

File & ServeXpress: Initiating Juvenile Cases in Wyoming



Wyoming Judicial Branch
2301 Capitol Avenue
Cheyenne, WY 82002
www.courts.state.wy.us

eFiler Responsibility

This document is designed to specifically assist Wyoming County Attorneys in initiating Juvenile cases through File & ServeXpress (FSX). ¹This guide supplements the FSX training provided for Wyoming Attorneys with information specific to eFiling in Wyoming District and Chancery 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.courts.state.wy.us/efiling/>
- https://www.courts.state.wy.us/court_rule/wyoming-rules-for-electronic-filing-and-service-in-district-courts/
- <https://www.fileandservexpress.com/wyoming/>

Juvenile Case Initiation

There are three main Juvenile case types in Wyoming:

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

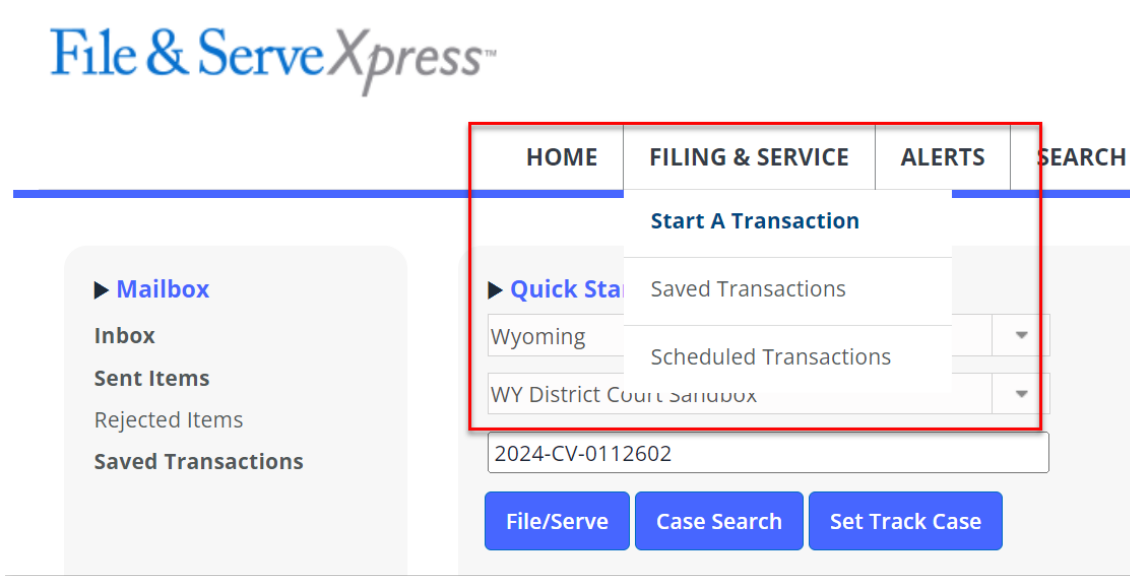
The Court's case management system (CMS) handles cases with distinct workflows. Consequently, there are two independent methods for initiating Juvenile cases in File & ServeXpress (FSX): one for Abuse & Neglect and CHINS cases and a separate one for Delinquency.

Both methods are outlined below.

