

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 to Wyoming attorneys with information specific to eFiling in Wyoming. 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/>

Registration

Use the Wyoming Law Firm User Onboarding Checklist to register. A copy of the checklist can be found at the following link.

- <https://www.fileandservexpress.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 ID number matches what is on file with the Wyoming State Bar.
- The Wyoming Bar ID number must include the dash and be entered in the format X-XXXX (e.g., 1-2345).

¹ This guide is provided as a courtesy for attorneys who eFile documents in Wyoming courts and 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.

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 and apply the fee to the filing. Contact the local 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	\$ Enter amount

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

Access to Wyoming Cases in FSX

FSX is not intended to provide public access to case information.² Access to 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.

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

For access to Wyoming cases 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.

Data Field Requirements

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

Character Limitations

FSX imposes character limits on certain information fields. The following fields are subject to these predefined 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.

² For a fee, FSX provides 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 or circuit court.

What Cannot be eFiled?

Exceptions to eFiling can be found in the *Wyoming Rules for Electronic Filing and Service*.

Current exceptions include, but are not limited to:

- When the court finds exceptional cause exists to allow a document to be Traditionally Filed.
- When the attorney is representing a person or entity who is not a party to the case, i.e., intervenor, amicus, witness, etc., except in Chancery Court where this exception does not apply.
- 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.
- Search Warrants.
- Grand Jury materials.
- Requests for waiver of filing fees in civil case.

eFiling Specifications

Specifications may vary between district, chancery, and circuit courts.

Case Class for Initial Filings

When filing a case-initiating document, select the correct case class, as becomes part of the case number, and impacts required information in the CMS. For instance, if the criminal case class is selected, the CMS requires a charge to be entered when the clerk is processing the eFiling, whereas a civil case class does not. Choosing the wrong case class may delay processing.

Some case classes are shared between district, chancery, and circuit courts and others are specific to the jurisdiction. See the following chart.

Case Class	Abbreviation	Circuit Court	District Court	Chancery Court
Civil	CV	✓	✓	✓
Criminal	CR	✓	✓	N/A
Domestic Relations	DR	✓	✓	N/A
Citation	CT	✓	N/A	N/A
Administrative	AM	✓	N/A	N/A
Adoption	AD	N/A	✓	N/A
Juvenile	JV	N/A	✓	N/A
Juvenile Delinquency	JV	N/A	✓	N/A
Civil - Restricted	CV	N/A	✓	N/A

The case types 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.

Case types exclusive to district court:

- Appeals to the District Court
- Guardianship and Conservatorship
- Probate

Case types exclusive to circuit court:

- Landlord/Tenant Dispute (FED)
- Stalking Protection Order
- Sexual Assault Protection Order
- Small Claims

Criminal – Used exclusively by District or County Attorneys for criminal cases.

Domestic Relations – For family law cases.

Cases exclusive to district court:

- Divorce, Custody and Visitation,
- Support, Paternity,
- Termination of Parental Rights

Cases exclusive to circuit court:

- Domestic Relations Protection Order

NOTE: When eFiling a paternity case, mark all parties as confidential.

Citation – Used exclusively by District or County Attorneys for citation cases.

Administrative – Used in circuit court for expungement of arrest records.

Adoption – For adoption cases filed in the district court 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

Juvenile – Used exclusively by District or County Attorneys 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. 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 – Used exclusively by District or County Attorneys for juvenile cases involving criminal charges. These cases are automatically suppressed when created.

Civil – Restricted – For Involuntary Hospitalizations cases filed in the district court. This case class is automatically suppressed when created.

Selecting an FSX Case Type

When case-initiating filings require information to be entered for two parties, such as a petitioner and respondent, the Filer will select **New Case Filings** as the Case Type in FSX.

NOTE: When eFiling an expungement of arrest record in circuit court, or for a name change in district court, select **Single Party Filing**.

Add New Case

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

Court WY District Court Sandbox

Case Class
Civil

Case Type
New Case Filings

Case Name *
(First Plaintiff vs. First Defendant)
Maximum length of text is 200 characters

Submit ?

Entering Case Parties

Enter at least one Initiating Party (IP) and at least one Additional Party (AP).

1/24/25 4:44 PM MST Case Documents **Case Parties** Review & Submit Transaction ID: 296401 Cancel Save & Close

Add Case Parties

Johnson vs. Carney 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)

Find Party

Added Case Parties:	
IP	Johnson, Taylor
AP	Carney, Janice

Case Numbers for Subsequent Filings

To submit a subsequent eFiling in FSX, the complete case number must be used, including the full year and the preceding zeros in the numerical portion of the case number. 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.

The case number format used in the district court CMS is YYYY-CC-NNNNNNN, e.g., 2023-DR-0000523.

The case number format used in the circuit court CMS is CC-YYYY-NNNNNNN, e.g., CV-2023-0001485.

Chancery court uses year and numerical value and "CH" for the case class. The case number format is: CH-YYY-NNNNNNN, e.g., CH-2025-0000127.

Contact the court to verify the complete case number if needed.

Document Types and Formatting Requirements

The Document Type determines how the document will be processed and what fees apply. 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

Document Types allow attorneys to give a basic description of the document that is being submitted. The 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 asterisk [*], 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.

The screenshot shows the 'Attach Documents' interface for a case titled 'Jones vs. Michaelson WY District Court Sandbox' with Transaction ID: Z71973. The interface includes a navigation bar with 'Case', 'Documents', 'Case Parties', and 'Review & Submit'. The main form has several fields: 'Type *' with a dropdown menu showing 'Demand for a Twelve Person Jury Trial', 'Title *' with an empty text box, and 'Access' with a dropdown menu showing 'Public'. A central 'Drop Document Here' area lists supported file formats (DOC, DOCX, TXT, RTF, PDF, GIF, TIF, TIFF, BMP, JPG, JPEG) and a maximum file size of 143.05 MB. A 'File *' field is also present. A blue 'Attach Document' button is at the bottom. On the right, a modal window shows 'Cancel' and 'Save & Close' buttons, and a red box highlights the '(Statutory Transaction Fee: \$ 150.00)'. A note at the top of the modal states '(may be an originating or subsequent document; document types with no asterisk are valid subsequent document types for this court.)'.

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.

Choosing Document Access

Select the appropriate access level for each document using the Access drop-down. Descriptions 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 by the clerk.

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.

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

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: Select an 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*.

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.
- A 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 and Judge’s banner (see current rules for specific guidelines) on the first page of each eFiled document. The document uploaded in FSX and submitted to the court becomes the official record upon eFiling. The court will no longer have a paper record to refer to if the scan is not legible.

Document Recommendations

- Scan in 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 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.

Motion for Summary Judgment, part 1 of 2

Maximum length of text is 500 characters

NOTE: Refer to the *Wyoming Rules Governing Access to Court Records* for guidance on when documents are required to be sealed or redacted.

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.