

File & Serve»press

Wyoming Courts

EFILING TRAINING:
**Chancery and District
Courts**

December 2024

Agenda

Registration

- How to Register
- eFiling Proficiency Exam

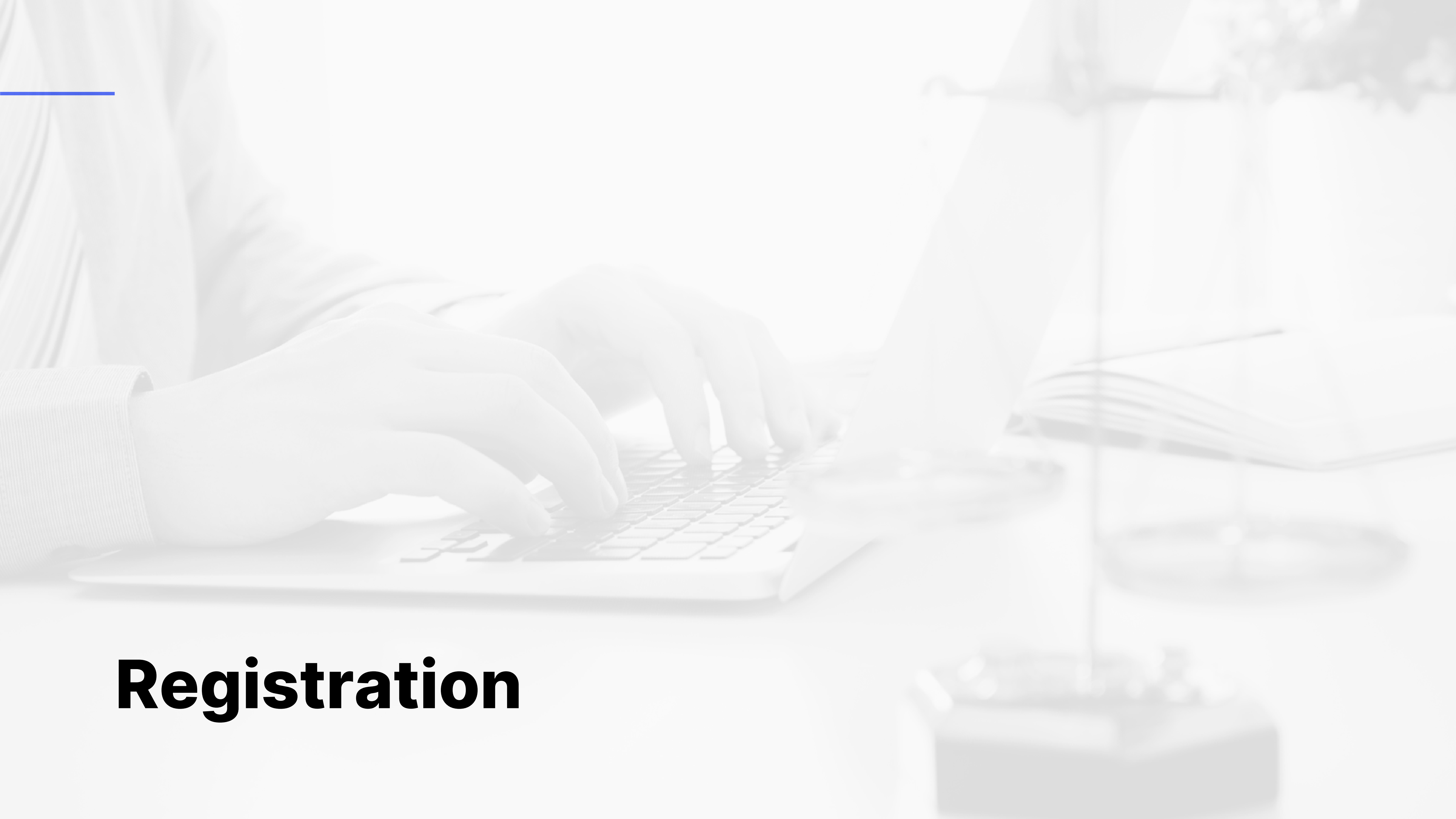
eFiling Procedures

- 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 & eService for Everyone

The legal community's eFile and eServe experts.

