

Wyoming eFiling Manual for Attorneys



Wyoming Judicial Branch
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Background Information

Wyoming trial courts use an electronic filing (eFiling) system hosted by File & ServeXpress (FSX). ¹This manual supplements the FSX training provided to Wyoming attorneys with information specific to eFiling in Wyoming. All eFilers should attend the FSX training and become familiar with the information found at the following links:

- <https://www.wyocourts.gov/efiling/>
- <https://www.wyocourts.gov/court-rules/wyoming-rules-for-electronic-filing-and-service/>
- <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).

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.

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.

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	Attorney
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 representing a party can search for non-confidential cases and eFile an entry of appearance. Access to the case documents will only be granted once the entry is confirmed by the clerk.

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.

NOTE: Public access of non-confidential case records is provided at Wyoming courthouses using Public Access terminals. Attorneys and their staff may not provide case information to any non-parties. The interested public should request case information from the clerk.

Visibility and Limited Case Access

Limited case information is visible to attorneys not on the service list. For non-confidential cases, this includes non-confidential party names, the document titles and basic case information such as title, number, filing date and jurisdiction. If parties are confidential, such as with minor's names, "Confidential" will show as a placeholder for the first and last name.

NOTE: Minor's names are public when they are a party to the action.

Once added to the service list, attorneys gain access to all confidential party names, and documents.

Information on confidential cases cannot be viewed in FSX until the attorney is added to the service list. Once added, attorneys gain access to all party information, documents, and case information.

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.

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., 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. Refer to the Wyoming Rules for Electronic Filing and Service for examples.

Case Class for Initial Filings

When filing a case-initiating document, select the correct case class, as it 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 – Initiated 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

Citation – Initiated 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 – Initiated 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 – Initiated 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.

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

?

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

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

Creating Confidential Parties: Initial Filing

Selecting the checkbox, **This Party is Confidential**, when entering information on the Case Parties section will flag the party as confidential.

Case Documents **Case Parties** Review & Submit

First Name **Middle Name** **Last Name** **Suffix**

First Name Middle Name Last Name Suffix

Phone **Ext.**

Phone Ext.

Address

Address line 1

Address line 2

City **State** **Zip**

City Select a State Zip

Email

Email

Attorney **Attorney Type**

Search Select a type

☒ This Party is Confidential

Save Party

Document Types and Formatting Requirements

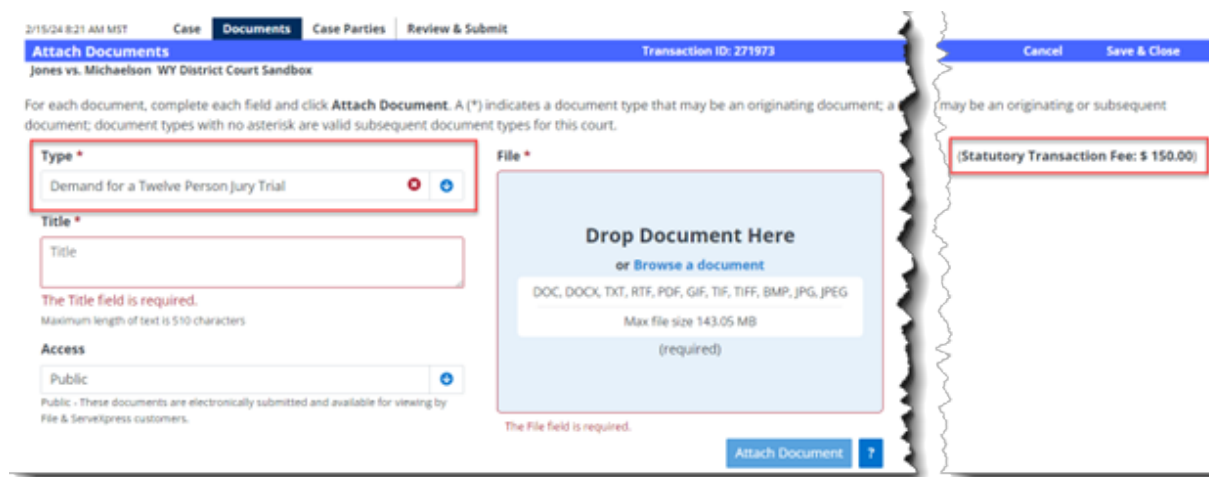
The Document Type determines how the document will be processed and what fees apply. It's important to carefully choose the correct Document Type, as it not only affects the processing method but also ensures that any associated fees, such as those for case-initiating filings, are accurately applied.