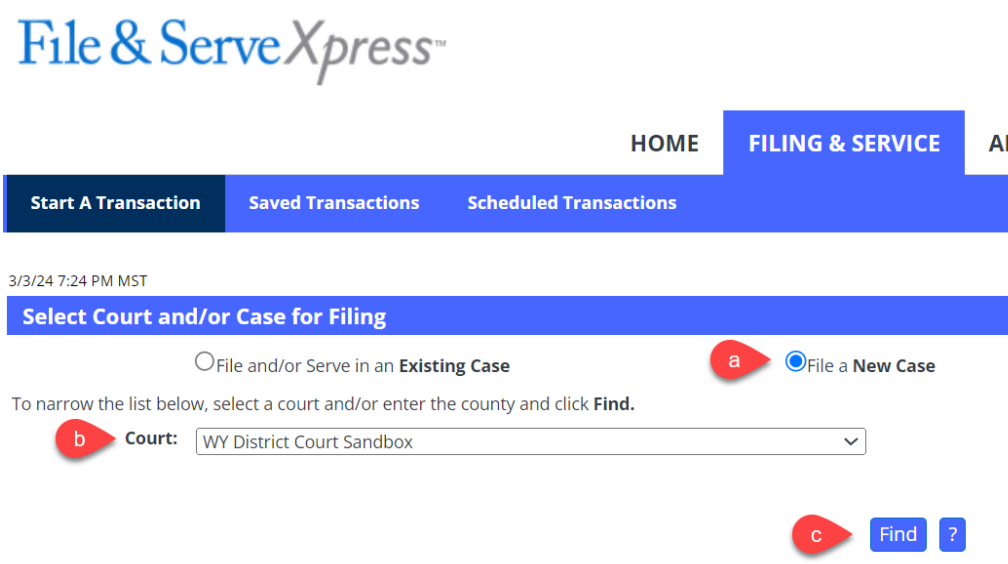
¹ This guide is offered as a courtesy for attorneys who eFile in Wyoming courts and is not intended as legal advice. It serves as a supplementary resource and should not be considered a replacement for adhering to court rules and relevant statutes. It is imperative for filers to thoroughly review and adhere to all court rules and statutes pertaining to eFiling, as well as the Wyoming Rules Governing Redactions from Court Records.

Abuse & Neglect and CHINS Case Initiation


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 **Court**.
 - c. Click **Find**.



3. Click the **blue 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 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 screen:
 - a. Ensure Case Class is Juvenile.
 - b. Select **New Case Filings** from the Case Type drop-down.
 - c. Enter a **Case Name**.
 - d. Click **Submit**.

File & Serve Xpress

HOME **FILING & SERVICE** ALERTS SEARCH

Start A Transaction Saved Transactions Scheduled Transactions

1/26/24 1:17 PM MST **Case** Documents Case Parties Review & Submit

Add New Case Transaction ID: 271456

Enter a case name and select a case type. Then click **Submit**.

Court WY Court Sandbox

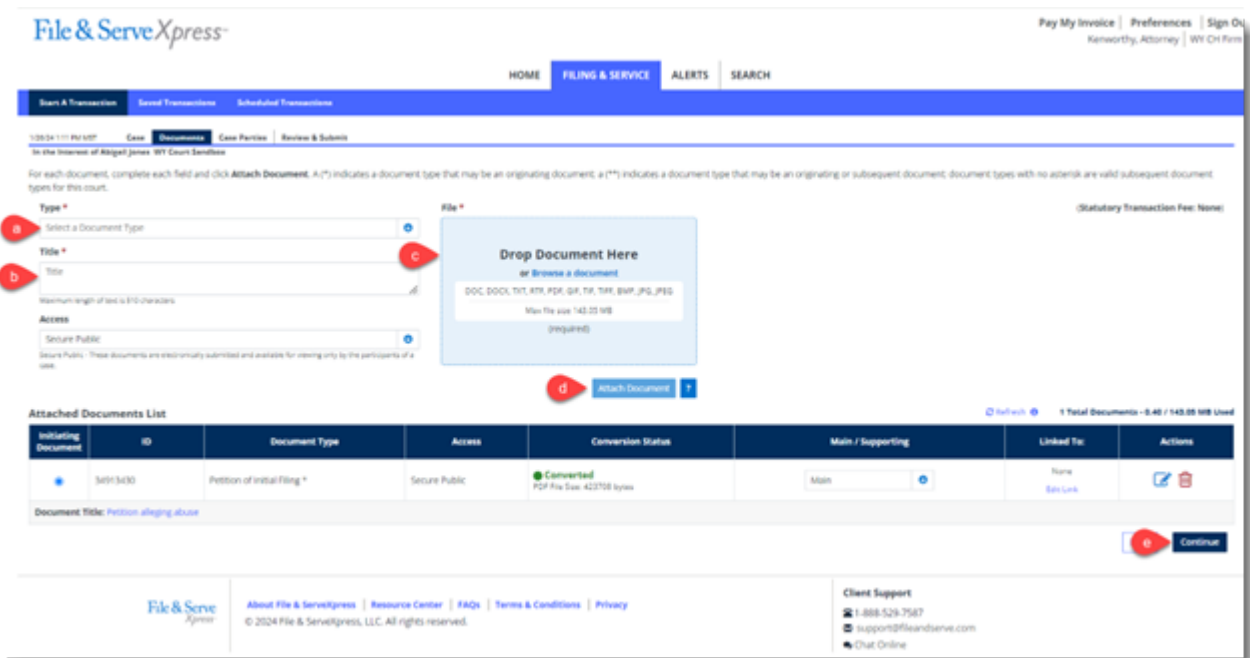
Case Class
a Juvenile

Case Type
b New Case Filings

Case Name *
c In the Interest of Abigail Jones
Maximum length of text is 200 characters

d **Submit** ?

