

FSX Security Changes for Wyoming Trial Courts

November 2025





Purpose of FSX Security Customization

- FSX security levels blocked attorneys from seeing confidential documents.
- Attorneys experienced limited ability to access documents in confidential cases, especially when added to an existing case.
- Attorneys could not eFile an entry of appearance on confidential cases.







Temporary Long-Term Solution

- Change FSX configuration so attorneys can view confidential information.
 - Remove the "Sealed, electronic" option from FSX.
 - Filers will identify "Sealed" documents as "Restricted."
 - Clerks mark "Restricted" documents in FSX as "Sealed" in FCE.
 - Attorneys of record listed on a case can view confidential case information.
- Update FSX configuration so parties can be added to an existing case.



What's New

Updated Items

- Resources
- eFiling Rules
- Case Visibility
- Processes for eFiling Restricted Documents

Improved Items

- Methods for Filing an Entry of Appearance on Confidential Cases
- Processes to Add Parties to a Case
- Proposed Order Workflow for District Courts





Case Visibility in FSX



Visibility in FSX Based on Service List

- FSX is not a public access system in Circuit & District Court
 - It is a platform for attorneys to electronically file and track case records
- Limited Case Visibility for Non-Service Listed Attorneys
 - "Non-service listed" means the attorney is not on the case in the court's Case Management System (CMS).
 - Can view non-confidential party names, document list, and basic case information (title, number, filing date, jurisdiction).
 - Cannot view documents or confidential party names.
 - Cannot view confidential cases.
- Access After Being Added to the Service List
 - Full access to all case information, confidential party names and documents





RULE 4: Electronic filing eligibility, registration, and user requirements.

(e) Continuing access to the case file in the EFS. In cases that are sealed or confidential by law, or if the court has granted an expungement or a case is expunged by operation of the law, the clerk of court may remove an attorney's access to the case record through the EFS by withdrawing the attorney from the case in the Case Management System thirty (30) days after the case is closed if no notice of appeal is filed.





Confidential Party Names

When clerks mark a party Confidential in the CMS their names are masked in FSX.







eFiling Restricted* Documents

*Restricted documents are those that should be marked as sealed





Changes to eFiling Restricted Documents

- As of November 17, 2025, Filers are **no longer** able to choose "Sealed" as a security level in FSX.
- Rule 10 of the Wyoming Rules for Electronic Filing and Service was amended with responsibilities to Filers submitting unredacted and confidential documents intending to be restricted.
- Once indicated, clerks must take steps to mark documents "Sealed" in the case management system.

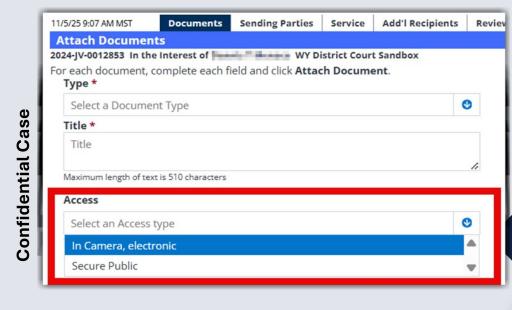


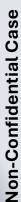


Document Security Access

- Selecting Document Security Access Levels
 - Choose the appropriate level from the Access drop-down when eFiling
- FSX Security Levels
 - Public Viewable by all listed parties on a non-confidential case
 Secure Public Viewable by all listed parties on a confidential case
 - In Camera, electronic Highest security; viewable only by the judge, document submitter, and authorizing attorney in FSX