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.



2/15/24 8:21 AM MST Case Documents Case Parties Review & Submit

Attach Documents Transaction ID: 271973

Jones vs. Michaelson 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 document; document types with no asterisk are valid subsequent document types for this court.

Type *
Demand for a Twelve Person Jury Trial

Title *
Title
The Title field is required.
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, DOCK, TXT, RTF, PDF, GIF, TIF, TIFF, BMP, JPG, JPEG
Max file size 143.05 MB
(required)
The File field is required.

Statutory Transaction Fee: \$ 150.00

Attach Document

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 clerk 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.

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 by all listed parties on the case.
- **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 17, 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.

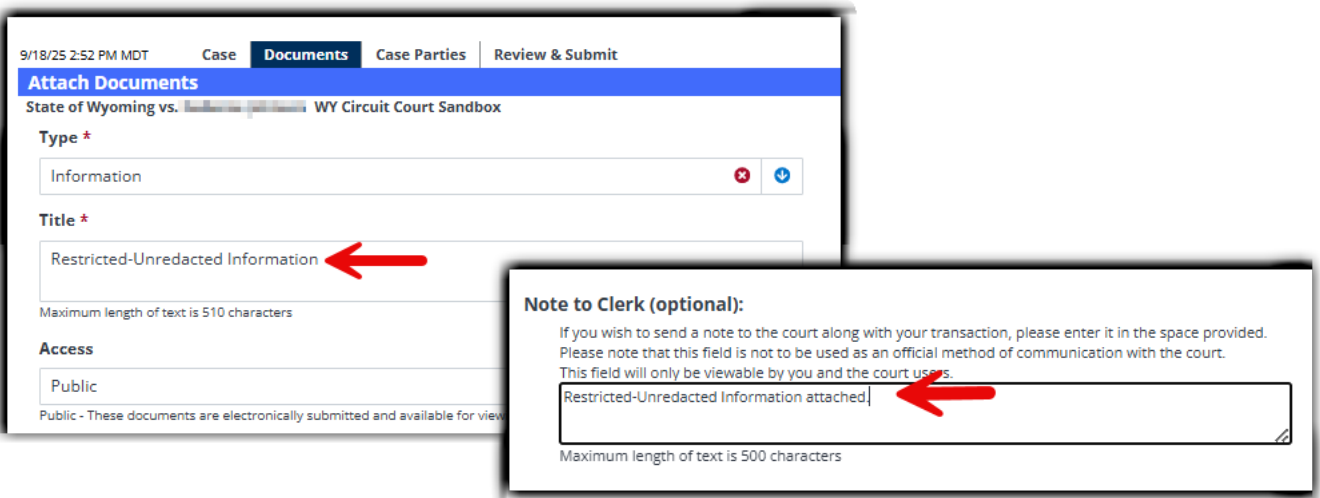
Refer to the *Wyoming Rules Governing Access to Court Records* for guidance on when documents are required to be sealed or redacted. Whenever an unredacted document is submitted, a corresponding redacted document is also required.

Unredacted Document Filings

Filers must designate the unredacted filing as restricted by entering:

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 shows 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. The 'Access' is set to 'Public'. Below the form, there is a 'Note to Clerk (optional)' section. The note field contains 'Restricted-Unredacted Information attached', with a red arrow pointing to it. The note field has a maximum length of 500 characters.

Confidential Document Filings

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

1. **"Restricted"** on the document itself in the 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	
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

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 until submitted by the judge; (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
Proposed Jury Instructions	Proposed Notice

1. Judge Review

The Proposed Order document type must be uploaded as an editable Word document and be a supporting document to another document type within the same transaction, such as a Motion, Petition, or Notice of Proposed Order (see section on Main and Supporting Documents). Proposed Orders are routed to the CMS first without being file stamped.

The main document submitted with the proposed order will be file stamped. All of the documents in the transaction are sent to the court's CMS for quality control. Once the quality control process is complete, the Proposed Order is routed to the judge for review.

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.

NOTE: Filers are responsible for remedying any filing submitted in error.

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:

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 the 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."

