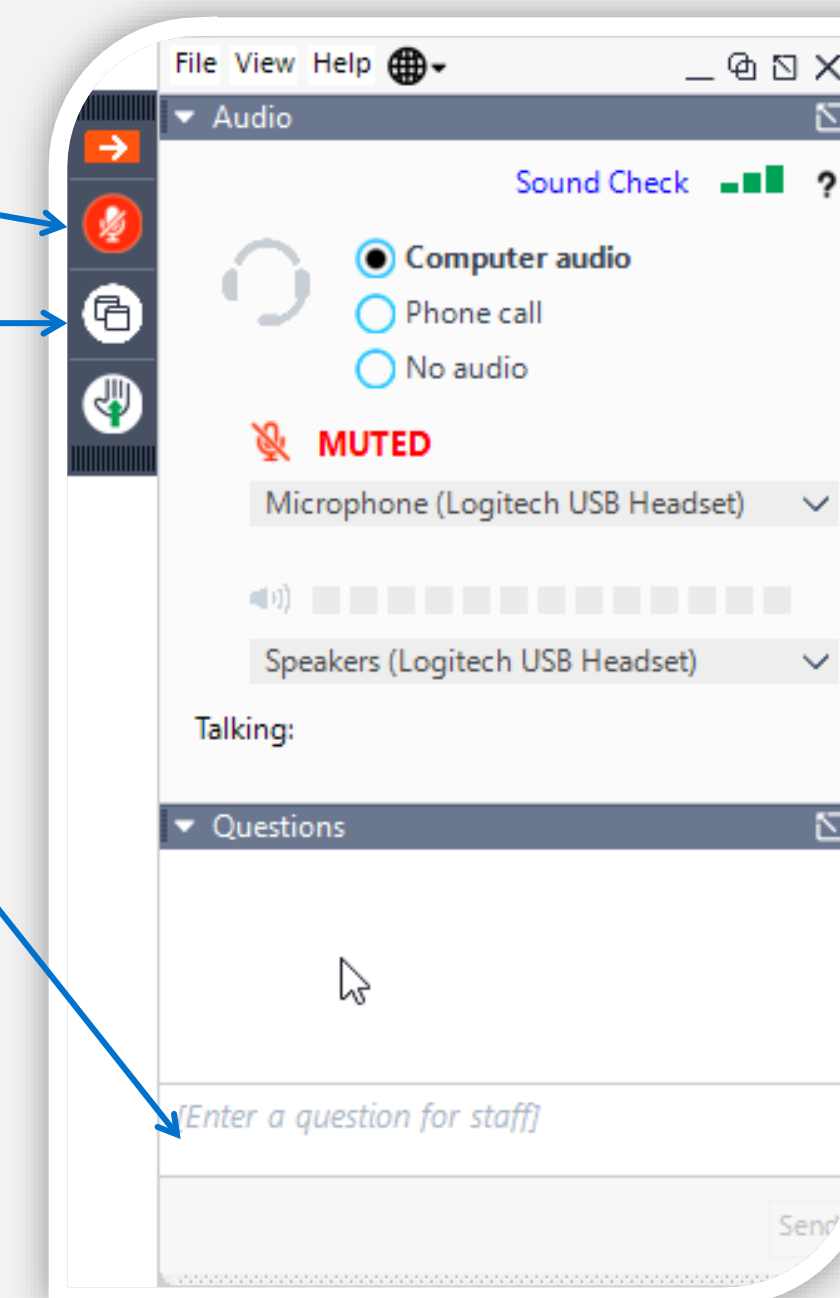


# File & ServeXpress

- » 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.
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**File & Serve**»press

# Wyoming Courts

EFILING TRAINING:

**Chancery and District  
Courts**

February 2023

# Agenda

## Registration

- How to Register
- eFiling Proficiency Exam

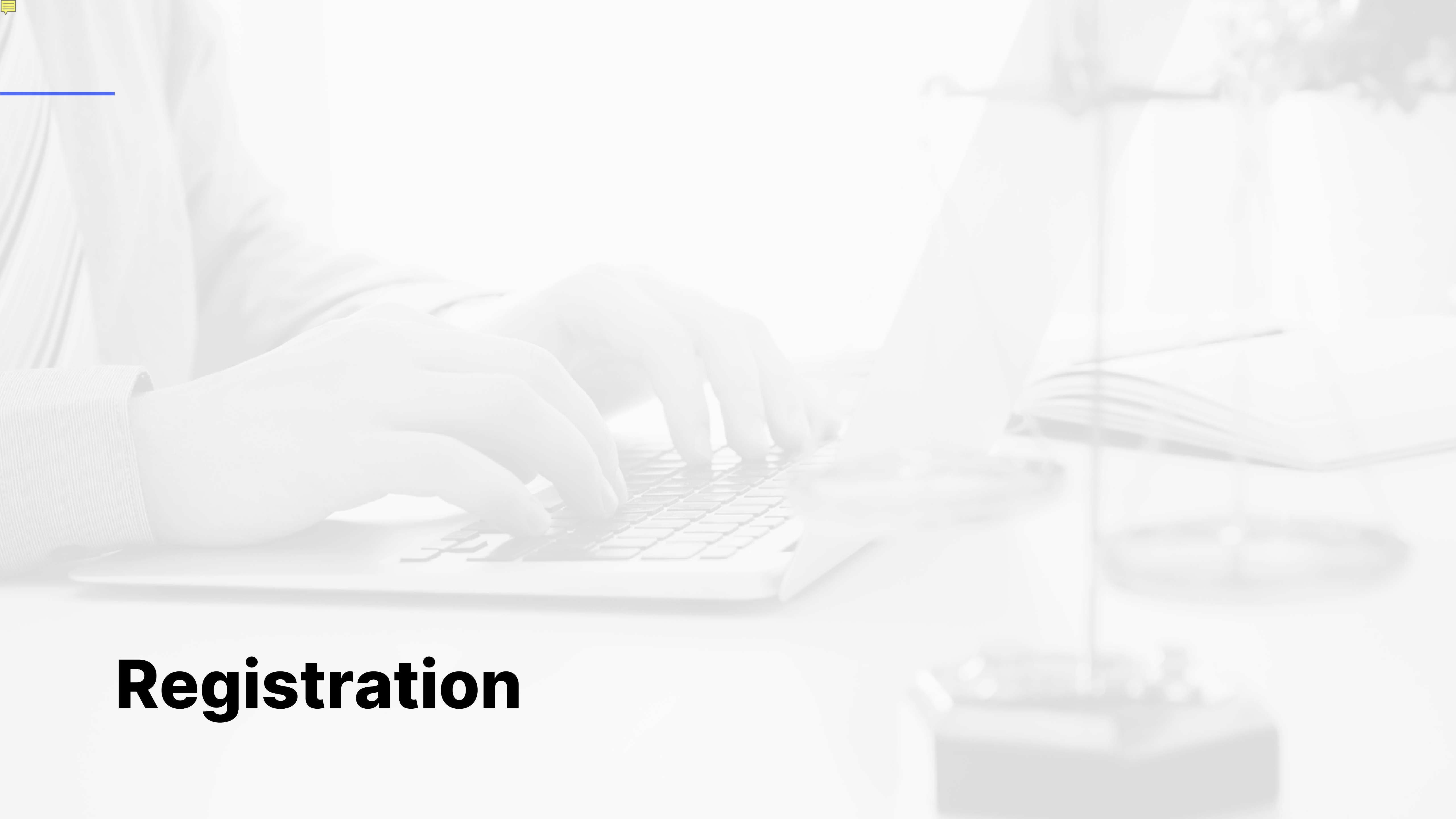
## eFiling Procedures

- 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



# Registration

# Registration

- » Law firms and Self-Represented Litigants may register accounts at <https://www.fileandservexpress.com/register/>
- » A registration video tutorial and user guide along with other resources can be accessed at <https://www.fileandservexpress.com/wyoming/>
- » The WY Courts require all users to pass an eFiling proficiency exam prior to eFiling
- » It is important to register early to be sure that you have an active account and that you will not miss eService when your County goes live
- » Attorneys must provide the exact information they provided to the Bar when registering their File & ServeXpress account



# **eFiling Procedures**



# Important Documents & Contact Information

## 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](mailto:chancery@courts.state.wy.us)
  - Chancery Tel: 307-777-6565

# Important Documents & Contact Information

## 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/>



# Rule, Orders, & Procedures

## » 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

# Rule, Orders, & Procedures

- » 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

# Rule, Orders, & Procedures

## » 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

# Rule, Orders, & Procedures

## » 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")

# Rule, Orders, & Procedures

## » 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

# Rule, Orders, & Procedures

## » 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



# Helpful Hints from the Court

- » Available Case Categories:
  - » Adoption
  - » Civil
  - » Criminal
  - » Domestic Relations
  - » Juvenile
- » Attorney should be looking in Domestic Relations for
  - » TPR
  - » Divorce
  - » Custody/Visitation
  - » Paternity
  - » Support



