

Wyoming eFiling Guide for Attorneys



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Background Information

Wyoming trial courts use an electronic filing (eFiling) system hosted by File & ServeXpress (FSX). ¹This guide supplements the FSX training provided for Wyoming Attorneys with information specific to eFiling in Wyoming District and Chancery Courts. In addition to reviewing this guide, all eFilers should attend the FSX training and become familiar with the information found at the following links:

Links

- <https://www.courts.state.wy.us/efiling/>
- https://www.courts.state.wy.us/court_rule/wyoming-rules-for-electronic-filing-and-service-in-district-courts/
- <https://www.fileandserveexpress.com/wyoming/>

Registration

Use the Wyoming Law Firm User Onboarding Checklist to register for eFiling in Wyoming District or Chancery Courts. A copy of the checklist can be found at the following link.

- <https://www.fileandserveexpress.com/wp-content/uploads/2023/12/WY-Firm-User-Onboarding-Checklist.pdf>

Some key points to remember about registering:

- Register the Firm first.
- Register as an Attorney at the Firm.
- Complete the Wyoming Proficiency exam.
- Ensure the name, address, and Wyoming Bar Number matches what is on file with the Wyoming State Bar.
- The Wyoming Bar ID number must be in the format X-XXXX (e.g., 1-2345). The dash must be included in the Bar ID number.

¹ This guide is provided as a courtesy for attorneys who eFile documents in Wyoming courts. This guide is not a substitute for court rules and applicable statutes. Attorneys are responsible for reviewing and complying with all court rules and statutes governing eFiling.

Case Class for Case Initiating Filings

Click beside a court to select the court for your case.

Court Name	Case Class	County	State	Court Level
<input type="checkbox"/> WY District Court Sandbox	Civil		WY	District Court
<input type="checkbox"/> WY District Court Sandbox	Domestic Relations		WY	District Court
<input type="checkbox"/> WY District Court Sandbox	Adoption		WY	District Court
<input type="checkbox"/> WY District Court Sandbox	Criminal		WY	District Court
<input type="checkbox"/> WY District Court Sandbox	Juvenile		WY	District Court
<input type="checkbox"/> WY District Court Sandbox	Civil - Restricted		WY	District Court
<input type="checkbox"/> WY District Court Sandbox	Juvenile Delinquency		WY	District Court

Select the correct case class when filing a case-initiating document. The case classes, along with their corresponding case-number abbreviations are:

- Civil – CV
- Civil Restricted – CV
- Domestic Relations – DR
- Adoption – AD
- Criminal – CR
- Juvenile – JV
- Juvenile Delinquency – JV

The types of cases within each class are described below:

- **Civil** – Civil cases generally begin with a complaint or petition to address or prevent a wrong, to provide protection, or to enforce a right. Types of cases in this class include:
 - Appeals to the District Court
 - Contracts
 - Employment
 - Guardianship and Conservatorship
 - Probate
 - Property
 - Tort

- **Civil – Restricted** – Only for Involuntary Hospitalization cases. This case class will be suppressed when processed by the clerk.

Note: When initiating a CV case that requires suppression, select the appropriate case type and include a Note to Clerk requesting that the case be confidential.

