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). [1]This 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

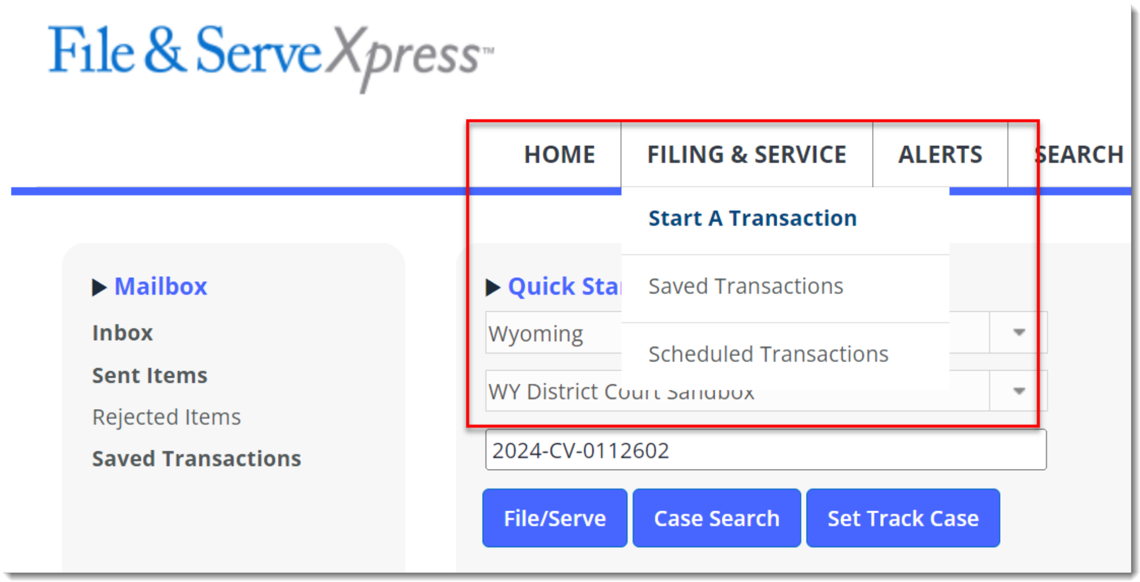
The Court's case management system (CMS) handles cases with distinct workflows. Consequently, there are two independent methods for initiating Juvenile cases in File & ServeXpress (FSX): one for Abuse & Neglect and CHINS cases and a separate one for Delinquency.

Both methods are outlined below.

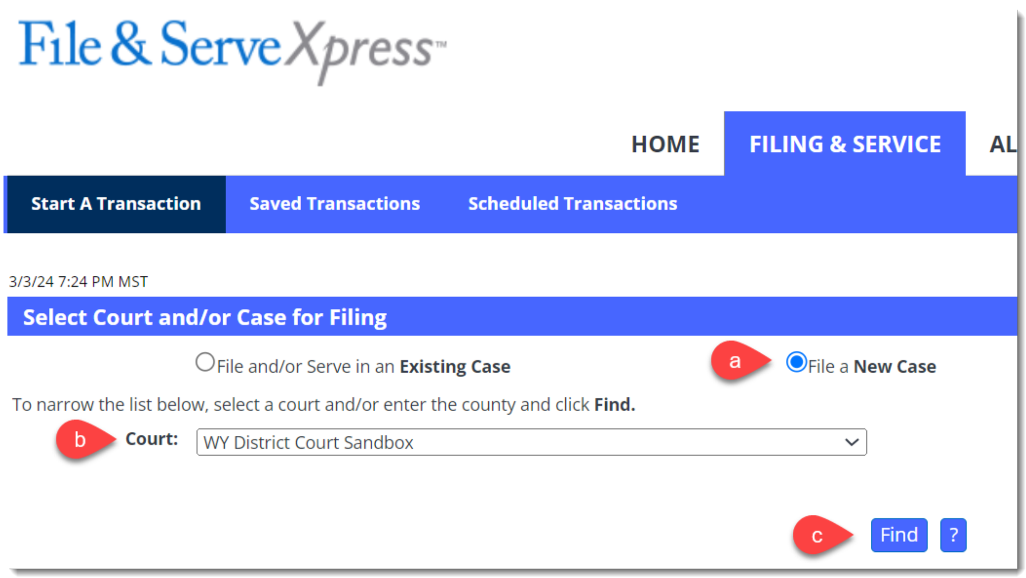
[1] This guide is offered as a courtesy for attorneys who eFile in Wyoming courts and is not intended as legal advice. It serves as a supplementary resource and should not be considered a replacement for adhering to court rules and relevant statutes. It is imperative for filers to thoroughly review and 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

