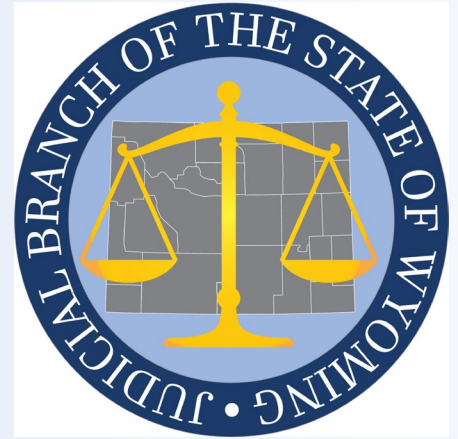


Prosecutor's Guide to eFiling in Wyoming



Wyoming Judicial Branch
2301 Capitol Avenue
Cheyenne, WY 82002
www.courts.state.wy.us

V 1.1

Rev. 02.2025

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eFiler Responsibility

This document is designed to assist Wyoming District and County Attorneys in initiating electronic filings (eFilings) using File & ServeXpress (FSX). ¹This guide supplements the FSX training provided for Wyoming attorneys with information specific to eFiling in Wyoming 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/supreme-court/court-rules/>
- <https://www.fileandservexpress.com/wyoming/>

eFiling into Circuit Court and District Court

When eFiling a new case, select the correct court and jurisdiction. New criminal cases are eFiled in circuit court and new juvenile cases are eFiled in district court.

Case Class	Abbreviation	Circuit Court	District Court	Chancery Court
Citation	CT	✓	N/A	N/A
Criminal	CR	✓	N/A	N/A
Juvenile	JV	N/A	✓	N/A
Juvenile Delinquency	JV	N/A	✓	N/A

¹ This guide is offered as a courtesy for attorneys who eFile in Wyoming courts and is not intended as legal advice. It serves as a supplementary resource and should not be considered a replacement for adhering to court rules and relevant statutes. It is imperative for filers to thoroughly review and adhere to all court rules and statutes pertaining to eFiling, as well as the Wyoming Rules Governing Redactions from Court Records.

Juvenile Case Information

There are three main Juvenile case types in Wyoming:

- Abuse & Neglect
- Child in Need of Supervision (CHINS)
- Delinquency

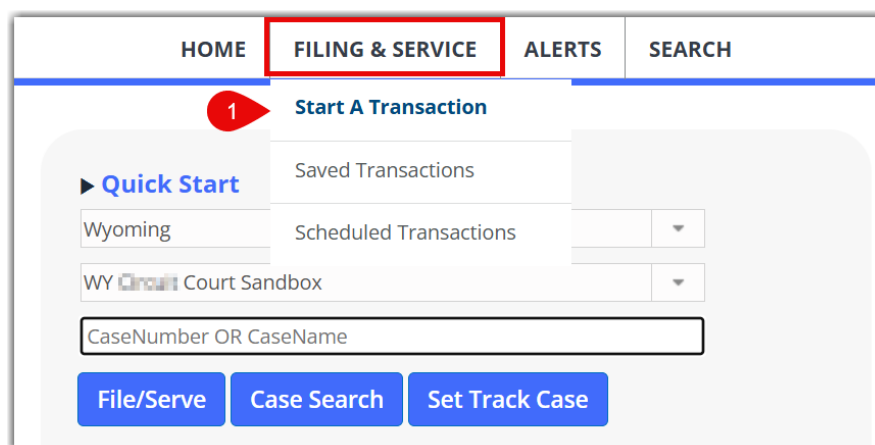
The court's Case Management System (CMS) handles cases with distinct workflows. Consequently, there are two separate methods for initiating juvenile cases in FSX: one for Abuse & Neglect and CHINS cases, and another for Delinquency cases.

Both methods are outlined below. It's important to note that Juvenile cases require "State of Wyoming" to be entered as the Initiating Party (IP) with a party type of "Petitioner".

Abuse & Neglect and CHINS Case Initiation

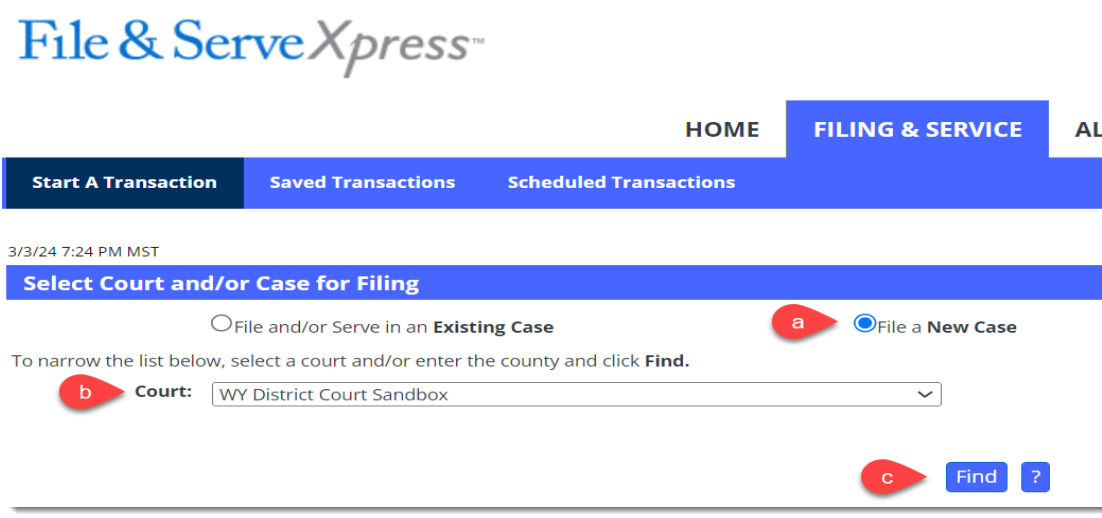
The process for eFiling Abuse & Neglect and CHINS cases is similar, except when adding Additional Parties (AP). In CHINS cases, the minor is the only AP listed. However, Abuse & Neglect cases can have multiple APs, including the minor and the party with allegations (usually a parent or guardian), who is listed as a "Respondent." Other parties, such as DFS and CASA can also be added to Abuse & Neglect cases.

