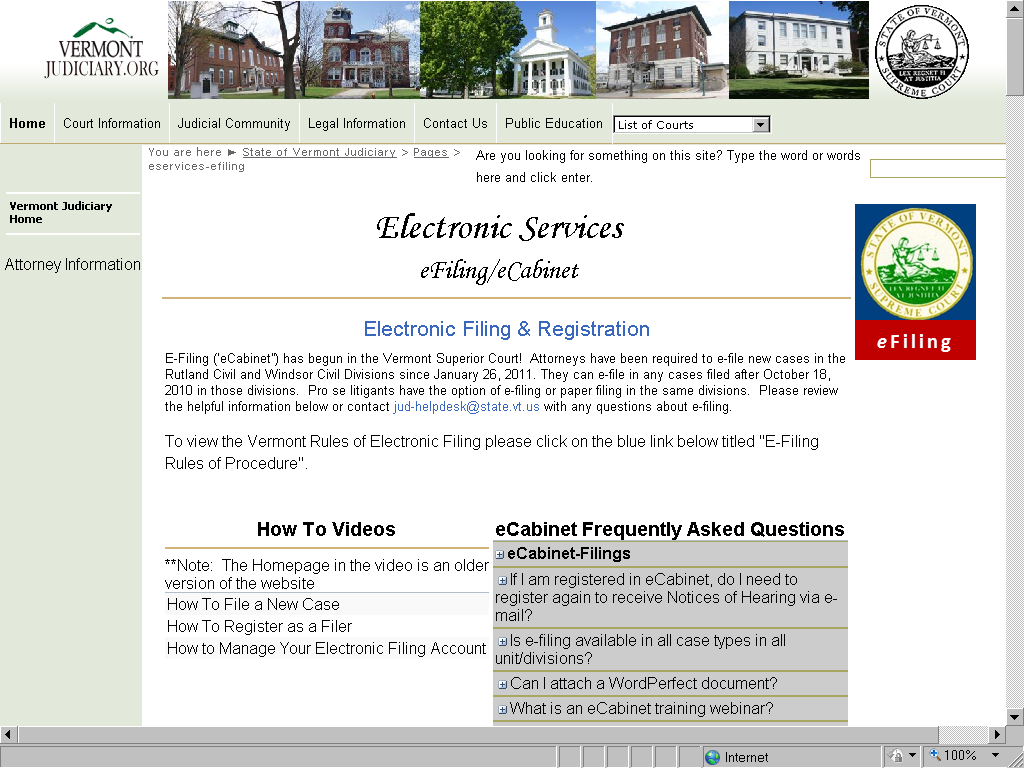
**E-Filing Juvenile Case Plans**

**DCF Caseworker**

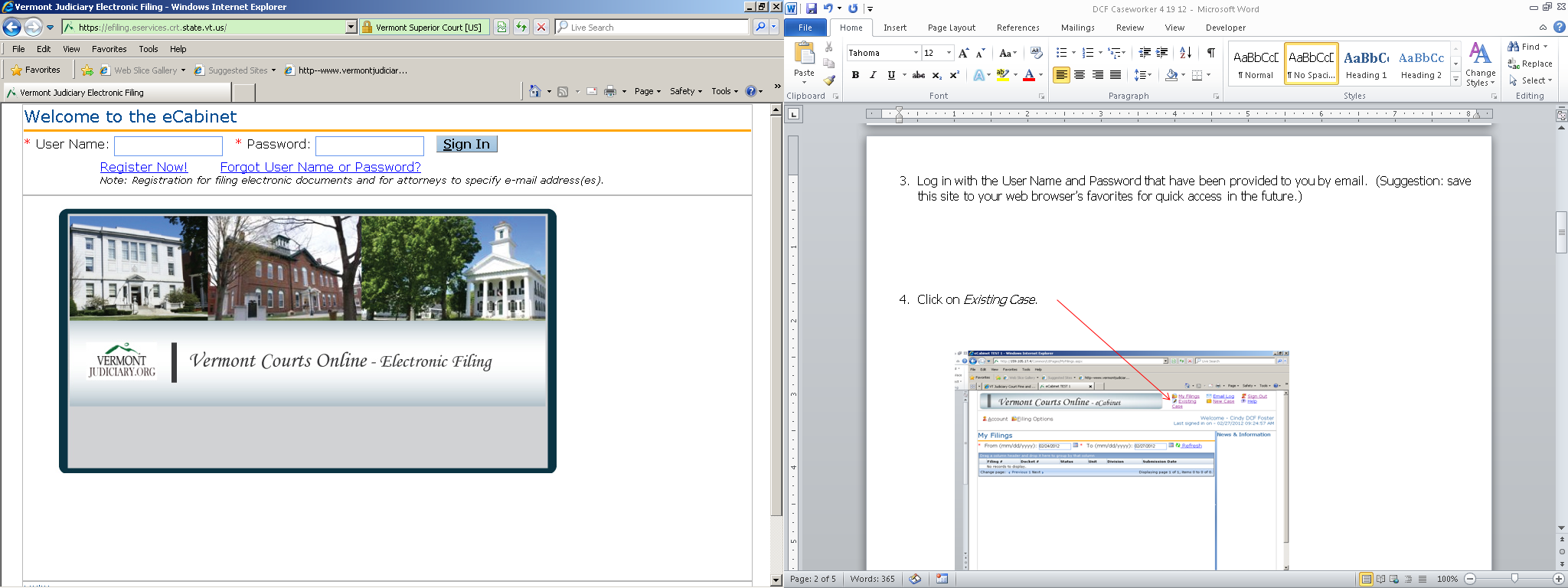
1. Log on to [www.vermontjudiciary.org](http://aps-app01:10006/) and click on the *eFiling* icon.