5. On the Document screen:
 - a. Select **Petition of Initial Filing *** in the Type box.
NOTE: The * indicates an 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: This is the initiating document. If additional documents need to be added, repeat the steps outlined in #5. Ensure the appropriate document type is selected for each additional uploaded document.
 - e. Once all documents have been attached, click **Continue**.



6. On the Case Parties screen, add the Initiating Case Party:
 - a. Select the **Initiating Party** radio button.
 - b. Select **Petitioner** from the Party drop-down.
 - c. Select **Organization** in the Entity box.
 - d. Type Organization Name: **State of Wyoming**.
 - e. Select the **authorizing attorney's name** from the Attorney drop-down.
 - f. Select **Attorney in Charge** in the Attorney Type box.
 - g. Click **Save Party**.

File & Serve Xpress

HOME FILING & SERVICE ALERTS SEARCH

Start A Transaction Saved Transactions Scheduled Transactions

1/26/24 1:37 PM MST Case Documents Case Parties Review & Submit Transaction ID: 271456

Add Case Parties

In the Interest of Abigail Jones WY 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 *

Party Name *
Organization Name

Phone Ext.

Addresses, ...

City State Zip

Email

e Attorney * **f** Attorney Type *

g

NOTE: Juvenile cases require an **Initiating Party (IP)** of the State of Wyoming with a party type of **Petitioner**.

7. On the Case Parties screen, add Additional Parties:
 - a. Select the **Additional Party** radio button.
 - b. Select the appropriate **Party** from the Party drop-down.

NOTE: Juvenile CHINS cases should have at least one **Additional Party (AP)** of a child with a party type of **Minor**. **Juvenile Abuse & Neglect** should have at least one **(AP)** of a child with a party type of **Minor** and at least one **(AP)** of a party with allegations (usually a parent or guardian) with a party type of **Respondent**. Other additional parties can be added if known (DFS, CASA, etc.).
 - c. Select **Individual** in the Entity box.
 - d. Enter the appropriate information in the remaining fields.
 - e. Click **Save Party**.

NOTE: On the top right-hand side of the screen, the Added Case Parties box will display all SAVED parties. (IP – Initiating Party and AP – Additional Parties).

The screenshot shows the 'Add Case Parties' interface. At the top, there are navigation tabs: 'Start a Transaction', 'Saved Transactions', and 'Scheduled Transactions'. The main header includes 'File & Serve Xpress' and user information: 'Pay My Invoice | Preferences | Sign Out | Kerworthy, Attorney | WY CH Firm'. Below this is a secondary navigation bar with 'HOME', 'FILING & SERVICE', 'ALERTS', and 'SEARCH'. The main content area is titled 'Add Case Parties' and includes instructions: 'In the interest of Angela Jones WY Court Services. 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.' The form has two radio buttons: 'Initiating Party (e.g. plaintiff, petitioner)' (labeled 'a') and 'Additional Party (e.g. defendant, respondent)' (labeled 'b'). The 'Additional Party' option is selected. Below this is a 'Party' dropdown menu (labeled 'b') with 'Minor' selected, and an 'Entity' dropdown menu (labeled 'c') with 'Individual' selected. The 'Party Name' section has four input fields: 'First Name' (labeled 'd') with 'Abigail', 'Middle Name', 'Last Name' with 'JONES', and 'Suffix'. Below this are 'Phone' and 'Ext.' fields, an 'Address' section with 'City' (labeled 'd'), 'State' (Wyoming), and 'Zip' (82001) fields, 'Email', 'Date of Birth', and 'Social Security #' fields. At the bottom right, there is a 'Save Party' button (labeled 'e'), a 'Back' button, and a 'Continue' button. On the right side, a red-bordered box highlights the 'Added Case Parties' list, which contains two entries: 'IP State of Wyoming' and 'AP Jones, Melissa'.

