that judges, clerks, and anyone accessing the case on the public portal can quickly find the documents needed

☆◀

DISPOSITION

TIME STDS

FINANCIAL

PROT. ORDERS

WARRANTS

BONDS

EXHIBITS

DOCUMENTS

APPEALS ▶

21-CR-00953

🔒

State of Vermont v. Tom Defendant

Type Felony

Documents

Search

Get All Documents

Refresh

🖨

☐ Show Obsolete Documents

☐ Show Document Versions

☐ Open in External Viewer

☐ Use Default Image Printer

Type

All ▼

Sort

Date Descending ▼

Show

All Documents ▼

Actions

Export

	Date	OCR	Type	Name	Index #	Pgs	Mark	+
🔒	06/17/2021	✓	Confidential Document	Arrest Custody Report		1	x	
📄	06/17/2021	✓	Public Document	Citation		1	x	
📄	06/17/2021	✓	Public Limited Document	State's Attorney Information and Probable Cause Affidavit		1	x	

Favor

Tasks

Jobs

Messa

What

21-CR

Errored Envelopes

Some errored envelopes must be rejected by the clerk and then refiled:

Incorrect Bar Number
(*aka Attorney Number
in OFS*)

Formatting problem
of PDF—contains
editable fields

Issue with a Charge –
e.g., not labeled with
proper degree



States Attorneys cannot refile a Rejected envelope of an *Initial Filing* (new case) using the copy function. Must use **New Envelope** and include original filing date and rejection date in comment to court

Refile after Rejection

- Most rejected envelopes can and should be refiled by using *Copy Envelope* action
 - Filing must be refiled within 7 days from date of rejection to maintain original filing date
- SAs → If Initial filing is rejected, must refile with new envelope
- If incorrect Bar Number → must refile with new envelope
 - If refile with new envelope, should include original filing date, and rejected date in comment to court

Support

- Technical issues such as browser problems – must contact Tyler Technologies: efiling.support@tylertech.com or 1.800.297.5377
- Specific questions about e-Filing process- email Jud.efileSupport@vermont.gov
- Questions about ecabinet – email jud.helpdesk@vermont.gov
- Questions about Public Portal – email jud.helpdesk@vermont.gov
- Questions about Attorney Licensing Portal – email jud.attorneylicensing@vermont.gov

Resources

- Filing Guides on Judiciary Website:
<https://www.vermontjudiciary.org/about-vermont-judiciary/electronic-access/electronic-filing>
- User Guides on OFS Home page
- eFiling FAQ site on Judiciary Website