# Helpful Hints from the Court

- » PR is now found in the Civil case class and will have a “CV” case category designation in the case number for new cases
- » Filers can still find and file into a case that was started as a PR
- » County Attorneys should use the CIVIL RESTRICTED Case Class to initiate Involuntary Hospitalization cases
- » The case number format must match exactly (YYYY-CC-0000000) when searching for your case
- » Quick Start will not update the case information, you must use the Start a Transaction Tab, this includes:
  - » When the case is pulled from the CMS for the first time
  - » If any updates have been made to the case at the counter

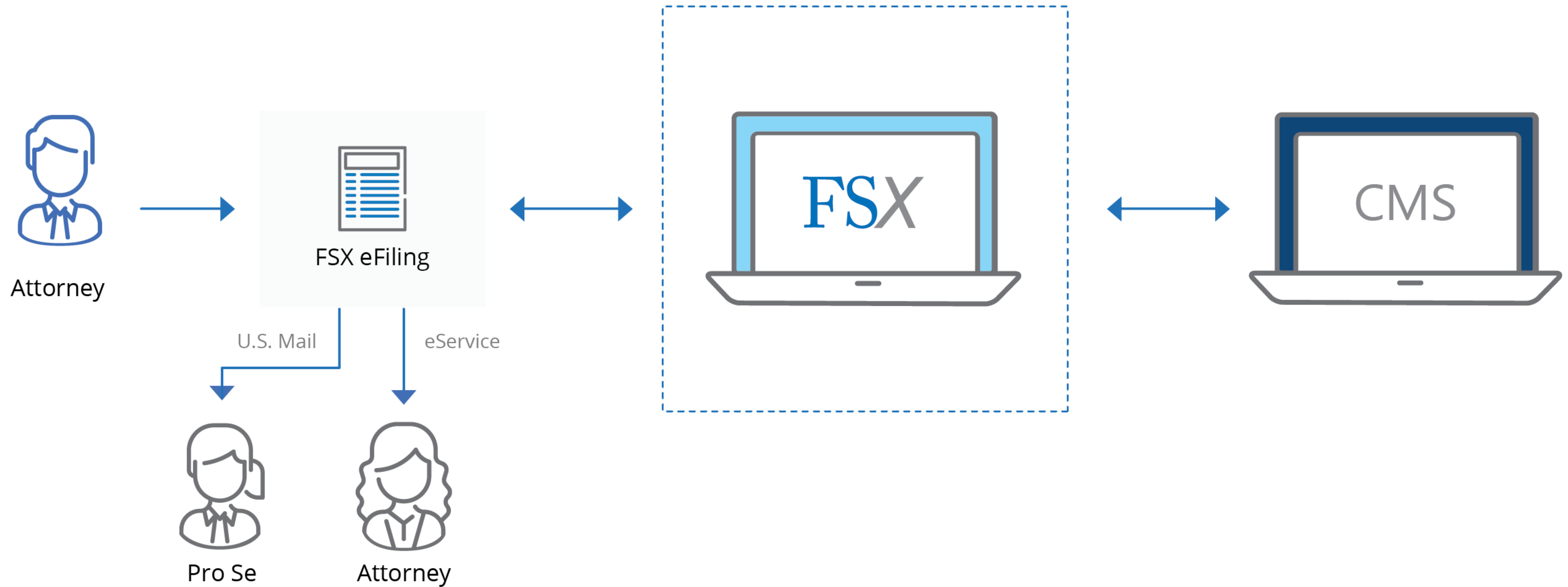
# Helpful Hints from the Court

- » If at least one attorney in the firm is representing a party on the case, all users can see all files for that case (except In Camera)
- » If you are filing a case with multiple defendants, you may use the Note to Clerk to designate which DEF you are filing on behalf of
- » When a Document Type is labeled "For Service Only", please be sure to select a "Serve Only" option in FSX
  - » Submit separate transactions if you are filing something and serving only something
- » There is a 255-character limitation for document titles in the Court's CMS, please be sure not to exceed that limitation although FSX allows for 510 characters



