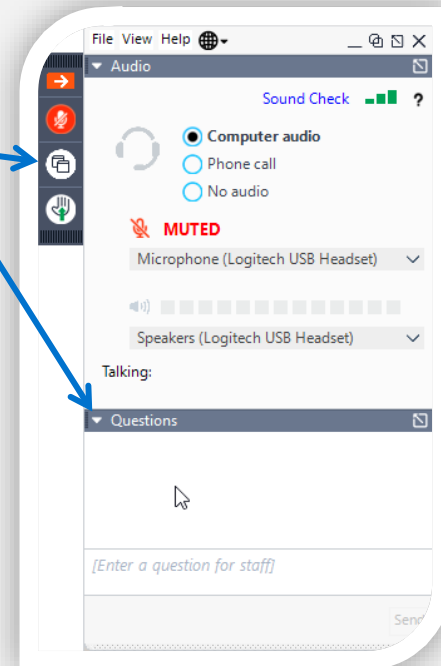


FILE & SERVEEXPRESS TRAINING

- » When you see this slide, you have successfully connected to our File & ServeXpress webinar. Please wait for your session to begin and our trainer to join you.
- » To hear the trainer, you may use the integrated audio (a headset is recommended) or use the **toll-free number and access code provided when you join the webinar**. *Please note that an Audio Pin will be shown on the screen after you join the webinar.*
- » If not already done, please mute your phone lines (*2 to mute/un-mute your lines). Or click the microphone button.
- » To expand the view of your screen, click the icon to view in Full screen mode.
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- » Be sure to check your dashboard for any handouts.
- » While you are waiting, please close all other applications -- it helps with performance 😊.



File & Serve *Xpress*[™]

WY Courts eFiling Training



Agenda

Registration

- How to Register
- eFiling Proficiency Exam

eFiling Procedures

- Important Documents
- Court Resources
- Highlighted Rules, Orders, and Procedures

Electronic Filing & Service Process

Live Demonstration

- Homepage Overview
- Case Initiation
- Subsequent Filing
- Mailbox
- Searches
- File & ServeXpress Preferences
- Resources

The background is a blue-tinted photograph of a classical building. It features several tall, fluted columns supporting a pediment. In the foreground, a statue of a person in classical attire stands on a small platform. The overall scene is brightly lit, suggesting an outdoor setting.

Registration

- » Law firms and Self-Represented Litigants may register accounts at <https://www.fileandserveexpress.com/register/>
- » A registration video tutorial and user guide along with other resources can be accessed at <https://www.fileandserveexpress.com/wyoming/>
- » The WY Courts require all users to pass an eFiling proficiency exam prior to eFiling

The background is a blue-tinted photograph of a classical building with several tall columns. A statue is visible in the distance, standing on a pedestal. The overall scene is dimly lit, creating a formal and professional atmosphere.

eFiling Procedures

Chancery Court

- » Prior to e-Filing, firms should review the following Documents:
 - » eFiling Administrative Policies and Procedures Manual
 - » W.R.C.P. for Chancery Court
 - » Order Adopting Rules for Fees and Costs
 - » Order Adopting Uniform Rules
- » Chancery Website: <https://www.courts.state.wy.us/chancery-court/>
- » For questions regarding schedules, policies, or procedures:
 - Chancery Email: chancery@courts.state.wy.us
 - Chancery Tel: 307-777-6565

District Court

- » Prior to e-Filing, firms should review the following Documents:
 - » Order Adopting the Wyoming Rules for Electronic Filing and Service in District Court
- » For questions regarding schedules, policies, or procedures:
District Court website: <https://www.courts.state.wy.us/district-courts/district-court-locations/>

- » Applicable Rules
 - » District Court:
 - » Wyoming Rules for Electronic Filing and Service in District Courts
 - » Chancery Court:
 - » Wyoming State Chancery Filing Administrative Policies and Procedures Manual
- » Who may eFile?
 - » District Court:
 - » Wyoming licensed attorneys
 - » Wyoming licensed attorneys' designated staff
 - » Chancery Court:
 - » Wyoming licensed attorneys
 - » Wyoming licensed attorneys' designated staff
 - » Self-Represented Individuals

- » Mandatory eFiling & eService
 - » District Court:
 - » No
 - » Chancery Court:
 - » Yes
- » Proposed Orders
 - » District Court:
 - » Would like them to be filed as a supporting document to notice or motion
 - » Chancery Court:
 - » Must be filed as a supporting document to notice of a proposed order
 - » Both Courts:
 - » Editable MS Word with a blank header at least 2” from the top of the page

- » Document Formats
 - » District Court:
 - » Should be converted to a text-searchable .pdf whenever feasible
 - » Chancery Court:
 - » Should be converted to a text-searchable .pdf, attachments or exhibits that are scanned may be filed as a standard .pdf
 - » Both Courts:
 - » Each pleading must be 8 ½ " x 11" in its original form
 - » Documents that are larger or smaller should be enlarged or reduced
 - » Filers must leave a blank 3" x 3" space at the top right-hand corner of the first page of each eFiled document
 - » Filed documents relating to a single pleading or document must be "electronically stapled" using the "main and supporting" functionality