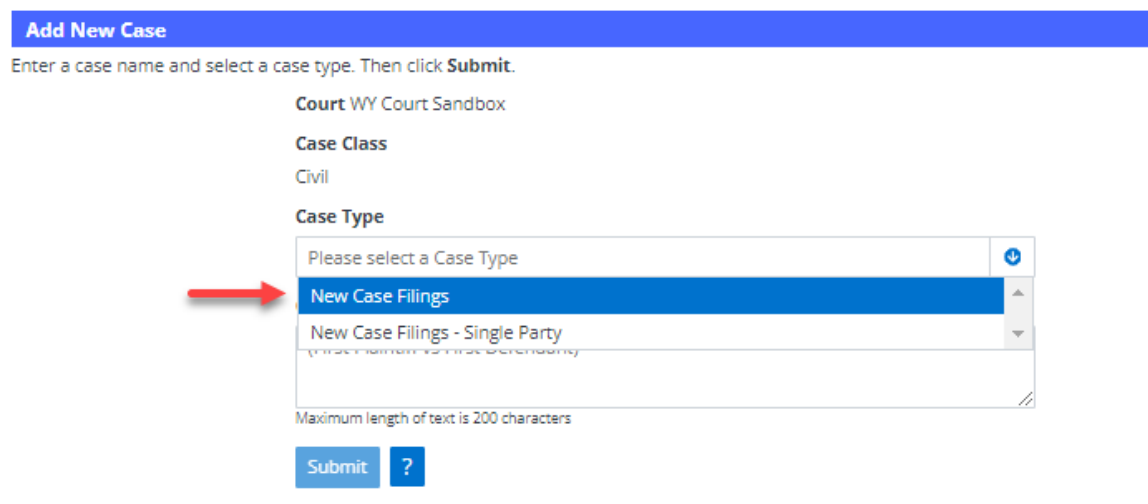
- **Domestic Relations** – For family law cases, including:
 - Custody/Visitation
 - Divorce
 - Paternity
 - Support
 - Termination of Parental Rights
- **Adoption** – For adoption cases including proceedings for adoptees desiring to learn information about their biological parents. This case class is automatically suppressed when created. Types of cases in this category include:
 - Adoption
 - Confidential Intermediary
- **Criminal** – For criminal cases. This case class is not to be used for case initiation by attorneys in Wyoming at this time.
- **Juvenile** – For juvenile cases involving child welfare and juvenile justice that provide for the safety and well-being of children, while protecting the rights of parents. This case class is filed only by County Attorneys. These cases are automatically suppressed when created. Types of cases in this category include:
 - Abuse and/or Neglect cases
 - Child in Need of Supervision (CHINS) cases
- **Juvenile Delinquency** – For juvenile cases involving criminal charges. This case class is filed only by County Attorneys. These cases are automatically suppressed when created.

Data Field Requirements

The completion of the following field requirements aids the transfer of data between the eFiling system and Case Management System (CMS).

Most case-initiating filings require “New Case Filings” for the Case Type in FSX (shown below). These filings require at least one Initiating Party (IP) and at least one Additional Party (AP).

Case Type



Add New Case

Enter a case name and select a case type. Then click **Submit**.

Court WY Court Sandbox

Case Class
Civil

Case Type

Please select a Case Type

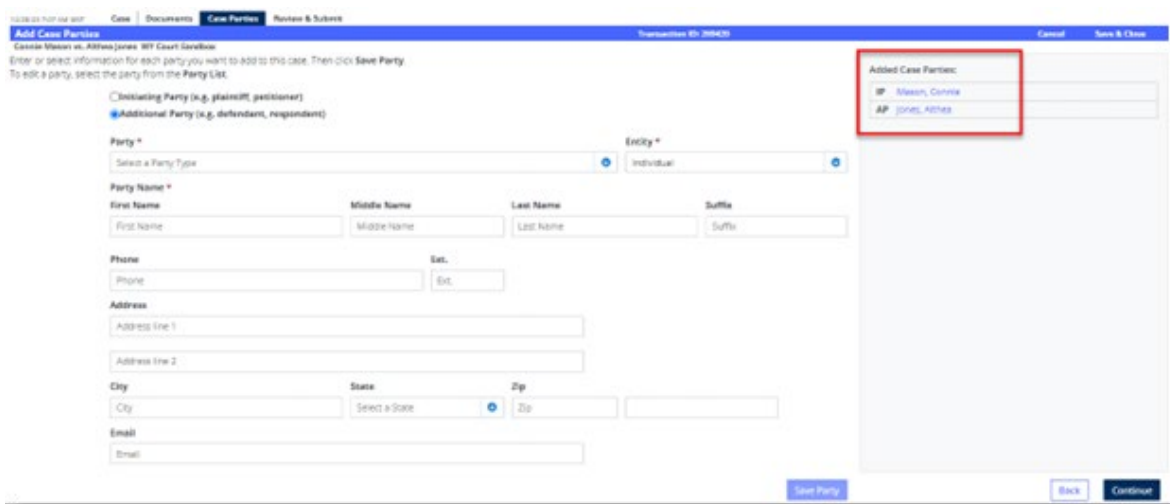
New Case Filings

New Case Filings - Single Party

Maximum length of text is 200 characters

Submit ?

Parties



Add Case Parties

George Mason vs. Alfred Jones, WY Court Sandbox

Enter or select information for each party you want to add to this case. Then click **Save Party**.
To edit a party, select the party from the Party List.

Initiating Party (e.g. plaintiff, petitioner)
 Additional Party (e.g. defendant, respondent)

Party * **Entity ***

Select a Party Type Individual

Party Name *

First Name Middle Name Last Name Suffix

Phone Ext.

