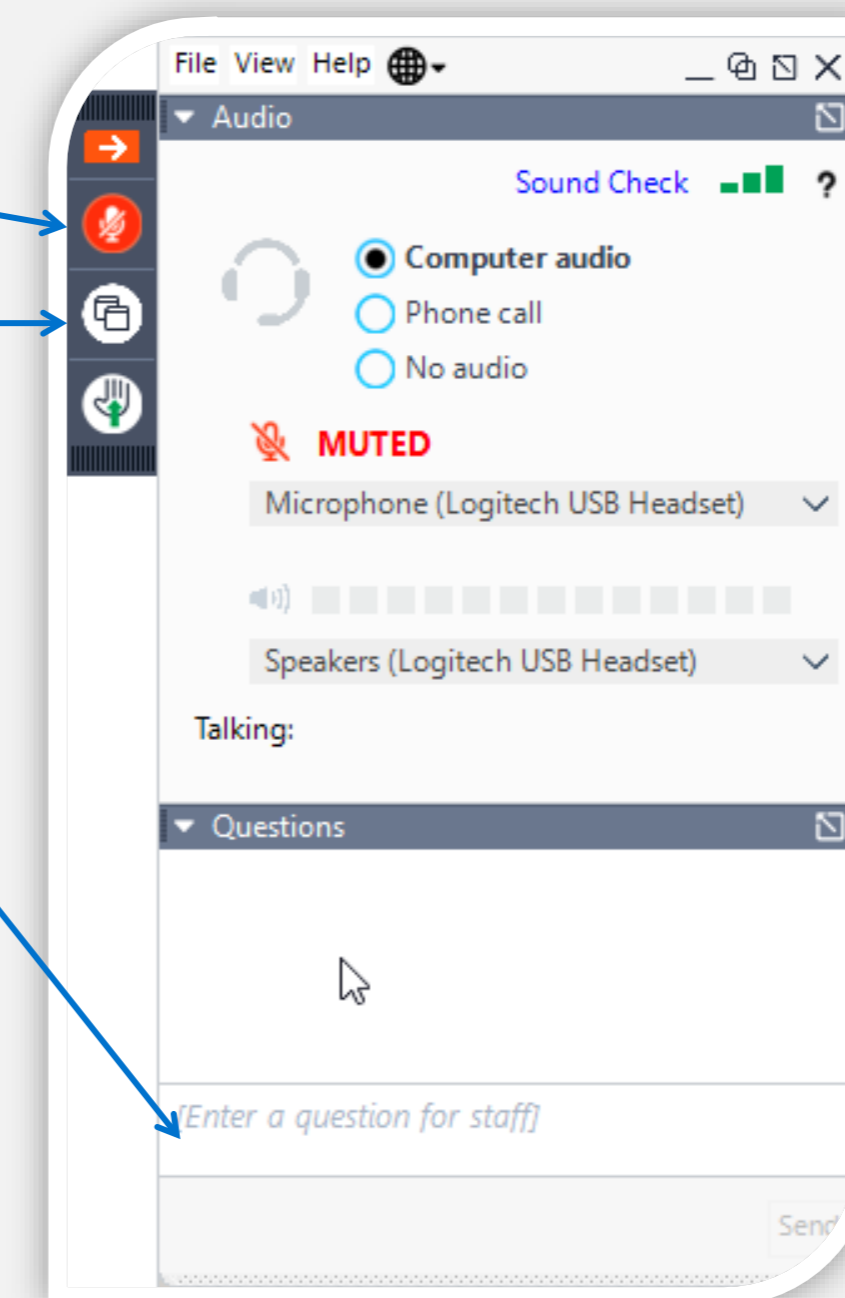


File & ServeXpress

- » 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.
- » 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.*
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- » To expand the view of your screen, click the icon to view in Full screen mode.
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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