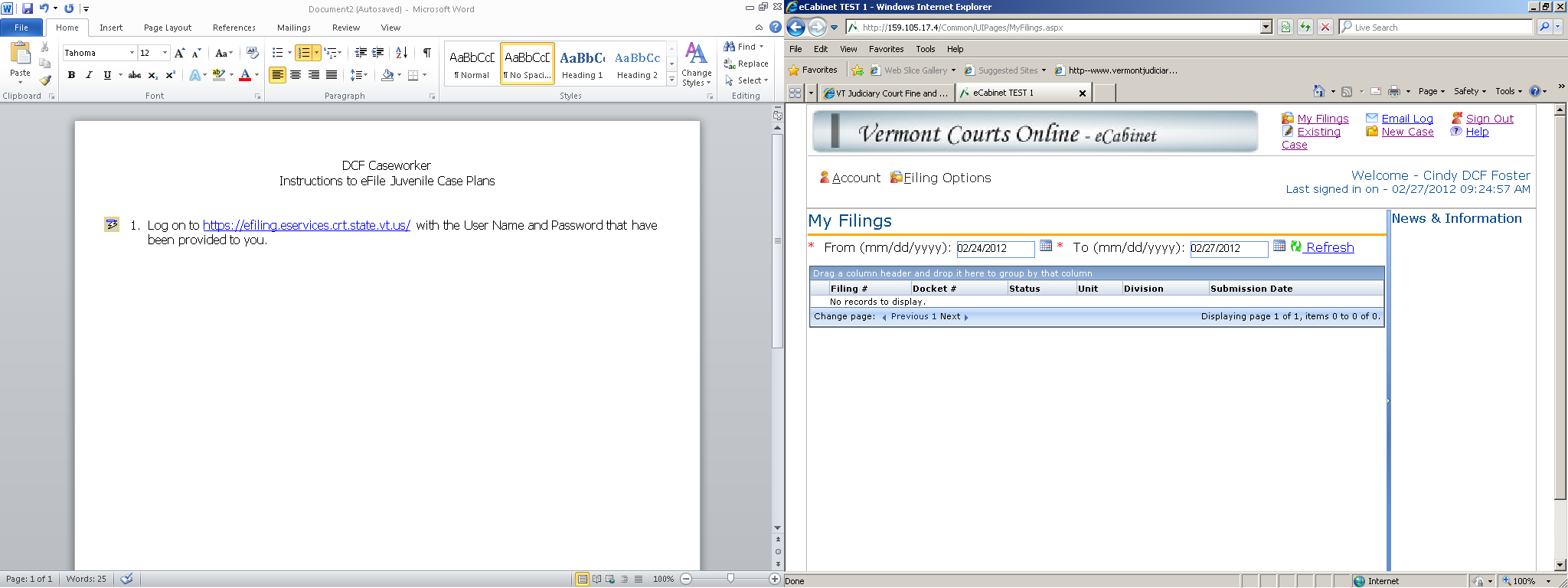
1. On the Electronic Services screen, click *Electronic Filing & Registration* (in blue letters). (Note that there are Frequently Asked Questions and links to more information about e-filing on the Electronic Services page.)



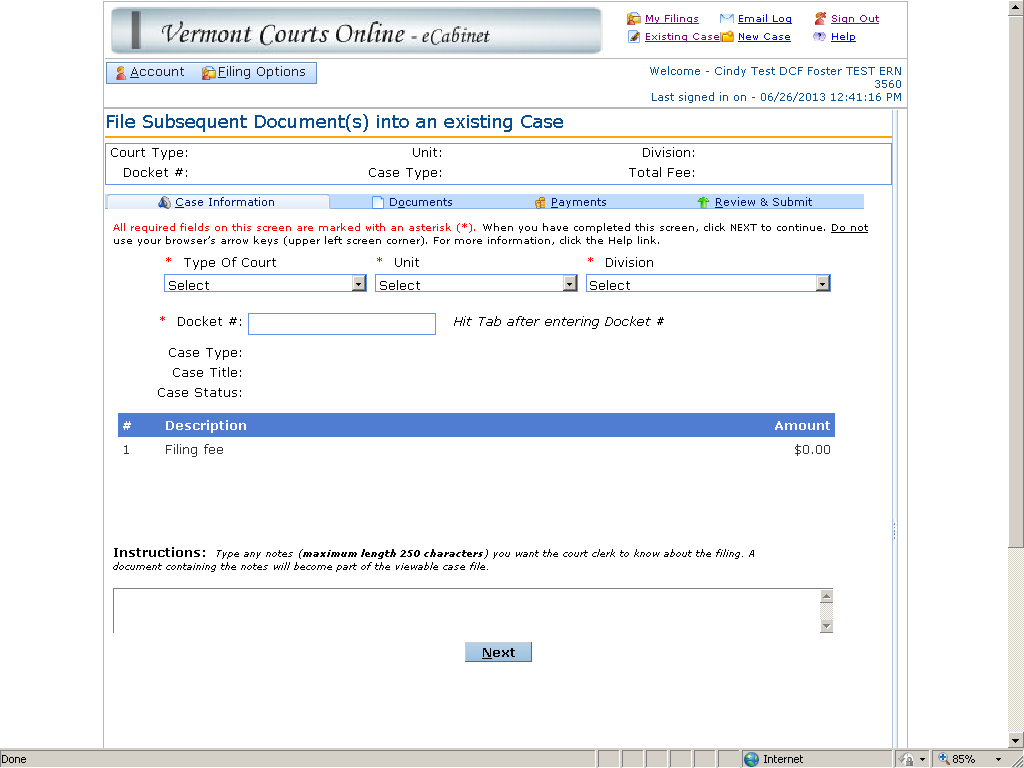
1. Log in with the *User Name* and *Password* that have been provided to you by email. (Suggestion: save this site to your web browser’s favorites for quick access in the future.)



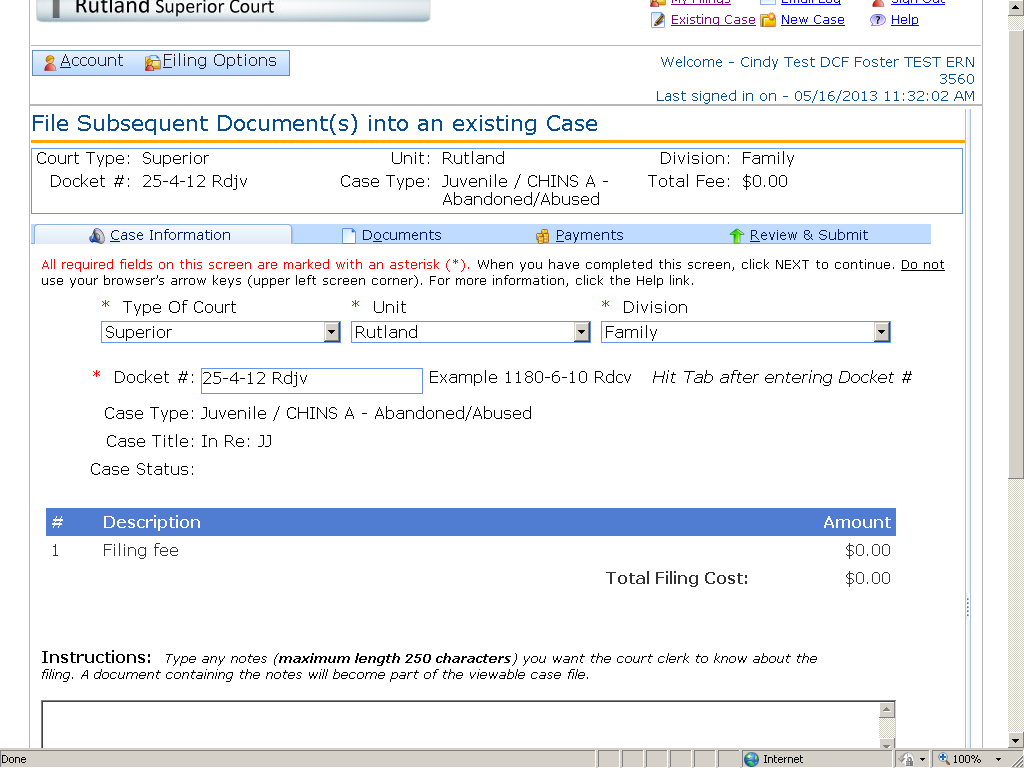
1. Click *Existing Case*.