Address

Address Line 1

Address Line 2

City State Zip

City Select a State Zip

Email

Email

Added Case Parties:

- IP Mason, George
- AP Jones, Alfred

Save Party **Back** **Continue**

Character Limitations

FSX imposes character limits on certain information fields. Specifically, the following fields have predefined character constraints:

- Case Name (or case caption) = 200 characters
- Document Title = 250 characters
- Organization Name = 100
- Party First Name = 30 characters
- Party Middle Name = 20 characters
- Party Last Name = 55 characters

The system prevents additional characters from being entered once the limit is reached.

Case Numbers for Subsequent Filings (Searching in FSX)

The case number in FSX must match the case number in the court's CMS exactly. The format of the CMS case number is, YYYY-CC-NNNNNNNN, where Y=year, C=case class (as described above) and N=numerical value of the case number (e.g., 2023-CV-0000123). The year and the preceding zeros in the numerical portion of the case number **MUST** be included.

If locating a case in FSX proves challenging because the case number does not adhere to the format provided above (e.g., CV-123), please contact the court to obtain the complete case number as it appears in the CMS.

Document Types and Formatting Requirements

Selecting the appropriate Document Type is crucial as it determines how the document will be processed and what fees may apply. The Document Types listed below provide a basic description of the documents being submitted. It's important to carefully choose the correct Document Type, as it not only affects the processing method but also ensures that any associated fees, such as those for case-initiating filings, are accurately applied. The following section outlines the different Document Types, handling processes, and related considerations to ensure accurate and efficient filing.

Choosing a Document Type

The Document Types included below allow attorneys to give a basic description of the document that is being submitted. These Documents Type descriptions appear in the FSX Case History pages.

The fees for each filing vary depending on the Document Type selected. For example, case-initiating filings must include a Document Type that ends with an *, a code that enables the CMS to create a new case. As another example, selecting the Document Type "Demand for a Twelve Person Jury Trial" results in a statutory fee of \$150.00.

2/19/24 8:21 AM MST Case Documents Case Parties Review & Submit

Attach Documents Transaction ID: Z71973

Jones vs. Michaelson WY District Court Sandbox

For each document, complete each field and click **Attach Document**. A (*) indicates a document type that may be an originating document; a document; document types with no asterisk are valid subsequent document types for this court.

Type *
Demand for a Twelve Person Jury Trial

Title *
Title

The Title field is required.
Maximum length of text is 510 characters

Access
Public

Public - These documents are electronically submitted and available for viewing by File & Servepress customers.

File *
Drop Document Here
or Browse a document
DOC, DOCK, TXT, RTF, PDF, GIF, TIF, TIFF, BMP, JPG, JPEG
Max file size 143.05 MB
(required)

The File field is required.

Attach Document

Cancel Save & Close

may be an originating or subsequent
(Statutory Transaction Fee: \$ 150.00)

When submitting filings, be sure to select the Document Type that most closely matches the document that is being eFiled and that the appropriate fee appears for the filing. Contact the court if you are unsure about the proper selection, or if you have questions about the amount that shows for a particular Document Type.

Select the appropriate access level for each document using the Access box (definitions for each access level can be found under the "Document Access Levels" in the Definitions section). If a document should be restricted but is left at the default setting of "Public", it will remain accessible for viewing at the Public Access Terminal at the court until the document's security level is updated.

Proposed Document Types

Depending on the Proposed Document type chosen; there are three distinct handling processes: (1) Judge review, wherein the document remains without a file stamp or entry in the CMS; (2) CMS entry with automatic file stamping; or (3) submission to the CMS for clerk processing without automatic file stamping. Below is a list of proposed document types, each of which will determine the appropriate handling process.

<i>Proposed Entry of Default</i>	<i>Proposed Stipulated Order</i>
<i>Proposed Findings of Fact and Conclusions of Law</i>	<i>Proposed Subpoena for Issuance</i>
<i>Proposed Letters</i>	<i>Proposed Summons for Issuance</i>
<i>Proposed Letters Administration</i>	<i>Proposed Warrant</i>
<i>Proposed Letters Conservatorship</i>	<i>Proposed Writ of Continuing Garnishment</i>
<i>Proposed Letters Guardianship</i>	<i>Proposed Writ of Execution</i>
<i>Proposed Letters Guardianship & Conservatorship</i>	<i>Proposed Writ of Garnishment</i>
<i>Proposed Letters Personal Representative</i>	<i>Proposed Writ of Habeas Corpus</i>
<i>Proposed Letters Rogatory</i>	<i>Proposed Writ of Mandamus</i>
<i>Proposed Letters Testamentary</i>	<i>Proposed Order</i>