1. From the FSX Home Page, hover over the Filing & Service tab and select **Start a Transaction** from the drop-down.




The screenshot shows the FSX navigation menu with the 'FILING & SERVICE' tab highlighted in red. A red circle with the number '1' points to the 'Start A Transaction' option in the dropdown menu. Below this, the 'Quick Start' section is visible, featuring a dropdown menu set to 'Wyoming', another dropdown set to 'WY Circuit Court Sandbox', and a search input field labeled 'CaseNumber OR CaseName'. At the bottom of the menu are three buttons: 'File/Serve', 'Case Search', and 'Set Track Case'.









2. Complete the following fields:
 - a. Click the **File a New Case** radio button.
 - b. Select the correct **District Court**.
 - c. Click **Find**.



3. Click the **arrow** for Case Class type Juvenile.

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

Court List 1 through 7 of 7 Show results per page

	Court Name	Case Class
	WY District Court Sandbox	Civil
	WY District Court Sandbox	Domestic Relations
	WY District Court Sandbox	Adoption
	WY District Court Sandbox	Criminal
	WY District Court Sandbox	Juvenile
	WY District Court Sandbox	Civil - Restricted
	WY District Court Sandbox	Juvenile Delinquency

1 through 7 of 7

4. On the Case tab:

- a. Ensure the Case Class is Juvenile.
- b. Select **New Case Filings** from the Case Type drop-down.
- c. Enter a **Case Name**.
- d. Click **Submit**.

File & Serveexpress

HOME **FILING & SERVICE** ALERTS SEARCH

Start A Transaction Saved Transactions Scheduled Transactions

2/5/25 4:19 PM MST

Add New Case Transaction ID:

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

Court WY District Court Sandbox

Case Class
a Juvenile

Case Type
b New Case Filings

Case Name *
c In the interest of Abigail Jones
Maximum length of text is 200 characters

d Submit ?

5. Upload and attach documents on the Documents tab:

- a. Select **Petition of Initial Filing *** in the Type field.
NOTE: The asterisk [*] indicates an initiating document. Do not enter more than one initiating document.
- b. Enter the **document title** in the Title field.
NOTE: Leave the Access level to the default of Secure Public.
- c. In the File box, either drag and drop a document, or click the box to open a File Explorer window to browse and select a document to be uploaded.
- d. Click **Attach Document**.
NOTE: To add additional documents, repeat the steps a. – d. and ensure the correct document type is selected. Initiating documents should only be selected one time.
- e. Click **Continue** once all documents have been attached.

File & Serve^{express} Pay My Invoice | Preferences | Sign Out
Prosecutor, Fremont | Fremont County Attorneys Office

HOME FILING & SERVICE ALERTS SEARCH

Start A Transaction Saved Transactions Scheduled Transactions

2/5/25 4:25 PM MST Case Documents Case Parties Review & Submit

Attach Documents Transaction ID: 296595 Cancel Save & Close

In the Interest of Abigail Jones 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 (**) indicates a document type that may be an originating or subsequent document; document types with no asterisk are valid subsequent document types for this court.

(Statutory Transaction Fee: \$ 0.00)

Type * Petition of Initial Filing * **File ***

Title * Petition

Maximum length of text is 510 characters

Access Secure Public

Secure Public - These documents are electronically submitted and available for viewing only by the participants of a case.

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

The File field is required.

Attach Document ?

Attached Documents List Refresh 1 Total Documents - 0.66 / 143.05 MB Used

Initiating Document	ID	Document Type	Access	Conversion Status	Main / Supporting	Linked To:	Actions
<input checked="" type="radio"/>	34919829	Petition of Initial Filing *	Secure Public	Converted PDF File Size: 696661 bytes	Main	None Edit Link	

Document Title: Petition of Initial Filing

Continue

6. Add the petitioner on the Case Parties tab:

- a. Select the **Initiating Party** radio button.
- b. Select **Petitioner** from the Party drop-down.
- c. Select **Organization** in the Entity box.
- d. Type **State of Wyoming** in the Organization Name field.
- e. Select the **authorizing attorney** from the Attorney drop-down.
- f. Select **Attorney in Charge** in the Attorney Type box.
- g. Click **Save Party**.