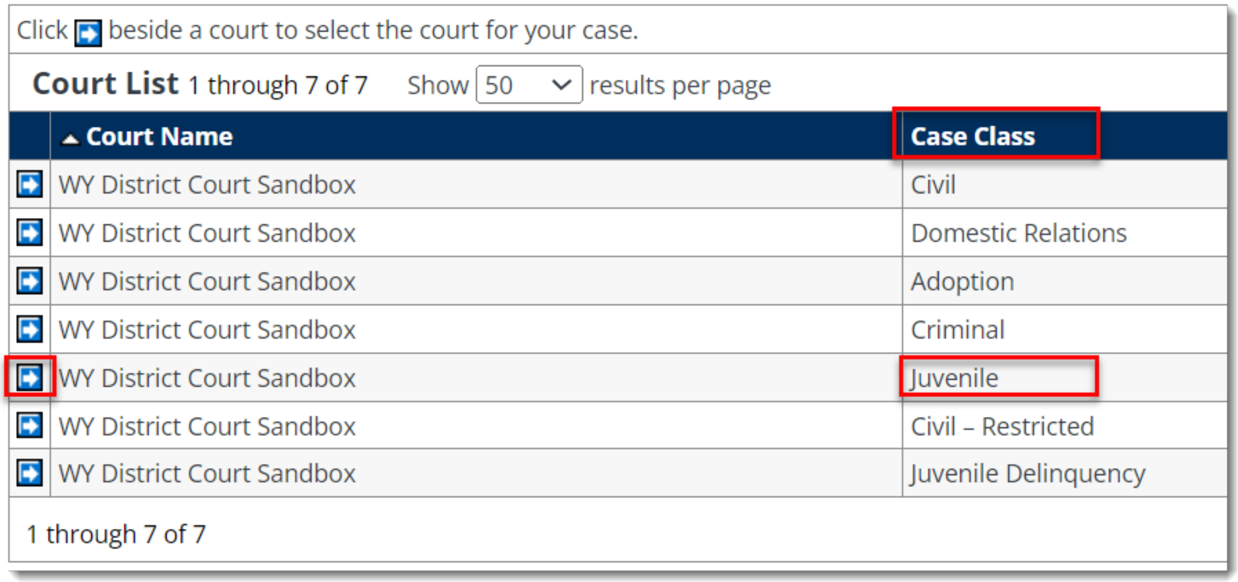
1. From the FSX Home Page, hover over the Filing & Service Tab and select **Start a Transaction** from the drop-down.



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.