1. Judge Review

The **Proposed Order** is routed to the Judge directly and is not file stamped or filed in the CMS. The Proposed Order Document Type must be a supporting document to another document type in the same transaction, such as a Motion, Petition, or Notice of Proposed Order (see section on Main and Supporting Documents). The Motion, Petition, or Notice will be filed stamped and sent to the court's CMS for quality control, but the Proposed Order will be sent to the judge for review. The Proposed Order must be uploaded as a Word Document.

The **Proposed Stipulated Order** operates similarly to a Proposed Order, with one key difference: it can be uploaded as a .PDF, allowing you to submit signed and scanned documents.

2. CMS Entry with Automatic File Stamp

Proposed Findings of Fact and Conclusions of Law and **Proposed Jury Instructions** will be routed to the CMS for quality control and **will** be file stamped.

3. CMS Entry for Clerk Review

All other Proposed Document Types in the list above will be routed to the CMS for clerk review but **will not** be automatically file stamped. After approval, the clerk will file stamp the document.

SERVE ONLY – Document Types

These document types are designated for serving other parties involved in a case and should not be filed with the court. Below is a list of document types that fall under the “Serve Only” category.

SERVE ONLY – Discovery Response	SERVE ONLY- Request for Admission
SERVE ONLY- Deposition Notice	SERVE ONLY- Request for Production
SERVE ONLY- Discovery Request	SERVE ONLY- Responses and/or Objections to Interrogatories
SERVE ONLY- Deposition by Written Questions	SERVE ONLY- Responses and/or Objections to Deposition by Written Questions
SERVE ONLY- Expert Disclosure	SERVE ONLY- Responses and/or Objections to Notice of Deposition
SERVE ONLY- Initial Disclosures	SERVE ONLY- Responses and/or objections to Request for Admission
SERVE ONLY- Interrogatories	SERVE ONLY- Responses and/or Objections to Request of Production

Serve-Only Document Types, although listed alongside other document types in the drop-down menu, require filers to take extra precautions to prevent them from being filed with the court. All documents within a single transaction are dispatched in the same manner. To designate the delivery method for all documents in the transaction, navigate to the Review & Submit Tab and select the appropriate option from the Delivery Options section.

For Serve-Only document types, opt for “Serve Only – Private” (accessible solely to the sending firm and served firms).

12/28/23 7:46 AM MST Documents Sending Parties Service Add'l Recipients **Review & Submit**

Authorize Transaction

2023-CV-0112478 Timmy Tester vs. State of Wyoming WY Court Sandbox

Select an attorney to authorize this transaction.

Authorizing Attorney:

Delivery Options: What do you want to do with this transaction? (pick one)

File with the court and Serve selected parties
(A document you are filing will be routed to Judge Review and must be sent to the court)

I am sending these documents as "Court-Appointed Counsel/ADR".

Serve Only - Private (available only to sending firm and served firms)

Serve Only - Public (available to anyone to purchase from File & ServeXpress, except in e-service only jurisdictions and subject to case security policies).

Document Format Requirements

Current document format requirements can be found in the *Wyoming Rules for Electronic Filing and Service in District Courts* and the *eFiling Administrative Policies and Procedures Manual for Chancery Court*.

Current document format requirements include, but are not limited to:

- Documents need to be converted to .pdf rather than scanned when feasible.
- Document must be 8 ½" by 11" in original form.
- Attachments or appendices that are larger or smaller should be reduced or enlarged to 8 ½" by 11".
- Font of no less than 12-point.
- Be clearly legible.
 - **NOTE:** The scan provided to the court becomes the official record upon filing. The court will no longer have a paper record to refer to if the scan is not legible.

- Document that is not an attachment or exhibit must not be embedded inside another .pdf.

NOTE: Leave a blank space at the top for the automatic file stamp/Judge's banner (see current rules for specific guidelines) on the first page of EACH eFiled document.

Document Recommendations

- Scan as Black and White when possible.
- Scan with 200 DPI when possible.
- Only scan color when necessary for purposes of clarity.
- Submit documents in portrait orientation, not landscape.

