

File & Serve»press

Wyoming Courts

EFILING TRAINING:

**District, Chancery, &
Circuit Courts**

March 2025

Agenda

Registration

- How to Register
- eFiling Proficiency Exam

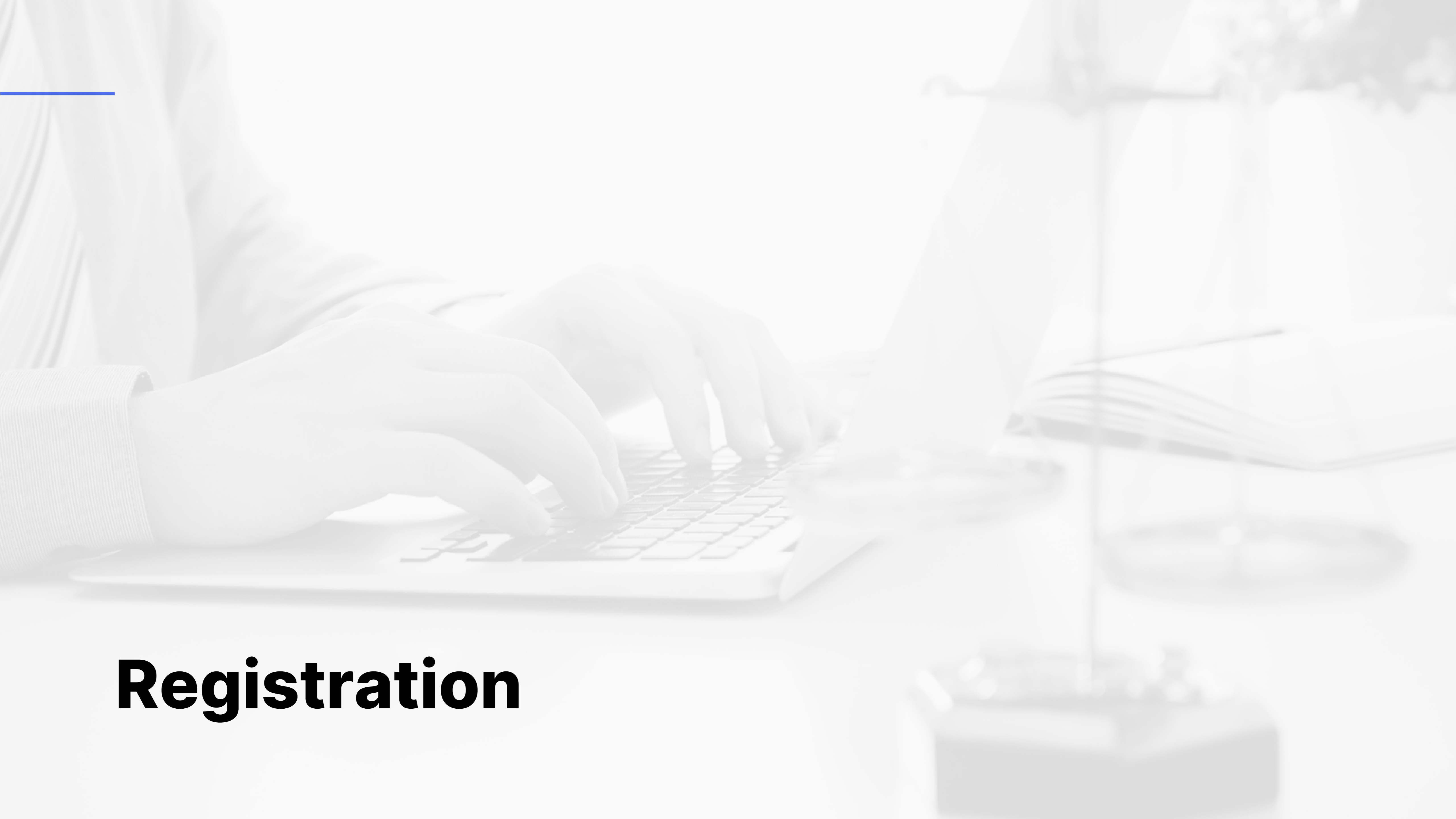
eFiling Procedures

- 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

District, Chancery, & Circuit Court

- Prior to eFiling, firms should review the following Documents:
 - Wyoming Rules for Electronic Filing and Service
 - <https://www.courts.state.wy.us/supreme-court/court-rules/>
- For questions regarding rules, schedules, policies, or procedures:
 - District Court website: <https://www.courts.state.wy.us/district-courts/district-court-locations/>
 - Chancery Court website: <https://www.courts.state.wy.us/chancery-court/>
 - Circuit Court website: <https://www.courts.state.wy.us/circuit-courts/>
- Prior to eFiling, firms should review the following Documents:
 - [Prosecutors Guide for Efiling in WY for JV \(District\) and Criminal \(Circuit\)](#)
 - [WY Attorney Efiling Guide](#)
 - [Attorney FAQ's](#)

Rule, Orders, & Procedures

- Applicable Rules
 - District Court/Circuit Court/Chancery Court
 - Wyoming Rules for Electronic Filing and Service
- Who may eFile?
 - District Court & Circuit 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 & Chancery Court:
 - Yes
 - Circuit Court:
 - Yes- when? 90 days after go live date in your specific county.
- Proposed Orders & Proposed Stipulated Orders
 - District Court/Chancery Court/Circuit Court (Rule 8(b) of WY Rules for Electronic Filing and Service)
 - Would like them to be filed as a supporting document to a main document.
 - Editable MS Word with a blank header *at least 3"* from the top of the page.
 - Proposed Stipulated Orders, that are signed by both parties may be filed as a pdf.

Rule, Orders, & Procedures

- Document Formats
 - District Court/Chancery Court/Circuit Court (Rule 8(a) of the WY Rules for Electronic Filing and Service.
 - <https://www.courts.state.wy.us/supreme-court/court-rules/>
 - Should be pdf text searchable whenever feasible.
 - Filers must leave a blank header that *extends 3" from the top the first page of each eFiled document*
