

Prosecutor's Guide To eFiling in WY



Wyoming Judicial Branch
2301 Capitol Avenue
Cheyenne, WY 82002
www.wyocourts.gov



Contents

eFiler Responsibility	3
eFiling into Circuit Court and District Court	3
Selecting Document Security in FSX.....	4
Requirements for Unredacted and Confidential Filings.....	4
Juvenile Case Information	6
Abuse & Neglect and CHINS Case Initiation	6
Juvenile Delinquency Case Initiation	14
Criminal Case Initiation	21

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.wyocourts.gov/efiling/>
- <https://www.wyocourts.gov/court-rules/rules-of-the-supreme-court-of-wyoming/>
- <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
Criminal Contempt	CR	✓	✓	✓
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.

Selecting Document Security in FSX

When selecting documents to eFile, FSX provides Filers with two security levels to choose from:

- **Public or Secure Public:** Documents are electronically submitted and viewable in FSX to attorneys of record.
- **In Camera, electronic:** The highest level of security, restricting viewing access to only the judge, the document submitter, and the authorizing attorney in FSX.

Requirements for Unredacted and Confidential Filings

As of November 2025, Filers are no longer able to choose "Sealed" as a security level for documents. Rule 10 of the Wyoming Rules for Electronic Filing and Service was amended with responsibilities to Filers submitting unredacted documents as well as confidential documents intending to be restricted. Once indicated, clerks must take steps to mark documents as "Sealed" in FCE.

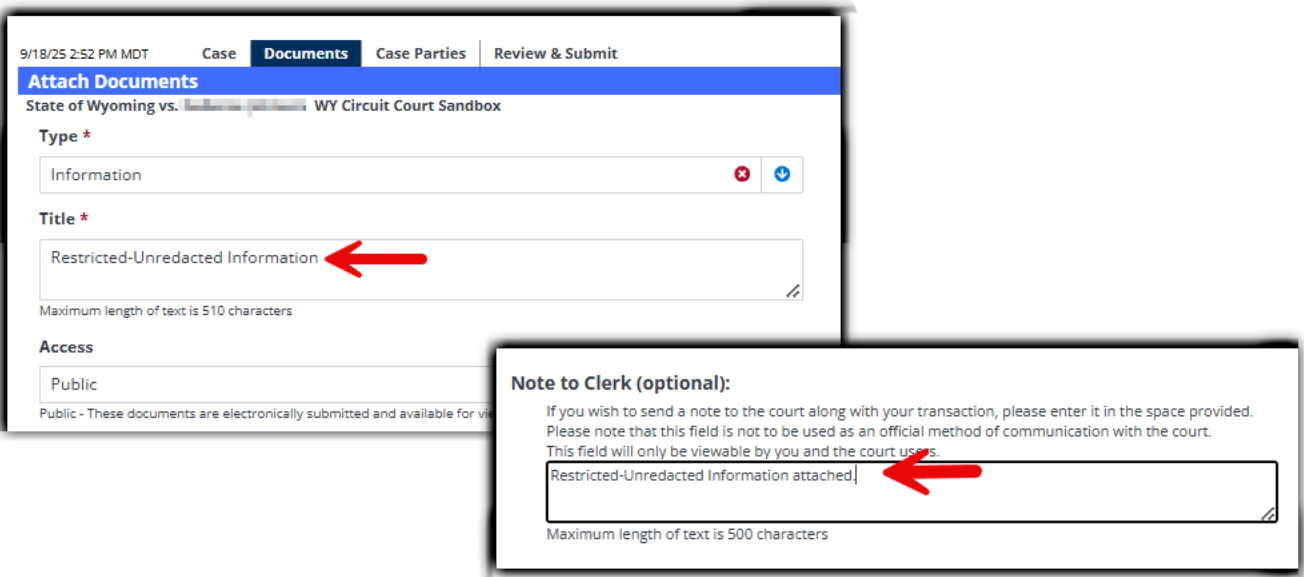
Refer to the *Wyoming Rules Governing Access to Court Records* for guidance on when documents are required to be sealed or redacted. Whenever an unredacted document is submitted, a corresponding redacted document is also required.

Unredacted Document Filings

Filers must designate the unredacted filing as restricted by typing:

1. **"Restricted – Unredacted"** in the document title, and
2. **"Restricted – Unredacted"** in the Note to Clerk field.

NOTE: These instructions must be followed for clerks to mark a document sealed in a public case.



The screenshot displays the 'Attach Documents' form in the FSX system. The form is for a case titled 'State of Wyoming vs. [REDACTED]' in the 'WY Circuit Court Sandbox'. The 'Type' is set to 'Information'. The 'Title' field contains 'Restricted-Unredacted Information', with a red arrow pointing to it. Below the title field, it states 'Maximum length of text is 510 characters'. The 'Access' is set to 'Public'. A 'Note to Clerk (optional)' field is shown with the text 'Restricted-Unredacted Information attached', also with a red arrow pointing to it. Below this field, it states 'Maximum length of text is 500 characters'.

Confidential Document Filings

If a confidential document is intended to be made restricted, the Filer must enter:

1. **"Restricted"** on the document title, i.e., RESTRICTED [Document Title].
2. **"Restricted"** in the document title in the eFiling system, and
3. **"Restricted"** in the Note to Clerk field, followed by the citation to the authority supporting the filing's restriction from access.

NOTE: These instructions must be followed for clerks to mark a document sealed in a public case.

STATE OF WYOMING)		IN THE DISTRICT COURT
COUNTY OF SANDBOX)	ss	
	)	TENTH JUDICIAL DISTRICT
Plaintiff/Petitioner: <u>Example</u>)		Civil Action Case No. 0012584
(Print name of person filing))		
vs.)		
Defendant/Respondent: <u>Example</u>)		
(Print name of other party))		
RESTRICTED REPORT per Protection Order submitted on 11/10/2025		

11/5/25 9:26 AM MST
Documents Sending Parties Service Add'l Recipients Review

Attach Documents

00112750 Jones vs. State of Wyoming Court Sandbox

For each document, complete each field and click **Attach Document**.

Type *

Report
✕ ⬇

Title *

Restricted Report

Maximum length of text is 510 characters

Access

Public
⬇

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

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.

Restricted Report attached. This document is confidential per 11.1.24 Protective Order.

Maximum length of text is 500 characters

Juvenile Case Information

There are three main Juvenile case types in Wyoming:

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

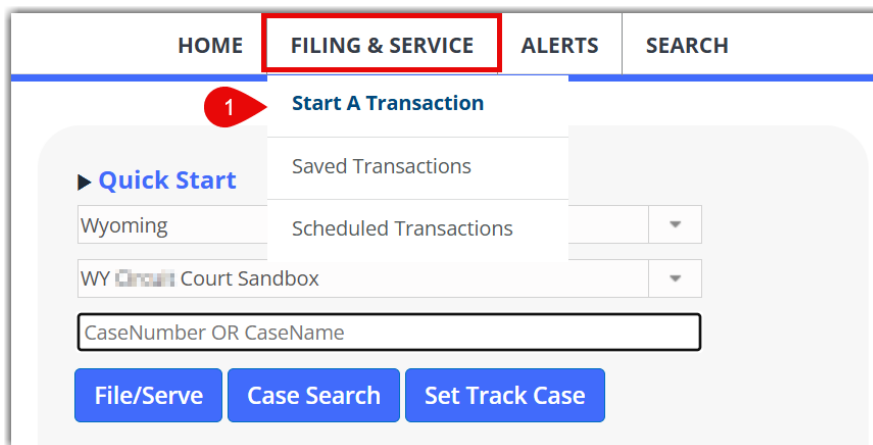
The court's Case Management System (CMS) handles cases with distinct workflows. Consequently, there are two separate methods for initiating juvenile cases in FSX: one for Abuse & Neglect and CHINS cases, and another for Delinquency cases.

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.



HOME **FILING & SERVICE** ALERTS SEARCH

1 **Start A Transaction**

► **Quick Start**

Wyoming

WY  Court Sandbox

CaseNumber OR CaseName

File/Serve **Case Search** **Set Track Case**

2. Complete the following fields:

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

File & Serve Xpress™

HOME
FILING & SERVICE
AL

Start A Transaction
Saved Transactions
Scheduled Transactions

3/3/24 7:24 PM MST

Select Court and/or Case for Filing

☐ File and/or Serve in an **Existing Case**
☒ **File a New Case**

To narrow the list below, select a court and/or enter the county and click **Find**.

Court: WY District Court Sandbox

Find ?