File & Servexpress

HOME FILING & SERVICE ALERTS SEARCH

Start A Transaction Saved Transactions Scheduled Transactions

2/5/25 4:39 PM MST Case Documents **Case Parties** Review & Submit Transaction ID: 296595

Add Case Parties

In the interest of Abigail Jones WY District 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**.

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

b **Party *** **c** **Entity ***

d **Party Name ***
Organization Name

Phone **Ext.**

Address

City **State** **Zip**

Email

e **Attorney *** **f** **Attorney Type ***

g **Save Party**

7. Add the minor on the Case Parties tab:

- a. Select the **Additional Party** radio button.
- b. Select **Minor** from the Party drop-down.
- c. Enter demographic information in the remaining fields.
- d. Click **Save Party**.

NOTE: For Abuse & Neglect cases, add the minor then add the party with allegations, usually a parent or guardian, with a party type of **Respondent**. Other parties, such as DFS and CASA, can be added if known. Do not add a GAL as an additional party to either case type.

8. After adding all parties, click **Continue**.

File & Serveexpress

Pay My Invoice | Preferences | Sign Out
Prosecutor, Fremont | Fremont County Attorneys Office

HOME | **FILING & SERVICE** | ALERTS | SEARCH

Start A Transaction | Saved Transactions | Scheduled Transactions

2/5/25 5:05 PM MST | Case | Documents | **Case Parties** | Review & Submit

Add Case Parties | Transaction ID: 296595 | Cancel | Save & Close

In the interest of Abigail Jones WY District 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)
a **Additional Party** (e.g. defendant, respondent)

b Party * Entity *

c Party Name *
First Name Middle Name Last Name Suffix

Phone Ext.

Address

City State Zip

Email

Date of Birth Social Security #

d **8**

Added Case Parties:
IP State of Wyoming

9. On the Review & Submit tab:

- a. Select the **authorizing attorney** from the Authorizing Attorney drop-down.
- b. Enter the **billing reference**.
NOTE: Refer to FSX for guidance.
- c. In the Note to Clerk box, enter essential information regarding the filing that needs to be communicated to the clerk. For example, the name of a Guardian Ad Litem, if known.
- d. Select whether to submit the filing immediately or schedule the transaction for release at a later date.
- e. Click **Next**.

10. After reviewing the transaction, proceed by clicking **Submit Transaction**.

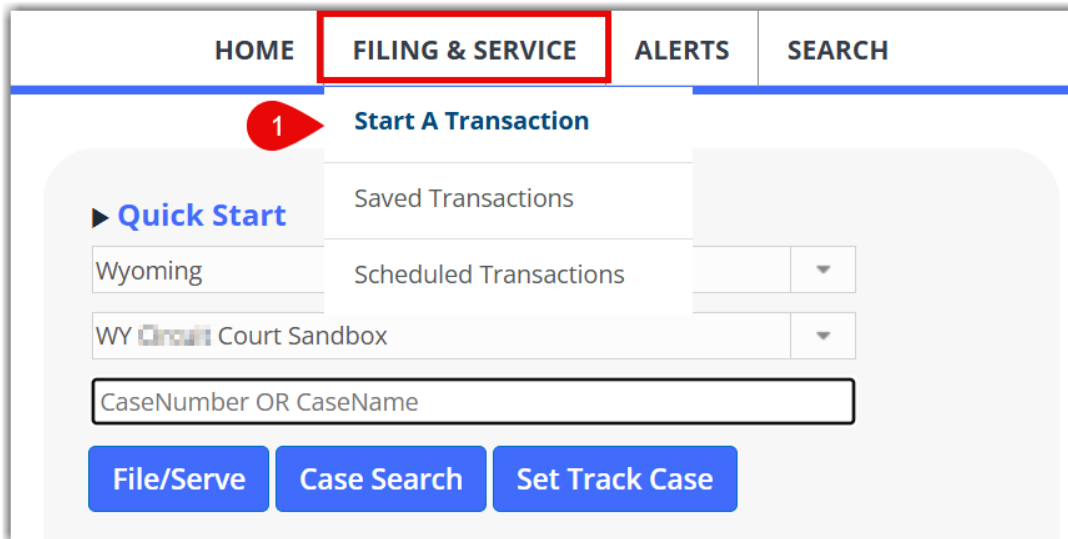
NOTE: An alert message will appear to confirm the successful submission of the transaction.

The screenshot displays the File & Serve Express web interface. At the top, the logo "File & Serve Express" is on the left, and navigation links "Pay My Invoice", "Preferences", and "Sign Out" are on the right. Below the logo, the user's role "Prosecutor, Fremont" and office "Fremont County Attorneys Office" are shown. The main navigation bar includes "HOME", "FILING & SERVICE" (highlighted), "ALERTS", and "SEARCH". A secondary bar contains "Start A Transaction", "Saved Transactions", and "Scheduled Transactions". The central area features a green checkmark icon and the message "You have successfully submitted your transaction!". Below this message are three buttons: "Begin a New Transaction", "Return to My File & ServeExpress", and "Transaction Report". A "Print" button is located on the right. The bottom section contains transaction details in two columns: "File & ServeExpress Transaction ID: 296595", "Submitted by: Fremont Prosecutor, Fremont County Attorneys Office", "Authorized by: Fremont Prosecutor, Fremont County Attorneys Office", "Authorize and file on: Feb 5 2025 5:14PM MST", "Court: WY District Court Sandbox", "Case Class: Juvenile", "Case Type: New Case Filings", and "Case Name: In the interest of Abigail Jones".