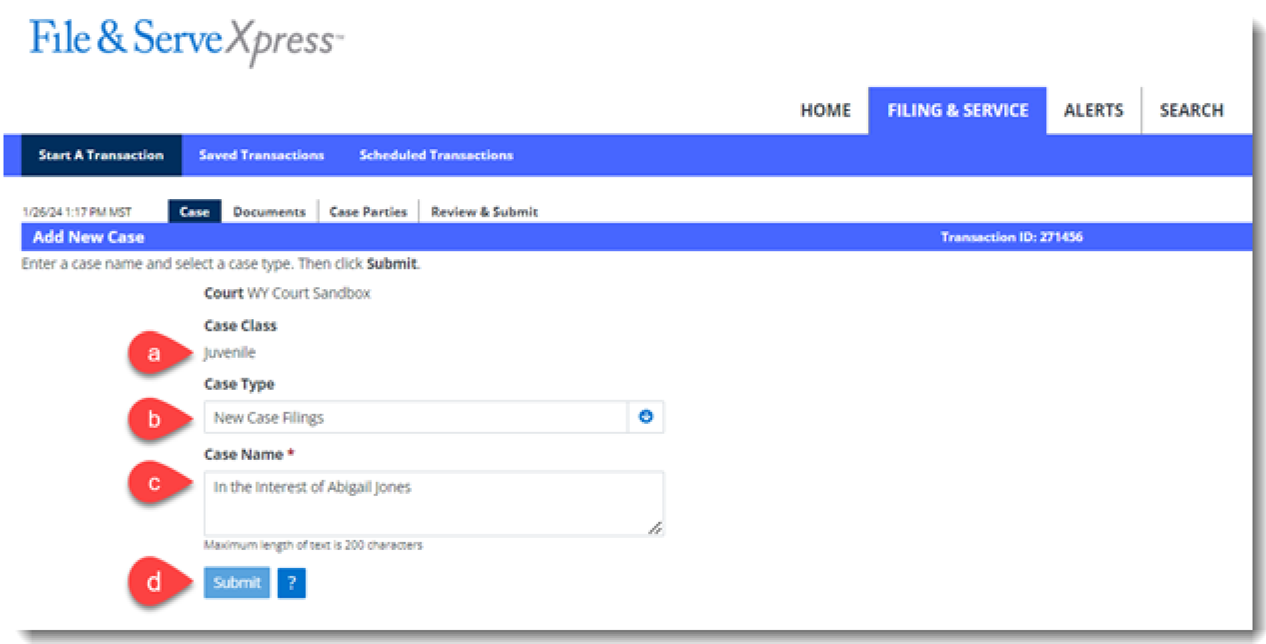

Click beside a court to select the court for your case.

Court List 1 through 7 of 7 Show 50 results per page

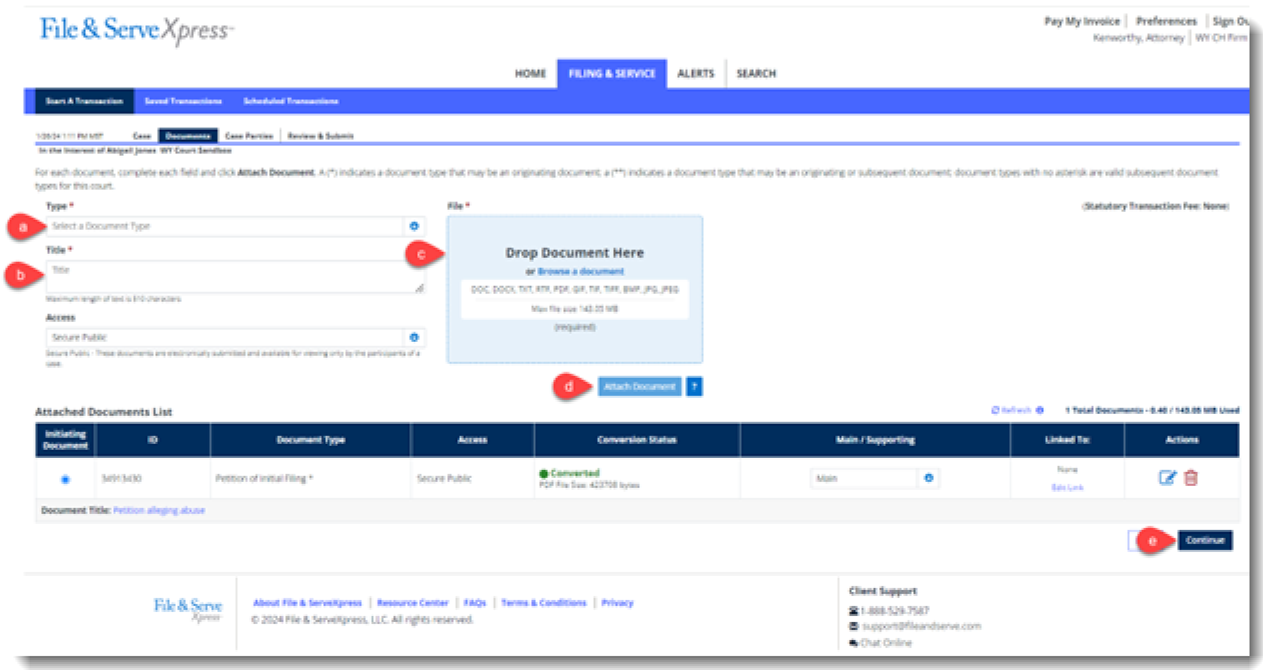
	Court Name	Case Class
	WY District Court Sandbox	Civil
	WY District Court Sandbox	Domestic Relations
	WY District Court Sandbox	Adoption
	WY District Court Sandbox	Criminal
	WY District Court Sandbox	Juvenile
	WY District Court Sandbox	Civil – Restricted
	WY District Court Sandbox	Juvenile Delinquency