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

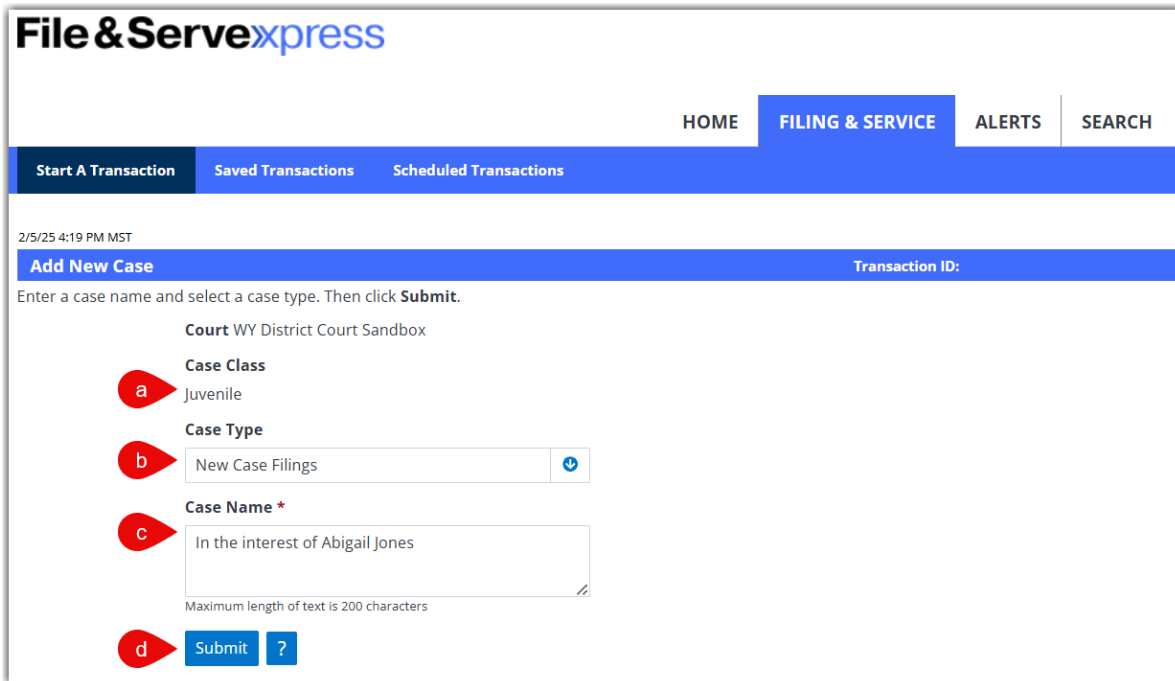
Click  beside a court to select the court for your case.

Court List 1 through 7 of 7 Show 50 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:

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



File & Serve^{express}

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

a Case Class
Juvenile

b Case Type
New Case Filings

c Case Name *
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.

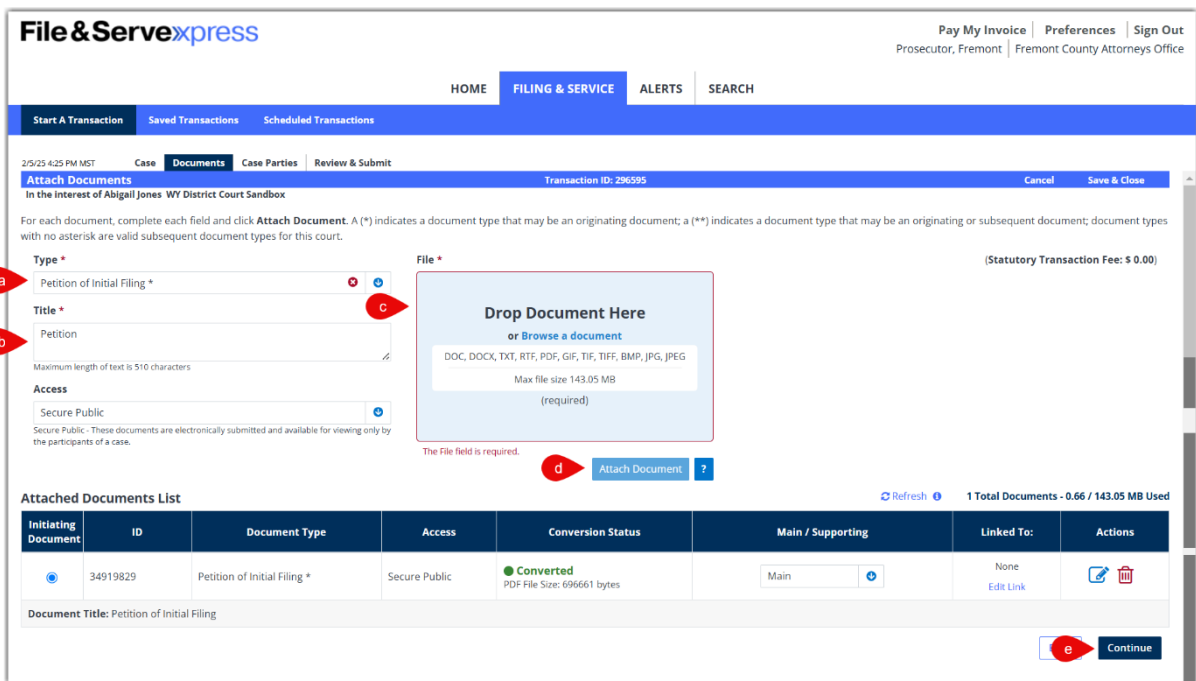
NOTE: Leave the Access level to the default of Secure Public.

- 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 Transaction ID: 296595 Cancel Save & Close

Attach Documents
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.

Type *
Petition of Initial Filing *

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.

File *
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 ?

(Statutory Transaction Fee: \$ 0.00)

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

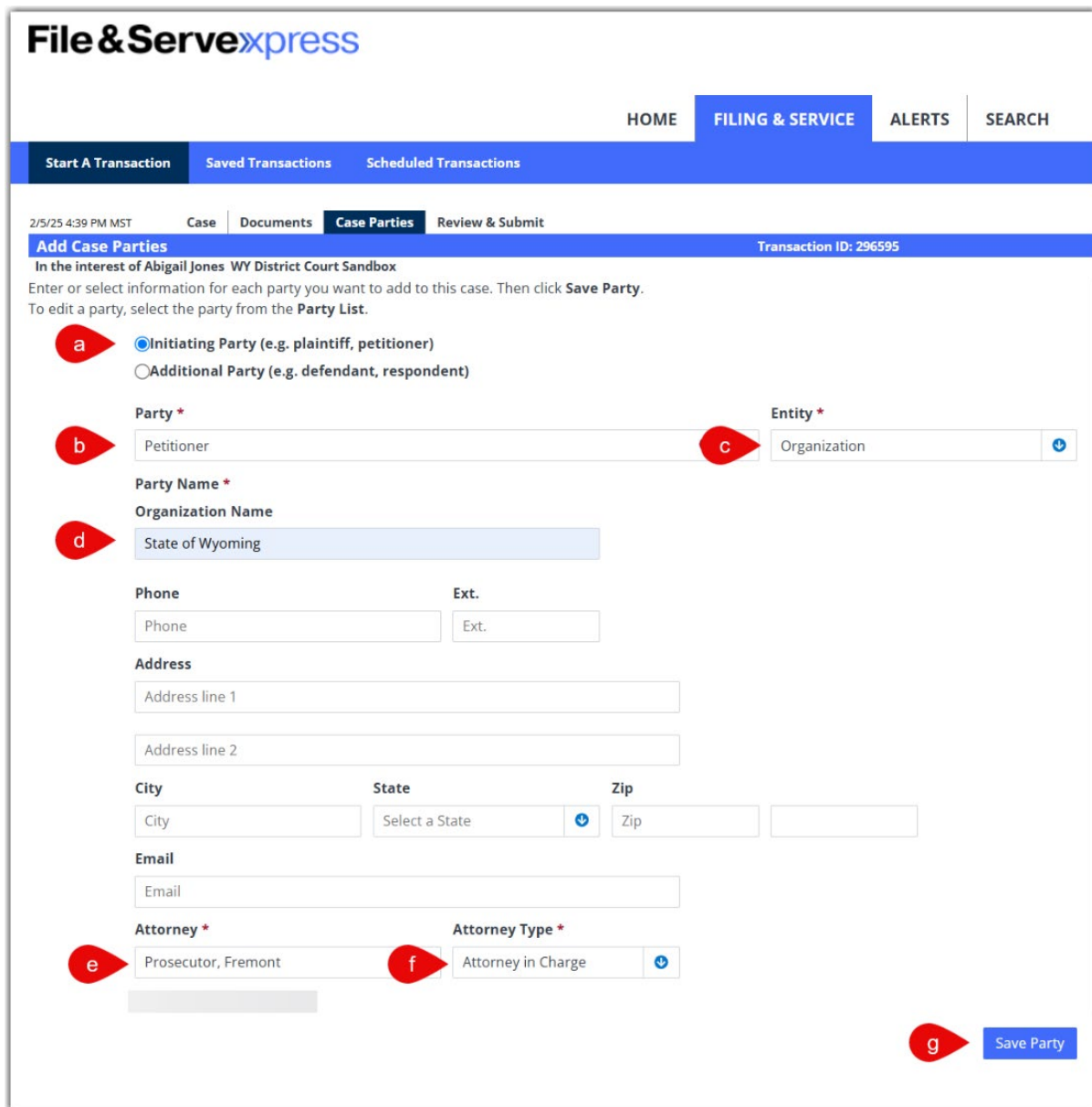
Initiating Document	ID	Document Type	Access	Conversion Status	Main / Supporting	Linked To:	Actions
	34919829	Petition of Initial Filing *	Secure Public	Converted PDF File Size: 696661 bytes	Main	None Edit Link	

Document Title: Petition of Initial Filing

Continue

6. Add the petitioner on the Case Parties tab:

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



File & Serve^{xpress}

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

Add Case Parties | Transaction ID: 296595

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 ***
Petitioner **c**

Entity *
Organization

Party Name *
Organization Name
d State of Wyoming

Phone **Ext.**
Phone Ext.