Juvenile Delinquency Case Initiation

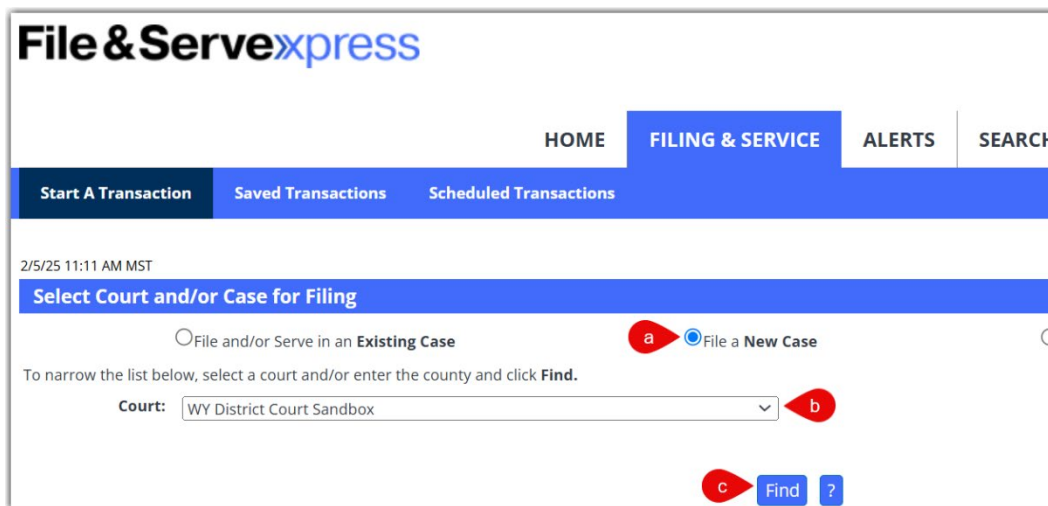
Only the petitioner and defendant are added on Juvenile Delinquency cases. Enter additional parties, such as parents, agencies, or interested parties in the Note to Clerk comment field.

1. From the FSX Home Page, hover over the Filing & Service tab and select **Start a Transaction** from the drop-down.




2. Complete the following fields:









- a. Click the **File a New Case** radio button.
- b. Select the correct District **Court**.
- c. Click **Find**.



3. Click the **arrow** for Case Class type Juvenile Delinquency.

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

Court List 1 through 7 of 7 Show results per page

	▲ Court Name	Case Class
	WY District Court Sandbox	Civil
	WY District Court Sandbox	Domestic Relations
	WY District Court Sandbox	Adoption
	WY District Court Sandbox	Criminal
	WY District Court Sandbox	Juvenile
	WY District Court Sandbox	Civil – Restricted
	WY District Court Sandbox	Juvenile Delinquency

4. Select a case type and enter a case name:

- Ensure Case Class is Juvenile Delinquency.
- Select **New Case Filings** from the Case Type drop-down.
- Enter a **Case Name**.
- Click **Submit**.

HOME **FILING & SERVICE** ALERTS SEARCH

Start A Transaction Saved Transactions Scheduled Transactions


2/5/25 11:15 AM MST

Add New Case Transaction ID:



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

Court WY District Court Sandbox


Case Class

 Juvenile Delinquency


Case Type

 New Case Filings 

Case Name *

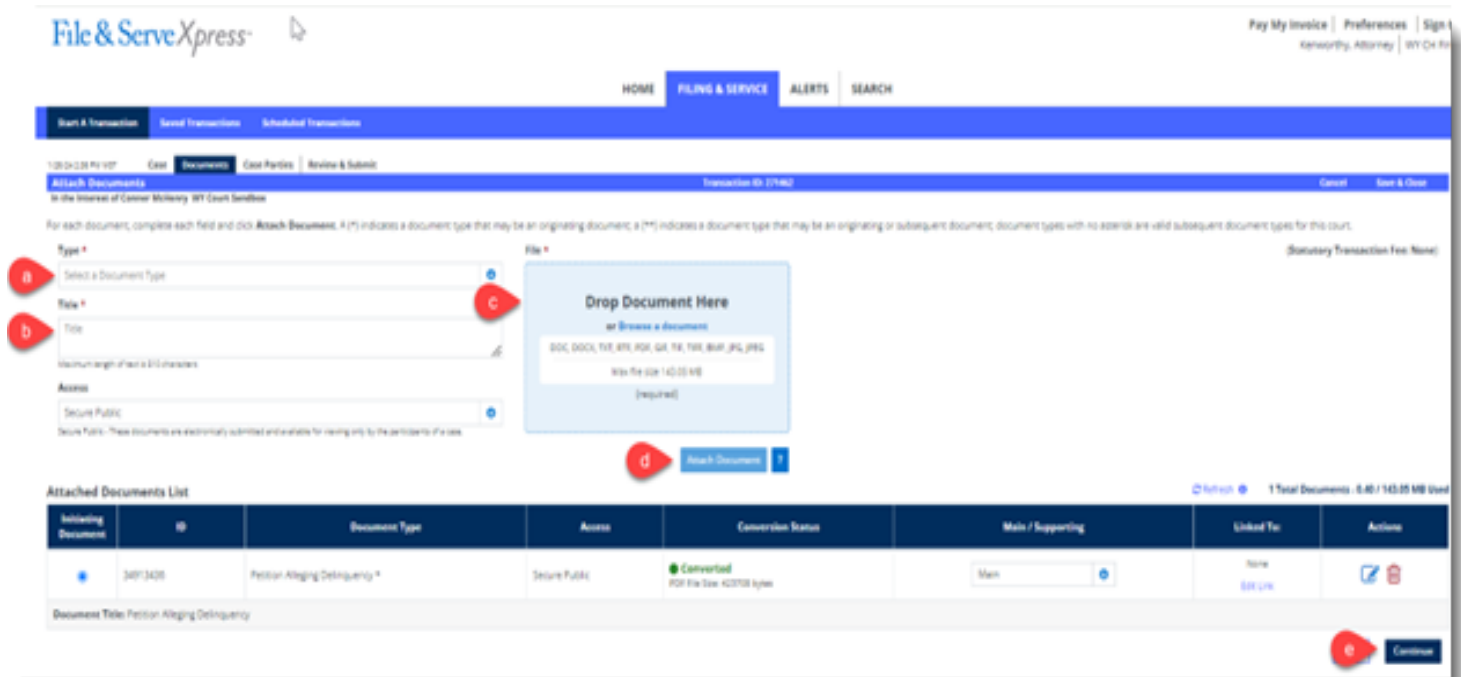
 In the interest of Connor McHenry

Maximum length of text is 200 characters

 **Submit** ?

5. Upload and attach documents on the Documents tab:

- a. Select **Petition Alleging Delinquency *** in the Type box.
NOTE: The asterisk [*] indicates an initiating document which will create a new case. Do not enter more than one initiating document.
- b. Type the **document title** in the Title box.
NOTE: Leave the Access level to the default of Secure Public.
- c. In the File box, either drag and drop a document, or click the box to open a File Explorer window to browse and select a document to be uploaded.
- d. Click **Attach Document**.
NOTE: Add additional documents if needed, ensuring the correct document type is selected.
- e. Click **Continue** when all documents have been attached and are displayed in the Attached Document List.



6. Add the petitioner on the Case Parties tab:

- a. Select the **Initiating Party** radio button.
- b. Select **Petitioner** from the Party drop-down.
- c. Select **Organization** in the Entity box.
- d. Enter **State of Wyoming** in the Organization Name field.
- e. Select the **authorizing attorney's name** from the Attorney drop-down.
- f. Select **Prosecutor in Charge** in the Attorney Type box.
- g. Click **Save Party**.

File & Serve^{express}

HOME **FILING & SERVICE** ALERTS SEARCH

Start A Transaction Saved Transactions Scheduled Transactions

2/5/25 1:29 PM MST Case Documents **Case Parties** Review & Submit

Add Case Parties Transaction ID: 296593

In the interest of Connor McHenry WY District 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**.

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

b **Party *** Petitioner **c** **Entity *** Organization

Party Name *
Organization Name
State of Wyoming **d**

Phone (307) 771-5236 **Ext.** Ext.

Address
450 N 2nd Street
Address line 2

City Sandbox **State** Wyoming **Zip** 12345

Email
co.attorney@email.com

e **Attorney *** Prosecutor, Fremont **f** **Attorney Type *** Prosecutor In Charge

g **Save Party**

7. Add the defendant on the Case Parties tab:

- a. Select the **Additional Party** radio button.
- b. Select the **Defendant** from the Party drop-down.
- c. Enter demographic information in the open fields.
- d. Click **Save Party**.

NOTE: Do not add any other parties. Enter parents, agencies, interested parties or other participants of the case in the 'Note to Clerk' comment box.

8. Click **Continue**.

File & Serveexpress

Pay My Invoice | Preferences | Sign Out
Prosecutor, Fremont | Fremont County Attorneys Office

HOME **FILING & SERVICE** ALERTS SEARCH

Start A Transaction | Saved Transactions | Scheduled Transactions

2/5/25 1:56 PM MST Case Documents **Case Parties** Review & Submit Transaction ID: 296593 Cancel Save & Close

Add Case Parties
In the interest of Connor McHenry WY District 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 ***
Defendant Individual

Party Name *
First Name Middle Name Last Name Suffix
Connor Middle Name McHenry Suffix

Phone Ext.
(307) 771-5236 Ext.

Address
15245 Sandbox Lane
Address line 2

City State Zip
Sandbox Wyoming 12345

Email
Email

Date of Birth Social Security #
MM/DD/YYYY

d Save Party **8** Continue

Added Case Parties:
IP State of Wyoming

9. On the Review & Submit tab:

- a. Select the authorizing attorney's name from the Authorizing Attorney drop-down.
- b. Enter the **billing reference**.
NOTE: Refer to FSX for guidance.
- c. In the Note to Clerk box, enter essential information, including additional parties, that needs to be communicated to the clerk.
- d. Select whether to submit the filing immediately or schedule the transaction for release at a later date.
- e. Click **Next**.