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

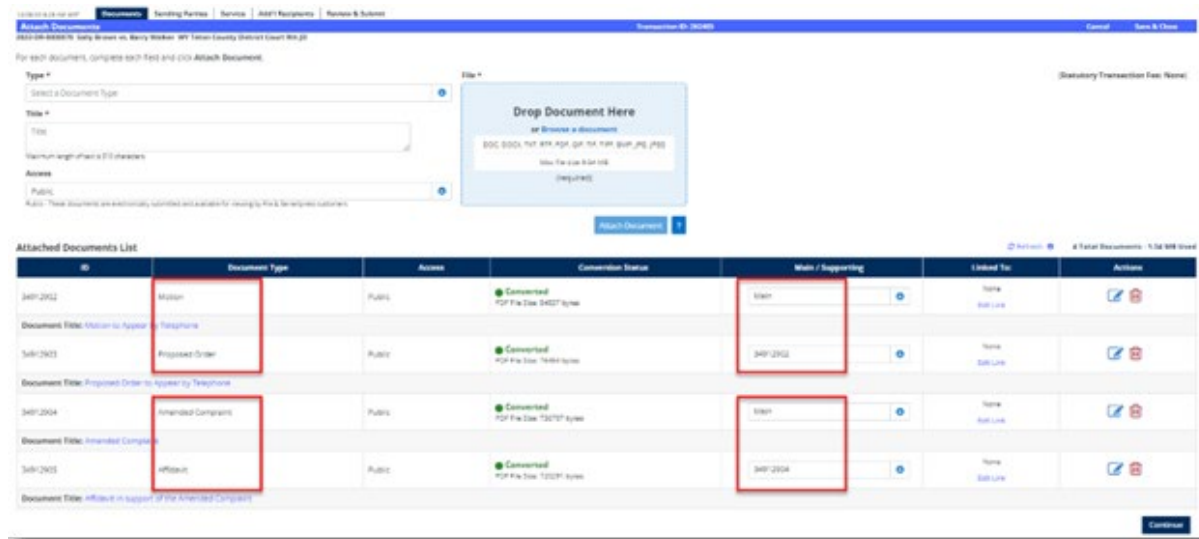
Maximum length of text is 500 characters

Main and Supporting Documents

The Wyoming eFiling rules require that "[all] eFiled documents relating to a single pleading or document submitted in the same electronic transaction shall be 'electronically stapled' using the 'main' and 'supporting' functionality of the Electronic Filing System (EFS) so multiple related documents, such as a motion and proposed order, are linked logically together and identified as a single transaction." A Main document is any filing that stands on its own and would receive its own docket entry, while a Supporting document exists solely to accompany a Main filing and would not be docketed independently.

Documents that must be filed as Main, even if they relate to another Main filing, include a Memorandum or Brief in Support of a Motion, a Request for Hearing, a Notice of Filing, or an Affidavit that is intended to be filed independently rather than as an exhibit. Documents that should be filed as Supporting include proposed orders, exhibits, certificates of service, and appendices that are attached to and support a specific Main document.

The example below depicts a filing with two "main" documents and one "supporting" document for each main document.



ID	Document Type	Access	Conversion Status	Main / Supporting	Linked To	Actions
3401-2022	Motion	Public	Converted PDF File Size: 34027 bytes	Main	None	 
3401-2023	Proposed Order	Public	Converted PDF File Size: 76381 bytes	3401-2022	None	 
3401-2024	Amended Complaint	Public	Converted PDF File Size: 73277 bytes	3401-2022	None	 

NOTE: Multiple "Supporting" documents may be attached to a single "Main" document.

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. For confidential cases, obtain the case number from the party.

Filing an Initial Appearance on an Existing Case

To eFile an initial appearance, attorneys must submit a subsequent filing and attach a document, such as an entry of appearance.

Once the clerk processes the filing and adds the attorney on the case in the CMS, the attorney will gain access to the case in FSX. Access includes case documents and confidential parties.

NOTE: If the attorney needs to add a new party to the case, refer to the section on adding new parties to an existing case. This process differs from adding themselves as counsel for an existing party.

Initial Appearance on Non-Confidential Cases

Non-confidential cases are viewable in FSX with limited information. To join the case and submit an entry of appearance:

1. Enter the **case number** in the Quick Start menu
2. Click **File/Serve**.
3. Attach documents to the transaction.
4. Select the appropriate **party checkbox** and select an **Attorney Type** on the Sending Parties Tab. Party names are viewable unless marked as confidential.
5. Then, continue processing.