Address
Address line 1
Address line 2

City **State** **Zip**
City Select a State Zip

Email
Email

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

g **Save Party**

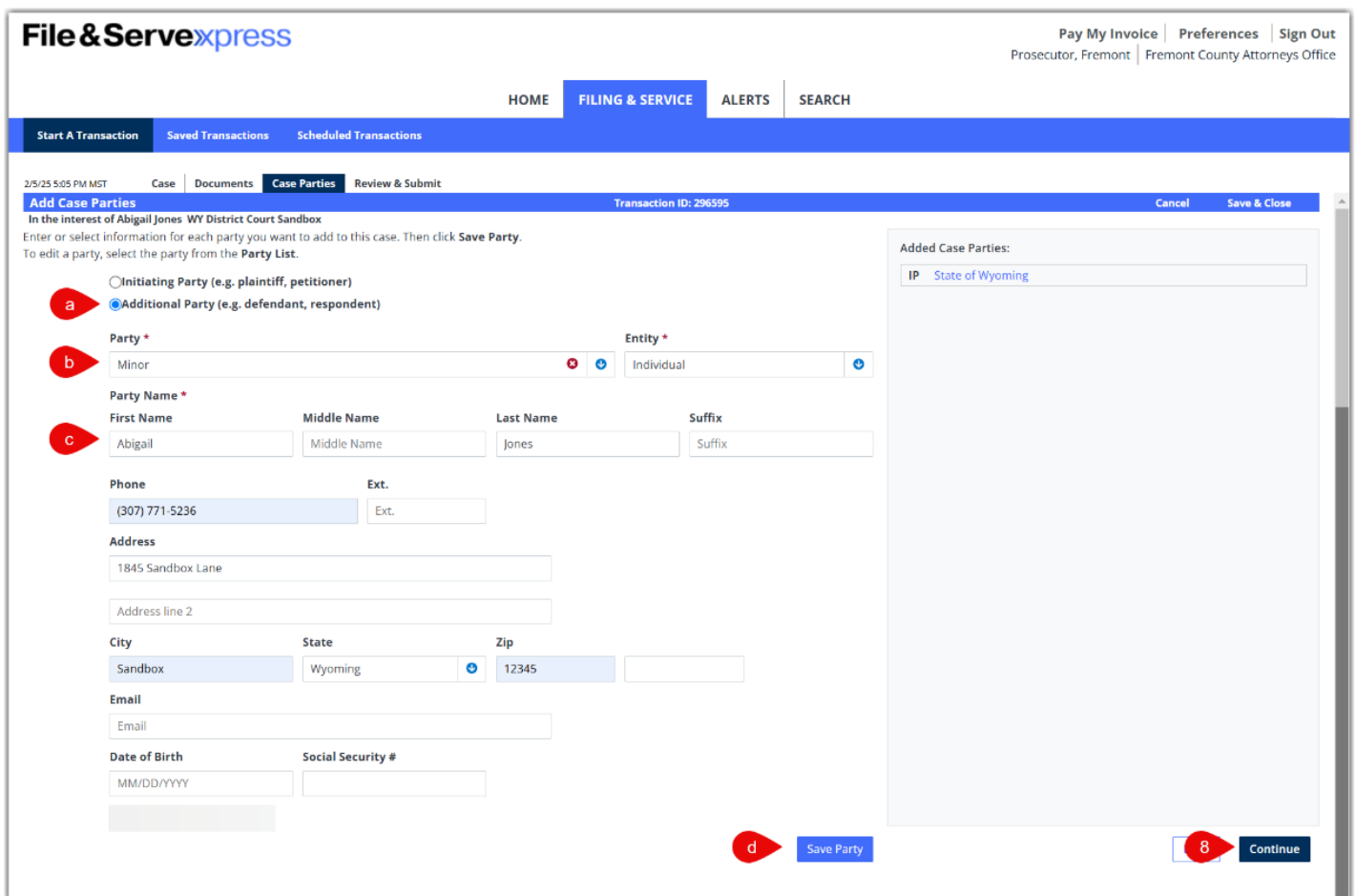
7. Add the minor on the Case Parties tab:

- Select the **Additional Party** radio button.
- Select **Minor** from the Party drop-down.
- Enter demographic information in the remaining fields.
- 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 & 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 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

9. On the Review & Submit tab:

- Select the **authorizing attorney** from the Authorizing Attorney drop-down.
- Enter the **billing reference**.
NOTE: Refer to FSX for guidance.
- 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.
- Select whether to submit the filing immediately or schedule the transaction for release at a later date.
- Click **Next**.



File & Serve Xpress™

HOME **FILING & SERVICE**

Start A Transaction | Saved Transactions | Scheduled Transactions

1/26/24 1:56 PM MST | Case | Documents | Case Parties | **Review & Submit**

Authorize Transaction Transaction ID: 2714

In the Interest of Abigail Jones WY Court Sandbox

Select an attorney to authorize this transaction.

a 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)

b 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.

c The GAL For the Minor is Attorney Whitley

Maximum length of text is 500 characters

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

☒ Authorize and file now

☐ Authorize and file on

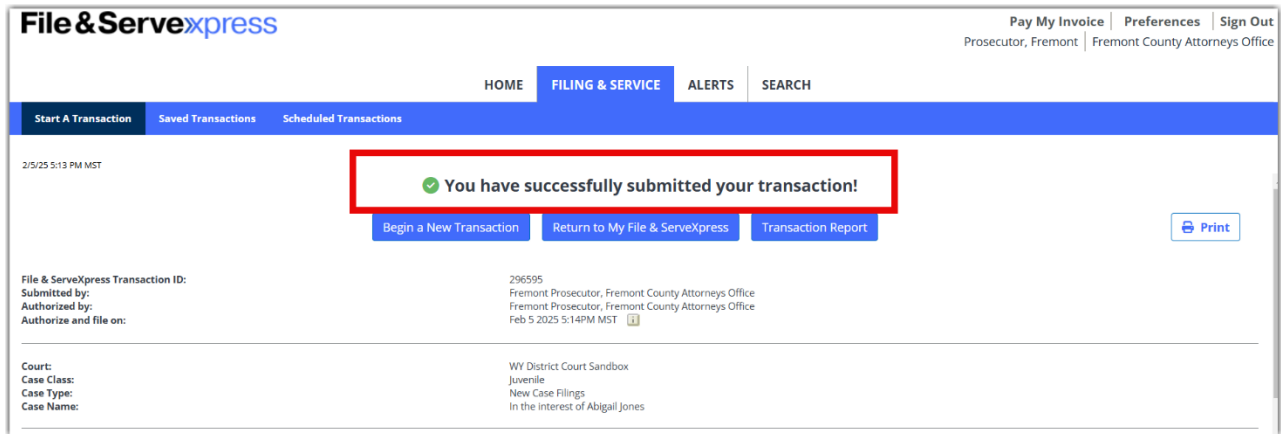
/ / at : AM (mm/dd/yyyy) at (hh:mm) MT

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

e **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 & ServeXpress web interface. At the top, the logo is on the left, and navigation links for 'Pay My Invoice', 'Preferences', and 'Sign Out' are on the right. Below this is a secondary navigation bar with 'HOME', 'FILING & SERVICE' (highlighted), 'ALERTS', and 'SEARCH'. A third bar contains 'Start A Transaction', 'Saved Transactions', and 'Scheduled Transactions'. The main content area shows a timestamp '2/5/25 5:13 PM MST' and a large green checkmark with the message 'You have successfully submitted your transaction!'. Below this message are three buttons: 'Begin a New Transaction', 'Return to My File & ServeXpress', and 'Transaction Report'. A 'Print' button is also visible. On the left side of the main area, there is a section for transaction details: 'File & ServeXpress Transaction ID:', 'Submitted by:', 'Authorized by:', and 'Authorize and file on:'. On the right side, the following details are listed: '296595', 'Fremont Prosecutor, Fremont County Attorneys Office', 'Fremont Prosecutor, Fremont County Attorneys Office', and 'Feb 5 2025 5:14PM MST'. At the bottom, a section for case information includes 'Court:', 'Case Class:', 'Case Type:', and 'Case Name:', with corresponding values: 'WY District Court Sandbox', 'Juvenile', 'New Case Filings', and 'In the interest of Abigail Jones'.

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 5:13 PM MST

✓ You have successfully submitted your transaction!