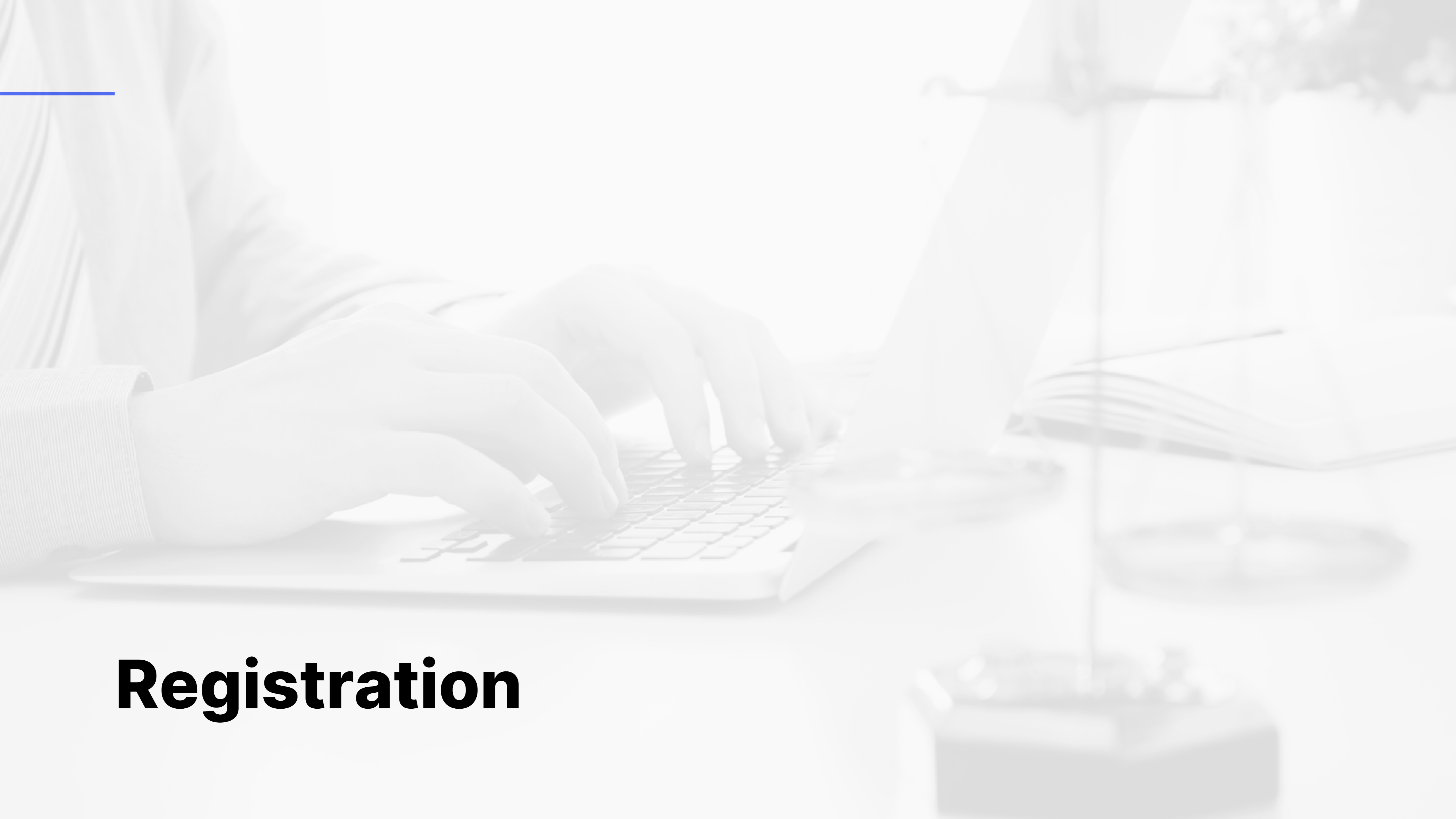
eFiling Procedures

- 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 and to avoid “non-subscribing” accounts in the system
- » 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
 - 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