11/10/25 3:36 PM MST
Documents
Sending Parties
Service
Add'l Recipients
Review & Submit

Select Sending Parties
Transaction ID: 77747044

CR-2025-0000041 State of Wyoming vs. Heather Westin Mock WY Circuit Sandbox Court

Search Custom Groups Add Party/Attorney ?

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
☒ Westin, Heather	Defendant	Active	-- Select an Attorney Type -- -- Select an Attorney Type -- Attorney in Charge Co-Counsel

Initial Appearance on Confidential Cases

To eFile an initial appearance on a confidential case, attorneys must submit a subsequent filing and attach a document, such as an entry of appearance. The full case number is needed prior to filing and attorneys will utilize the feature, "File into a Secure Case using the Secure Respondent Transaction." Courts are not at liberty to disclose confidential case numbers to attorneys or staff so the case number must be obtained from the party.

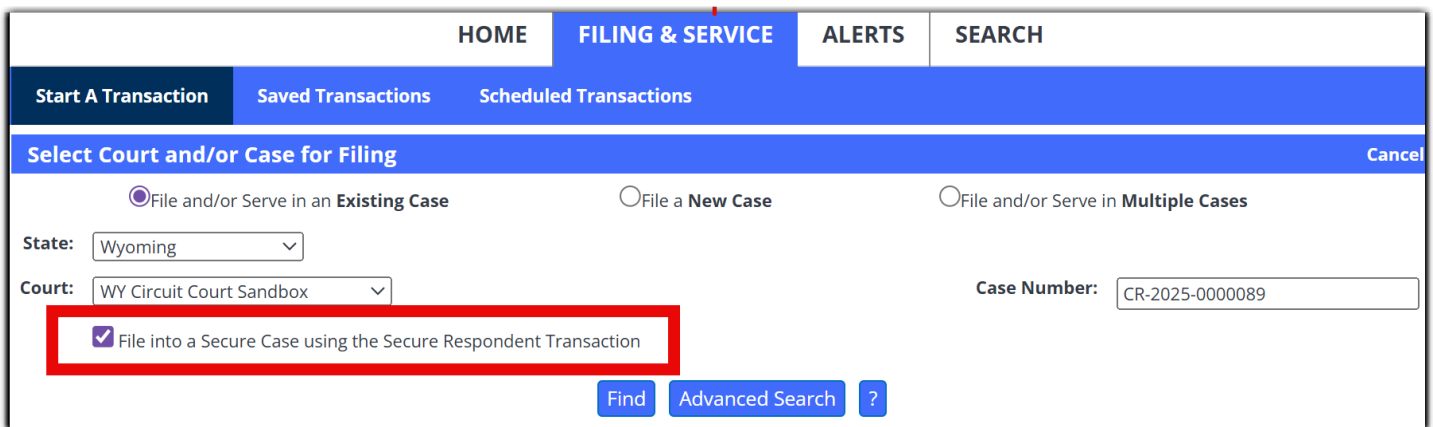
Certain case types have restricted access due to their sensitive nature. Confidential case types include:

- Adoption cases
- Juvenile cases
- Involuntary hospitalizations
- Paternity (until established)
- Any other case marked confidential

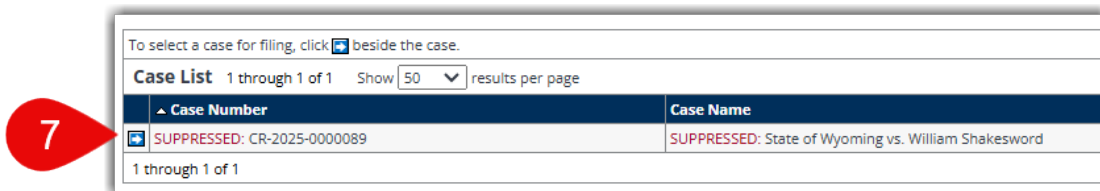
Attorneys cannot use the Quick Search functionality in FSX to locate confidential case types.

To eFile an initial appearance on a confidential case:

1. Hover over **Filing & Service** and select **Start a Transaction**.
2. Select **File and/or Service in an Existing Case**.
3. Choose the **State** from the drop-down menu and the correct **court**.
4. Select **File into a Secure Case using the Secure Respondent Transaction**.
5. Enter the **full case number**, including preceding zeros in the Case Number field.
6. Click **Find**.