Begin a New Transaction | Return to My File & ServeXpress | Transaction Report

Print

File & ServeXpress Transaction ID:
Submitted by:
Authorized by:
Authorize and file on:

296595
Fremont Prosecutor, Fremont County Attorneys Office
Fremont Prosecutor, Fremont County Attorneys Office
Feb 5 2025 5:14PM MST

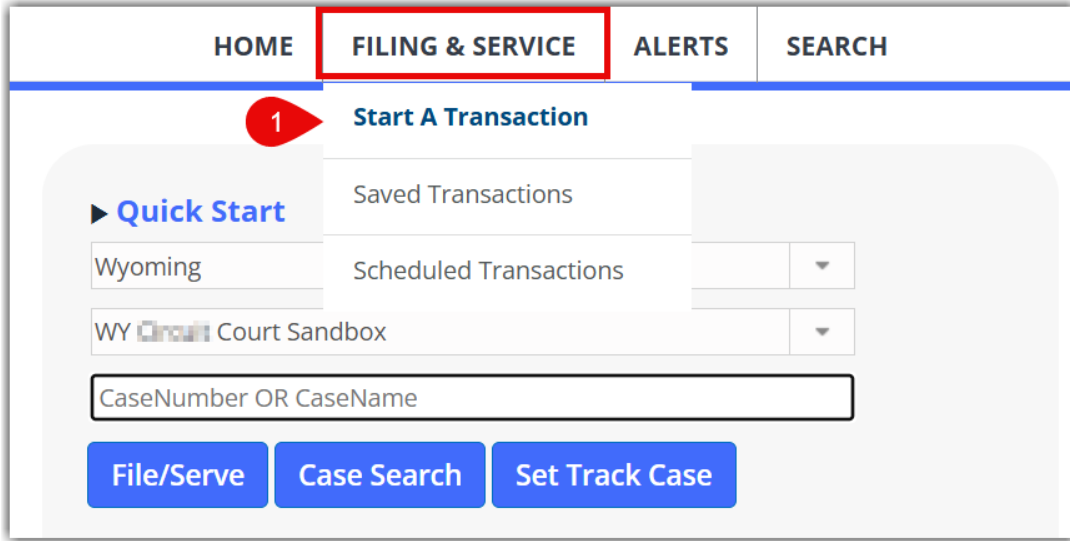
Court:
Case Class:
Case Type:
Case Name:

WY District Court Sandbox
Juvenile
New Case Filings
In the interest of Abigail Jones

Juvenile Delinquency Case Initiation

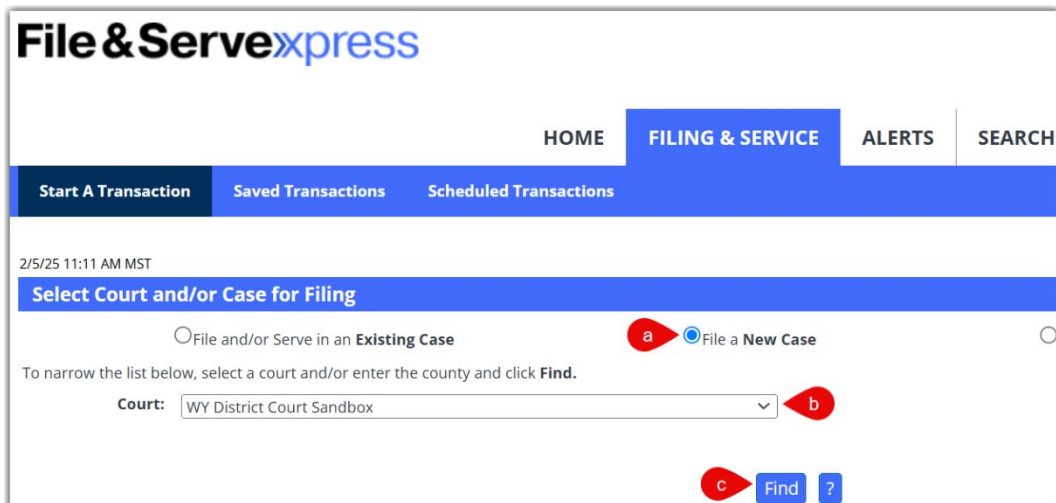
Only the petitioner and defendant are added on Juvenile Delinquency cases. Enter additional parties, such as parents, agencies, or interested parties in the Note to Clerk comment field.

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:

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

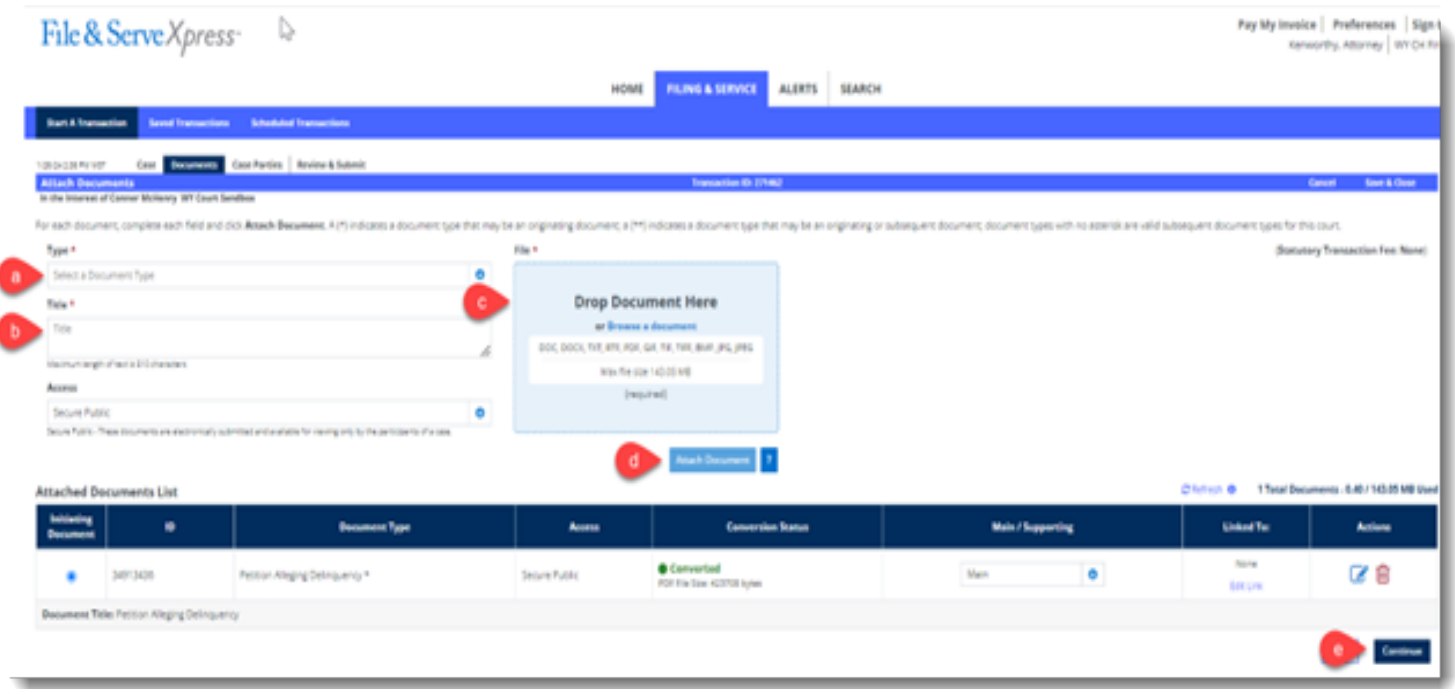
NOTE: Leave the Access level to the default of Secure Public.

- 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.



The screenshot shows the 'File & Serve Xpress' web application interface. The user is on the 'Documents' tab, and the 'Attach Documents' section is active. The interface includes a 'Type' dropdown menu (labeled 'a'), a 'Title' text box (labeled 'b'), and an 'Access' dropdown menu (labeled 'c'). A 'File' box with a 'Drop Document Here' instruction and a 'Browse a document' button is also present. A red circle 'd' highlights the 'Attach Documents' button. Below the form is the 'Attached Documents List' table, which shows one document: 'Petition Alleging Delinquency *'. The table columns are: Initiating Document, ID, Document Type, Access, Conversion Status, Main / Supporting, Unlink Fee, and Actions. The document is marked as 'Converted' and has a file size of 423708 bytes. A red circle 'e' highlights the 'Continue' button at the bottom right of the interface.

File & Serve Xpress

Pay My Invoice | Preferences | Sign Out

HOME | **FILE & SERVICE** | ALERTS | SEARCH

Start a Transaction | Saved Transactions | Scheduled Transactions

1/28/24 12:00 PM EDT | Case | **Documents** | Case Parties | Review & Submit

Attach Documents | Transaction ID: 171962 | Cancel | Save & Close

In the Interest of Connor McKinley, WY Court Sentinel

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 * | **File *** | (Statutory Transaction Fee: None)

Select a Document Type

Title *

Title

Maximum length of text is 610 characters

Access

Secure Public

Secure Public: These documents are electronically submitted and available for viewing only by the participants in the case.