1 through 7 of 7

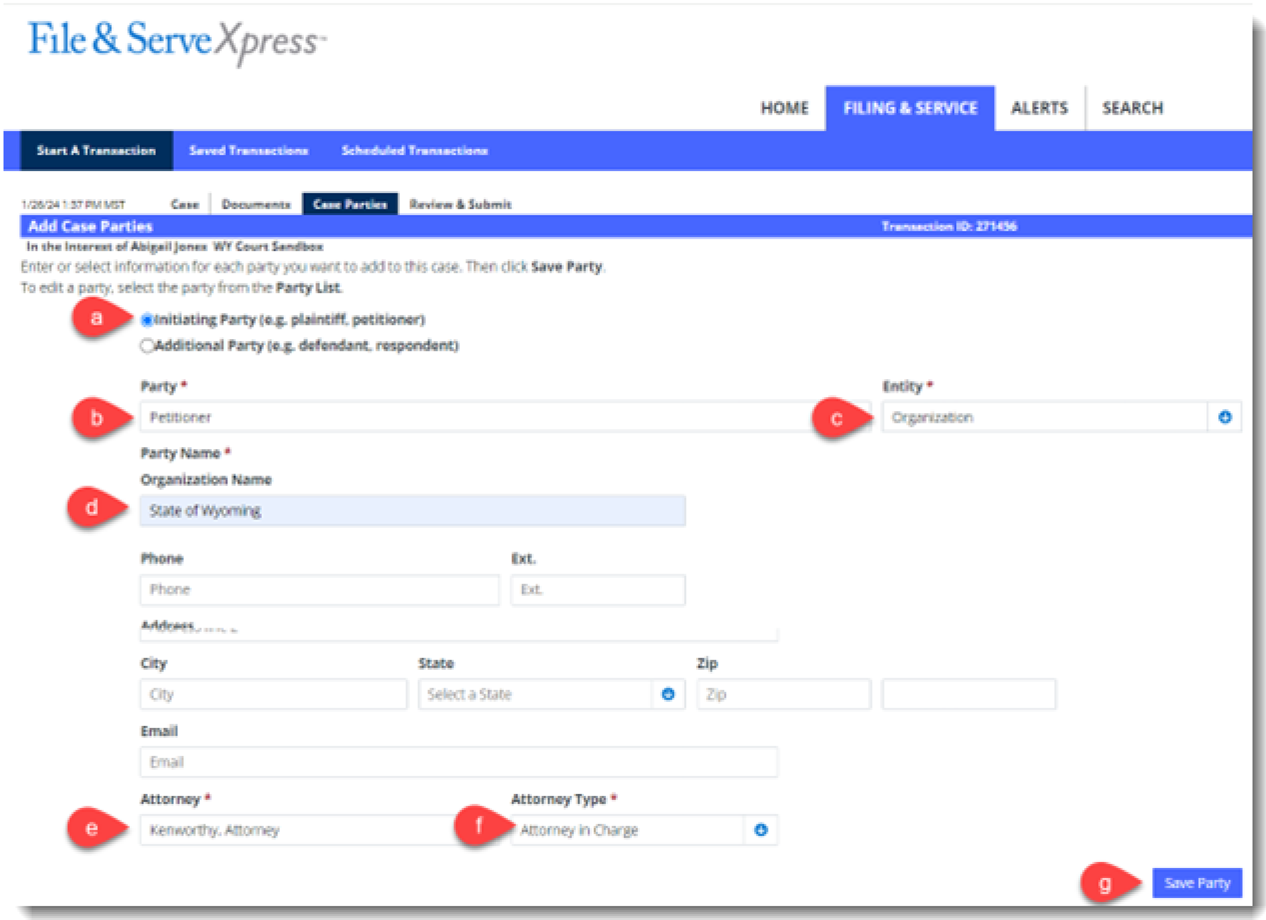
4. On the Case screen:
    a. Ensure Case Class is Juvenile.
    b. Select **New Case Filings** from the Case Type drop-down.
    c. Enter a **Case Name**.
    d. Click **Submit**.