 - 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/Chancery Court/Circuit Court (Rule 8(c) of WY Rules for Electronic Filing and Service)
 - Digital image of handwritten signature, or
 - Signature block that includes the typed name of the individual preceded by a “/s/.”

» Size Limitations (Rule 8(a)(2) of WY Rules for Electronic Filing and Service)

- 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").
- Font size of text must not smaller than size 12.

IN THE SUPREME COURT, STATE OF WYOMING

October Term, A.D. 2024

*In the Matter of Adoption of
the Wyoming Rules for
Electronic Filing and Service*)
)
)

IN THE SUPREME COURT
STATE OF WYOMING
FILED

FEB 04 2025

SHAWNA GOETZ, CLERK
Shawna Goetz
by DEPUTY

**ORDER ADOPTING THE WYOMING RULES FOR ELECTRONIC FILING
AND SERVICE**

The eFiling Committee has recommended that the Court adopt the Wyoming Rules for Electronic Filing and Service to create a single set of rules for all Judicial Branch trial courts in the state. The Court finds the proposed rules should be adopted. It is, therefore,

ORDERED that the Wyoming Rules for Electronic Filing and Service, attached hereto, be, and hereby are, adopted by the Court to be effective April 5, 2025; and it is further

ORDERED that the Wyoming Rules for Electronic Filing and Service in District Court and the Wyoming State Chancery Court Electronic Filing Administrative Policies and Procedures Manual shall be repealed and replaced by the Wyoming Rules for Electronic Filing and Service, and it is further

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

DATED this 4th day of February, 2025.

BY THE COURT:

Kate M. Fox

KATE M. FOX
Chief Justice

<https://www.courts.state.wy.us/supreme-court/court-rules/>

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 (Rule 6 of the WY Rules for Electronic Filing and Service)
 - 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 after three business days of the filing.
 - The Clerk will notify the parties if the filing is stricken or removed.
 - See Rule 6 in its entirety of the WY Rules for Electronic Filing and Service.
- Technical Failure (Rule 9 of the WY Rules for Electronic Filing and Service)
 - 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.
 - More requirements listed under Rule 9 (a) to (e).