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

9. On the Review & Submit screen:
 - a. Select the authorizing attorney's name from the Authorizing Attorney drop-down.
 - b. Add a **Billing Reference** for the Firm.
NOTE: Refer to the Firm Administrator for guidance.
 - c. In the Note to Clerk box, box, enter any additional essential information regarding the filing that needs to be communicated to the clerk. This can be the name of a Guardian Ad Litem, if known. Do not add a GAL as an additional party.
 - d. Select whether to submit the filing immediately or schedule the transaction for release at a later date.
 - e. 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

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

Authorize and file now

Authorize and file on

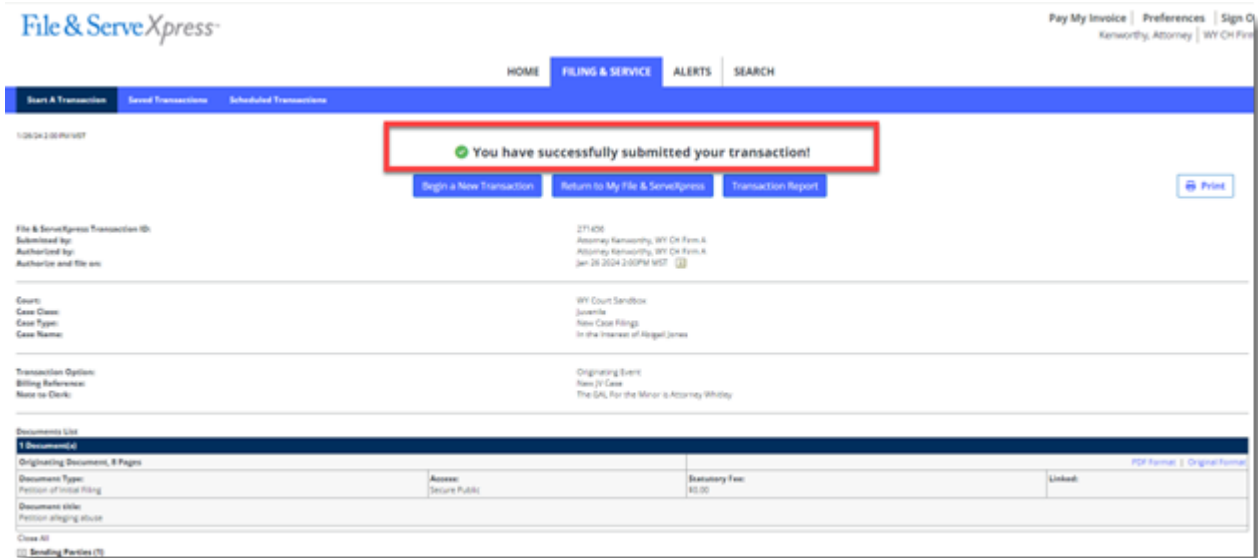
/ / at : AM (mm/dd/yyyy) at (hh:mm) MT

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

e Next

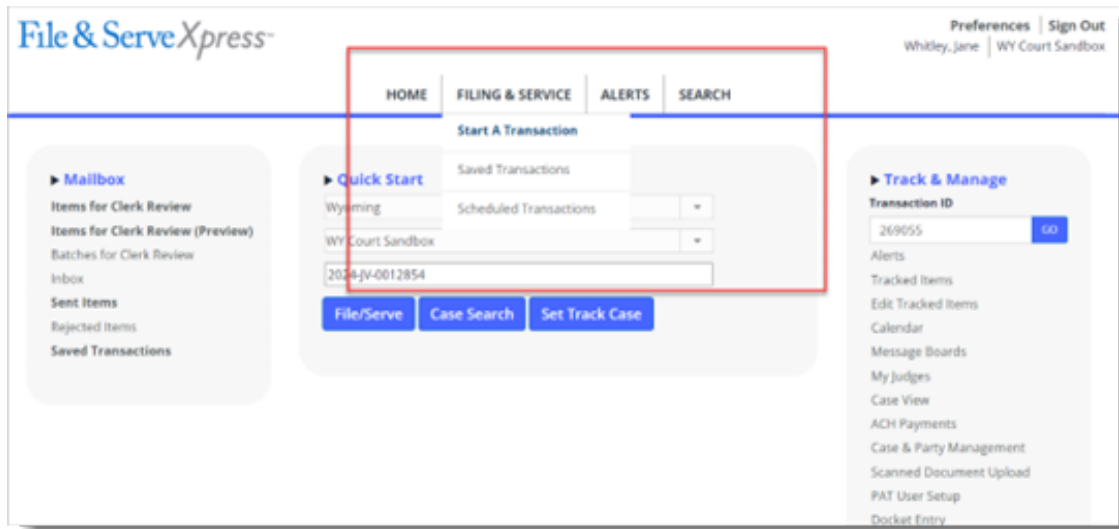
10. After reviewing the transaction, proceed by clicking **Submit Transaction**.