Unredacted Document Filings in FSX

Rule 10 Wyoming Rules for Electronic Filing and Service

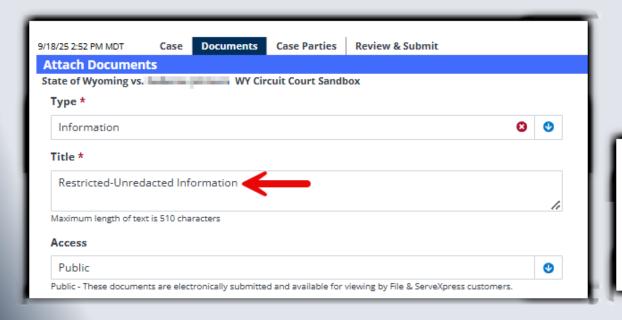
- (a) It is the responsibility of the Filer to ensure that protected personal data identifiers are omitted or redacted from documents in compliance with the Wyoming Rules Governing Access to Case Records.
- (b) When the Wyoming Rules Governing Access to Case Records require a Filer to eFile both a redacted and unredacted version of a document, the Filer must designate the unredacted filing as restricted by typing in the document title field of the EFS, "Restricted Unredacted." The Filer must also indicate in the EFS's "Note to Clerk" field, that the unredacted filing is restricted from public view by typing a note to the clerk, i.e., "Restricted-Unredacted."



Unredacted Document Filings in FSX

Filers must designate unredacted filing as restricted by typing:

- 1. "Restricted Unredacted" in the document title, AND
- 2. "Restricted Unredacted" in the Note to Clerk field.



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. Restricted-Unredacted Information attached. Maximum length of text is 500 characters



Rules: Confidential Document Filings

Rule 10 Wyoming Rules for Electronic Filing and Service

(c) eFiled documents intended to be confidential, but that do not fall under subsection (b), must be designated as restricted by typing in the document title field of the EFS, "Restricted" followed by the title of the document. The Filer must also indicate in the EFS's "Note to Clerk" field, that the document is restricted from public view by typing a note to the clerk, i.e., "Restricted" followed by a specific citation to each applicable authority supporting the filing's restriction from access.

Rule 8 Wyoming Rules Governing Access to Case Records

- (a) The filer of a Case Record shall ascertain whether the record is restricted from access under these rules. If the Case Record is restricted from Full Access to any Access User Group, the filer shall include in the title of the document, prominently displayed, the label Restricted: followed by a specific citation to each applicable authority preventing Full Access to any Access User Group. If required by these rules to file both a redacted and unredacted version of the filing, the filer shall include this restricted label in both versions.
- (b) If eFiling a Case Record restricted from Full Access, the filer shall designate the document as confidential by typing in the document title field of the electronic filing system, Restricted along with the title of the document. And in the eFiling system's Note to Clerk field, the eFiler shall insert the label Restricted: followed by a specific citation to each applicable authority preventing Full Access to any Access User Group. **Making this notation does not excuse** the filer from including this same language in the title.

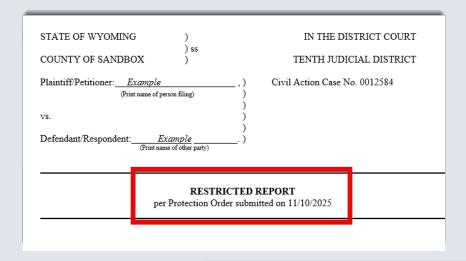




Confidential Document Filings in FSX

Filers must designate confidential filings as Restricted by typing:

- "Restricted" at the beginning of the title on the face of the document, AND
- "Restricted" in the document title, AND
- 3. "Restricted" followed by the citation to each applicable authority supporting the restriction in the Note to Clerk field.





| Note to Clerk (optional): | |
|--|----|
| If you wish to send a note to the court along with your transaction, please enter it in the space. Please note that this field is not to be used as an official method of communication with the communication with the comm | |
| Restricted Report attached. This document is confidential per 11.1.24 Protective Order. | |
| | le |
| 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.