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**.

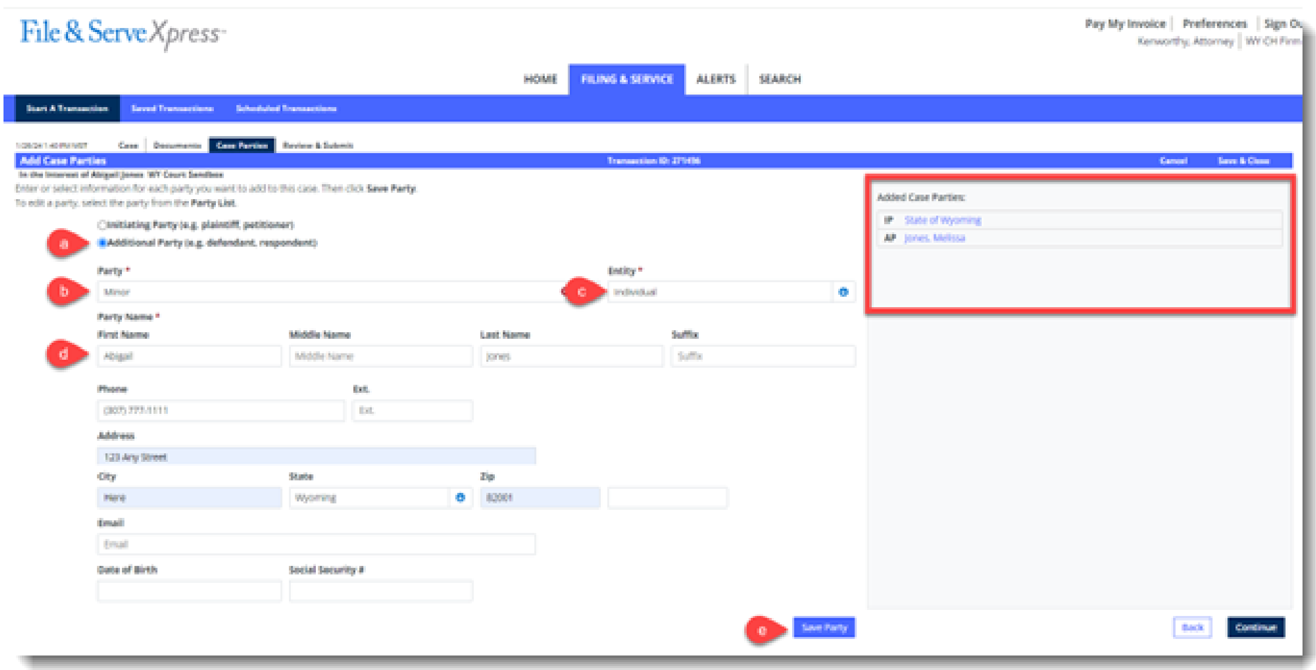


6. On the Case Parties screen, add the Initiating Case Party:
   a. Select the **Initiating Party** radio button.
   b. Select **Petitioner** from the Party drop-down.
   c. Select **Organization** in the Entity box.
   d. Type Organization Name: **State of Wyoming**.
   e. Select the **authorizing attorney's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



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

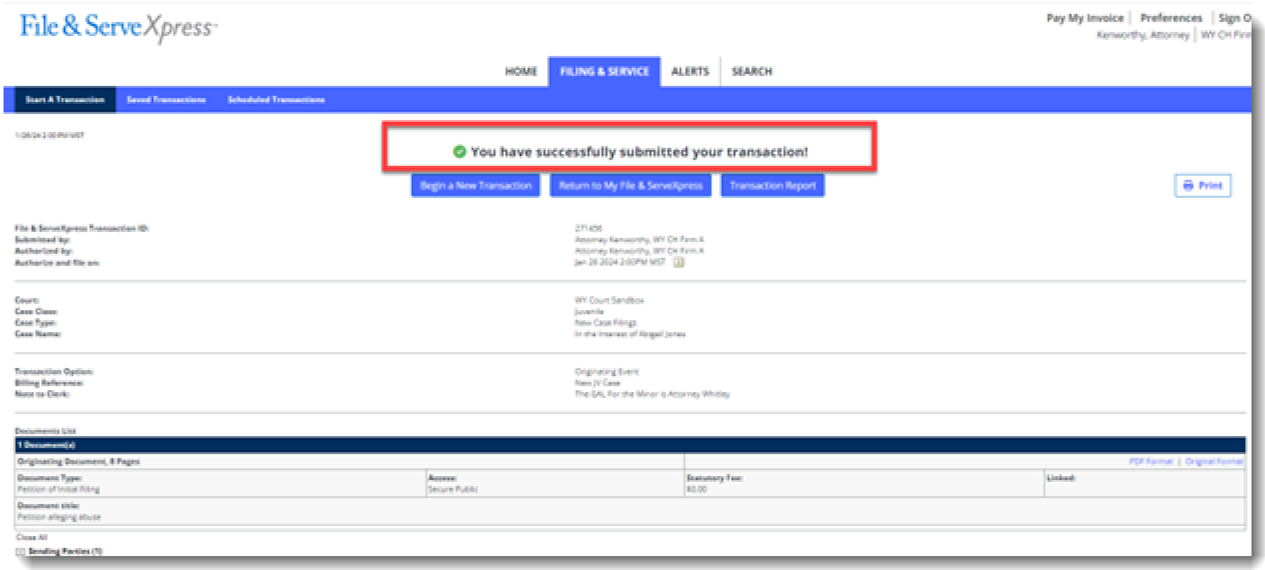
7. On the Case Parties screen, add Additional Parties:
   a. Select the **Additional Party** radio button.
   b. Select the appropriate **Party** from the Party drop-down.
      NOTE: **Juvenile CHINS** cases should have at least one **Additional Party (AP)** of a child with a party type of **Minor. 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).