- » Signatures
 - » District Court:
 - » Digital image of handwritten signature
 - » Signature block that includes the typed name of the individual preceded by a “/s/”
 - » Chancery Court
 - » Must include a conformed signature (a typed name preceded by the symbol “/s/”)
- » Size Limitations
 - » 10 MB per Document and 50 MB per Transaction
 - » Documents that exceed the limitation must be broken down into smaller documents and use the “Note to Clerk” to identify the part of the document the filing represents (e.g. "Motion for Summary Judgment, part 1 of 2")

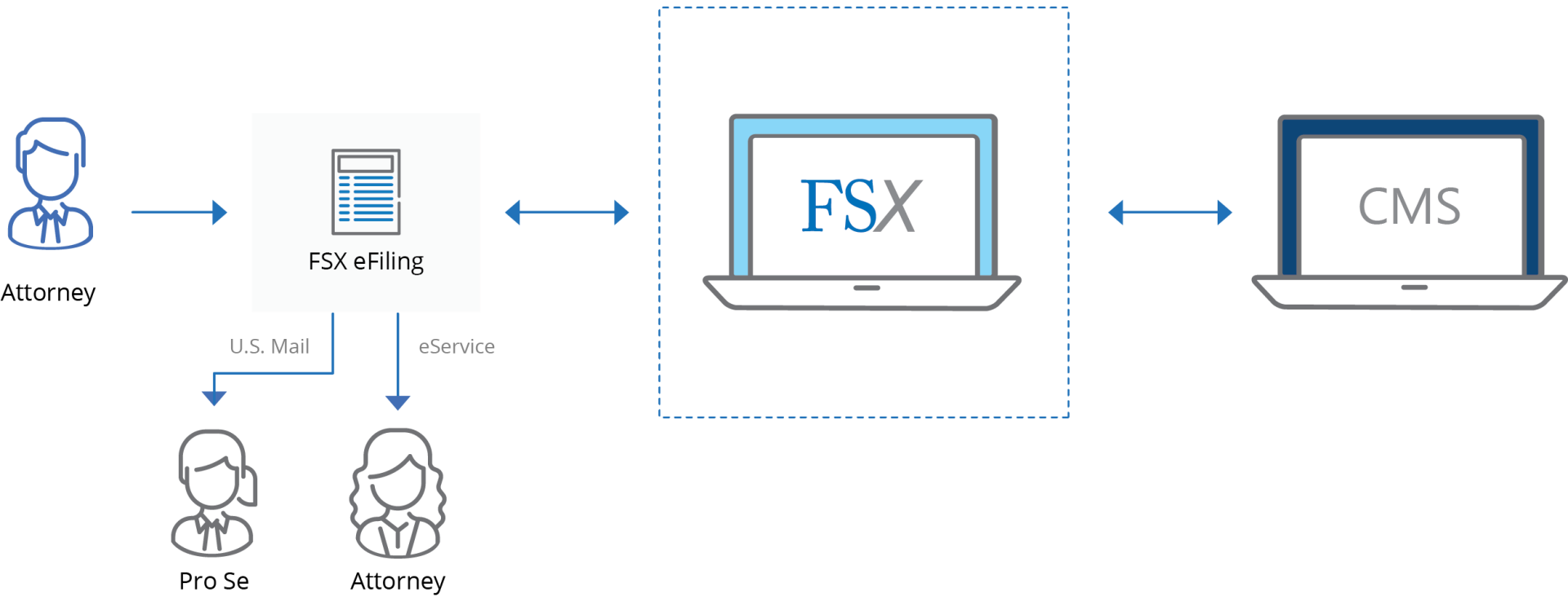
- » Time of Filings
 - » Deemed filed upon submission to FSX
 - » Timely filed if submitted to the EFS by 11:59:59 p.m. Mountain Time
 - » Service deemed served upon delivery of notification to online Inbox
- » Erroneous Filings
 - » Filings that fail to comply with eFiling rules may be removed by the Clerk within three business days of filing
 - » These filings may be stricken from the record by the Judge
 - » The Clerk will notify the parties if the filing is stricken or removed
- » Technical Failure
 - » For relief due to a technical failure, filers must file a motion and proposed order with the court within one business day after the technical failure is resolved. Must include exhibits that substantiate the technical failure.
 - » For documentation substantiating a technical failure, contact File & ServeXpress at 1-888-529-7587

- » Privacy Protection
 - » It is the responsibility of the Filer to ensure that protected personal data identifiers are omitted or redacted from documents
 - » When the rules require a party to file both a redacted and unredacted version of a document, the user should eFile:
 - i. A redacted version designated as “public” in FSX;
 - ii. An unredacted version designated as “sealed” in FSX
 - » When filing a sealed document into a “Public” case, you must enter an explanation for the request for sealing the document in the note to clerk.