RULE 10:

Privacy protections and access restrictions

- (d) In those cases made confidential by statute, administrative rule, or court rule (e.g., juvenile, adoption cases), it is not necessary to designate filings as restricted as set forth in subsections (b) and (c).
- (e) The clerk shall not be responsible for any eFiled document that is made public due to the Filer's failure to designate a document as confidential as set forth in this Rule. Failure to comply with this Rule may result in sanctions as set forth in Rule 13.



eFiling Entry of Appearance



Attorneys: eFiling an Entry of Appearance Non-Confidential Case

eFiling an Entry of Appearance

- Attorneys must submit a subsequent filing and attach a document (e.g., Entry of Appearance)
- Once the clerk processes the filing and adds the attorney in the CMS, full case access is granted in FSX. This includes case documents and confidential parties.

Associating with a Party

- Party names display on the Sending Parties tab (unless confidential)
- Select the party checkbox → choose Attorney in Charge or Co-Counsel → continue filing

| ▲ Party | Party Type | Party Status | Attorney Type |
|----------------|------------|--------------|---------------------------|
| ☑ Cakes, Alley | Defendant | Active | Select an Attorney Type 🗸 |
| | · | | Select an Attorney Type |
| | | | Attorney in Charge |
| | | | Co-Counsel |

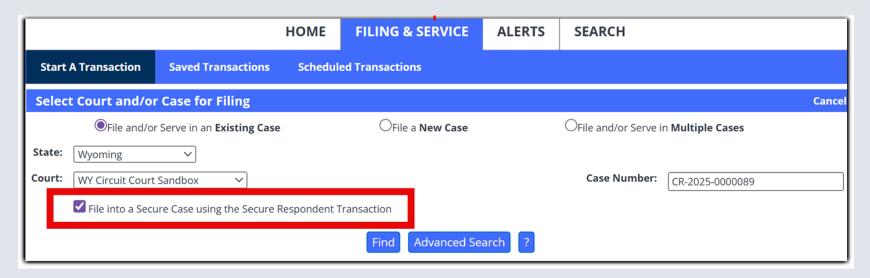


WIND TO JUDICIAL REPORT OF THE PROPERTY OF THE

Administrative Office of the Courts

eFiling an Entry of Appearance Confidential Case

- Certain case types have restricted access due to their sensitive nature. Confidential case types include:
 - Adoption cases
 - Juvenile cases
 - Involuntary hospitalizations
 - Any case marked Confidential in the CMS
- New check box: File into a Secure Case using the Secure Respondent Transaction





WYOUTH A TOWN THE WORK THE WOR

Administrative Office of the Courts

Attorneys: Entry of Appearance Confidential Case Continued

- Select the case.
- Review the agreement, and click Accept.

Agreement

I hereby attest that I am in good faith submitting this entry of appearance to represent a party in this case. This will grant me, along with associated attorneys and staff, access to case information, including confidential material. I agree to access such information only as permitted by the Wyoming Rules Governing Access to Case Records. I understand that any entry into this case for the sole purpose of viewing information not otherwise available to me may result in the loss of my eFiling privileges on FSX.

To file into the identified case, the user must accept the agreement.

Accept

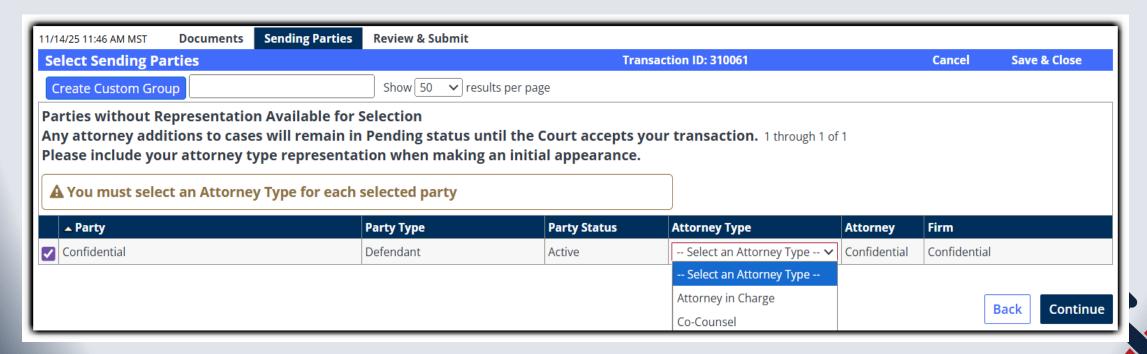
Cancel





Attorneys: Entry of Appearance Confidential Case Continued

- Select the Party based on the role listed in the Party Type column, i.e., "Defendant"
- Select the Attorney Type, the click Continue.