Log In

Register

File & ServeXpress Registration

Thank you for your interest in becoming a File & ServeXpress Subscriber.

Select Account Type:

Select Account Type:

Please Select an Account Type to Start the Registration Process..

Subscribing is a 4 or 5 step process:

- Step 1: Provide information on your organization
- Step 2: Add people from your organization who will be using File & ServeXpress
- Step 3: Review the File & ServeXpress system requirements
- Step 4: Review and accept File & ServeXpress' Terms & Conditions
- Step 5: Review your information and Submit

If you have any questions during the registration process, please contact us at 1-888-529-7587.

Get Started



[About File & ServeXpress](#) | [Terms & Conditions](#) | [Privacy](#)
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Client Support
☎ 1-888-529-7587
✉ support@fileandserve.com
💬 Chat Online

Wyoming eFiling Proficiency Exam

Exam Instructions

- Enter your email address below to get started. Please use the same email address as when you registered for a File & ServeXpress account. When your email address has been validated, you may proceed with the exam.
- Upon successful completion of this exam you will receive a confirmation code, and your results will be transmitted to File & ServeXpress. A confirmation email will also be sent to you. Your File & ServeXpress account will be created within two business days after exam completion.
- For help understanding the content covered in this exam, please refer to [File & ServeXpress WY training materials](#).
- If you have any questions or issues, please contact File & ServeXpress Client Support at 888-529-7587.

Email address validation

Validate email

Enter your email address for validation

- ☐ I agree to the [Wyoming Supreme Court User Agreement](#) (required)
- ☐ I attest I have completed [on demand training](#) or a live online training session (required)

To complete the registration of your Law Firm account and gain full access to File & ServeXpress, any attorneys who are registered in your firm must pass the eFiling Proficiency Exam. Once the attorneys have passed the exam the account will be activated, and all users will gain access to electronic filing and service and viewing dockets and documents.



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:

- » All District Courts will be mandatory for Wyoming Attorneys as of January 28th, 2025.

- » Chancery Court:

- » Yes

- » Proposed Orders & Proposed Stipulated Orders

- » District Court:

- » Would like them to be filed as a supporting document to notice or motion

- » Editable MS Word with a blank header *at least 3"* from the top of the page

- » Chancery Court:

- » Must be filed as a supporting document to notice of a proposed order

- » 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
- » Filers must leave a blank header that *extends 3" from the top the first page of each eFiled document*

» Chancery Court:

- » Should be converted to a text-searchable .pdf, attachments or exhibits that are scanned may be filed as a standard .pdf
- » Filers must leave a blank 3" x 3" space at the top right-hand corner of the first page of each eFiled document

» 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)
- » 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

- » 150 MB per Document

- » 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”)

IN THE SUPREME COURT, STATE OF WYOMING

October Term, A.D. 2023

In the Matter of Amendments to)
Rule 6 of the Wyoming)
Rules for Electronic Filing and)
Service in District Courts)

ORDER AMENDING RULE 6 OF THE WYOMING RULES FOR
ELECTRONIC FILING AND SERVICE IN DISTRICT COURTS

The Wyoming Supreme Court has determined it should amend Rule 6 of the Wyoming Rules for Electronic Filing and Service in District Courts. It is, therefore,

ORDERED that the amendments to Rule 6 of the Wyoming Rules for Electronic Filing and Service in District Courts, attached hereto, be and hereby are adopted by the Court to be effective May 1, 2024; and it is further

ORDERED that this order and the attached amendments be published in the advance sheets of the Pacific Reporter; the attached amendments be published in the Wyoming Court Rules Volume; and that this order and the attached amendments be published online at the Wyoming Judicial Branch’s website, <http://www.courts.state.wy.us>, on the “Rule Amendments” page. The amendments shall also be recorded in the journal of this Court.