Rule, Orders, & Procedures

- Privacy Protection
 - WY Rules Governing Access to Court Records
 - <https://www.courts.state.wy.us/supreme-court/court-rules/>
 - 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:
 - A redacted version designated as “Public” in FSX;
 - 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 DISTRICT COURT
 - Adoption
 - Civil
 - Criminal
 - Domestic Relations
 - Juvenile
- Attorneys should be looking in Domestic Relations for
 - TPR
 - Divorce
 - Custody/Visitation
 - Paternity
 - Support

Helpful Hints from the Court

Available Case Categories CIRCUIT COURT

- Criminal
 - Any Criminal case starting with an Information
- Admin
 - Petitions for Expungement of Arrest Records
- Civil
 - Debt Collection
 - Forceable Entry and Detainer (FED)
 - Landlord/Tenant Disputes
 - Petition for Sexual Assault Protection Order
 - Petition for Stalking Protection Order
 - Small Claims

Helpful Hints from the Court

Available Case Categories CIRCUIT COURT cont.

- Citation
 - Any Citation to be initiated by a prosecutor instead of Law Enforcement-
Juvenile citations.
- Domestic Relations
 - Petition for Family Violence Protection Order

Helpful Hints from the Court

- In District 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.
- In Circuit Court:
 - When starting a new criminal case, if you are filing as a “Prosecutor” you must select attorney type as “Prosecutor” not “Attorney.”
 - In Protective orders, type in unknown in mandatory address and DOB fields in order to bypass the mandatory fields.

Helpful Hints

- The case number format must match exactly when searching for your case
 - District Format (YYYY-CC-000000)
 - Chancery Format (CH-YYYY-000000)
 - Circuit Format (CC-YYYY-000000)
 - Y=year, C=case class, and N=numerical value.
- 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.

10/12/23 11:25 AM MDT Documents | Sending Parties | Service | Add'l Recipients **Review & Submit**

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. For example, an edit occurs when a case number is assigned on a initial pleading, statutory fees are changed, or a document title is edited by the clerk.
- 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