Adding Parties to a Case





RULE 5 (c) Intervention and Addition of Parties

- (1) A Filer may eFile a motion to intervene. The Filer will not receive access to public or confidential documents through the EFS until the order granting the motion has been filed, and the intervenor and attorney of record has been added to the case in the Case Management System.
- (2) To add a party to a case that has already been initiated through the EFS, the Filer must file a motion requesting the addition of a party to the case and a proposed order. The Filer will not receive access to public or confidential case documents through the EFS until the order granting the addition of the party has been filed, and the party and attorney of record has been added to the case in the Case Management System.
- (3) Child Support Enforcement shall be added to a case pursuant to W.S. § 20-6-106 without a motion or order, upon written request to the clerk of court, including the agency's need to file into the case record.

Attorneys: Add parties to an Existing Case

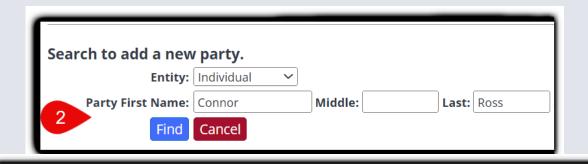
- Attorneys submit a subsequent filing to add a party not currently listed
 - Common for intervenors
 - Cannot use for CR (criminal) cases
 - Same process for confidential and non-confidential cases
- Clerk processes eFiling → attorney added to CMS
 - Attorney gains access to case documents and confidential party names





Attorneys: Add parties to an existing case continued

- 1. Click Add Party/Attorney.
- 2. Enter the first and last name, click Find
 - a. Select the party if returned.
 - b. Click **Add Party** if not found.
- 3. Complete the **open fields** and click **Continue**.



| 11/12/25 12:53 PM MST | Documents | nding Parties | Service | Add I Recipients | Review & Submit | | |
|---|---------------|------------------|-------------|------------------|-----------------|-------------------|--|
| Add a Party | | | | | | Transaction ID: 3 | |
| 2024-CV-0112765 Williams vs. Williams WY District Court Sandbox | | | | | | | |
| Enter the parties involved in the case. | | | | | | | |
| Select the entity type (i.e. Individual or Organization) Select the party type, the party's role in the case (i.e. plaintiff, defendant, other) Enter the party's name Link the party to its attorney (select representation from the drop down box) and select the Attorney Type. Any attorney additions to cases will remain in Pending status until the Court accepts your transaction. When you have finished, click the Continue* button. | | | | | | | |
| | Entity | : Individual | ~ | | | | |
| | Туре | : Defendant | | ~ | | | |
| 3 | First | Connor | Midd | lle: | Last: Ross | | |
| | Attorney | Private Attorn | ey, Fremont | 1 🕶 | | | |
| | Attorney Type | : Attorney in Ch | narge 🗸 | | | | |
| You must click the Continue* button to save this party. Continue >> Cancel | | | | | | | |





Proposed Orders





Proposed Order Workflow

 The Proposed Order is routed to the CMS first and is not file stamped.

• The Motion, Petition, or Notice will be file stamped and sent along with the Proposed Order to the court's CMS for clerk processing.

 Once the clerk processing is complete in the CMS, the Proposed Order is routed to the judge in FSX for review.



Questions?

Resources for Attorneys

• File and ServeXpress

Help line: 1-888-529-7587

Email support: <u>support@fileandserve.com</u>

AOC

Heather Kenworthy – Chief Applications Officer
 Direct line: 307-777-7652

Local Court Contacts