» Character Limitations

- » FSX Case name is 200
- » The document title is 250 in JSI (510 in FSX)
- » FSX first name is 30, middle is 20 and last is 55
- » FSX Organization field is 100

» 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

Rule, Orders, & Procedures

» 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

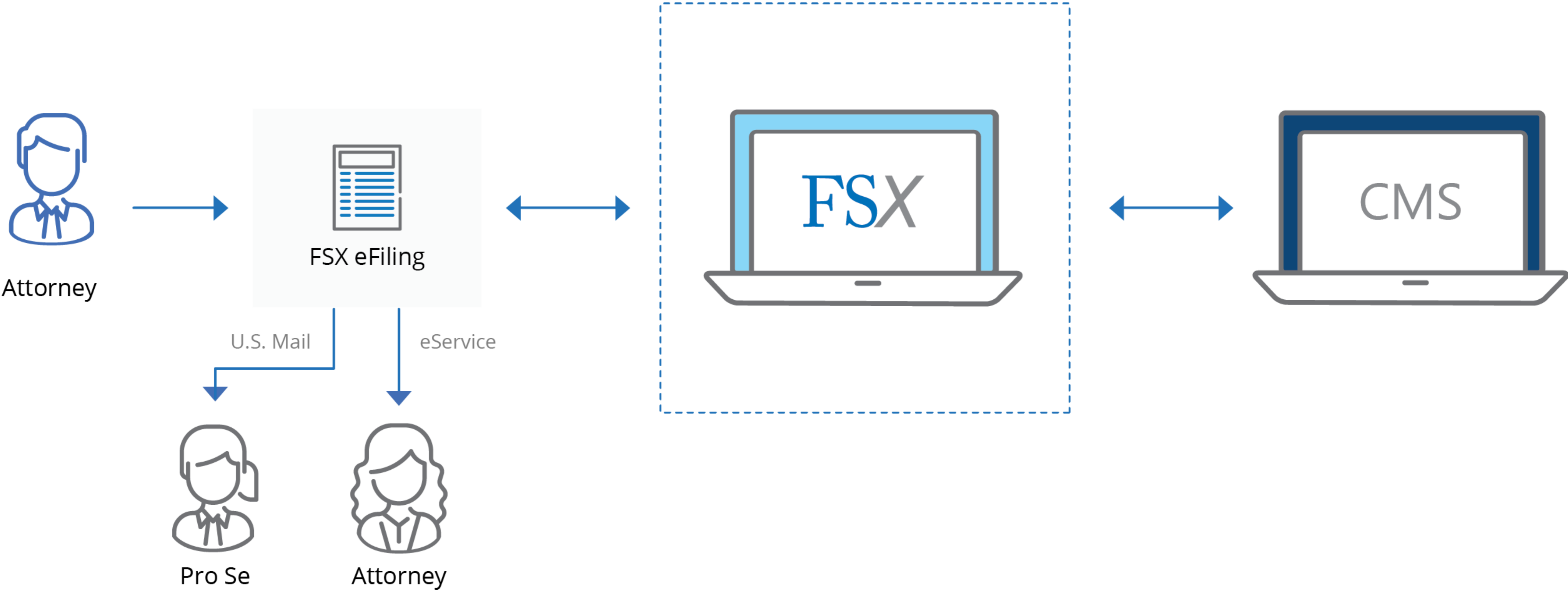
Helpful Hints from the Court

- » 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, the entire transaction must be Filed, Filed & Served, or Served Only
 - » If you intend to file a document labeled "Serve Only" to the Court, use the note to clerk to indicate this to the clerk



