STATE OF VERMONT
OFFICE OF THE COURT ADMINISTRATOR

Amendment to
Administrative Directive No. PG-12

State Court Administrator

Administrative Directive No. PG-12 is amended as follows (new matter underlined):

AUTHORIZATION OF ELECTRONIC FILING IN THE JUDICIAL BUREAU

Pursuant to 2020 Vermont Rule for Electronic Filing 1(e), the Court Administrator authorizes electronic filing to commence in the Judicial Bureau beginning April 27, 2020. This notice will be sent to all members of the Vermont Bar with instructions on how to efile consistent with the 2020 Vermont Rules for Electronic Filing.

Pursuant to 2020 Vermont Rule for Electronic Filing 1(e), the following individuals and entities are permitted and required to file electronically in the Judicial Bureau. These requirements replace the provisions of 2020 Vermont Rule for Electronic Filing 3 for cases filed in the Judicial Bureau.

(a) **Electronic Filing Required**. Except as provided in (b) and (c), attorneys representing a party must electronically file in the Judicial Bureau.

(b) **Nonelectronic Filing Permitted**. A document may be filed nonelectronically when:
(1) The filer is not an attorney representing a party and has not filed electronically in the case;
(2) Nonelectronic filing of a particular document is permitted by the court to protect confidentiality or for other good cause;
(3) A filer is excused from electronic filing by the court when exceptional circumstances make electronic filing not feasible;
(4) Nonelectronic filing is expressly permitted by these rules or an applicable rule of procedure;
(5) An item cannot reasonably be scanned and filed electronically because of its size, shape, or condition; or
(6) The electronic filing system is unavailable when the filer seeks to make an electronic filing, despite reasonable efforts to make a filing or in the case of a preannounced system outage.

(c) **Nonelectronic Filing Required**. A document must be nonelectronically filed when:
(1) nonelectronic filing is expressly required by these rules or an applicable rule of procedure; or

(2) the court orders a filer to nonelectronically file upon a finding that the filer has abused the efiling system by repeated filing of irrelevant, abusive, or duplicative documents or information.

(d) **Election to Efile.**

(1) *Electing to Efile*. Unless ordered otherwise, any filer not represented by an attorney may elect to electronically file and serve but is not required to do so.

(2) *Duration of Electronic Filing*. Once a filer commences efiling in a case, the filer must continue to efile throughout the duration of the case unless the filer obtains a court order of discontinuance issued for good cause shown and after notifying all other parties that the litigant will not be efiling in the future. Efiling in one case does not create an obligation to efile in another case.

(3) *Guide and File*. A self-represented litigant who prepares and efiles a document through Guide and File is not required to continue to file electronically in that case as a result of that filing.

This directive, as amended, is effective immediately.

Dated this 20th day of April, 2020

Patricia Gabel

Patricia Gabel, Esq.
State Court Administrator