Drop Document Here
or **Browse a document**

DOC, DOCX, TXT, RTF, PSD, GSI, TIF, TIFF, BMP, JPL, JPS

Max file size: 140.00 MB

(required)

Attach Documents

Attached Documents List | Refresh | 1 Total Documents - 0.40 / 140.00 MB Used

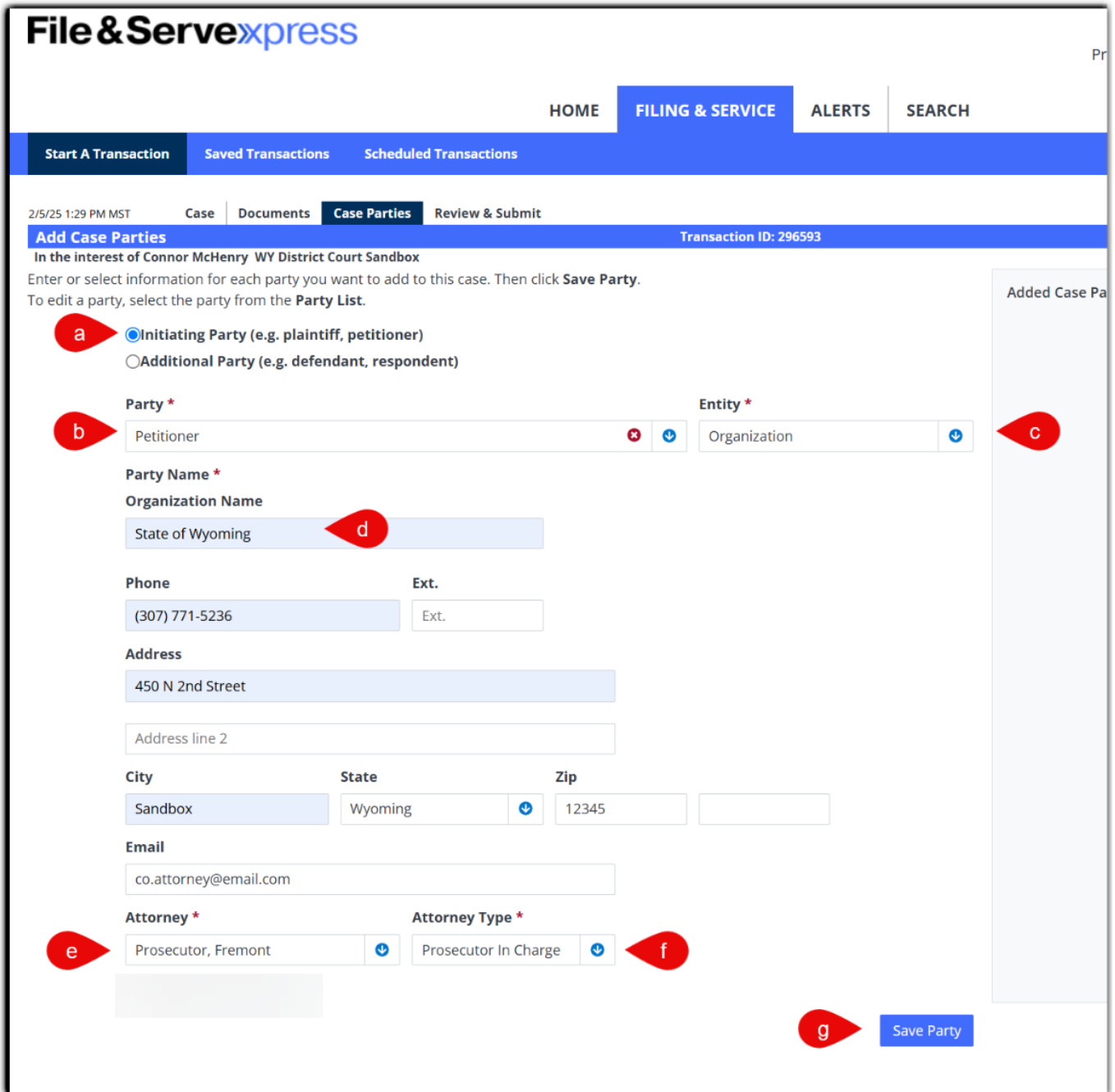
Initiating Document	ID	Document Type	Access	Conversion Status	Main / Supporting	Unlink Fee	Actions
	34013426	Petition Alleging Delinquency *	Secure Public	Converted PDF File Size: 423708 bytes	Main	None See Link	

Document Title: Petition Alleging Delinquency

Continue

6. Add the petitioner on the Case Parties tab:

- Select the **Initiating Party** radio button.
- Select **Petitioner** from the Party drop-down.
- Select **Organization** in the Entity box.
- Enter **State of Wyoming** in the Organization Name field.
- Select the **authorizing attorney's name** from the Attorney drop-down.
- Select **Prosecutor in Charge** in the Attorney Type box.
- 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**

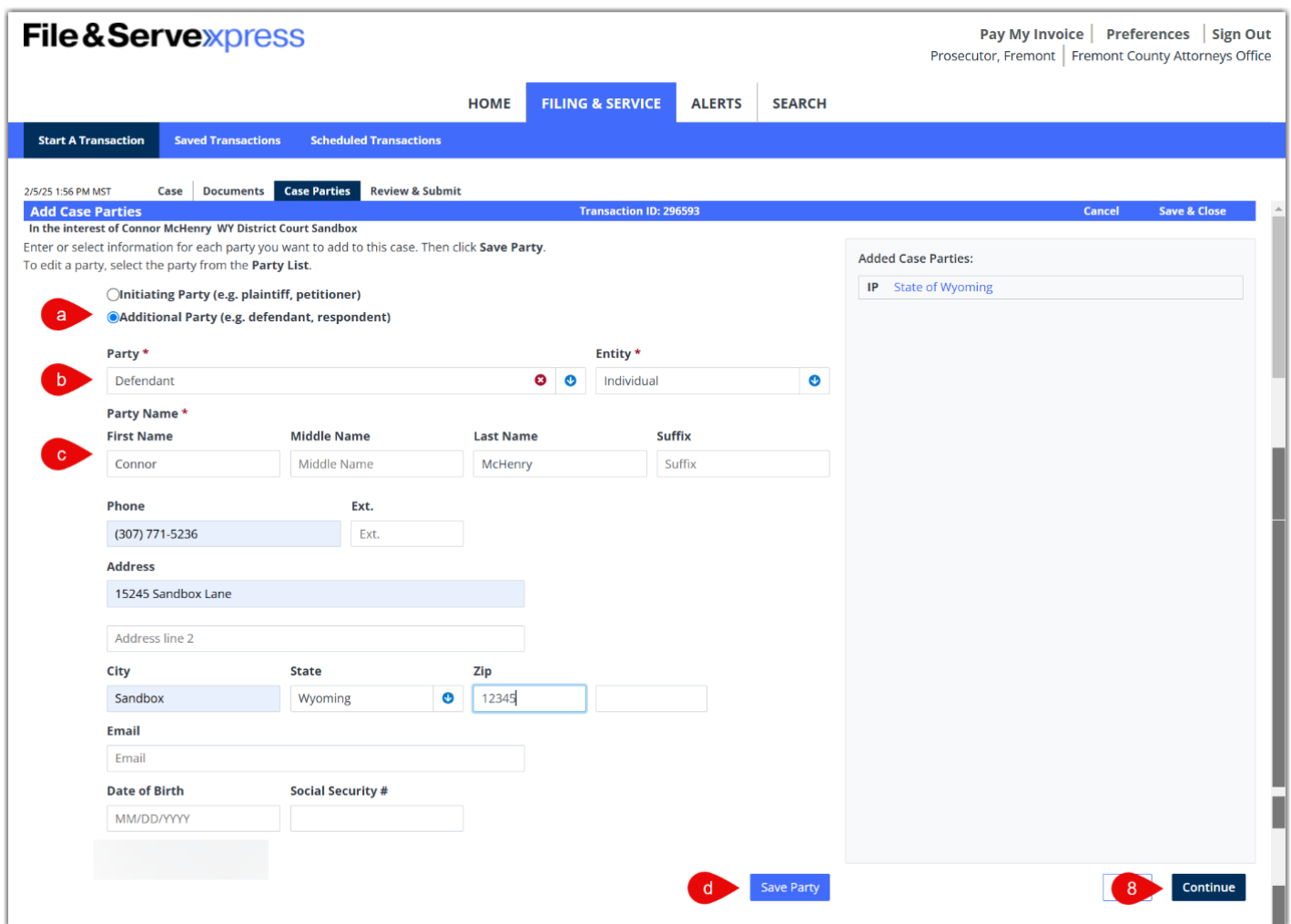
Added Case Pa

7. Add the defendant on the Case Parties tab:

- Select the **Additional Party** radio button.
- Select the **Defendant** from the Party drop-down.
- Enter demographic information in the open fields.
- 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 & 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 1:56 PM MST Case Documents **Case Parties** Review & Submit