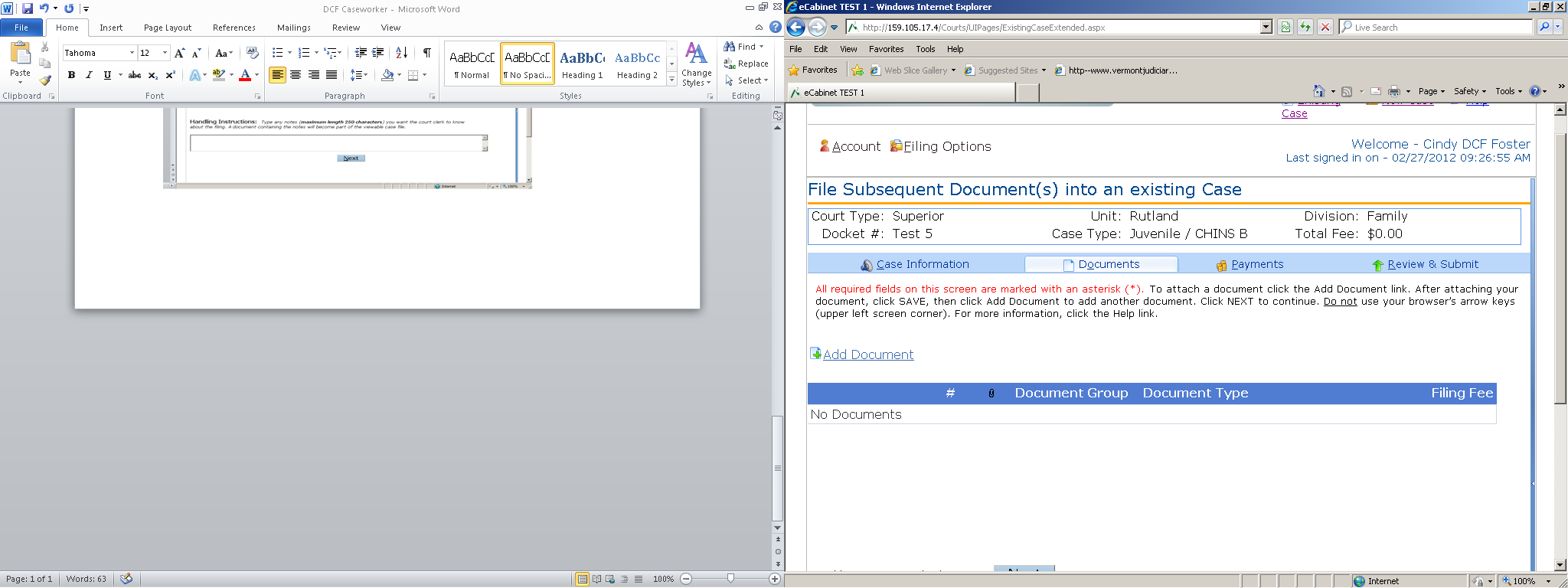
1. Select *Superior* as the Type of Court, enter the appropriate Unit, then select *Family* as the Division. Enter the docket number, using the format indicated in the example (with one space between the last digit of the number and the first letter identifying the court.) The letters are not case sensitive. Click *Search.* Type in Instructions, if there is particular information you wish to convey to the Juvenile Docket Clerk about what you are filing. Click *Next*.



The screen will return with the Case Type and Case Title displayed next to the Docket Number. Confirm this is the correct case. (If it is not the correct case, confirm the docket number has been entered correctly. If not, you may re-enter the correct number and repeat the process to display the correct case.) If you have any problems or questions, please call 1-802-828-HELP or e-mail [JUD-helpdesk@state.vt.us](mailto:JUD-helpdesk@state.vt.us) .



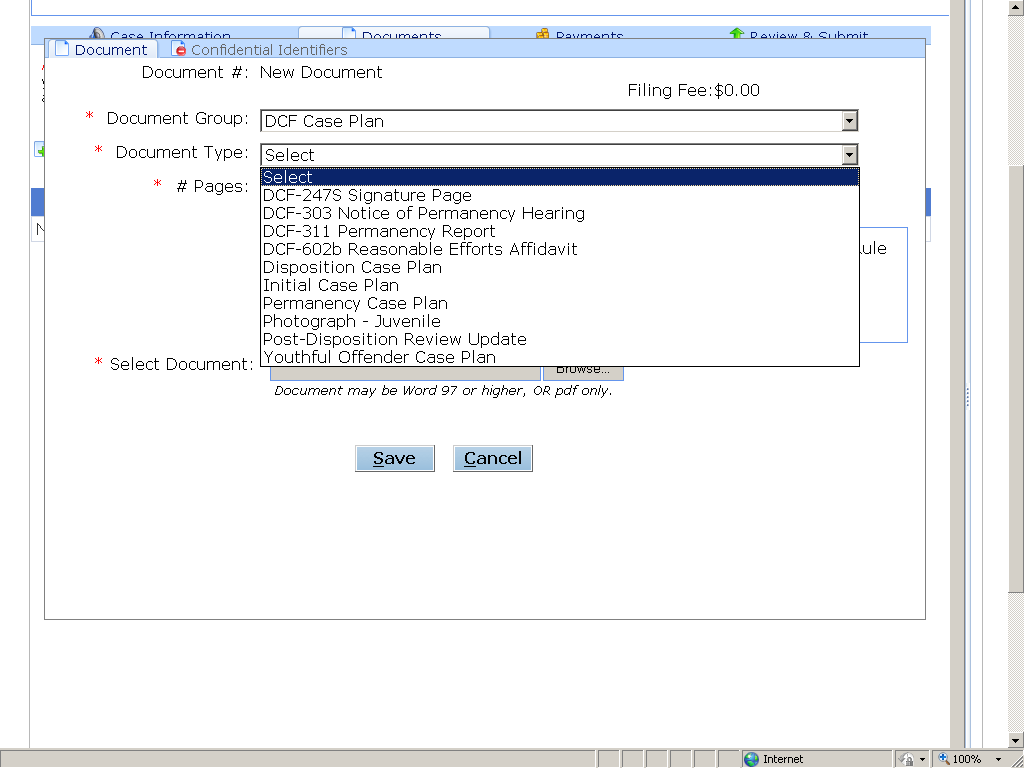
1. Click *Add Document*.