NOTE: An alert message will appear to confirm the successful submission of the transaction.

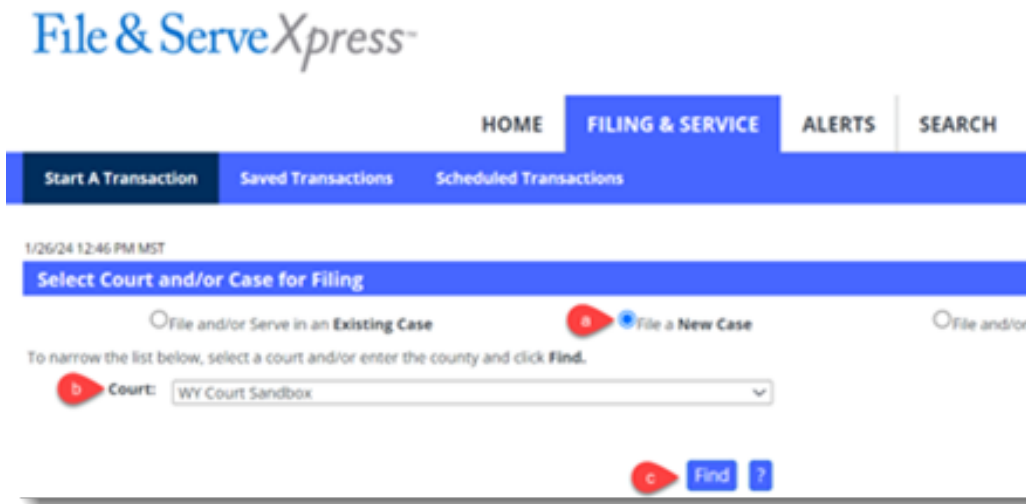


Juvenile Delinquency Case Initiation

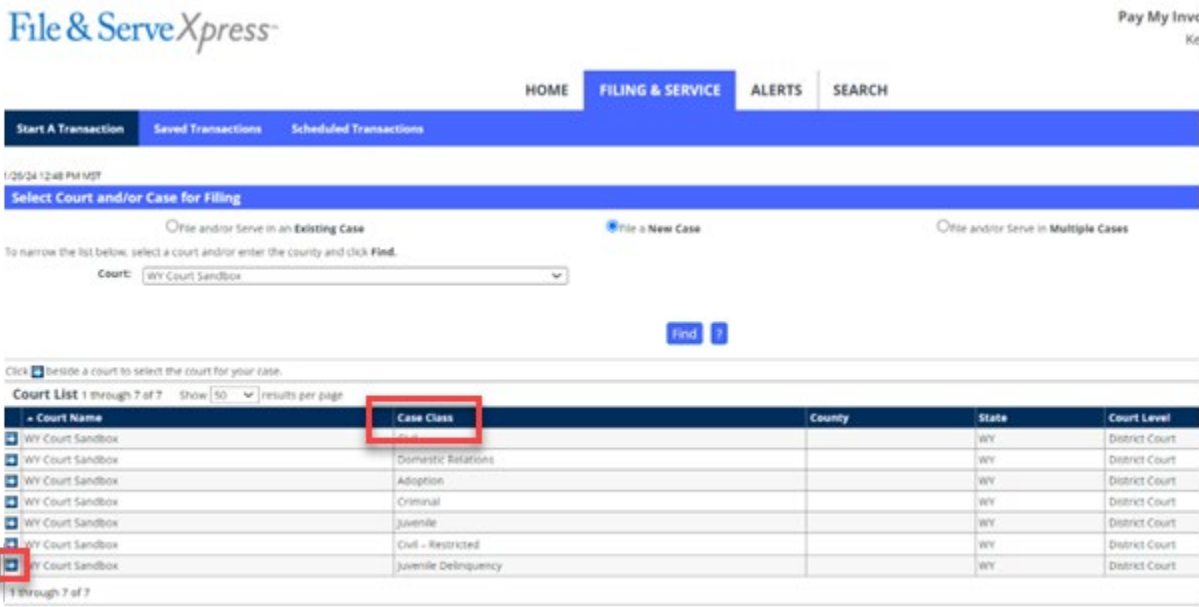
1. From the FSX Home Page, hover over the Filing & Service Tab and select **Start a Transaction** from the drop-down.