Add Case Parties Transaction ID: 296593 Cancel Save & Close

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

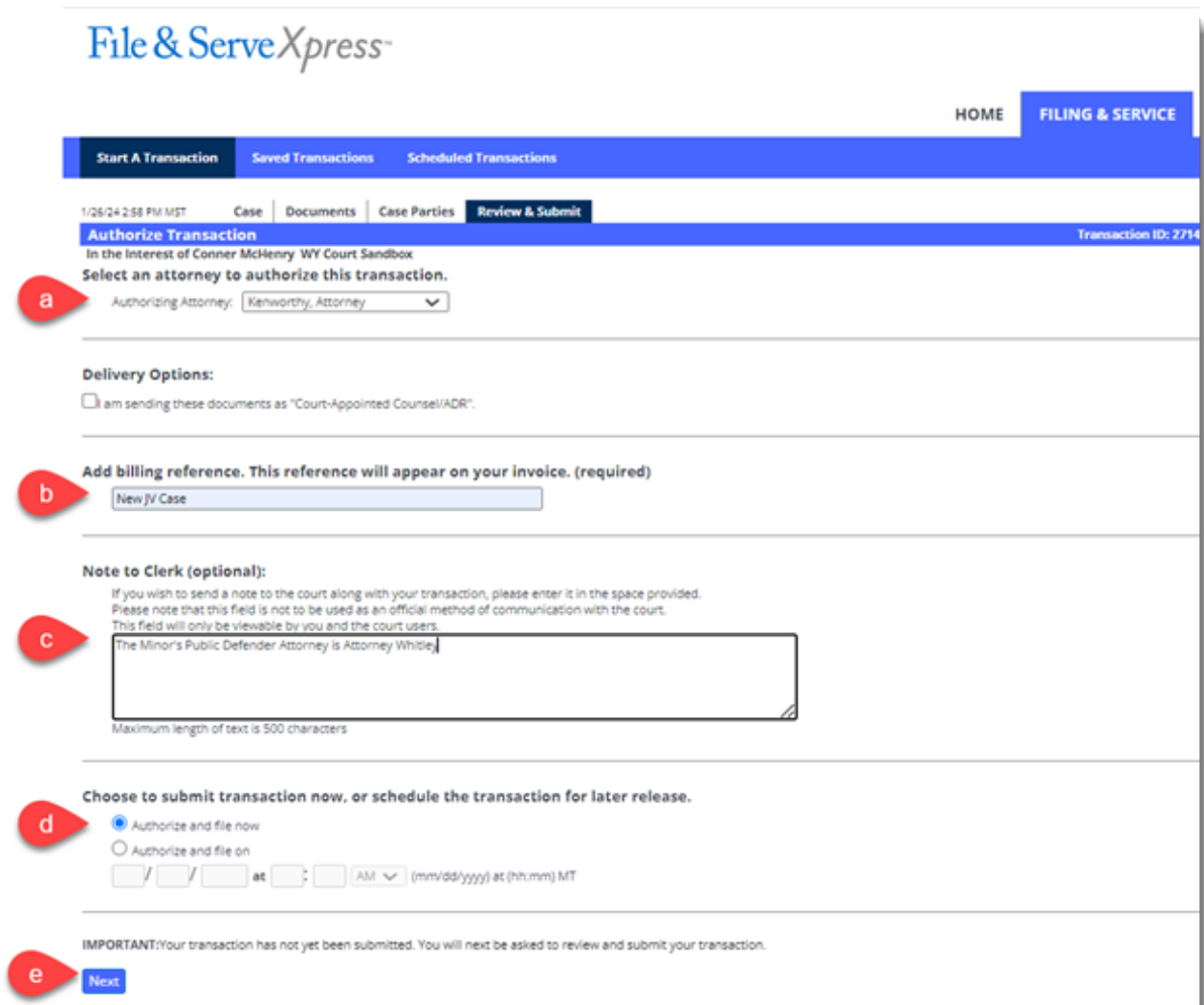
Date of Birth **Social Security #**
MM/DD/YYYY

Added Case Parties:
IP State of Wyoming

Save Party **Continue**

9. On the Review & Submit tab:

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

a Authorizing Attorney:

Delivery Options:

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

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

c 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.

Maximum length of text is 500 characters

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

☒ Authorize and file now

☐ Authorize and file on

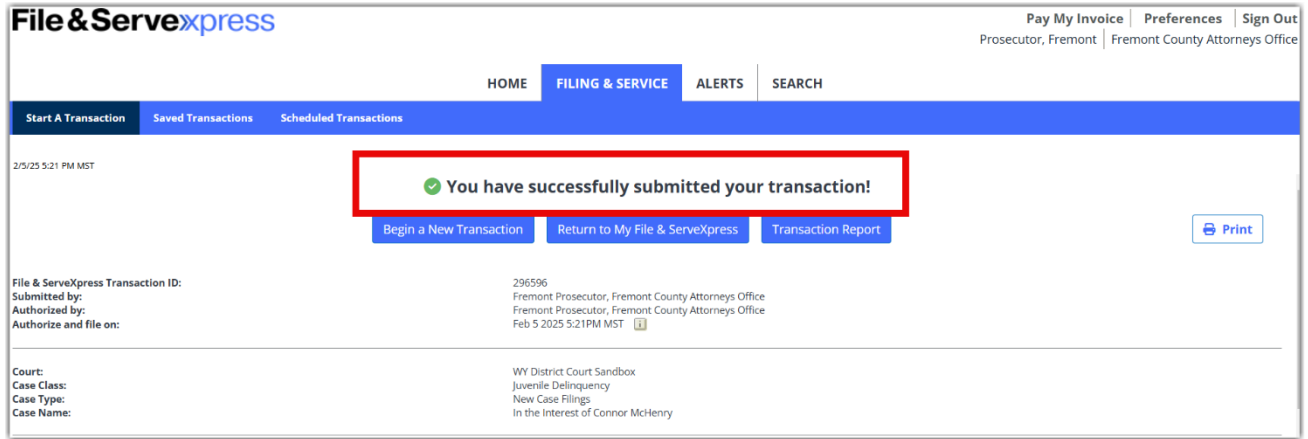
/ / at : AM (mm/dd/yyyy) at (hh:mm) MT

e **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.

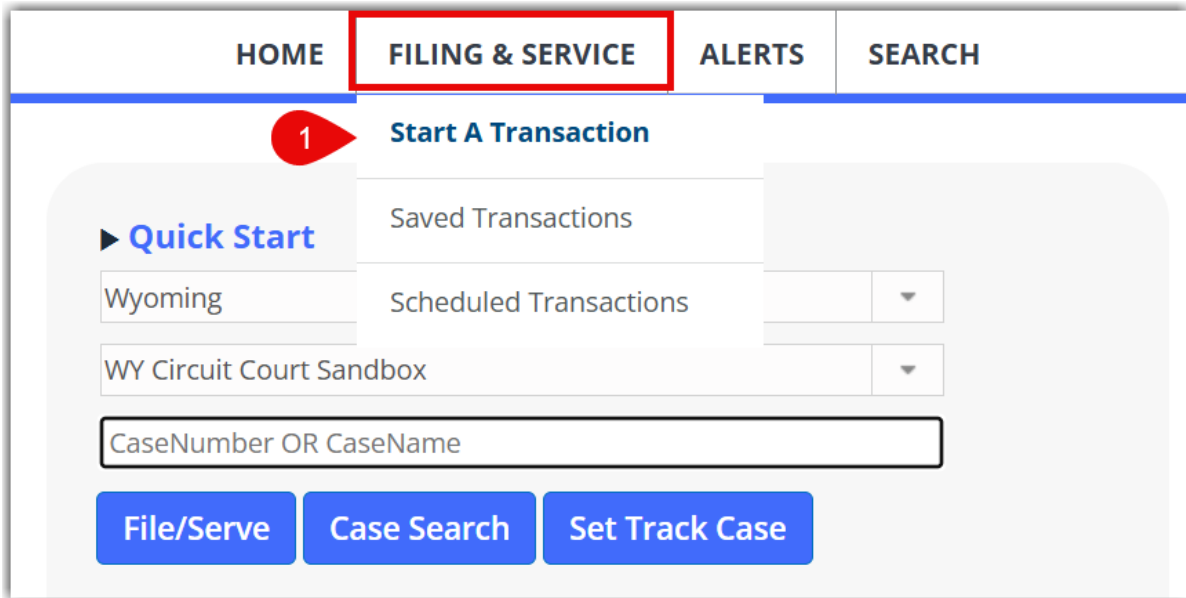


The screenshot displays the File & ServeExpress interface. At the top, the logo is on the left, and navigation links (Pay My Invoice, Preferences, Sign Out) and user information (Prosecutor, Fremont | Fremont County Attorneys Office) are on the right. A secondary navigation bar includes HOME, FILING & SERVICE (active), ALERTS, and SEARCH. Below this, a blue bar contains Start A Transaction, Saved Transactions, and Scheduled Transactions. The main content area shows a timestamp (2/5/25 5:21 PM MST) and a large green checkmark message: "You have successfully submitted your transaction!". Below the message are three buttons: Begin a New Transaction, Return to My File & ServeExpress, and Transaction Report. A Print button is also visible. The bottom section displays transaction details: File & ServeExpress Transaction ID: 296596, Submitted by: Fremont Prosecutor, Fremont County Attorneys Office, Authorized by: Fremont Prosecutor, Fremont County Attorneys Office, and Authorized and file on: Feb 5 2025 5:21PM MST. The case details at the bottom include 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