eFiling & eService Processes

Process Overview





Live Demonstration

For Assistance

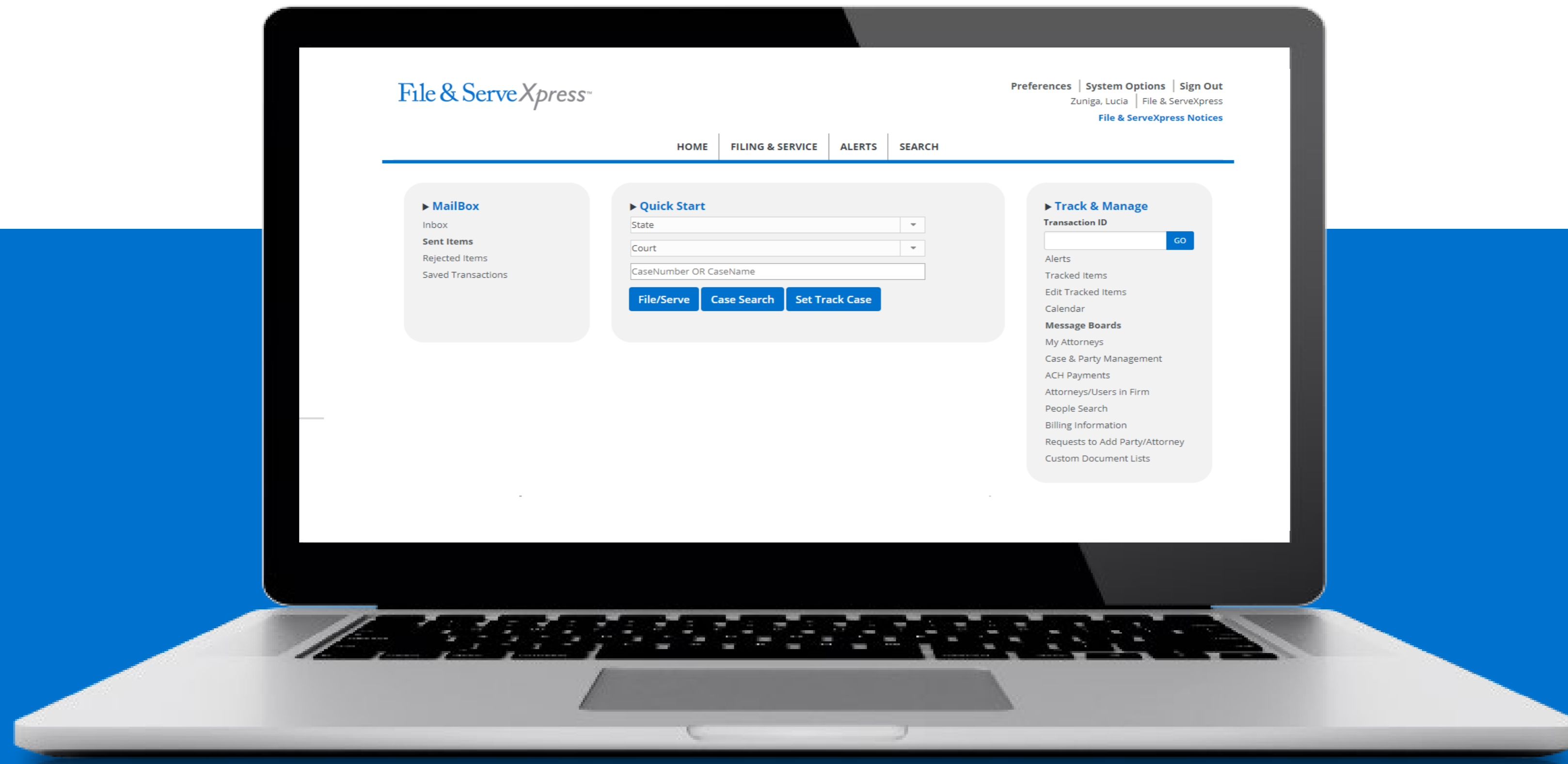
Client Support:

support@fileandservexpress.com

888.529.7587

Resources Page:

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





QUESTIONS

File & Serve»press

THANK YOU

www.FileandServeXpress.com



Wyoming Law Firm Support



Gina Cervino
Account Manager



gcervino@fileandserve.com



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