File & Serve Xpress

HOME FILING & SERVICE

Start A Transaction Saved Transactions Scheduled Transactions

1/26/24 2:58 PM MST Case Documents Case Parties **Review & Submit**

Authorize Transaction Transaction ID: 2714

In the Interest of Conner McHenry WY Court Sandbox

Select an attorney to authorize this transaction.

Authorizing Attorney: Kenworthy, Attorney

Delivery Options:

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

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

New JV Case

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.

The Minor's Public Defender Attorney is Attorney Whiteley

Maximum length of text is 500 characters

Choose to submit transaction now, or schedule the transaction for later release.

Authorize and file now

Authorize and file on

/ / at : AM (mm/dd/yyyy) at (hh:mm) MT

IMPORTANT!Your transaction has not yet been submitted. You will next be asked to review and submit your transaction.

Next

10. After reviewing the transaction, proceed by clicking **Submit Transaction**.

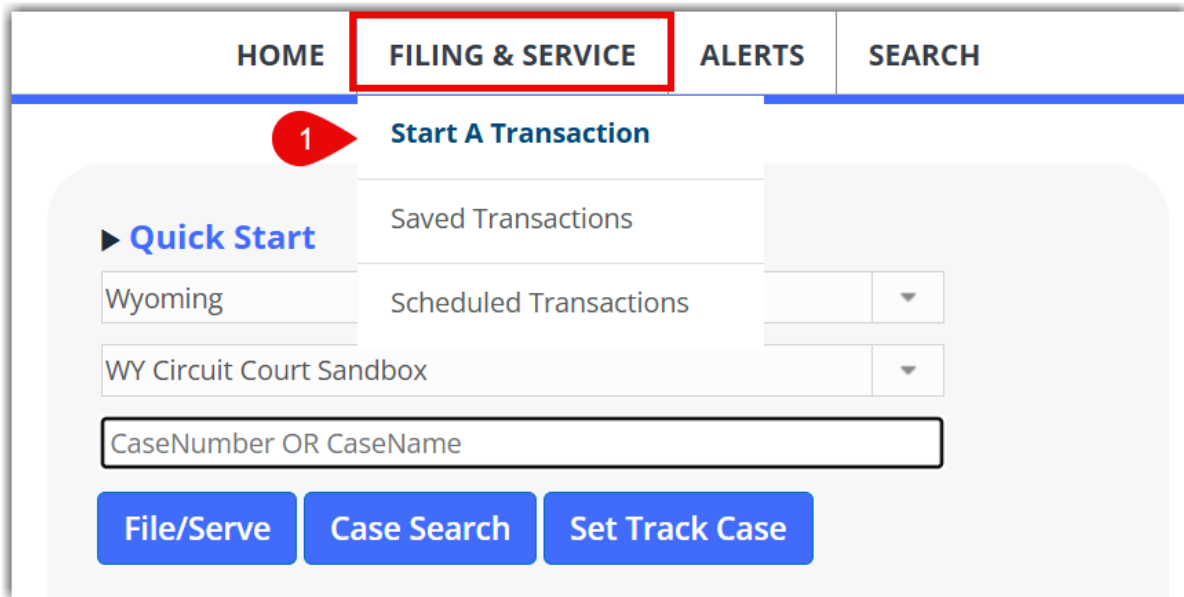
NOTE: An alert message will appear to confirm the successful submission of the transaction.

The screenshot displays the File & Serve Express interface. At the top left is the logo "File & Serve Express". On the top right, there are links for "Pay My Invoice", "Preferences", and "Sign Out", with the user identified as "Prosecutor, Fremont" and "Fremont County Attorneys Office". A navigation bar includes "HOME", "FILING & SERVICE" (highlighted), "ALERTS", and "SEARCH". Below this, a sub-navigation bar shows "Start A Transaction" (active), "Saved Transactions", and "Scheduled Transactions". The main content area features a green checkmark icon and the message "You have successfully submitted your transaction!" enclosed in a red rectangular box. Below the message are three buttons: "Begin a New Transaction", "Return to My File & ServeExpress", and "Transaction Report". A "Print" button is located on the right. On the left side of the main area, the date "2/5/25 5:21 PM MST" is shown. Below the message, there are two columns of transaction details. The left column lists "File & ServeExpress Transaction ID:", "Submitted by:", "Authorized by:", and "Authorize and file on:". The right column provides the transaction ID "296596", the submitter "Fremont Prosecutor, Fremont County Attorneys Office", the date "Feb 5 2025 5:21PM MST", and a small icon. At the bottom, there are two columns of case information. The left column lists "Court:", "Case Class:", "Case Type:", and "Case Name:". The right column provides the court "WY District Court Sandbox", case class "Juvenile Delinquency", case type "New Case Filings", and case name "In the Interest of Connor McHenry".

