NEXT STEPS — VTCourtForms  
File the Financial Disclosure form 100-00127

You have filled out the financial disclosure form. Now learn what to do next.

## Next step – “file” your form

Depending on the case you are involved in, there may be specific instructions on how and when to file this form with the court. Look at the paperwork from the court to see if there are specific instructions that you need to follow.

Generally, this is what to do:

1. Keep a copy of the form for yourself.
2. Choose how to file your form:
   * Bring the form to your local courthouse, or
   * Mail the form to a court, or
   * Email the form to a court in Vermont, or
   * E-file the form through the Vermont Judiciary’s Odyssey e-filing system.

{%p if trial\_court\_division != "Unknown" %}

Details for the court you selected:

**{{ name }}**

**{{ court\_division }}**

{%p if trial\_court\_division != "Environmental" %}

{%p if trial\_court\_division != "Judicial Bureau" %}

**{{ address\_county }}**

{%p endif %}

{%p endif %}

{{ address\_address }} {{ address\_unit }}  
{{ address\_city }}, {{ address\_state }} {{ address\_zip }}

{% if arbitrary\_attribute %}

Mailing address:  
{{ arbitrary\_attribute }}

{% endif %}  
{{ email }}  
Phone: {{ phone }}

{%p endif %}

{%p if trial\_court\_division == "Unknown" %}

Follow this link to [find the phone number and location of your local courthouse.](https://www.vermontjudiciary.org/court-locations)

{%p endif %}

If you email the form(s), be sure to call the courthouse to be sure they got them.

You can e-file, but only lawyers are required to do that. It may not be worth your time to e-file.

See the Vermont Judiciary website at [www.vermontjudiciary.org/self-help/filing-procedures](http://www.vermontjudiciary.org/self-help/filing-procedures) for more details on the ways you can file the form(s).

## Serve the other party

In addition to the court, you may need to also send a copy of the Financial Disclosure form to the other party????

When you mail these copies to the other party, fill out a **Certificate of Service form** and sign it. Give a copy of that to the court to show that you “served” the other party.

Keep a copy of all your forms in a folder to keep track of them. Write down the dates you sent the forms to the court and the plaintiff.

## After you file

If you are doing this form for Small Claims Court, the court and other party will look at the information as part of your case.

See the Vermont Judiciary website at [www.vermontjudiciary.org/self-help/debt-collection-small-claims](http://www.vermontjudiciary.org/self-help/debt-collection-small-claims) for more details about small claims cases. When you are there, check out the Judiciary’s [Guide to Small Claims Proceedings in Vermont.](https://www.vermontjudiciary.org/media/11532)

## Get help

* If you have questions about forms or the court process, contact the Vermont Judiciary Access and Resource Center (ARC) at [selfhelp@vtcourts.gov](mailto:selfhelp@vtcourts.gov) or   
  802-879-1185. The ARC does **not** give legal advice.
* You can also ask the court clerk at the courthouse. Find them on the Vermont Judiciary website: [www.vermontjudiciary.org/court-locations](http://www.vermontjudiciary.org/court-locations).
* To hire a lawyer, or get a reduced-fee consultation, contact the Vermont Bar Association’s Lawyer Referral Service at 1-800-639-7036 or www.vtbar.org/find-a-lawyer/.
* Look for information on the VTLawHelp.org website: <https://vtlawhelp.org>
* Contact us at Legal Services Vermont and Vermont Legal Aid at   
  1-800-889-2047 if you need quick advice or a referral.

