



# Wyoming Attorney eFiling FAQ

Compiled in this document are the most frequently asked questions and answers regarding eFiling and using File & ServeXpress (FSX).

## Registration

**Q. The Circuit Court in my area is going live with eFiling soon. When should I register to be able to eFile?**

A. If you are already registered to eFile using FSX you do not need to register again. However, if you are not yet registered, you should register early – well before the court goes live.

Here are some tips for registering:

- Review the [Wyoming Law Firm User Onboarding Checklist](#).
- Start your registration at the [File & Serve Express](#) website.
- Use the name and Bar ID that's listed with the [Wyoming State Bar](#).
- Include the dash when entering your Bar ID.

## General

**Q. Can I use FSX to find information on any case in Wyoming?**

A. No, FSX is not the Wyoming Courts Public Access System. To find information on cases, you should continue to use the Public Access terminals at the court.

**Q. Are the documents in FSX considered official records?**

A. No, the documents in FSX are not considered the official court record. According to Rule 3 of *Wyoming Rules for Electronic Filing and Service* the official court record is maintained by the clerk's office and housed in the court's case management system, along with any traditional filings. Court records include electronic and traditional filings.

**Q. What are Traditional Filings?**

A. Rule 2 of *Wyoming Rules for Electronic Filing and Service* define Traditional Filings as a filing submitted to the clerk's office in paper or other tangible form. Traditional Filings show "File & ServeXpress" as the transaction authorizer in FSX.

**Q. I'm having trouble opening and viewing a document. How do I access it?**

A. Viewing documents is permissions based in FSX. If the document is marked confidential (Sealed, electronic) and you or your firm were not "served" the document via FSX, you will not be able to view it. Additionally, you or your firm must represent a party to view documents in non-confidential cases. If you are the attorney of record and joined "mid-stream," you may have issues viewing previously submitted documents. If this occurs, please contact the clerk's office.

**Q. How can I be sure my proposed order made it to the judge?**

A. To confirm that your proposed order has been received by the judge, enable Notifications in FSX. This will ensure you receive an email when an eFiling is submitted, accepted, and processed. You may also enable Alerts for specific case files; additional fees may apply.

**Q. Are there formatting guidelines for documents?**

A. Yes, they are listed in Rule 8 of the *Wyoming Rules for Electronic Filing and Service*. Documents must:

- o Be 8 ½" by 11";
- o Be clear and legible; and
- o Have a 3" header at the top of the first page.

**NOTE:** Upload documents in portrait orientation and use color sparingly.

**Q. When is eFiling mandatory?**

A. Mandatory eFiling goes into effect 90 days after the implementation of eFiling in the court, as outlined in Rule 5 of the *Wyoming Rules for Electronic Filing and Service*. Please visit the Wyoming Judicial Branch website for information as the rollout progresses.

## Navigation

**Q. I have a log in, why can't I search for a case in FSX?**

A. If you have an FSX account from another state, you still need to register for access to eFile in Wyoming. You can add the ability to eFile in Wyoming to your current account to avoid having multiple logins. If you have multiple accounts and are experiencing difficulties, please contact FSX Client Support for assistance.

Q. **What is the difference between using Quick Start on the main screen and Start a Transaction on the top menu?**

A. **Quick Start:** This option searches for cases within the FSX database only and it's generally faster to load a case when found. Case names and numbers will preview for selection if they are public. This won't happen for confidential case names and numbers. Quick Start allows a case to be searched using a portion of the case name.

**Start a Transaction:** This option pulls data from the court's case management system. This ensures that the latest information is brought over to FSX. This includes changes to parties and new traditional filings. You must use the full case number as displayed in the case management system, including preceding zeros.

Q. **What are case number formats for the different jurisdictions?**

A. The sequence for circuit and district court differs but they both use the same type of information; Y=year, C=case class, and N=numerical value.

- a. District Court: YYYY-CC-NNNNNNN
- b. Circuit Court: CC-YYYY-NNNNNNN

Chancery Court uses year and numerical value and "CH" for the case class for the sequence: CH-YYYY-NNNNNNN.

## Filing

Q. **What are the delivery options that FSX offers for filing and serving?**

A. The following delivery options are offered on the first Review and Submit screen:

**Serve Only:** electronically delivered to other attorneys on the case.

**File Only:** only submitted to the court for case filing.

**File and Serve:** electronically served to other attorneys on the case and submitted to the court for case filing.

Q. **I have some documents that need to be filed and served and some that are serve only. Can I do that in one transaction?**

A. No. All documents in a single transaction will all be processed in the same manner, so you will need to submit multiple transactions.

**Q. I am choosing a document type with a SERVE ONLY prefix. Will it automatically be served?**

A. Selecting a document type from the drop-down menu with a SERVE ONLY prefix does not mean that document will automatically be served. This designation is a reminder for the filer. If selecting this document type, the filer should select the radio button Serve Only – Private (available only to sending firm and served firms) on the Review & Submit page.

**Q. Can I submit an Entry of Appearance on a case via eFiling?**

A. Yes, you can submit an Entry of Appearance via eFiling, but only for non-confidential cases. If the case is confidential, you will need to file the Entry of Appearance with the court as a traditional filing.

**Q. Can I eFile a document when I am not representing a current party on the case?**

A. You cannot file a document if you are not representing a party involved in the case. Per Rule 5(a)(2)(B) file through traditional means. Please note that this does not apply to Chancery Court.

**Q. Can I eFile if I have a status of Pro Hac Vice?**

A. No, you cannot file documents in FSX if you have Pro Hac Vice status. According to Rule 4 of the *Wyoming Rules for Electronic Filing and Service*, only attorneys licensed in Wyoming can use FSX. However, the Wyoming attorney you are working with can file documents on your behalf.

**Q. Can I eFile if I have a status of limited appearance attorney?**

A. Yes, but you may have to work closely with the court.

**Q. When do I use the Civil-Restricted case class in FSX?**

A. Select this case class when initiating Involuntary Hospitalization cases. This is a special case type that when used will show an alert for the court staff to prioritize processing. Is not a mechanism to mark a case as confidential at case initiation.

## Fees/Costs

**Q. What does it cost to eFile?**

A. There is no charge to eFile in Wyoming beyond the filing fees required by Rule or Statute. FSX does offer optional services at additional costs to attorneys. For example, selecting a party whose service method shows “US Mail” does create a postage and copy charge for the attorney or firm submitting the transaction. Contact FSX for full list of offerings.

**Q. How do I add a Law Library Fee or an Inventory & Appraisal Fee?**

A. On the Review & Submit page, select the box at the bottom of the page to add the Law Library fee (if applicable in your county), or add the amount of the Inventory & Appraisal fee.

## Resources

**Q. Where can I learn more?**

A. Visit the FSX website <https://www.fileandserveexpress.com/wyoming/> for training videos, guides, and important reference documents.

Contact FSX Client Support for technical support and questions by calling 1-888-529-7587 or emailing [support@fileandserve.com](mailto:support@fileandserve.com).

Visit the Wyoming Judicial Branch Website [www.courts.state.wy.us](http://www.courts.state.wy.us) for information on eFiling.