The background is a blue-tinted photograph of a classical building with several tall columns. A statue is visible in the distance, standing on a pedestal. The overall scene is dimly lit, with the blue tint dominating the color palette.

eFiling & Service Process

PROCESS OVERVIEW



The background is a blue-tinted photograph of a classical building. It features several tall, fluted columns supporting a pediment. In the foreground, a statue of a woman in classical attire stands on a small platform. The overall scene is brightly lit, suggesting an outdoor setting.

Live Demonstration

FOR ASSISTANCE

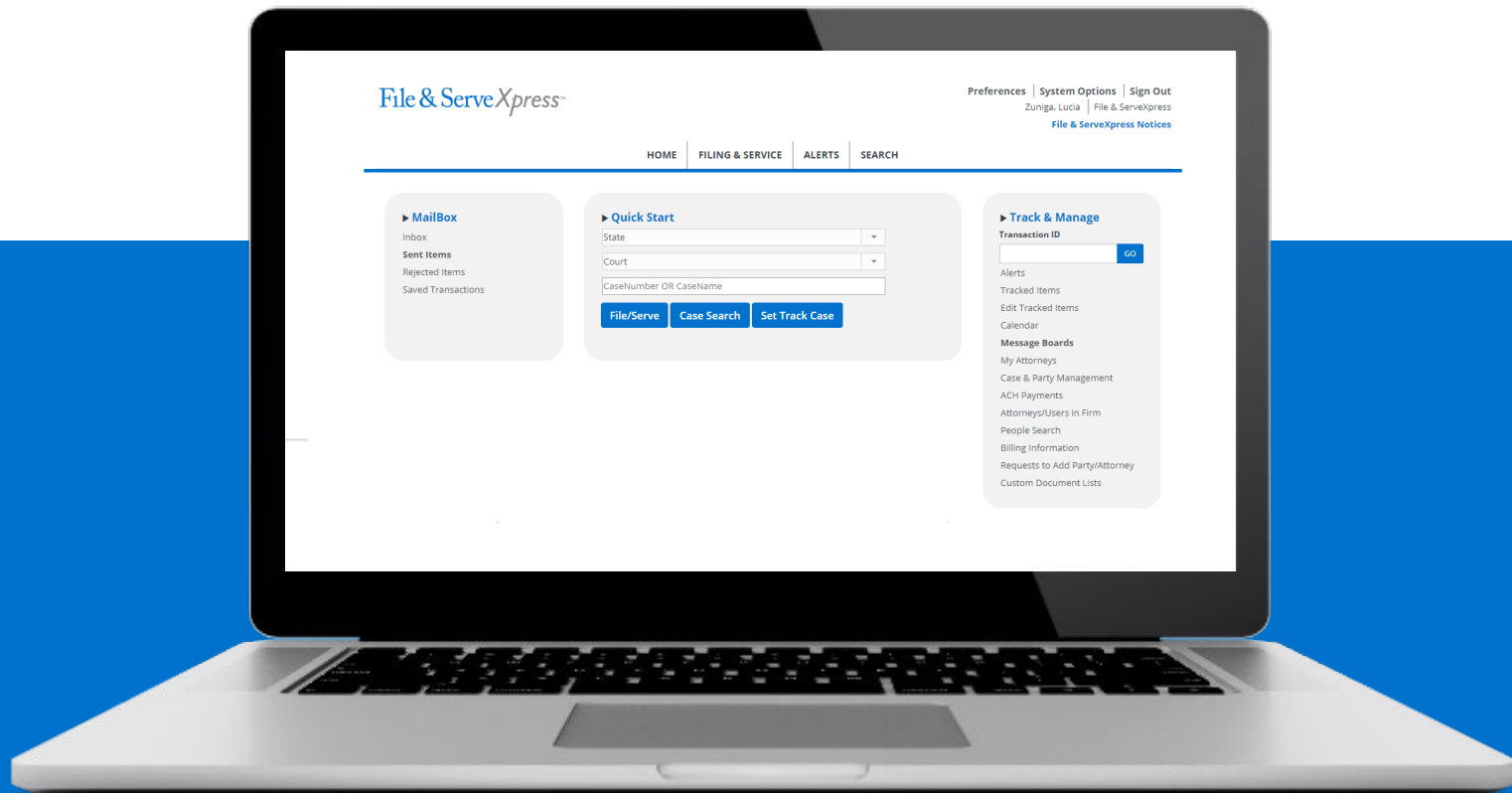
Client Support:

support@fileandservexpress.com

888.529.7587

Resources Page:

<https://www.fileandservexpress.com/wyoming-resources/>





ANY QUESTIONS?

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THANK YOU

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