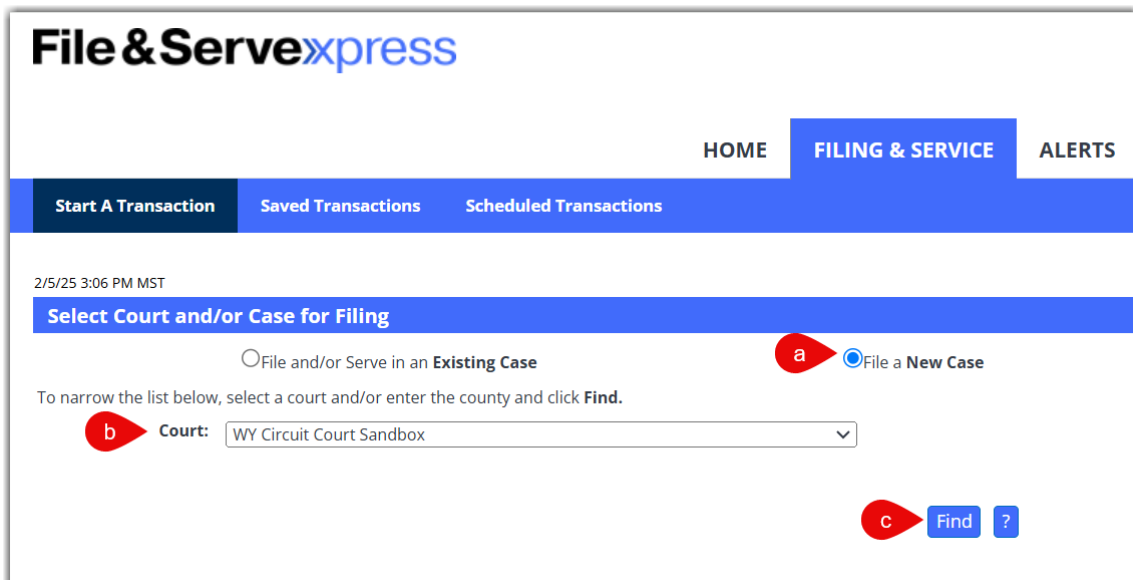
Submit an eFiling for a new criminal case in circuit court.

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 & Serve^{xpress}

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.

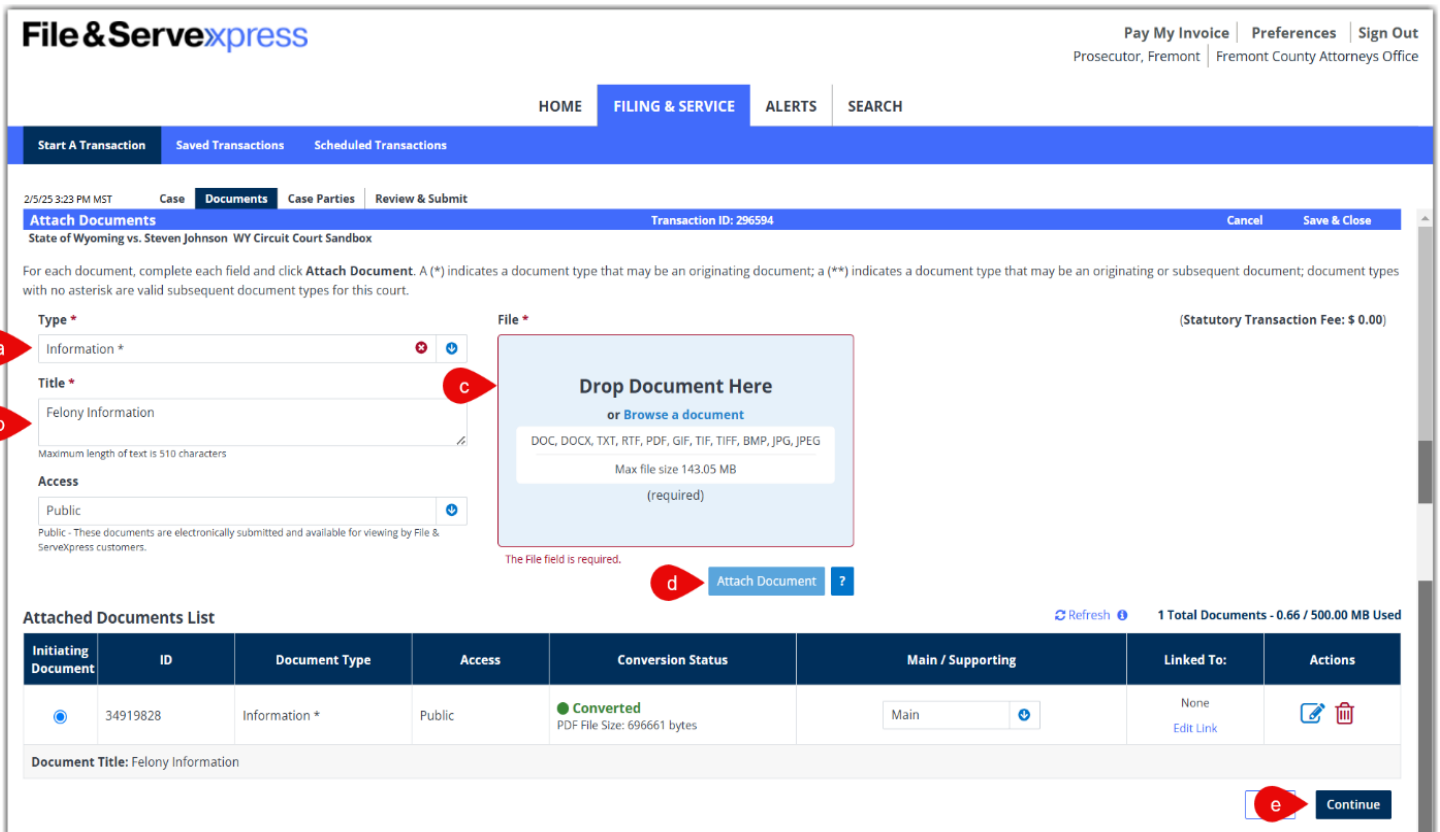
NOTE: See the *Selecting Document Security in FSX* section for unredacted and restricted documents.

- 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 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.

(Statutory Transaction Fee: \$ 0.00)

Type *
Information *

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.

File *
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
☒	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:

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

File & Serve^{xpress}

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 *

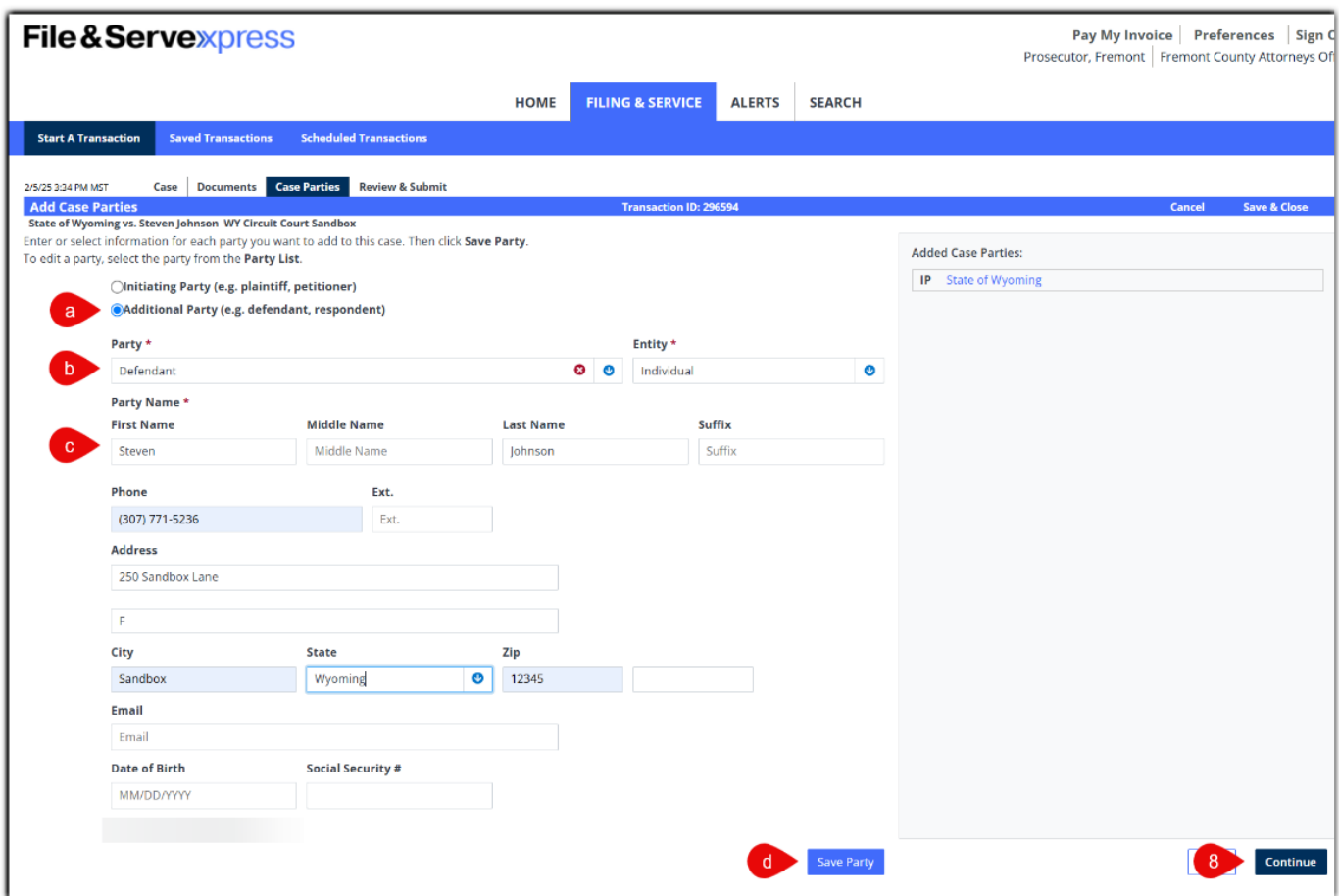
g
Save Party

24

7. Add the defendant on the Case Parties tab:

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

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



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 3:04 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)
a ☒ **Additional Party (e.g. defendant, respondent)**

b Party * Defendant Entity * Individual

c 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 State Zip
Sandbox Wyoming 12345

Email Email

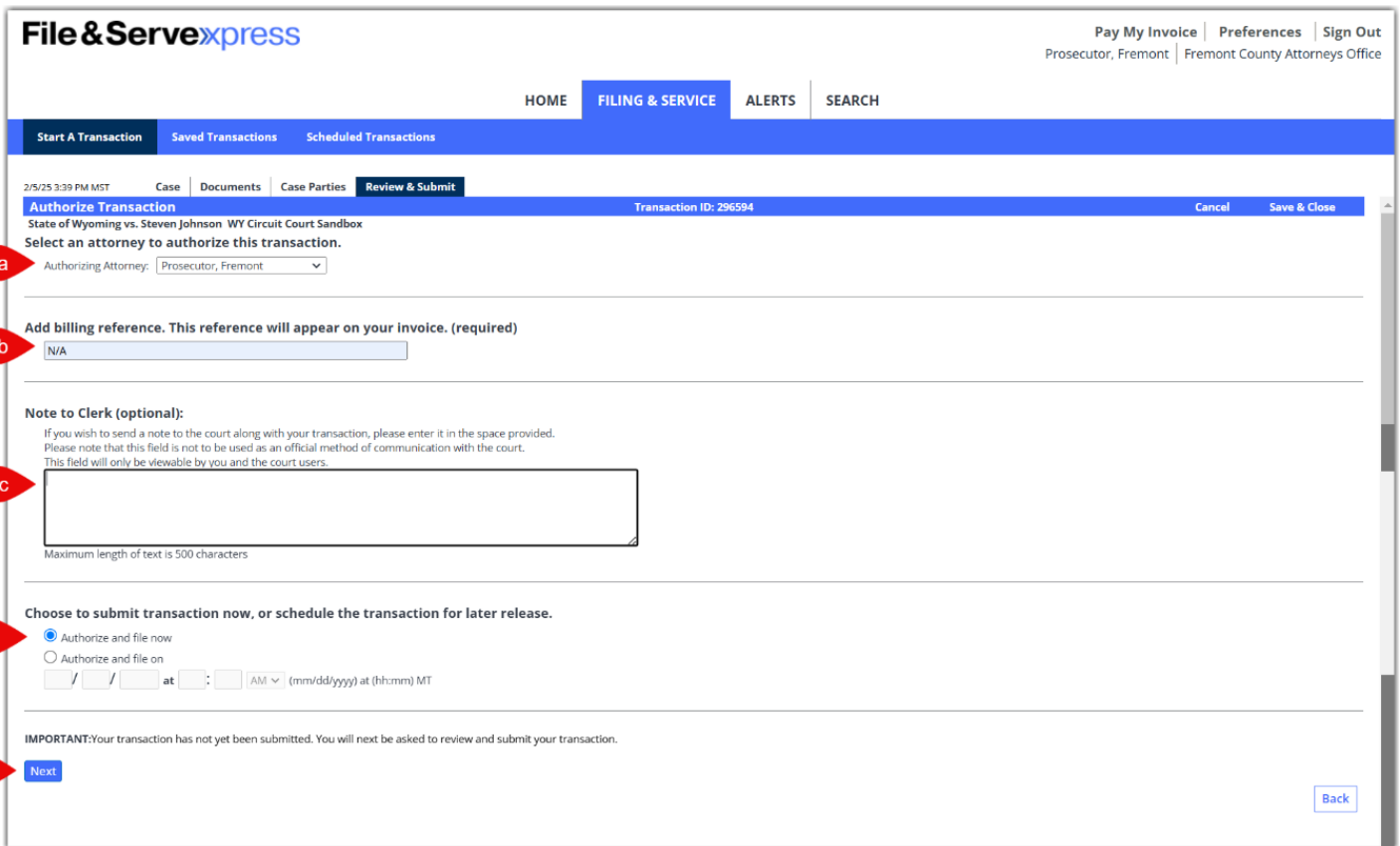
Date of Birth Social Security #
MM/DD/YYYY

d Save Party **8** Continue

Added Case Parties:
IP State of Wyoming

9. On the Review & Submit tab:

- Select the **authorizing attorney** from the Authorizing Attorney drop-down.
- Enter the **billing reference**.
NOTE: Refer to FSX for guidance.
- 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.
- Select whether to submit the filing immediately or schedule the transaction for release at a later date.
- Click **Next**.



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 3:39 PM MST Case Documents Case Parties **Review & Submit**

Authorize Transaction Transaction ID: 296594 Cancel Save & Close

State of Wyoming vs. Steven Johnson WY Circuit Court Sandbox

Select an attorney to authorize this transaction.

a Authorizing Attorney:

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

c **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.

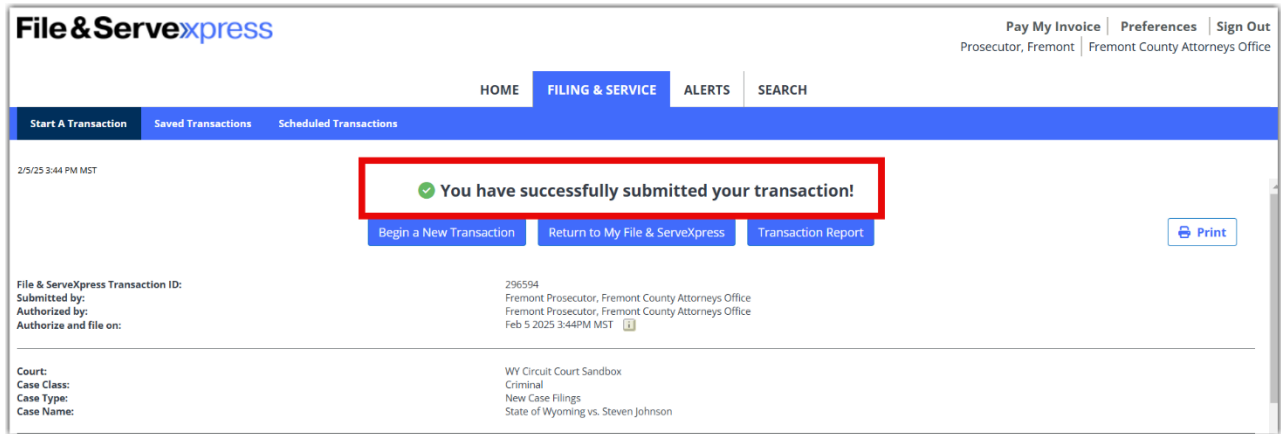
Maximum length of text is 500 characters

d **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

e **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 application interface. At the top, the logo "File & ServeExpress" is visible 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 the office "Fremont County Attorneys Office" are listed. A main navigation bar includes "HOME", "FILING & SERVICE" (highlighted), "ALERTS", and "SEARCH". A sub-navigation bar shows "Start A Transaction", "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 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. On the left side of the main content area, the timestamp "2/5/25 3:44 PM MST" is displayed. Below the confirmation message, transaction details are listed: "File & ServeExpress Transaction ID: 296594", "Submitted by: Fremont Prosecutor, Fremont County Attorneys Office", "Authorized by: Fremont Prosecutor, Fremont County Attorneys Office", and "Authorize and file on: Feb 5 2025 3:44PM MST". At the bottom, case information is provided: "Court: WY Circuit Court Sandbox", "Case Class: Criminal", "Case Type: New Case Filings", and "Case Name: State of Wyoming vs. Steven Johnson".