File Size Limits

Each document must adhere to a file size limit of 150 megabytes (MB). Multiple documents can be filed at the same time, as long as the entire transaction does not exceed the limit of 150MB.

A document that exceeds the size limit must be broken down and submitted as separate files that fulfill the 150MB limit. Title the documents and use the “main” and “supporting” functionality of FSX to link the documents together.

NOTE: See section on Main and Supporting Documents on page 13 for further information on the functionality of linking documents together.

For filings too large for a single transaction, use the **Note to Clerk** field in the Review & Submit tab (shown below) to describe the part of the document the file represents.

Example: "Motion for Summary Judgment, part 1 of 2."

12/28/23 8:11 AM MST Documents | Sending Parties | Service | Add'l Recipients | **Review & Submit**

Authorize Transaction
2023-CV-0112478 Timmy Tester vs. State of Wyoming WY Court Sandbox

Select an attorney to authorize this transaction.

Authorizing Attorney:

Delivery Options: What do you want to do with this transaction? (pick one)


File with the court and Serve selected parties
(A document you are filing will be routed to Judge Review and must be sent to the court)

I am sending these documents as "Court-Appointed Counsel/ADR".

Serve Only - Private (available only to sending firm and served firms)

Serve Only - Public (available to anyone to purchase from File & ServeXpress, except in e-service only jurisdictions and subject to case security policies).

Add billing reference. This reference will appear on your invoice. (required)

Note to Clerk (optional): 

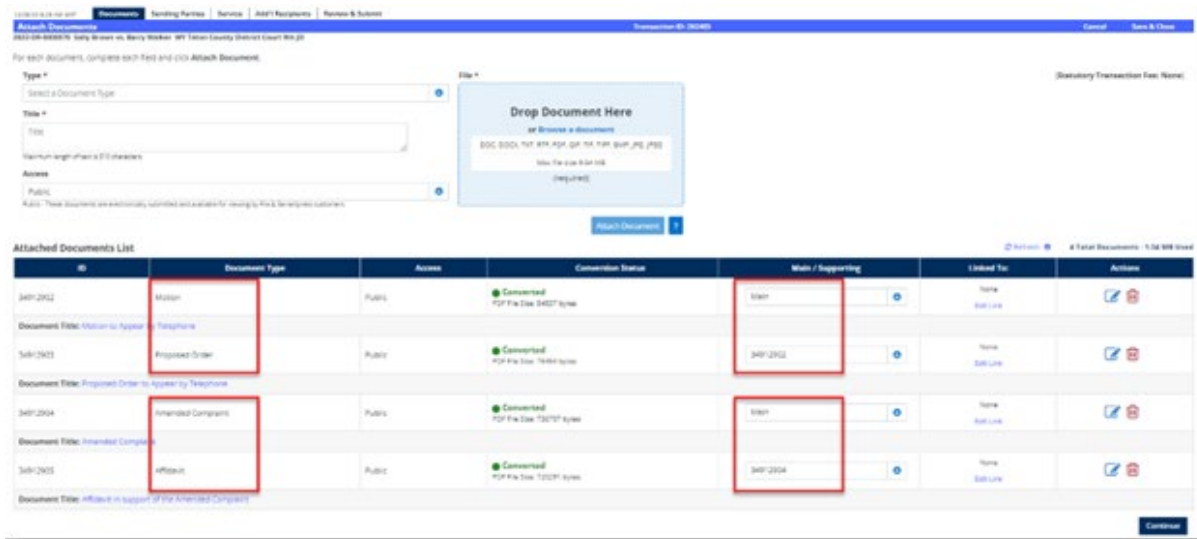
If you wish to send a note to the court along with your transaction, please enter it in the space provided.
Please note that this field is not to be used as an official method of communication with the court.
This field will only be viewable by you and the court users.

Maximum length of text is 500 characters

Main and Supporting Documents

The Wyoming eFiling rules require that “[all] eFiled documents relating to a single pleading or document submitted in the same electronic transaction shall be ‘electronically stapled’ using the ‘main’ and ‘supporting’ functionality of the Electronic Filing System (EFS) so multiple related documents, such as a motion and proposed order, are linked logically together and identified as a single transaction.”

The example below depicts a filing with two “main” documents and one “supporting” document for each main document.



NOTE: Multiple “Supporting” documents may be attached to a single “Main” document.

What Cannot be eFiled?

Exceptions to eFiling can be found in the *Wyoming Rules for Electronic Filing and Service in District Courts* and the *eFiling Administrative Policies and Procedures Manual for Chancery Court*.

