WYOMING
JUDICIAL BRANCH

FSX Case Parties by Case Type Desk Aid

Civil – Restricted (Involuntary Hospitalization) Filing in District Court	Criminal & Citation Filing in Circuit Court Criminal Contempt Filing in District Court
Add the Initiating Party (IP): a. Select Initiating Party. b. Select **Petitioner** as the Party. c. Select **Organization** as the Entity. d. Enter **State of Wyoming** as the Name. e. Choose the **authorizing attorney.** f. Select **Attorney in Charge** as the Type. g. Click **Save Party**. **Add the Additional Party (AP):** a. Select Additional Party. b. Select **Proposed Patient** as the Party. c. Enter demographic info. d. Click **Save Party**.	**Add the Initiating Party (IP):** a. Select Initiating Party. b. Select **Plaintiff** as the Party. c. Select **Organization** as the Entity. d. Enter **State of Wyoming** as the Name. e. Choose the **authorizing attorney**. f. Select **Prosecutor in Charge.** g. Click **Save Party**. **Add the Additional Party (AP):** a. Select Additional Party. b. Select **Defendant** as the Party. c. Enter demographic info. d. Click **Save Party**.
Juvenile (Abuse & Neglect, CHINS) Filing in District Court	**Juvenile Delinquency** Filing in District Court
Add the Initiating Party (IP): a. Select Initiating Party. b. Select **Petitioner** as the Party. c. Select **Organization** as the Entity. d. Enter **State of Wyoming** as the Name. e. Choose the **authorizing attorney.** f. Select **Attorney in Charge** as the Type. g. Click **Save Party**. **Add the Additional Party (AP):** a. Select Additional Party. b. Select **Minor** as the Party. c. Enter demographic details. d. Click **Save Party**. **NOTE:** For Abuse & Neglect cases, add the minor, then use the Additional Party option to add parties with allegations as "Respondents."	**Add the Initiating Party (IP):** a. Select Initiating Party. b. Select **Plaintiff** as the Party. c. Select **Organization** as the Entity. d. Enter **State of Wyoming** as the Name. e. Choose the **authorizing attorney**. f. Select **Prosecutor in Charge.** g. Click **Save Party**. **Add the Additional Party (AP):** a. Select Additional Party. b. Select **Defendant** as the Party. c. Enter demographic details. d. Click **Save Party**. **NOTE:** Do not add any other parties in FSX. Clerks will add additional parties to the case management system.