DATED this 19th day of March, 2024.

BY THE COURT:

/s/

KATE M. FOX
Chief Justice

Wyoming Rules for Electronic Filing and Service in District Courts

Rule 6. Format requirements.

(a) *Electronic format and size.* —

(1) A document submitted electronically to the court should be directly converted to .pdf rather than scanned when feasible to make the document searchable. The size of any eFiled document must not exceed 150 megabytes. A document that exceeds the size limit must be broken down and submitted as separate files that do not exceed 150 megabytes each and 50 megabytes per transaction. Separate files under this subsection must include in the “Note to Clerk” field for each submission a description that clearly identifies the part of the document that the file represents, for example, “Motion for Summary Judgment, part 1 of 2.”

(4) Filers must leave a blank header that extends at least 3-inches by 3-inch space at the from the top right-hand corner of the first page of each eFiled document for use by the EFS and clerk.

(b) *Proposed order.* —

(2) Proposed orders shall have a blank header that extends at least 23-inches from the top of the first page.

Rule, Orders, & Procedures

» Character Limitations

- » FSX Case name is 200
- » The document title is 250 in FCE (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 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
- » You cannot eFile Original Wills- they must be brought to the Court
- » County Attorneys should use the CIVIL RESTRICTED Case Class to initiate Involuntary Hospitalization cases
- » The case number format must match exactly (YYYY-CC-00000000) 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 “Serve ONLY”, please be sure to select the “Serve Only” option in FSX
 - » Submit separate transactions if you are filing something and serving only something
- » Be sure to select the correct Document Type with the correct fee for your filing
- » If you select the Doc Type “Inventory & Appraisal”, you will manually add your Inventory fee prior to Submitting the filing
- » Depending on the County, you may see a checkbox to contribute to the Law Library Fee

Document type: Inventory and Appraisal	Access: Public	Statutory fee: \$0.00	Linked:
Document title: IV			

Close All

☐ Sending Parties (1) [Edit](#)

Party	Party Type	Attorney	Firm	Attorney Type
N/A	N/A	Owens, Melissa	WY Teton County District Court 9th JD	Primary Judge

☐ Recipients (1)

☐ Service List (1) [Edit](#)

Delivery Option	Party	Party Type	Attorney	Firm	Attorney Type	Method
Service	Hartman, Todd	Defendant	France, Jane	Sundahl Powers Kapp & Martin	Attorney in Charge	E-Service

☐ Additional Recipients (0) [Edit](#)

☐ Case Parties

Party	Party Type	Attorney	Firm	Attorney Type
Hartman, Todd	Defendant	France, Jane	Sundahl Powers Kapp & Martin	Attorney in Charge
N/A	N/A	Owens, Melissa	WY Teton County District Court 9th JD	Primary Judge
O'Flaherty, Natascha	Plaintiff	Reinan, Jerome Mark	Reinan, J M PC	Attorney in Charge
O'Flaherty, Natascha	Plaintiff	Gingrass, Jordana Griff	Reinan, J M PC	Co-Counsel

Other Fees

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

☐ Contribute to law library fee: \$25.00

IMPORTANT: Your transaction has not yet been submitted.
When you have finished reviewing, select Submit Transaction below.