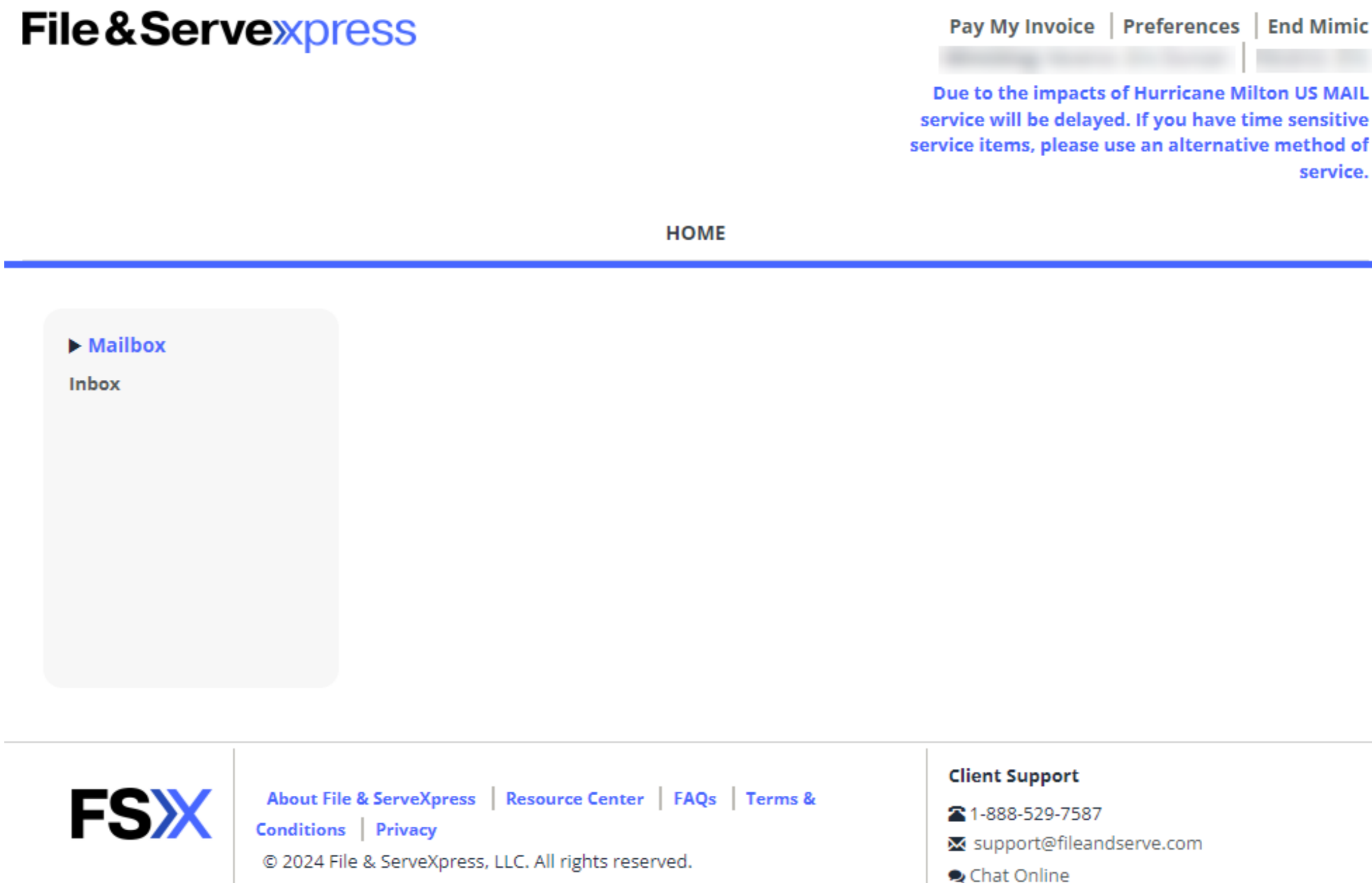
» Non-Subscribing User Accounts

- » 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

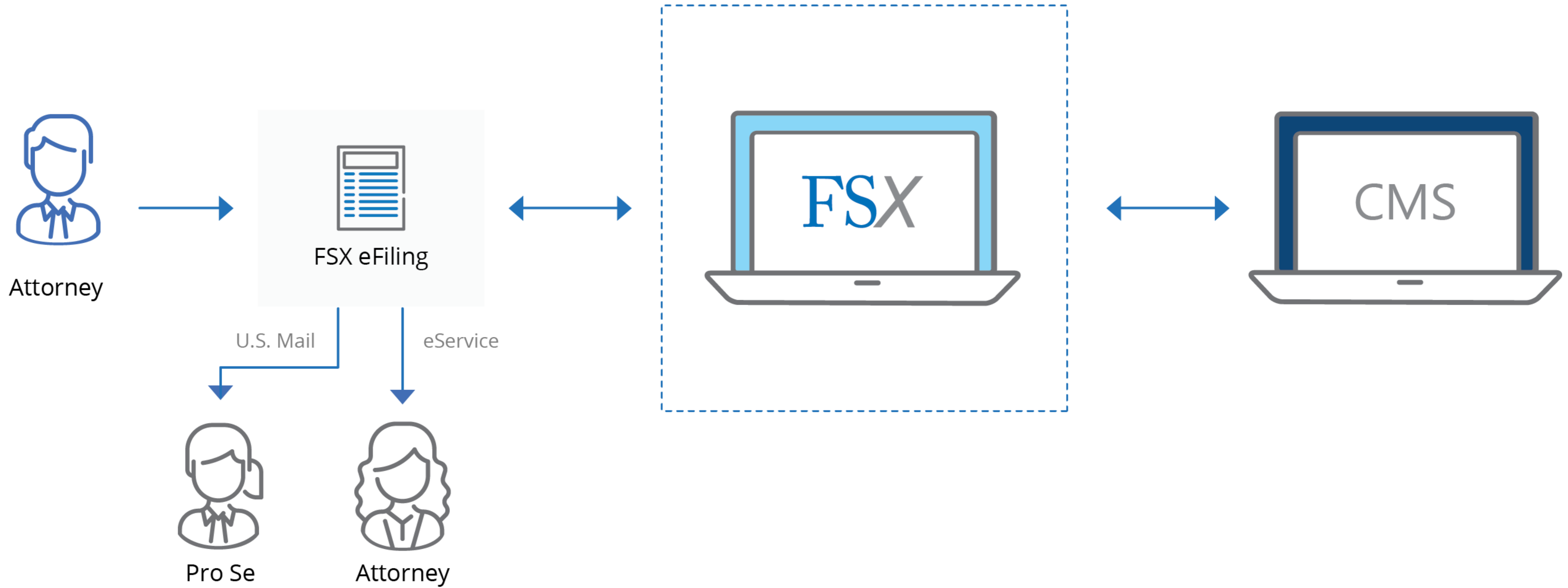
» If you login and your Home Page looks like this, you are logging into a non-subscribing user account and should contact Client Support:





eFiling & eService Processes

Process Overview





Live Demonstration

For Assistance

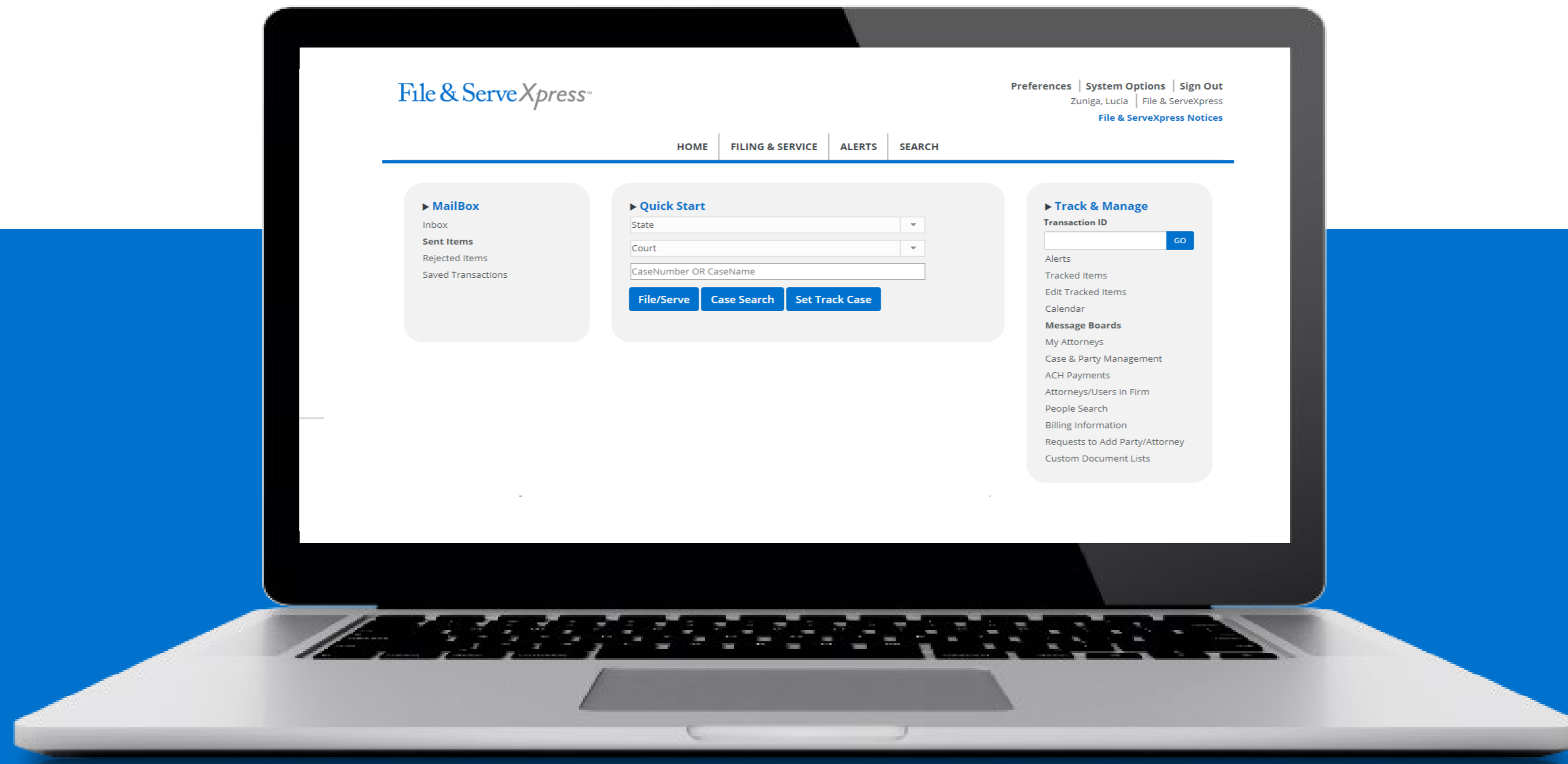
Client Support:

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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