2. Complete the following fields:
 - a. Click the **File a New Case** radio button.
 - b. Select the correct **Court**.
 - c. Click **Find**.



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



4. On the Case screen:
 - a. Ensure Case Class is Juvenile Delinquency.
 - b. Select **NEW CASE FILINGS** from the Case Type drop-down.
 - c. Enter a **Case Name**.
 - d. Click **Submit**.

File & Serve Xpress

HOME **FILING & SERVICE** ALERTS SEARCH

Start A Transaction **Saved Transactions** Scheduled Transactions

1/26/24 2:13 PM MST

Add New Case Transaction ID:

Enter a case name and select a case type. Then click **Submit**.

Court WY Court Sandbox

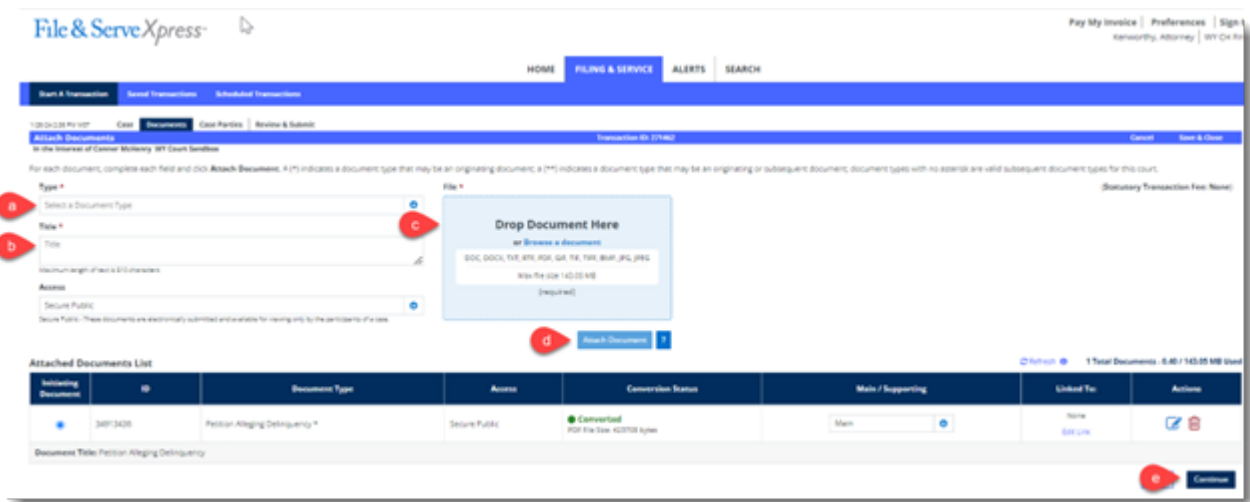
Case Class
a Juvenile Delinquency

Case Type
b New Case Filings

Case Name *
c In the Interest of Conner McHenry
Maximum length of text is 200 characters

d **Submit** ?

5. On the Document screen:
 - a. Select **Petition Alleging Delinquency *** in the Type box.
NOTE: The * indicates an 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: This is the initiating document. If additional documents need to be added, repeat the steps outlined in #5. Ensure the appropriate document type is selected for each additional uploaded document.
 - e. Once all documents have been attached, click **Continue**.



6. On the Case Parties screen, add the Initiating Case Party:
 - a. Select the **Initiating Party** radio button.
 - b. Select **Petitioner** from the Party drop-down.
 - c. Select **Organization** in the Entity box.
 - d. Type Organization Name: **State of Wyoming**.
 - e. Select the **authorizing attorney's name** from the Attorney drop-down.
 - f. Select **Prosecutor** in the Attorney Type box.
 - g. Click **Save Party**.