7. Select the case.



Case Number	Case Name
SUPPRESSED: CR-2025-0000089	SUPPRESSED: State of Wyoming vs. William Shakesword

8. 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.

8
Accept
Cancel

Attach documents and continue to the **Sending Parties** tab. Party names are not visible on confidential cases.

9. Select the **checkbox** next to the Confidential party by the role listed in the Party Type column, i.e., "Defendant" or "Respondent."
10. Select the appropriate **Attorney Type** from the drop down.
11. Click **Continue**.

11/14/25 11:46 AM MST
Documents **Sending Parties** Review & Submit
Transaction ID: 310061
Cancel Save & Close

Select Sending Parties
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
9 ☒ Confidential	Defendant	Active	10 -- Select an Attorney Type -- -- Select an Attorney Type -- Attorney in Charge Co-Counsel	Confidential	Confidential

11

Continue

12. Enter the **name of the party** in the "Note to Clerk" field.
13. Click **Next** to continue, review the transaction information for accuracy, then click **Submit Transaction**.

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.

Submitting an Entry of Appearance for the defendant, William Shakesword.

Maximum length of text is 500 characters

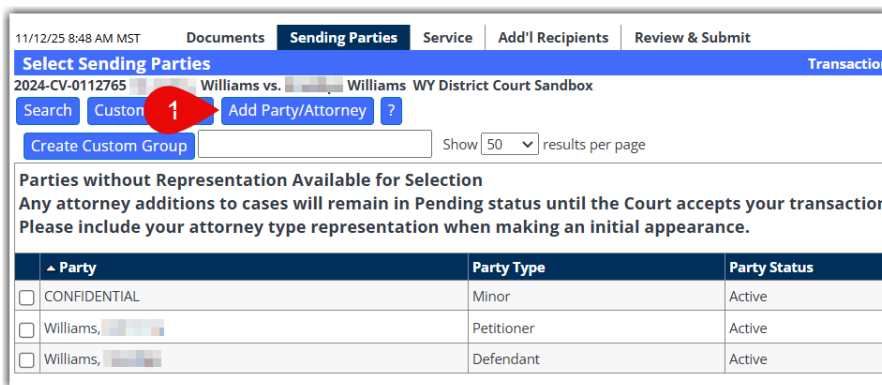
Once the filing is processed by the clerk, the attorney is added to the case.

Adding New Parties to an Existing Case

To add a new party to an existing case an attorney must submit a subsequent filing. This is typically used when representing someone not yet listed in the case, such as a new defendant or an intervenor. The process is the same for confidential and not-confidential cases. After the clerk processes the filing and adds the attorney to the case, the attorney gains access to documents and confidential party names.

Start a subsequent filing and attach the document. On the **Sending Parties** tab, search for the party and either select from the results or add the party.

1. Click **Add Party/Attorney**.



11/12/25 8:48 AM MST Documents **Sending Parties** Service Add'l Recipients Review & Submit

Select Sending Parties Transaction

2024-CV-0112765 Williams vs. Williams WY District Court Sandbox

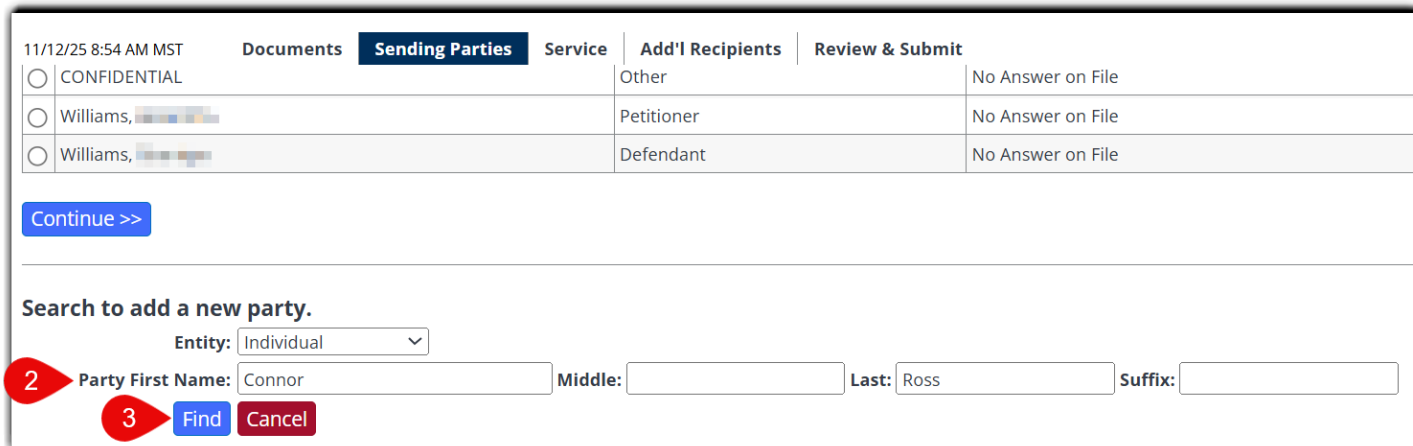
Search Custom **1** Add Party/Attorney ?