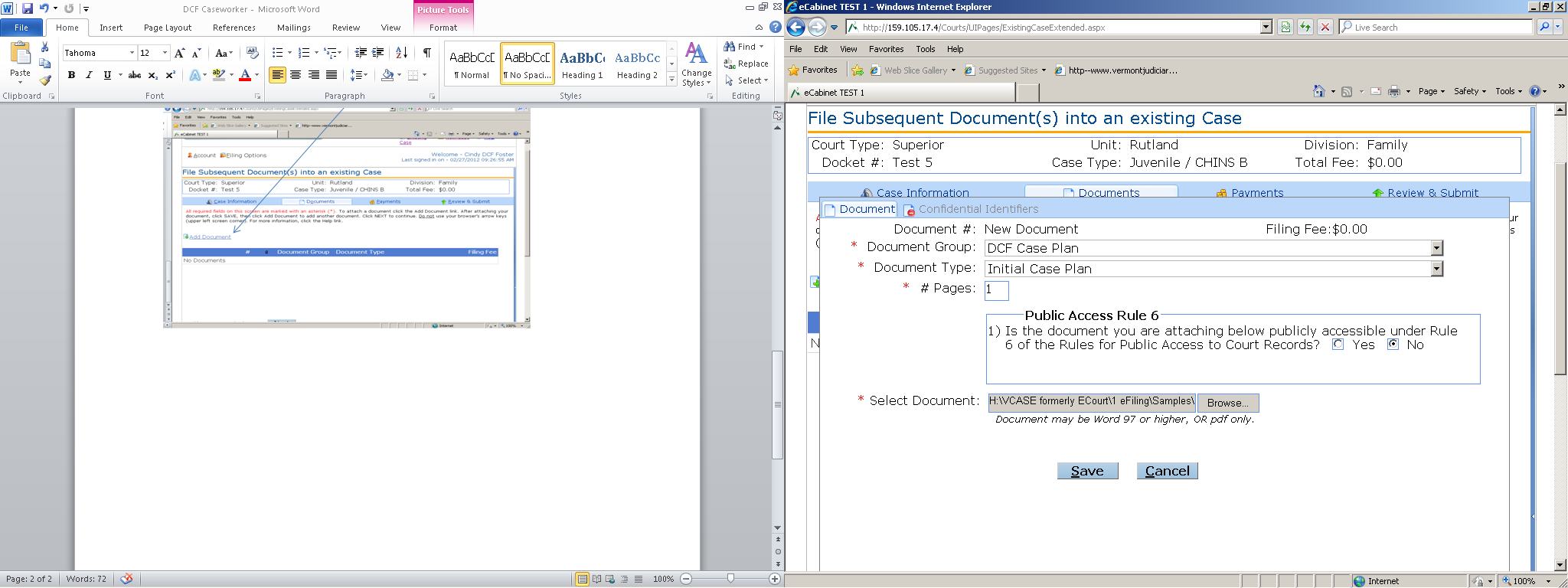
1. Under Document Group, select *DCF Case Plan* (unless filing an amended or corrected case plan, in which case choose *Amendments* or *Corrections*, as the case may be. A case plan is considered amended only if changes have been made to it whereby the goal has changed. A case plan is considered corrected only if changes have been made to it which do not change the goal.

Click the type of case plan (or attachment to case plan, including juvenile photographs) you are filing from the *Document Type* drop down list pictured below. (Instructions on how to attach a juvenile photograph appear at the end of these instructions.)

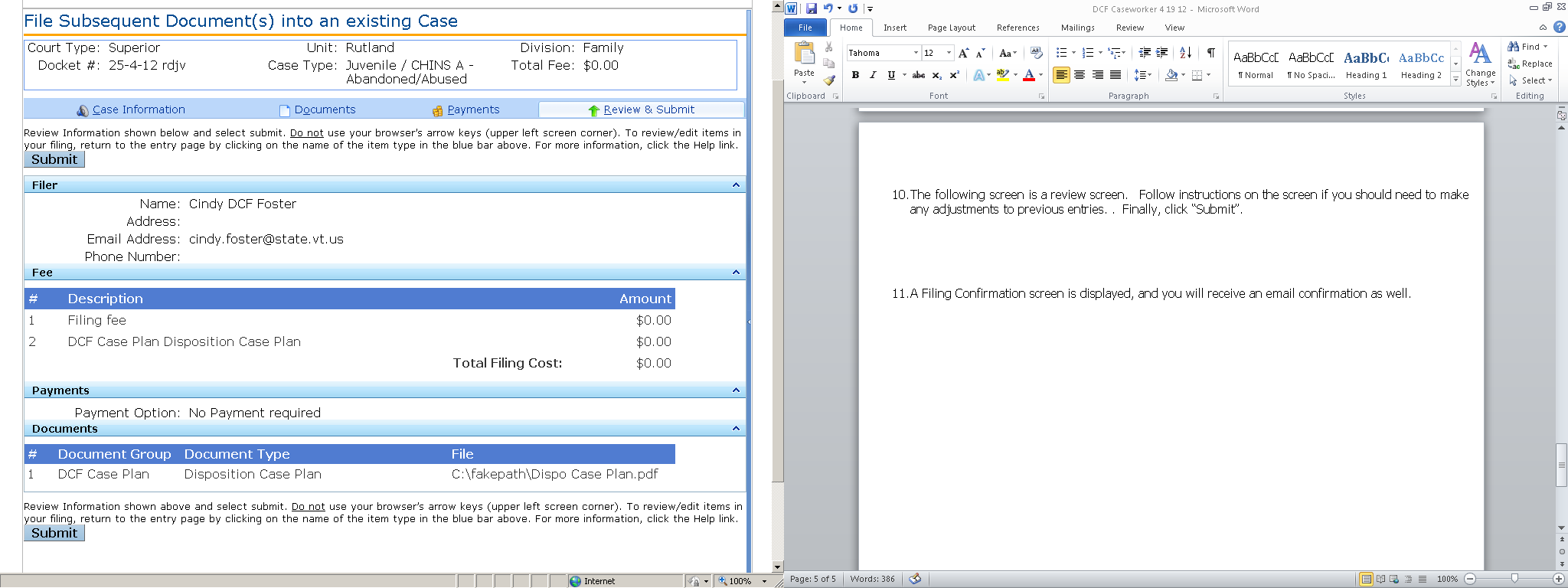
*Document Type* Menu:



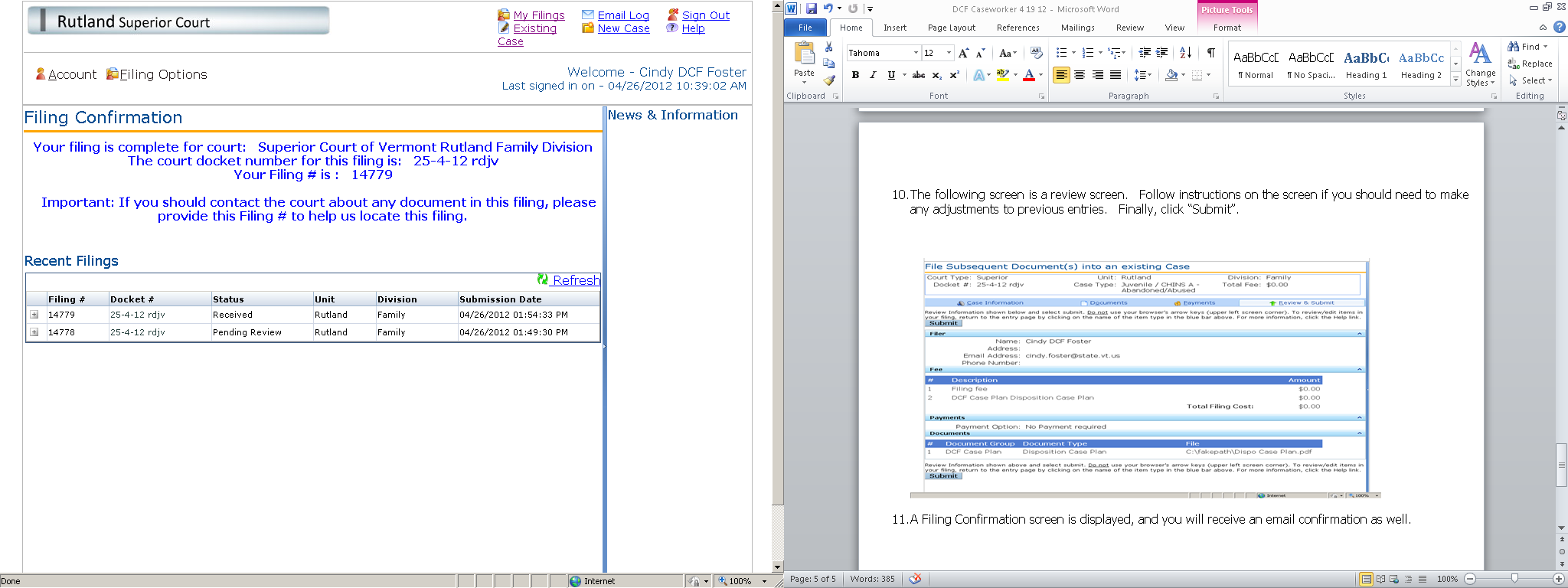
Next, indicate the number of pages in the document, click *No* for the Public Access Rule 6 question, then click *Browse* to locate and attach your document. Click *Save*.



1. A second *Add Document* screen will be displayed. If you wish to add another document, click *Add Document* and repeat the process. If you do not wish to add another document, click *Next*.
2. The next screen is a *Fee Information* screen. Since no filing fee is associated with a DCF Case Plan, click *Next*.
3. The following screen is a review screen. Follow instructions on the screen if you should need to make any adjustments to previous entries. Click *Submit*.



1. A *Filing Confirmation* screen will be displayed, and you will receive an email confirmation as well. Click *Sign Out*.



**Text of Confirmation E-mail:**

“Dear {DCF CASEWORKER}:

This email verifies the receipt of 1 document submitted by you to Rutland Family Division on MM/DD/YYYY, at 02:07:39 PM.

Docket Number: XX-X-XX Rdjv In RE: XX

The Reference number of this filing is: 14742. Please reference this Filing # in any correspondence. We will notify you when processing is complete.

This is a non-monitored email. Do not reply directly to it. If you have any questions about this filing please contact the Rutland Family Division.

Thank you,  
Vermont Judiciary”

*Note: If hand-written changes are made to a case plan, those changes should be incorporated in the case plan in italics or boldface before the case plan is e-filed. Caseworkers can electronically sign their case plans by typing “s/caseworker’s name” above the signature line.*

Instructions for Inserting a Photograph in the Juvenile Photograph Template

1. Open the Juvenile Photograph Template and complete upper portion.

2. Click where you want to insert the photograph.

3. Click “Insert”, click “Picture” and locate the folder where you have saved the photograph.

4. Double click the photograph you want to insert.

5. Click “Save As” and type the file name of your choosing.

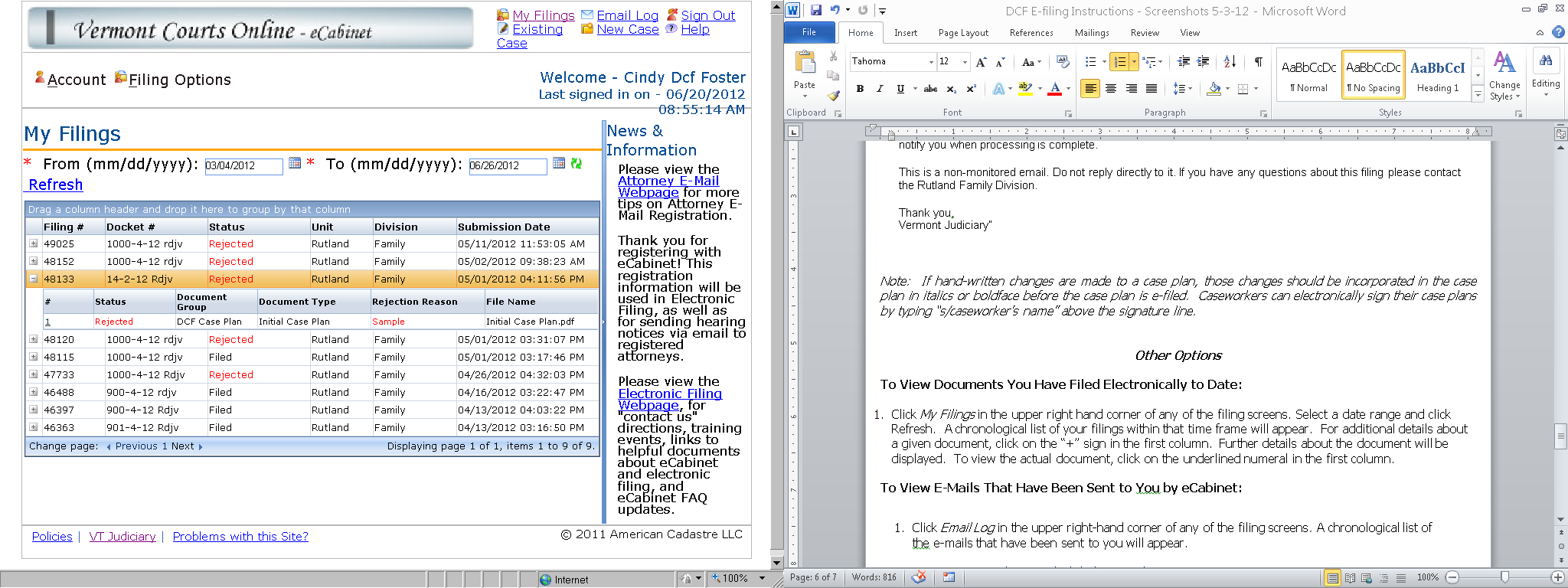
6. Attach as a separate document when you e-file the first caseplan (and subsequent permanency caseplans) for the child.