[Submit Transaction](#)

Helpful Hints

» Who Receives Notifications and When

» The Submitter will receive a notification in the following situations:

1. When they submit a transaction (transaction receipt)
2. When the clerk processes a transaction (with edits) or a transaction which is an original pleading in a case

» The Authorizer of the transaction will also receive a notification for #2. No notification is sent when a clerk processes a SUBF transaction without edits

Helpful Hints from the Court

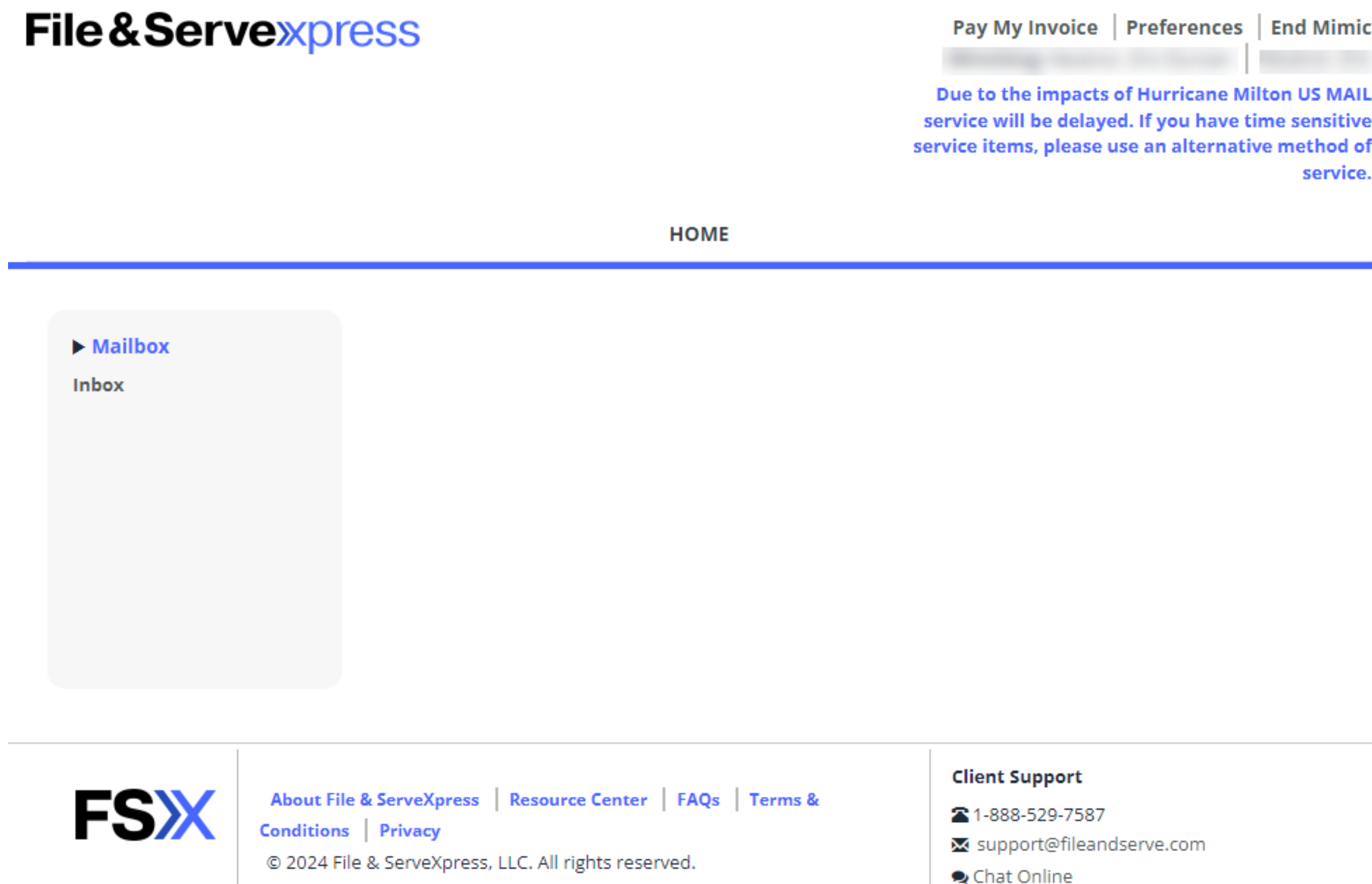
» Non-Subscribing User Accounts

- » If the someone initiates an update to case information and an attorney has not yet registered an FSX account, they will be added to the service list as a “non-subscribing user”
- » This can cause some issues including the attorney won’t be able to find the case with their Attorney account, they can’t see the documents, or they might miss electronic service
- » If you are experiencing any of these issues, please contact client support to ask if you have any “non-subscribing” accounts that need to be merged into your Attorney account

