



Administrative Office of the Courts

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





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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.





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Confidential Party Names

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

 Williams vs.  Williams

Case Number	Court Name	Division	Case Class
2024-CV-0112765	WY District Court Sandbox		Civil

File & ServeXpress Live Date: 10/17/2024

 **Court Officials**

Participant Name	Participant Type	Org
Judge, Fremont1	Judge	WY

 **Case Parties** Show Case Parties

Party Name	Party Type	Attorney
	Minor	No Answer on File
Confidential	Other	No Answer on File
Confidential	Minor	No Answer on File
Williams, Grandma	Petitioner	No Answer on File
Williams, 	Defendant	No Answer on File





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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.





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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

Non-Confidential Case

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

Attach Documents

2024-CV-0112750 [redacted] Jones vs. [redacted] WY District Court Sandbox

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

Type *

Select a Document Type [dropdown arrow]

Title *

Title [text input]

Maximum length of text is 510 characters

Access

Select an Access type [dropdown arrow]

In Camera, electronic [selected]

Public

Confidential Case

11/5/25 9:07 AM MST | Documents | Sending Parties | Service | Add'l Recipients | Review

Attach Documents

2024-JV-0012853 In the Interest of [redacted] WY District Court Sandbox

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

Type *

Select a Document Type [dropdown arrow]

Title *

Title [text input]

Maximum length of text is 510 characters

Access

Select an Access type [dropdown arrow]

In Camera, electronic [selected]

Secure Public





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.

9/18/25 2:52 PM MDT Case **Documents** Case Parties Review & Submit

Attach Documents

State of Wyoming vs. [REDACTED] WY Circuit Court Sandbox

Type *

Information [X] [D]

Title *

Restricted-Unredacted Information [REDACTED]

Maximum length of text is 510 characters

Access

Public [D]

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. This field will only be viewable by you and the court users.

Restricted-Unredacted Information attached [REDACTED]

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:

1. **"Restricted"** at the beginning of the title on the *face of the document*, AND
2. **"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.

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

2024-CV-0112750 Jones vs. WY District 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

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.





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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





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**

HOME

FILING & SERVICE

ALERTS

SEARCH

Start A Transaction

Saved Transactions

Scheduled Transactions

Select Court and/or Case for Filing

Cancel

☒File and/or Serve in an Existing Case

☐File a New Case

☐File and/or Serve in Multiple Cases

State: Wyoming

Court: WY Circuit Court Sandbox

Case Number: CR-2025-0000089

☒ File into a Secure Case using the Secure Respondent Transaction

Find

Advanced Search

?





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**, then click **Continue**.

11/14/25 11:46 AM MST

Documents

Sending Parties

Review & Submit

Select Sending Parties

Transaction ID: 310061

Cancel

Save & Close

Create Custom Group

Show 50 results per page

Parties without Representation Available for Selection

Any attorney additions to cases will remain in Pending status until the Court accepts your transaction. 1 through 1 of 1

Please include your attorney type representation when making an initial appearance.

⚠ You must select an Attorney Type for each selected party

☐	Party	Party Type	Party Status	Attorney Type	Attorney	Firm
☒	Confidential	Defendant	Active	-- Select an Attorney Type -- -- Select an Attorney Type -- Attorney in Charge Co-Counsel	Confidential	Confidential

Back

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





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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**.

Search to add a new party.

Entity:

Party First Name: Middle: Last:

2

11/12/25 12:53 PM MST Documents **Sending Parties** Service Add'l 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.

3 { Entity:
Type:
First: Middle: Last:
Attorney:
Attorney Type:

You must click the Continue* button to save this party.





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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: support@fileandserve.com
- AOC
 - Heather Kenworthy – Chief Applications Officer
Direct line: 307-777-7652
- Local Court Contacts