File & Serve Xpress

HOME FILING & SERVICE ALERTS SEARCH

Start A Transaction Saved Transactions Scheduled Transactions

1/26/24 2:44 PM MST Case Documents Case Parties Review & Submit Transaction ID: 271462

Add Case Parties

In the Interest of Conner McHenry WY 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 Phone Ext. Ext.

Address
Address line 1
Address line 2

City City State Select a State Zip Zip

Email
Email

e Attorney * Kenworthy, Attorney **f** Attorney Type * Prosecutor

g Save Party

7. On the Case Parties screen, add Additional Parties:
 - a. Select the **Additional Party** radio button.
 - b. Select the appropriate **Party** from the Party drop-down.

NOTE: In the Juvenile Delinquency case type, minors should reflect the Party Type of Defendant. Any additional parties should be noted in the Note to Clerk comment box of the Review & Submit screen. This includes parents, agencies, interested parties, or other participants of the case if known. DO NOT enter any additional parties other than the minor in the Add Case Parties screen for Juvenile Delinquency cases. **Juvenile Delinquency cases** should have one **Initiating Party (IP)** of the State of Wyoming as a **Petitioner** and at least one **Additional Party (AP)** of the minor as a **Defendant**.
 - c. Select **Individual** in the Entity box.
 - d. Enter the appropriate information in the remaining fields.
 - e. Click **Save Party**.

NOTE: On the top right-hand side of the screen, the Added Case Parties box will display all SAVED parties. (IP – Initiating Party and AP – Additional Parties).

The screenshot shows the 'Case Parties' screen in the File & Serve Xpress system. The form is for adding a party to a case. The 'Party' dropdown is set to 'Additional Party (e.g. defendant, respondent)'. The 'Entity' dropdown is set to 'Individual'. The 'Party Name' fields are filled with 'Connor', 'Middle Name', 'Mikhey', and 'Suffix'. The 'Phone' field is '607-779-1111'. The 'Address' field is 'PO BOX 2108'. The 'City' is 'Cheyenne', 'State' is 'Wyoming', and 'Zip' is '82003'. The 'Email' field is empty. The 'Date of Birth' is 'MM/DD/YYYY' and the 'Social Security #' is empty. A red box highlights the 'Added Case Parties' section on the right, which shows 'State of Wyoming' as an added party. A 'Save Party' button is at the bottom right.

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

9. On the Review & Submit screen:
 - a. Select the authorizing attorney's name from the Authorizing Attorney drop-down.
 - b. Add a **Billing Reference** for the Firm.
NOTE: Refer to the Firm Administrator for guidance.
 - c. In the Note to Clerk box, enter any additional essential information regarding the filing that needs to be communicated to the clerk.
 - d. Select whether to submit the filing immediately or schedule the transaction for release at a later date.
 - e. 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: 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 Minor's Public Defender Attorney is Attorney Whitley

Maximum length of text is 500 characters

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

d 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 & Serve Xpress interface. At the top, there is a navigation bar with 'HOME', 'FILING & SERVICE', 'ALERTS', and 'SEARCH'. Below this is a sub-navigation bar with 'Start a Transaction', 'Search Transactions', and 'Scheduled Transactions'. A central message box, highlighted with a red border, states: 'You have successfully submitted your transaction!'. Below the message are three buttons: 'Begin a New Transaction', 'Return to My File & Serve Xpress', and 'Transaction Report'. To the right of the message box is a 'Print' button. The main content area is divided into several sections: 'File & Serve Xpress Transaction ID', 'Submitted By', 'Authorized By', 'Authorize and file on', 'Court', 'Case Class', 'Case Type', 'Case Name', 'Transaction Details', 'Billing Information', 'Note to Clerk', and 'Documents List'. The 'Documents List' section contains a table with columns for 'Document Name', 'Access', 'Statutory Fee', and 'Linkback'. The table lists 'Original Petition, 4 Pages' with a fee of '\$0.00' and a linkback of 'PDF format | Original format'. Below the table, there are links for 'Access' and 'Secure Public'.

Document Name	Access	Statutory Fee	Linkback
Original Petition, 4 Pages		\$0.00	PDF format Original format