***Other Functions***

**To View Documents You Have Filed Electronically to Date:**

1. Click *My Filings* in the upper right hand corner of the opening “My Filings” screen. Select a date range and click Refresh. A chronological list of your filings within that time frame will appear. For additional details about a given document, click on the “+” sign in the first column. Further details about the document will be displayed. To view the actual document, click on the underlined numeral in the first column.

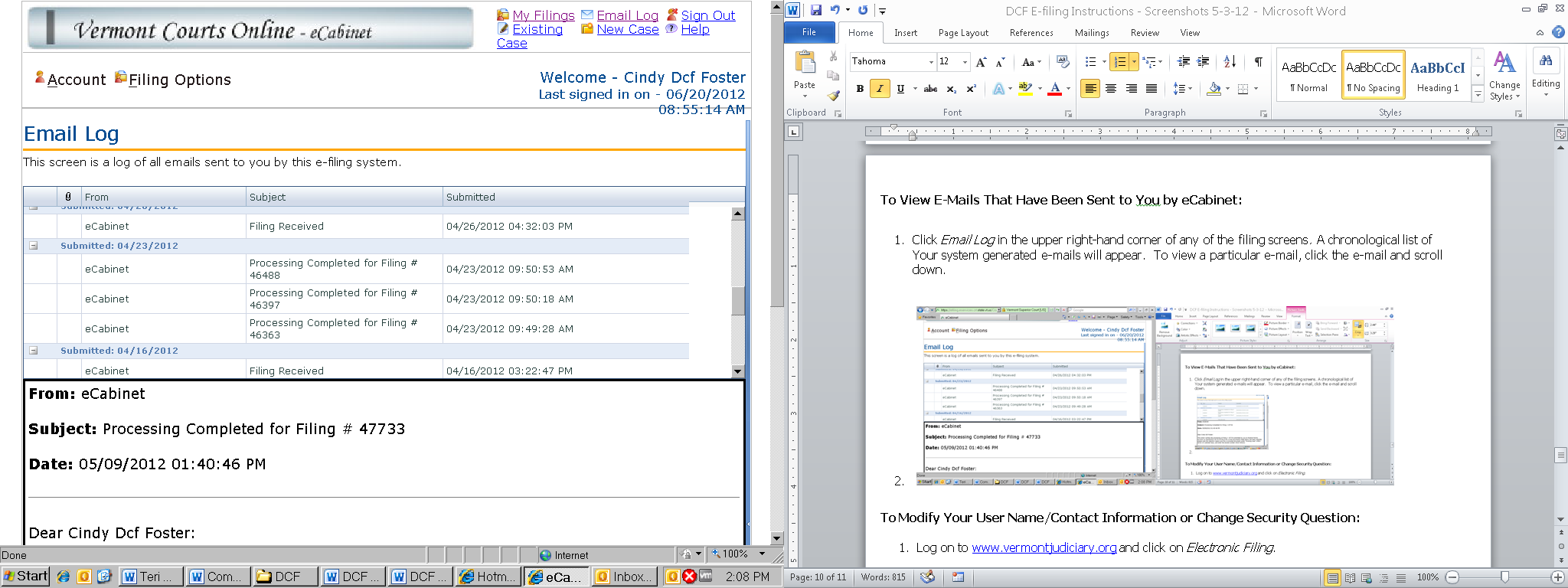
*(Note that while you may view “My Filings” from any of the filing screens, once you click on the “My Filings” link you may lose any data you have entered up to that point and may have to start again, so it is not advisable to use this function in the midst of the e-filing process..)*



**To View E-Mails That Have Been Sent to You by eCabinet:**

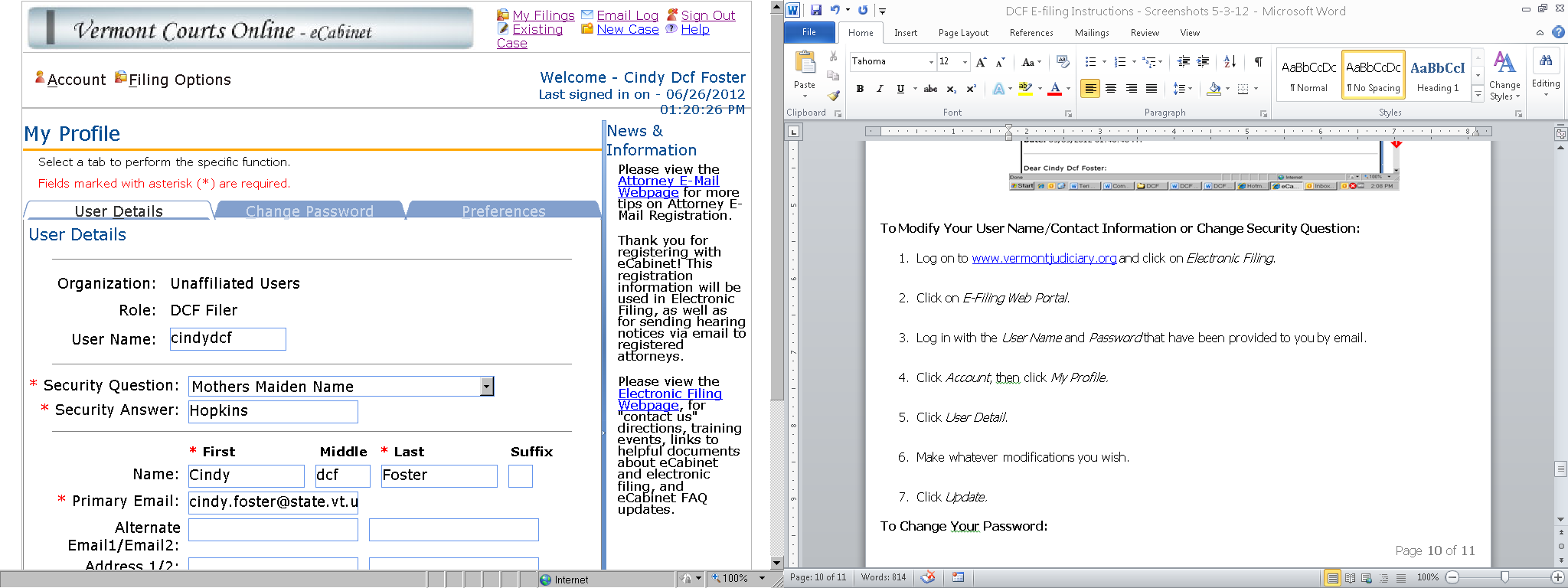
1. Click *Email Log* in the upper right-hand corner of any of the filing screens*.* A chronological list of