Helpful Hints from the Court

» Non-Subscribing User Accounts

» If you login and your Home Page looks like this, you are logging into a non-subscribing user account and should contact Client Support:



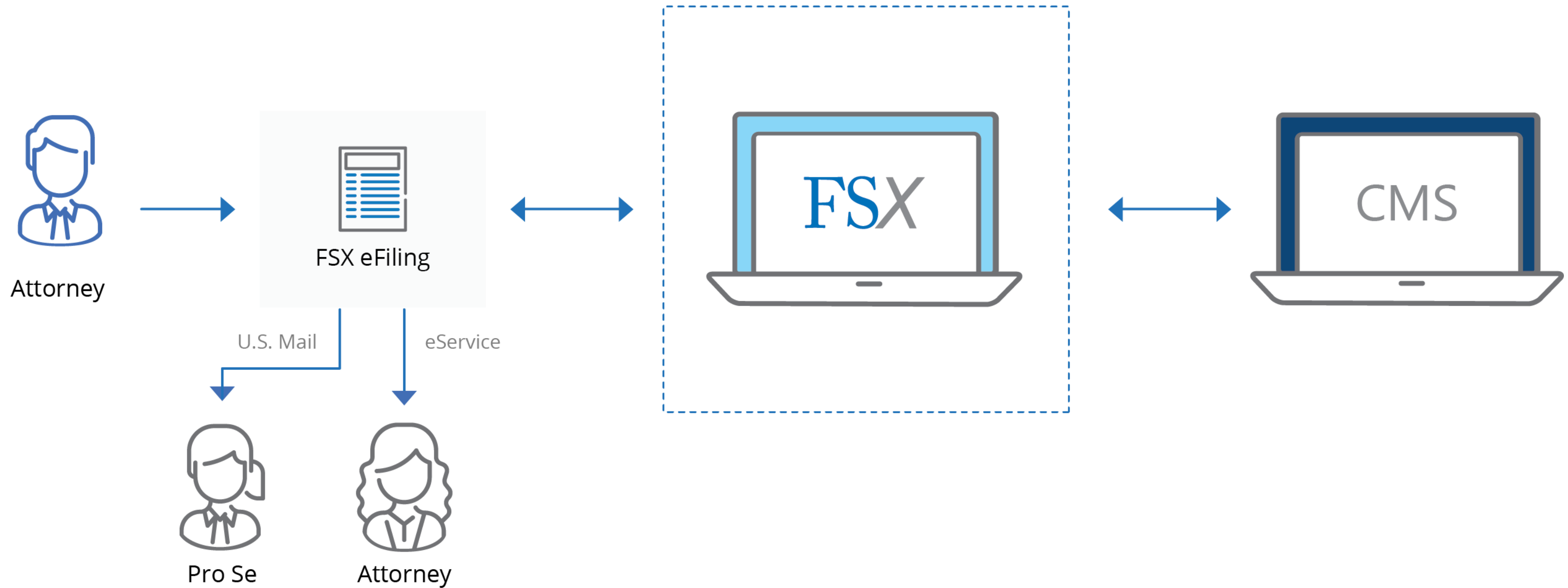
Helpful Hints

- » FSX is not a public access system and isn't intended to be.
- » If you need assistance being added in a case in FSX, please reach out to our customer support – we will contact the court on your behalf if needed.
- » If you need sealed documents that weren't served to you in FSX, you must get them from the clerk.
 1. They can make copies for you at the window, usually with a copy fee.
 2. Some clerks may email copies to you, usually with a copy fee.