Criminal Case Initiation

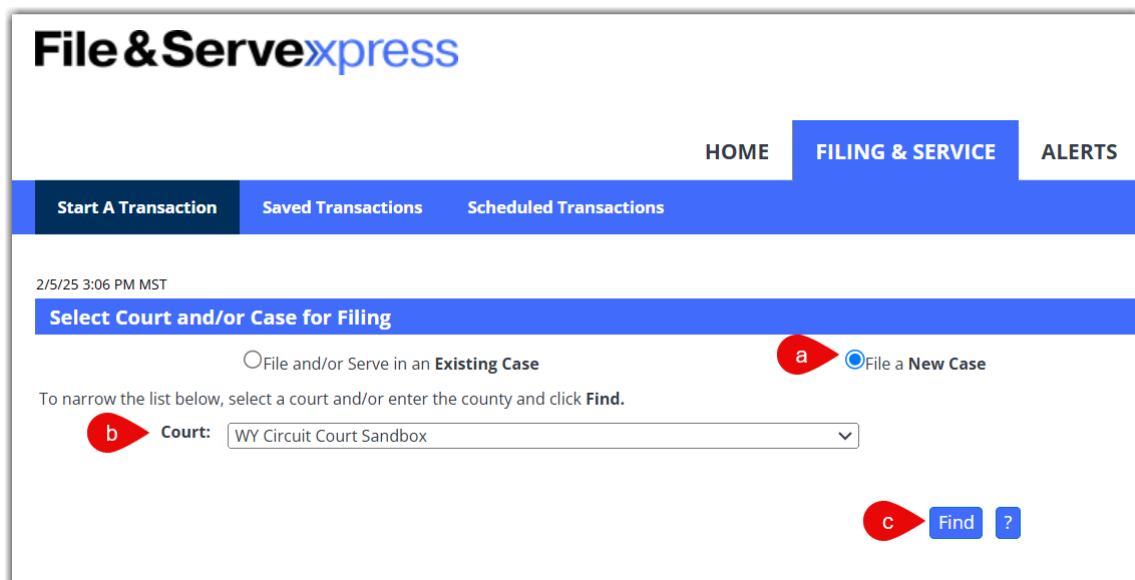
Submit an eFiling for a new criminal case in circuit court.

1. From the FSX Home Page, hover over the Filing & Service tab and select **Start a Transaction** from the drop-down.




2. Complete the following fields:







- a. Click the **File a New Case** radio button.
- b. Select the correct **Circuit Court**.
- c. Click **Find**.



3. Click the **arrow** for Case Class type Criminal.

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

Court List 1 through 5 of 5 Show results per page

 Court Name	Case Class
 WY Circuit Court Sandbox	Criminal
 WY Circuit Court Sandbox	Administrative
 WY Circuit Court Sandbox	Civil
 WY Circuit Court Sandbox	Citation
 WY Circuit Court Sandbox	Domestic Relations

1 through 5 of 5

4. Select a case type and enter a case name:

- Ensure the Case Class is Criminal.
- Select **New Case Filings** from the Case Type drop-down.
- Enter a **Case Name**.
- Click **Submit**.

File & Serveexpress

HOME **FILING & SERVICE** ALERTS SEARCH

Start A Transaction Saved Transactions Scheduled Transactions

2/5/25 3:17 PM MST

Add New Case Transaction ID:

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

Court WY Circuit Court Sandbox

Case Class

a Criminal

Case Type

b New Case Filings

Case Name *

c State of Wyoming vs. Steven Johnson

Maximum length of text is 200 characters

d Submit ?

5. Upload and attach documents on the Documents tab:

- a. Select **Information *** in the Type field.
NOTE: The asterisk [*] indicates an initiating document. Do not enter more than one initiating document.
- b. Enter the **document title** in the Title field.
NOTE: Change the Access to Sealed, electronic for unredacted documents or sealed criminal cases.
- c. In the File box, either drag and drop a document, or click the box to open a File Explorer window to browse and select a document to be uploaded.
- d. Click **Attach Document**.
NOTE: To add additional documents, repeat the steps a. – d. and ensure the correct document type is selected. Initiating documents should only be selected one time.
- e. Click **Continue** once all documents have been attached.

File & Serveexpress

Pay My Invoice | Preferences | Sign Out
Prosecutor, Fremont | Fremont County Attorneys Office

HOME | **FILING & SERVICE** | ALERTS | SEARCH

Start A Transaction | Saved Transactions | Scheduled Transactions

2/5/25 3:23 PM MST Case | **Documents** | Case Parties | Review & Submit

Attach Documents Transaction ID: 296594 Cancel Save & Close

State of Wyoming vs. Steven Johnson WY Circuit Court Sandbox

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

Type * Information * (Statutory Transaction Fee: \$ 0.00)

Title * Felony Information
Maximum length of text is 510 characters

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

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

The File field is required.

Attach Document ?

Attached Documents List Refresh 1 Total Documents - 0.66 / 500.00 MB Used

Initiating Document	ID	Document Type	Access	Conversion Status	Main / Supporting	Linked To:	Actions
<input checked="" type="radio"/>	34919828	Information *	Public	Converted PDF File Size: 696661 bytes	Main	None Edit Link	

Document Title: Felony Information

Continue

6. Add the petitioner on the Case Parties tab:

- a. Select the **Initiating Party** radio button.
- b. Select **Petitioner** from the Party drop-down.
- c. Select **Organization** in the Entity box.
- d. Type **State of Wyoming** in the Organization Name field.
- e. Select the **authorizing attorney's name** from the Attorney drop-down.
- f. Select **Prosecutor in Charge** in the Attorney Type box.
- g. Click **Save Party**.