Current exceptions include, but are not limited to:

- A document or image that is prohibited from electronic storage by federal or state law.
- Non-paper or oversized exhibits.
- A document or item that cannot be converted to a .PDF.
- Original wills filed for the first time in a matter.
- Warrants, not including bench and arrest warrants requested or issued in a filed case.
- Grand Jury materials.

Searching in FSX

Keep in mind when searching in File & ServeXpress:

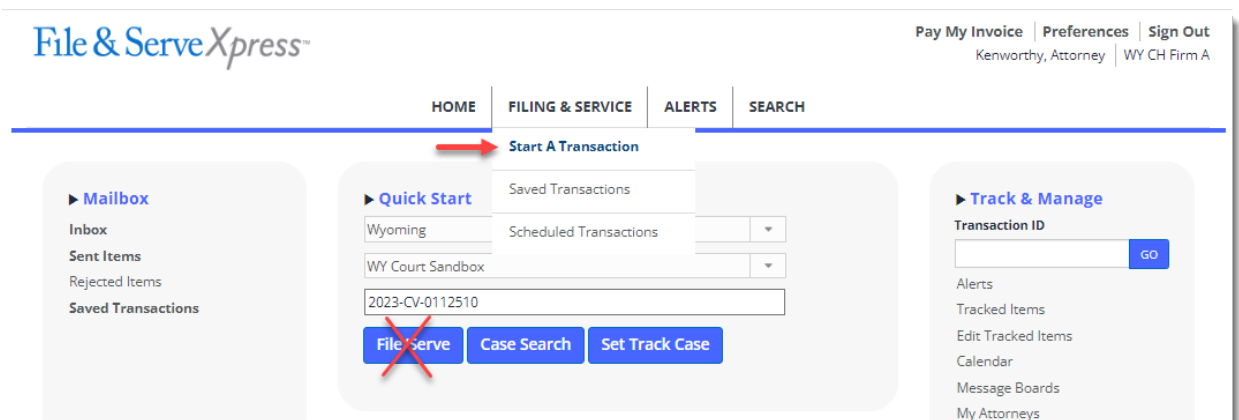
- FSX does not contain the official record of the court and may not exactly match the CMS record. For official records, contact the Court.
- FSX is not intended to provide Public Access with case information (see section on Access to Wyoming Cases).
- When using a case number to search, use the complete case number as it appears in the court's CMS (see section on Case Numbers).

If there is difficulty locating a case in the Quick Start box, or if the case needs to be updated with new information from the court's CMS, use "Start a Transaction".

The Quick Start box exclusively searches the FSX database. For initial case connections or to ensure access to the latest case details from the CMS, utilize the "Start a Transaction" Tab. This tab retrieves information directly from the CMS, providing comprehensive case data (refer to the screenshot below for guidance).

To search for a case:

1. Hover over the Filing & Service Tab and select **Start a Transaction** from the drop-down options.



2. Enter the appropriate information in the Select Court and/or Case for Filing screen and click the **Find** button.

File & Serve Xpress™

HOME FILING & SERVICE ALERTS SEARCH

Start A Transaction Saved Transactions Scheduled Transactions

12/26/23 4:24 PM MST

Select Court and/or Case for Filing

File and/or Serve in an Existing Case File a New Case File and/or Serve in

Enter information in one or more boxes and click Find. Selection of a Court is required

State: Wyoming

Court: WY Court Sandbox

Case Name:

Case Number: 2023-CV-0112507

[Find](#) [Advanced Search](#) ?

3. If entering a new transaction for the case, click the blue arrow next to the case number.

To select a case for filing, click beside the case.

Case List 1 through 1 of 1 Show 50 results per page

Case Number	Case Name	Case Type	Case Class	State	Court	County
2023-CV-0112507	Test Gillis et al. vs. test Sillig et al.	Civil - Other	Civil	WY	WY Court Sandbox	

1 through 1 of 1

To view the case history instead of filing a new transaction, return to the Home Tab and use the Quick Start Case Search. This search method will now have the most current information for the case from the court's CMS.

Fees

Wyoming does not charge additional fees to use FSX. Fees required by statute or rule are attached to the appropriate document type in FSX. FSX will advance these fees to the court on the attorney's behalf. After advancing the fees, FSX will invoice the attorney to recover the fees.

Contact the court if the document type available to select does not show the appropriate fee per statute or rule.

