

Vermont Rules of Electronic Filing 5(d)(2) E-filing Rejection Reasons

	Citation	Requirement	Action
1.	VREF 3(c)	Filer may not e-file if ordered by court to paper file	Reject
2.	VREF 5(b)(3)	E-filer must provide mailing and email address on e-filed document	Accept, with note to filer for future filings
3.	VREF 5(d)(6)	E-filers must use assigned case numbers on all e-filed documents	Reject
4.	VREF 5(b)(5) and PACR 7(a)(1)	Non-public information must be redacted if part of a public document	Reject
5.	VREF 5(b)(5) and PACR 7(a)(1)	E-filer must correctly identify document as publicly accessible or not	Accept after changing security setting to the correct one
6.	VREF 5(g)(1)(A)	All motions must be filed as separate lead documents	Reject
7.	VREF 5(g)(1)(B)	E-filer may not respond to a motion and file a new motion in the same document	Reject
8.	VREF 5(g)(2)(B)	Any supporting material, including affidavits, exhibits or other supporting or required attachments, must be separated from the motion.	Reject
9.	VREF 5(g)(2)	If supporting materials relate to more than a single memo of law, they must be numbered sequentially and include a table of contents	Reject
10.	VREF 5(h)	Criminal history information must be filed separately per misdemeanor/felony convictions in Vermont courts; misdemeanor or felony convictions in courts of other jurisdictions; and any other criminal history information	Reject
11.	VREF 7(a)	E-filed documents must be in PDF format	Reject
12.	VREF 7(a)	E-filed documents must comply with size limits	Reject
13.	VREF 7(a)	E-filed documents must not contain passwords or other security devices	Reject
14.	VREF 9(a) and VRCrP 49(d)	E-filed pleadings, motions, or other submissions must include a signature block containing the filer's typed in name preceded by /s/ or other permitted form of signature as defined in 9 V.S.A. §271(9)	Reject, unless unsigned search warrant or fugitive petition
15.	VREF 9(b)	E-filed document with multiple signatures must contains the signature of the e-filer and the other parties or counsel in the form provided in VREF 9(a)(2) or (3). Any other document that contains the signatures of persons other than the e-filer must be filed and signed as provided in VREF 9(a)(4).	Reject, unless proposed order or proposed agreement in Family Division
16.	VREF 9(c)	Notarized document must either contain language from 4 V.S.A. §27(b) or the original notarized document must be scanned and attached.	Reject
17.	VREF 10	Court and e-filing fees must be paid or an application to waive fee e-filed	Reject
18.		E-filing must be filed into the correct case	Reject
19.		E-filer must be authorized to file a particular case type	Reject
20.		Two parties may not be entered as one entity (John and Jane Doe)	Reject
21.		A litigant who is represented by counsel may not e-file on their own	Reject
22.		Erroneous information may not be included in a criminal charge	Reject

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| 23. | E-filing for a new case must be submitted as a new case | Reject |
| 24. | E-filing for an existing case must be submitted as a subsequent filing in the existing case | Reject |
| 25. | Documents may not be manually added to case management system | Reject |
| 26. | Exhibits/Exhibit List/Witness Lists may not be filed as one PDF | Reject |
| 27. | E-filed document must be in the form of a flattened PDF | Reject |
| 28. | Party names may not be listed in e-filing with incorrect party roles | Reject |
| 29. | A non-party may not e-file into a case | Reject |