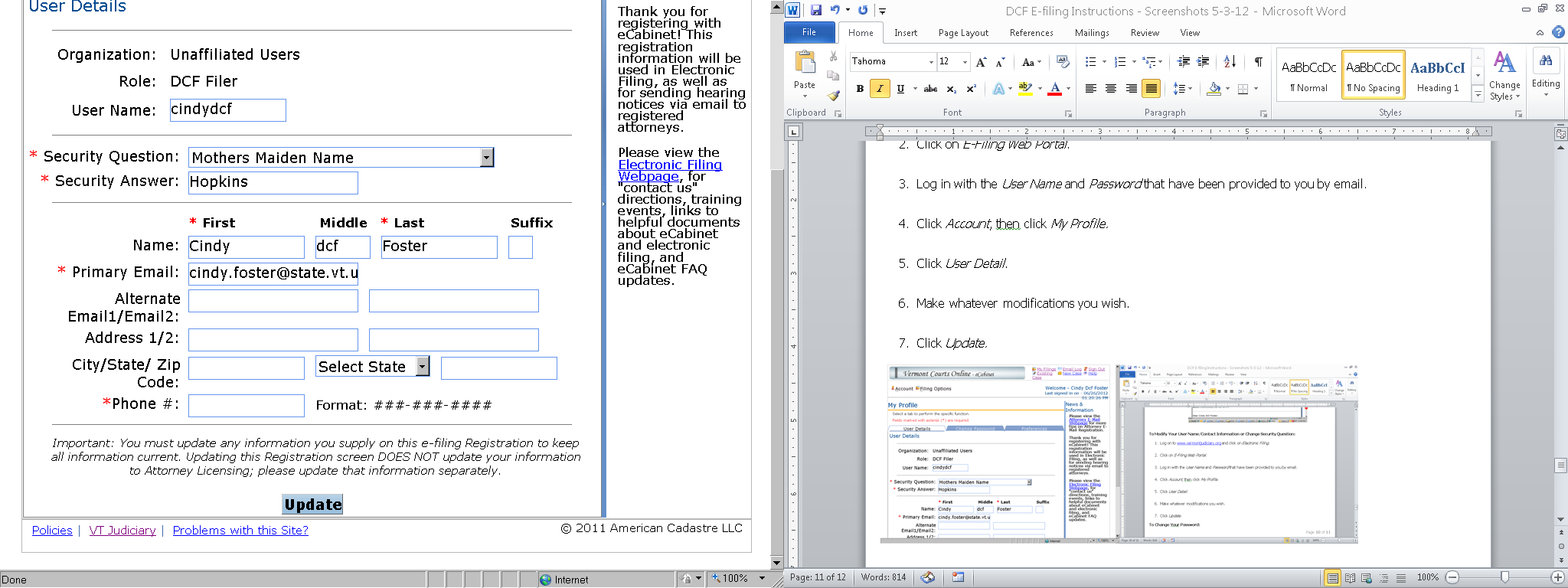
your system generated e-mails will appear. To view a particular e-mail, click to highlight the e-mail and scroll down.



**To Modify Your User Name/Contact Information or Change Security Question:**

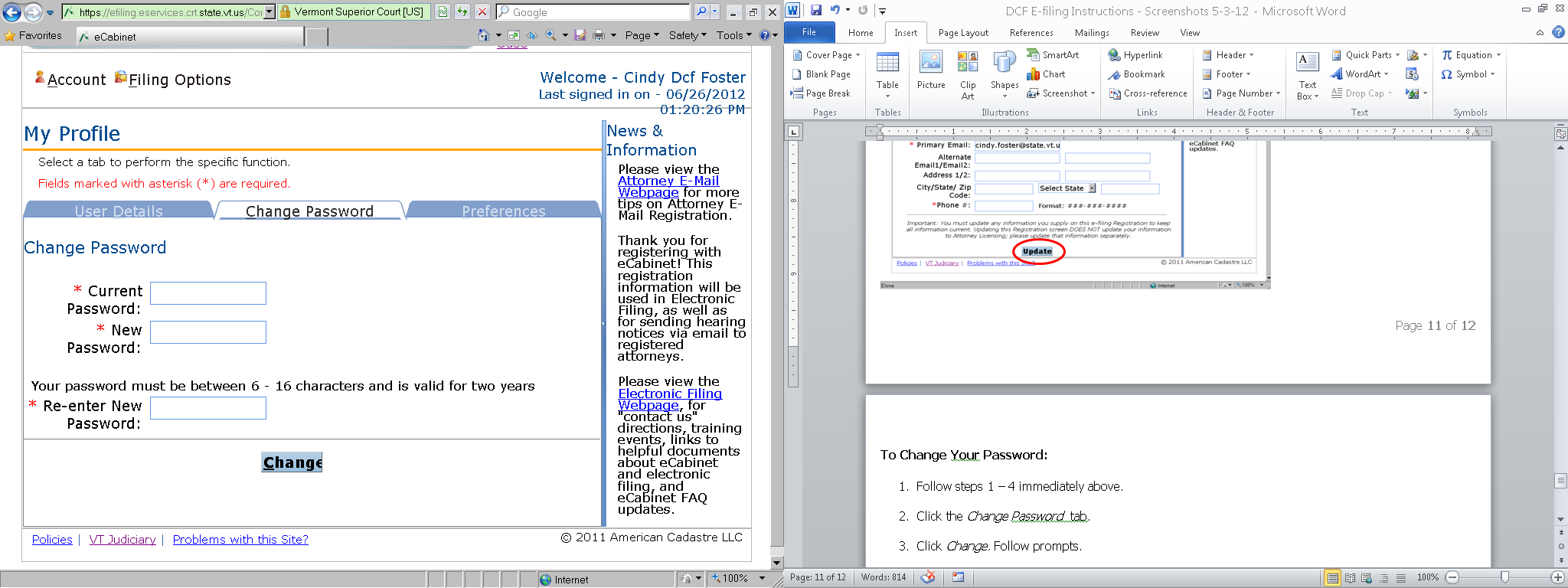
1. Log on to [www.vermontjudiciary.org](http://aps-app01:10006/) and click on the *eFiling* icon.
2. Click on *Electronic Filing & Registration.*
3. Log in with your *User Name* and *Password.*
4. Click *Account*, then click *My Profile.*
5. Click *User Detail*.
6. Make whatever modifications you wish.
7. Click *Update.*