# **eFiling & eService Processes**

# Process Overview





# **Live Demonstration**

# For Assistance

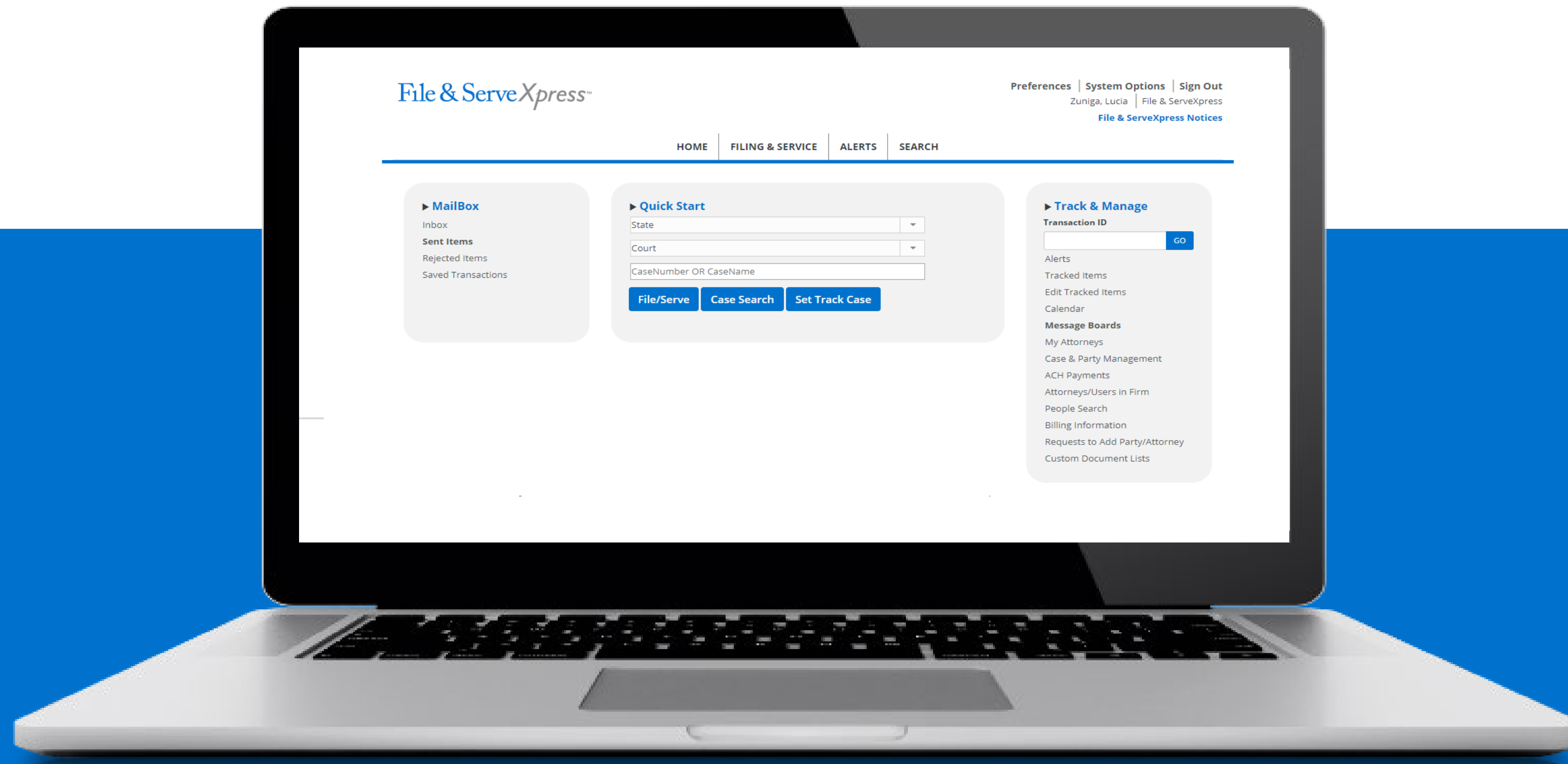
## Client Support:

[support@fileandservexpress.com](mailto:support@fileandservexpress.com)

888.529.7587

## Resources Page:

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





## QUESTIONS



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**File & Serve**»press

**THANK YOU**

[www.FileandServeXpress.com](http://www.FileandServeXpress.com)



# Wyoming Law Firm Support



**Gina Cervino**  
Account Manager



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