

## **eCabinet Quick Start: More on EMAIL addresses, Registration, and Attorney Licensing**

The eCabinet registration information you enter into the Registration page of eCabinet will not update your corresponding information in the Attorney Licensing database (nor will party information automatically update the court's case management tracking system.) Likewise, notification of name/email/phone/address changes to Attorney Licensing will not update the eCabinet registration information.

You may have up to three email addresses in eCabinet. The first email (labeled as "primary email" in the eCabinet registration screen) should be the same as the email given to Attorney Licensing. By Rule the filer is required to update their eCabinet information within 24 hours of updating their name/email information with Attorney Licensing (see link to e-filing rules on the Electronic Filing webpage for further information.)

It is the filer's responsibility to keep current *all* emails in both places (Attorney Licensing and eCabinet registration). If the filer is an attorney licensed in Vermont (in "active" status), the primary registration email address must be the one on record with Vermont Attorney Licensing (to see more about updating attorney licensing information, see Section 7 of Administrative Order 41, Licensing of Attorneys, [CLICK THIS LINK](#)).

While automated information does not flow automatically between eCabinet Registration and Attorney Licensing, the staff in Attorney Licensing does have two important roles regarding registration approvals in eCabinet:

- 1) When registering as a new filer in eCabinet, the system requires the filer to choose the type of "role" they will have as a filer (e.g., Vt attorney, self represented litigant). If "Vermont Attorney" is selected, the system will prompt for License Number and State. The Attorney Licensing staff reviews attorney registration requests to ensure that the filer is in "active" status. If not, the eCabinet filing registration will not be approved.
- 2) The Attorney Licensing staff periodically will review all attorney registrations. If a filer is not "active" (e.g., if fees are not paid after a July 1 licensing fee due date), the filer's eCabinet registration can be suspended until the attorney is again in "active" status in Attorney Licensing's records.

Each time eCabinet sends out an email notification, the email will be sent to all email addresses listed in the registration screen. Most emails (except those sent by the court staff on an exception basis) come from [jud-noreply@state.vt.us](mailto:jud-noreply@state.vt.us). A filer cannot reply to this email address since nobody monitors this address. Also, if eCabinet sends emails from jud-noreply to one of the email addresses that are listed in registration, and one or more of the email addresses are not valid for some reason, the Judiciary will not know that an email is undelivered.

A filer cannot set up an eCabinet registration to send email notifications to different email accounts on a case by case basis.