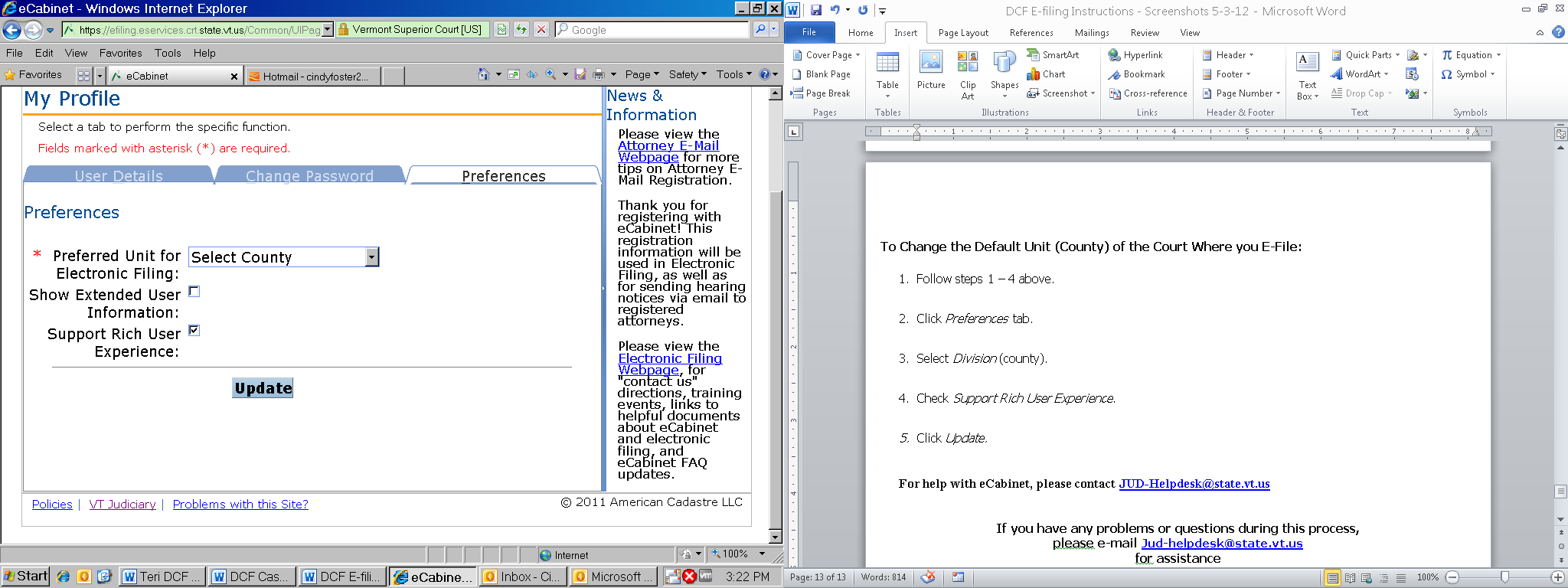
**To Change Your Password:**

1. Follow steps 1 – 4 immediately above.
2. Click the *Change Password*  tab.
3. Follow prompts. Click *Change.*



**To Change the Default Unit (County) of the Court Where you E-File:**

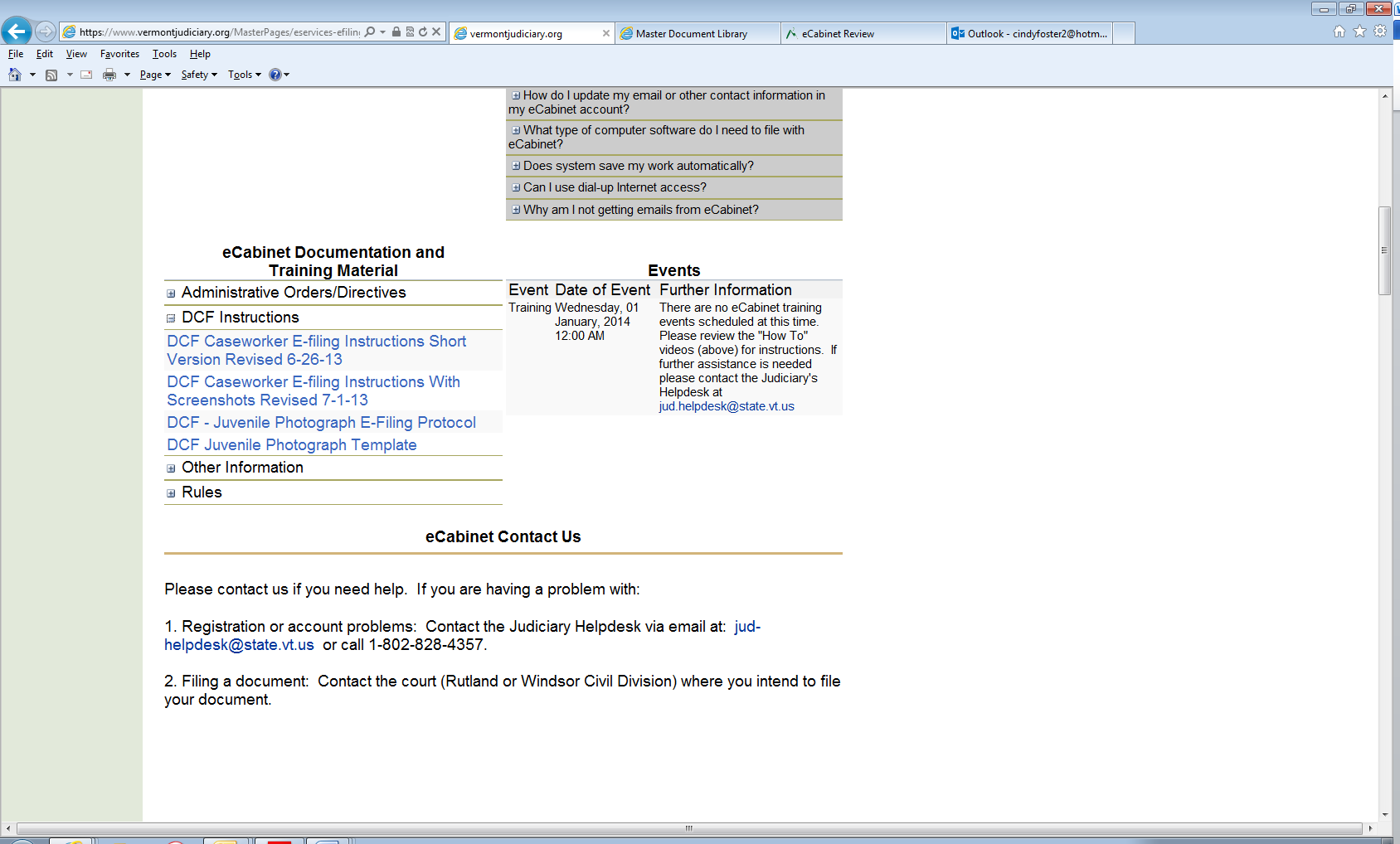
1. Follow steps 1 – 4 above.
2. Click *Preferences* tab.
3. Select County.
4. Check *Support Rich User Experience*.
5. Click *Update.*



***For Additional Information:***

An electronic version of the instructions can be found by scrolling to the bottom of the screen at:

[**http://vermontjudiciary.org/MasterPages/eservices-efiling.aspx**](http://vermontjudiciary.org/MasterPages/eservices-efiling.aspx)



**For help with eCabinet,**

**Please contact**

[**JUD-Helpdesk@state.vt.us**](mailto:JUD-Helpdesk@state.vt.us)

**802-828-4357**