eFiling & eService Processes

Process Overview





Live Demonstration

For Assistance

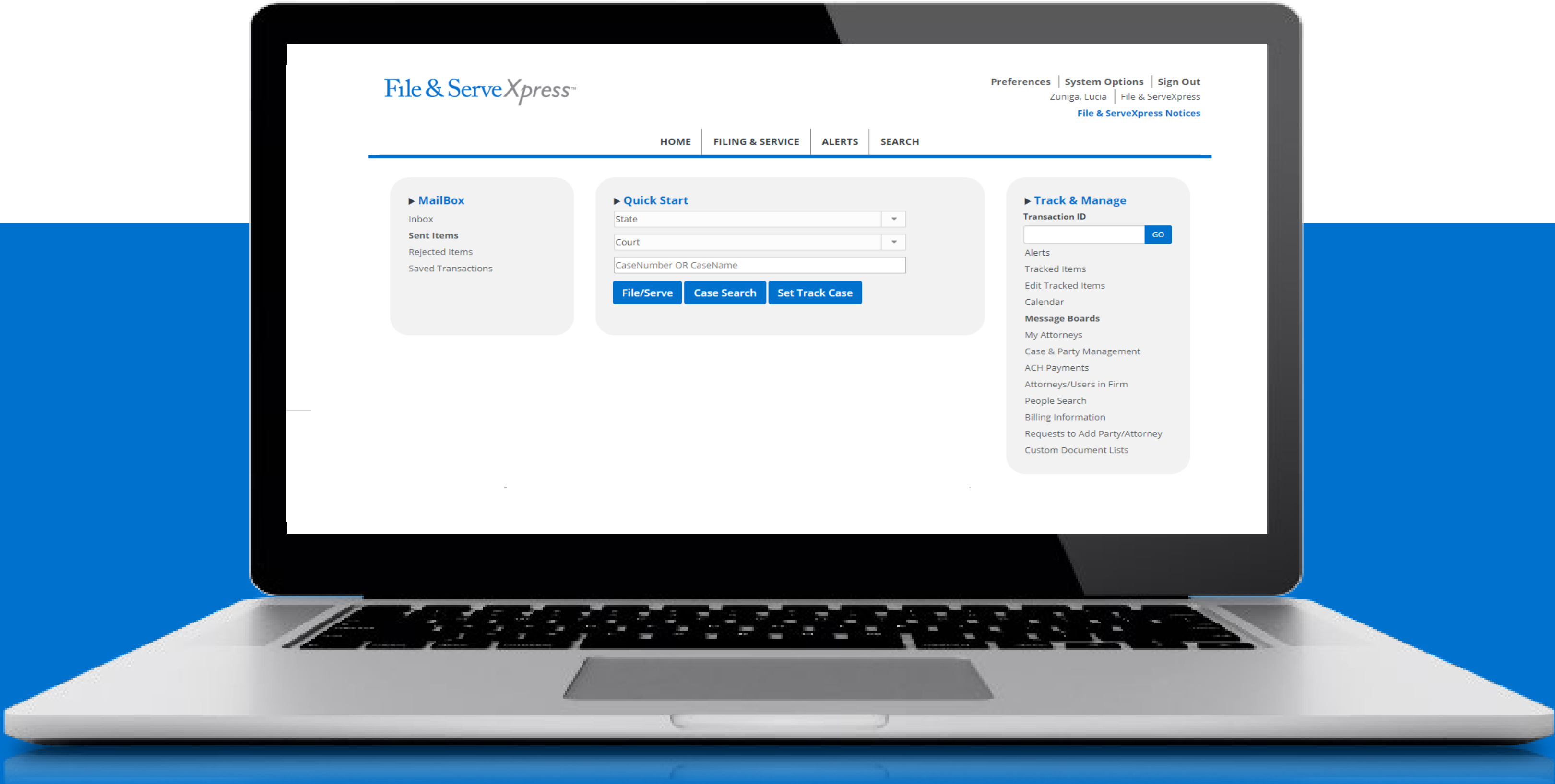
Client Support:

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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