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

Party	Party Type	Party Status
☐ CONFIDENTIAL	Minor	Active
☐ Williams, [REDACTED]	Petitioner	Active
☐ Williams, [REDACTED]	Defendant	Active

2. Enter the party **first name** and **last name** in the corresponding fields for an "Individual."
If the party is a business, select "Organization" and enter the name.
3. Click **Find**.



11/12/25 8:54 AM MST Documents **Sending Parties** Service Add'l Recipients Review & Submit

☐ CONFIDENTIAL	Other	No Answer on File
☐ Williams, [REDACTED]	Petitioner	No Answer on File
☐ Williams, [REDACTED]	Defendant	No Answer on File

Continue >>

Search to add a new party.

Entity: Individual

2 Party First Name: Connor Middle: Last: Ross Suffix:

3 Find Cancel

4. Review the results returned.
 - a. If the party is returned, select the radio button and click **Continue**.
 - b. If the party is not found, click **Add Party**.

11/12/25 9:49 AM MST Documents **Sending Parties** Service Add'l Recipients Review & Submit

Add a Party Transaction ID: 309957 Cancel Save & Close

2024-CV-0112765 Williams vs. Williams WY District Court Sandbox

Select a party and click **Continue**. If the party is not in the list you may change your search criteria and select Find or select Add Party to add a new party.

Party Name	Is an alias
No parties found.	

Party First Name: Connor Middle: Last: Ross Suffix:

b Add Party Cancel

5. Complete the open fields and click **Continue**.

11/12/25 12:53 PM MST Documents **Sending Parties** Service Add'l Recipients Review & Submit

Add a Party Transaction ID: 309957

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 Type: Defendant First: Connor Middle: Last: Ross Attorney: Private Attorney, Fremont1 Attorney Type: Attorney in Charge

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

5 Continue >> Cancel

6. Click **Continue** to complete the transaction. The party shows automatically checked in the section **Parties with Representation Available for Selection**. Do not unselect the checkbox.

11/12/25 12:59 PM MST Documents **Sending Parties** Service Add'l Recipients Review & Submit

Select Sending Parties Transaction ID: 309957 Cancel Save & Close

2024-CV-0112765 Williams vs. Williams WY District Court Sandbox

Search Custom Groups Add Party/Attorney ?

Create Custom Group Show 50 results per page

Parties with Representation Available for Selection 1 through 1 of 1

Party	Party Type	Party Status	Attorney	Firm
☒ Ross, Connor	Defendant	Pending	Private Attorney, Fremont1	Private Firm F - Fremont County

Parties without Representation Available for Selection

Any attorney additions to cases will remain in Pending status until the Court accepts your transaction. 1 through 5 of 5

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

Party	Party Type	Party Status	Attorney Type	Attorney	Firm
☐ CONFIDENTIAL	Minor	Active		No Answer on File	Firm TBD
☐ Williams, [redacted]	Petitioner	Active		No Answer on File	Firm TBD
☐ Williams, [redacted]	Defendant	Active		No Answer on File	Firm TBD

6 Continue

Non-Party Case Filings

For non-party filings, traditional filing methods must be used. Consult with the court clerk for specific requirements.

Definitions

In Camera, electronic – a security option in FSX for electronically submitted documents that restricts access to the judge, the submitter, and the authorizing attorney who submitted the document.

Public – a security option in FSX for electronically submitted documents on non-confidential cases that makes the document viewable to all parties' attorneys on the case.

Secure Public – a security option in FSX for electronically submitted documents on confidential cases that makes the documents viewable to all parties' attorneys on the case.

Suppressed – these documents within a Suppressed case are electronically submitted to and viewable by the court and all listed parties' attorneys on 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.