File & Serveexpress

HOME **FILING & SERVICE** ALERTS SEARCH

Start A Transaction Saved Transactions Scheduled Transactions

2/5/25 3:27 PM MST Case Documents **Case Parties** Review & Submit

Add Case Parties Transaction ID: 296594

State of Wyoming vs. Steven Johnson WY Circuit 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**.

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

b **Party *** **c** **Entity ***

d **Party Name ***
Organization Name

Phone **Ext.**

Address

City **State** **Zip**

Email

e **Attorney *** **f** **Attorney Type ***

g **Save Party**

7. Add the defendant on the Case Parties tab:

- a. Select the **Additional Party** radio button.
- b. Select the **Defendant** from the Party drop-down.
- c. Enter the demographic information in the remaining fields.
- d. Click **Save Party**.

8. After adding all parties, click **Continue**.

File & Servexpress Pay My Invoice | Preferences | Sign Out
Prosecutor, Fremont | Fremont County Attorneys Office

HOME **FILING & SERVICE** ALERTS SEARCH

Start A Transaction | Saved Transactions | Scheduled Transactions

2/5/25 3:24 PM MST Case Documents **Case Parties** Review & Submit Transaction ID: 296594 Cancel Save & Close

Add Case Parties

State of Wyoming vs. Steven Johnson WY Circuit 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 * Defendant **Entity *** Individual

Party Name *

First Name	Middle Name	Last Name	Suffix
Steven	Middle Name	Johnson	Suffix

Phone (307) 771-5236 **Ext.** Ext.

Address
250 Sandbox Lane
F

City Sandbox **State** Wyoming **Zip** 12345

Email
Email

Date of Birth MM/DD/YYYY **Social Security #**

Added Case Parties:
IP State of Wyoming

d Save Party **8** Continue

9. On the Review & Submit tab:

- a. Select the **authorizing attorney** from the Authorizing Attorney drop-down.
- b. Enter the **billing reference**.
NOTE: Refer to FSX for guidance.
- c. In the Note to Clerk box, enter essential information regarding the filing that needs to be communicated to the clerk. For example, the name of a Guardian Ad Litem, if known.
- d. Select whether to submit the filing immediately or schedule the transaction for release at a later date.
- e. Click **Next**.

The screenshot shows the 'File & Serve Express' interface. At the top, there is a navigation bar with 'HOME', 'FILING & SERVICE', 'ALERTS', and 'SEARCH'. Below this is a sub-navigation bar with 'Start A Transaction', 'Saved Transactions', and 'Scheduled Transactions'. The main content area is titled 'Authorize Transaction' and includes a breadcrumb trail: '2/5/25 3:39 PM MST Case Documents Case Parties Review & Submit'. The transaction ID is 296594. The form contains the following elements:

- a:** A dropdown menu for 'Authorizing Attorney' with 'Prosecutor, Fremont' selected.
- b:** A text input field for 'Add billing reference. This reference will appear on your invoice. (required)' containing 'N/A'.
- c:** A large text area for 'Note to Clerk (optional):' with a note that the maximum length is 500 characters.
- d:** Radio buttons for 'Choose to submit transaction now, or schedule the transaction for later release.' The 'Authorize and file now' option is selected.
- e:** A blue 'Next' button at the bottom left and a 'Back' button at the bottom right.

An important notice at the bottom states: 'IMPORTANT: Your transaction has not yet been submitted. You will next be asked to review and submit your transaction.'

10. After reviewing the transaction details, proceed by clicking **Submit Transaction**.

NOTE: An alert message will appear to confirm the successful submission of the transaction.

The screenshot displays the File & ServeExpress web interface. At the top left is the logo "File & ServeExpress". On the top right, there are links for "Pay My Invoice", "Preferences", and "Sign Out", with the user identified as "Prosecutor, Fremont | Fremont County Attorneys Office". A navigation bar includes "HOME", "FILING & SERVICE" (which is highlighted), "ALERTS", and "SEARCH". Below this is a sub-navigation bar with "Start A Transaction", "Saved Transactions", and "Scheduled Transactions". The main content area shows a timestamp "2/5/25 3:44 PM MST" and a central green checkmark message: "You have successfully submitted your transaction!". Below this message are three buttons: "Begin a New Transaction", "Return to My File & ServeExpress", and "Transaction Report". A "Print" button is also visible on the right. On the left side, there is a table of transaction details:

File & ServeExpress Transaction ID:	296594
Submitted by:	Fremont Prosecutor, Fremont County Attorneys Office
Authorized by:	Fremont Prosecutor, Fremont County Attorneys Office
Authorize and file on:	Feb 5 2025 3:44PM MST
Court:	WY Circuit Court Sandbox
Case Class:	Criminal
Case Type:	New Case Filings
Case Name:	State of Wyoming vs. Steven Johnson