Some courts have an additional "Law Library Fee". To eFile into a court that has this fee, look for a selection in the Review & Submit page to apply the fee to the filing. Contact the local Clerk of District Court for guidance on this fee.

When using the Inventory and Appraisal document type, look on the second page of the Review & Submit screen to enter the appropriate dollar amount for the filing.

12/28/23 9:14 AM MST Documents | Sending Parties | Service | Add'l Recipients | **Review & Submit**

1 Document(s)

Attached Document, 3 Pages		
Document Type: Inventory and Appraisal	Access: Public	Statutory Fee: \$0.00
Document title: Inventory and Appraisal		

Close All

Sending Parties (1) [Edit](#)

Party	Party Type	Attorney	Firm
State of Wyoming	Respondent	No Answer on File	Firm TBD

Recipients (2)

Service List (2) [Edit](#)

Delivery Option	Party	Party Type	Attorney	Firm	Attor
Service	Tester, Timmy	Petitioner	Whitley, Attorney	WY Court Users	Co-C
Service	Tester, Timmy	Petitioner	Jensen, Attorney	WY Albany County District Court 2nd JD	Attor

Additional Recipients (0) [Edit](#)

Case Parties

Party	Party Type	Attorney	Firm
N/A	N/A	Judge Sandbox, Unassigned	WY Court Users
State of Wyoming	Respondent	No Answer on File	Firm TBD
Tester, Timmy	Petitioner	Whitley, Attorney	WY Court Users
Tester, Timmy	Petitioner	Jensen, Attorney	WY Albany County

Other Fees

Fee Description	Fee Amount
Inventory Fee	<input type="text" value="Enter amount"/>

FSX does offer optional services to attorneys for additional costs, such as US Mail Service and Alert setup. Please refer to the FSX website for current offerings.

Access to Wyoming Cases in FSX

FSX is not intended to provide public access to district court case information.² Access to district court case documents within FSX is restricted to registered FSX users explicitly listed as representing a party in the case.

Attorneys seeking to enter an appearance for a party can search for non-confidential cases and submit their entry of appearance. Access to the case documents will only be granted once the entry is confirmed by the Court.

² For a fee, FSX does provide remote access to chancery case records to registered FSX users who are not listed as representing a party on the case. This service is not available in district court.

To enter an appearance for a party in a confidential case, please contact the court for further instructions.

For access to Wyoming cases please refer to the guide by FSX, "Security: Attorney Access" (provided in the Appendix).

NOTE: Public access of non-confidential case records is provided at Wyoming courthouses using Public Access terminals. Information submitted to courts via FSX may be made available at these terminals prior to the clerk quality control process.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

Definitions

- **Document Access Levels**
 - **In Camera, electronic** – these documents are electronically submitted to and viewable by only the judge, the submitter, the authorizing attorney who submitted the document, and the attorneys who are served with the document.
 - **Public** – these documents are electronically submitted to and viewable by all listed parties on the case.
 - **Sealed, electronic** - these documents are electronically submitted to and viewable by only the court, the firm that submitted the document, and any firms that are served with the document.
 - **Suppressed** – these documents within a Suppressed case are electronically submitted to and viewable by the court, the organization that submitted the document, organizations currently active as participants to the case, and any third-party organization that has submitted prior transactions in the case.
- **Traditional Filing** – this document type listed on many Case History screens indicates that the court clerk received the filing at the courthouse “over the counter” and not through FSX.

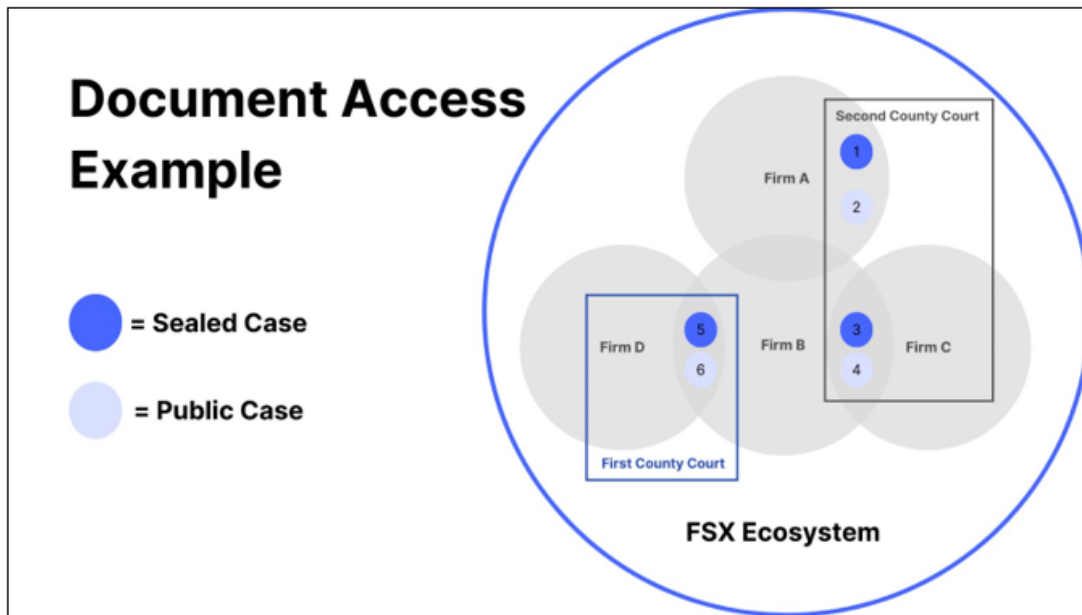
Appendix

FSX “Security: Attorney Access” Guide:

File & Serve^{xpress}

Security: Attorney Access

Level	Access	Access by User Type					
		Submitter/Authorizing Attorney of Document	eService Recipients	Law Firm On The Case	Law Firm Not on The Case ¹	Court Users	Assigned Judge
Case Class	Public	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Secure	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Case	Public	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Suppressed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Document	Public	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Sealed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	In Camera	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>



Document Access Example

CASES USED IN EXAMPLE:

All the Attorneys included in this example are registered users of FSX. Here is a list of the Cases and their associated Attorneys:

- **Case 1:** Sealed "Suppressed" Case in the Second County Court, with Attorney **Stephen** from Firm A on the case.
- **Case 2:** Unsealed "Public" Case in Second County Court, with Attorney **Jane** from Firm A on the case.
- **Case 3:** Sealed "Suppressed" Case in Second County Court, with Attorney **Callie** from Firm B and Attorney **Erica** from Firm C on the case.
- **Case 4:** Unsealed "Public" Case in Second County Court, with Attorney **Amanda** from Firm B and Attorney **Carrie** from Firm C on the case.
- **Case 5:** Sealed "Suppressed" Case in First County Court with **Stevie** from Firm B and Attorney **Heather** from Firm D on the case.
- **Case 6:** Unsealed "Public" case in First County Court, with Attorney **Summer** from Firm B and Attorney **Victor** from Firm D on the case.

DOCUMENT ACCESS FOR FIRM MEMBERS EXPLAINED:

In Firm A:

The Attorneys in Firm A are able to access the following documents:

- Attorney **Stephen** can see documents for both Case 1 and Case 2.
- Attorney **Jane** can see documents for both Case 1 and Case 2 because another Attorney from Firm A is on the service list for the case.
- Neither Attorney can see documents for Cases 3, 4, 5, or 6.

In Firm B:

The Attorneys in Firm B are able to access the following documents:

- Attorney **Callie** can see documents in Cases 3, 4, and 6. She would also see documents in Case 5 because another attorney from Firm B is on the service list of the case.
- Attorney **Amanda** can see documents in Cases 4 and 6. She would also see documents in Cases 3 and 5 because another attorney from Firm B is on the service list of the case.

File & Serve^{xpress}

- Attorney **Stevie** can see documents in Cases 4, 5, and 6. She would also see documents in Case 3 because another attorney from Firm B is on the service list of the case.
- Attorney **Summer** can see documents in Cases 4 and 6. She would also see documents in Cases 3 and 5 because another attorney from Firm B is on the service list of the case.
- No attorneys in Firm B can see documents in Cases 1 or 2.

In Firm C:

The Attorneys in Firm C are able to access the following documents:

- Attorney **Erica** can see documents in Cases 3 and 4.
- Attorney **Carrie** can only see documents in Case 4. She would also see documents in Case 3 because another attorney from Firm C is on the service list of the case.
- Neither can see documents in Cases 1, 2, 5, or 6.

In Firm D:

The Attorneys in Firm D are able to access the following documents:

- Attorney **Heather** can see documents in Cases 5 and 6.
- Attorney **Victor** can only see documents in Case 6. He would also see documents in Case 5.
- Neither can see documents in Cases 1, 2, 3, or 4.