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

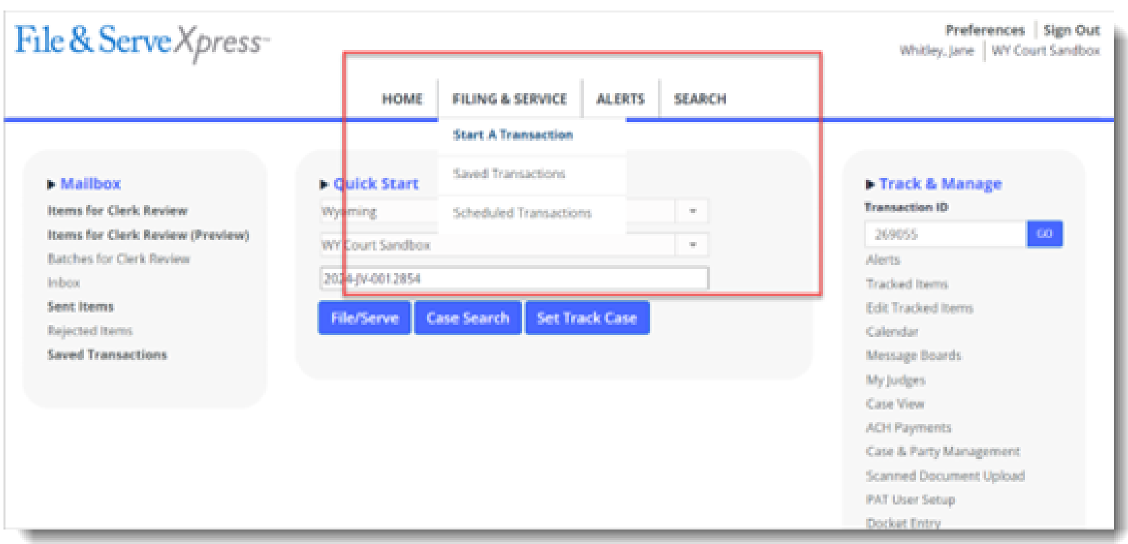
9. On the Review & Submit screen:
   a. Select the authorizing attorney's name from the Authorizing Attorney drop-down.
   b. Add a **Billing Reference** for the Firm.
      NOTE: Refer to the Firm Administrator for guidance.
   c. In the Note to Clerk box, box, enter any additional essential information 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**.

10. After reviewing the transaction, proceed by clicking **Submit Transaction**.
    NOTE: An alert message will appear to confirm the successful submission of the transaction.

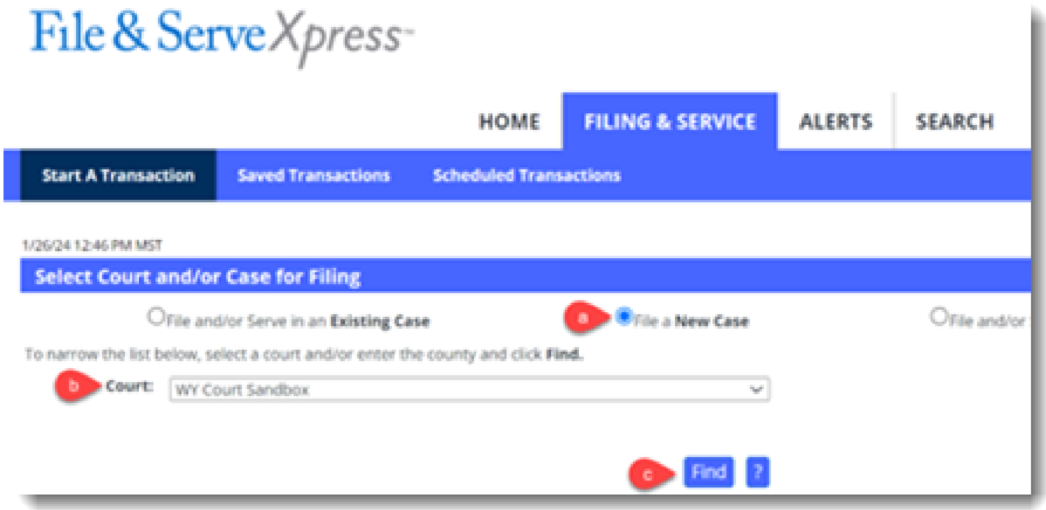


Juvenile Delinquency Case Initiation

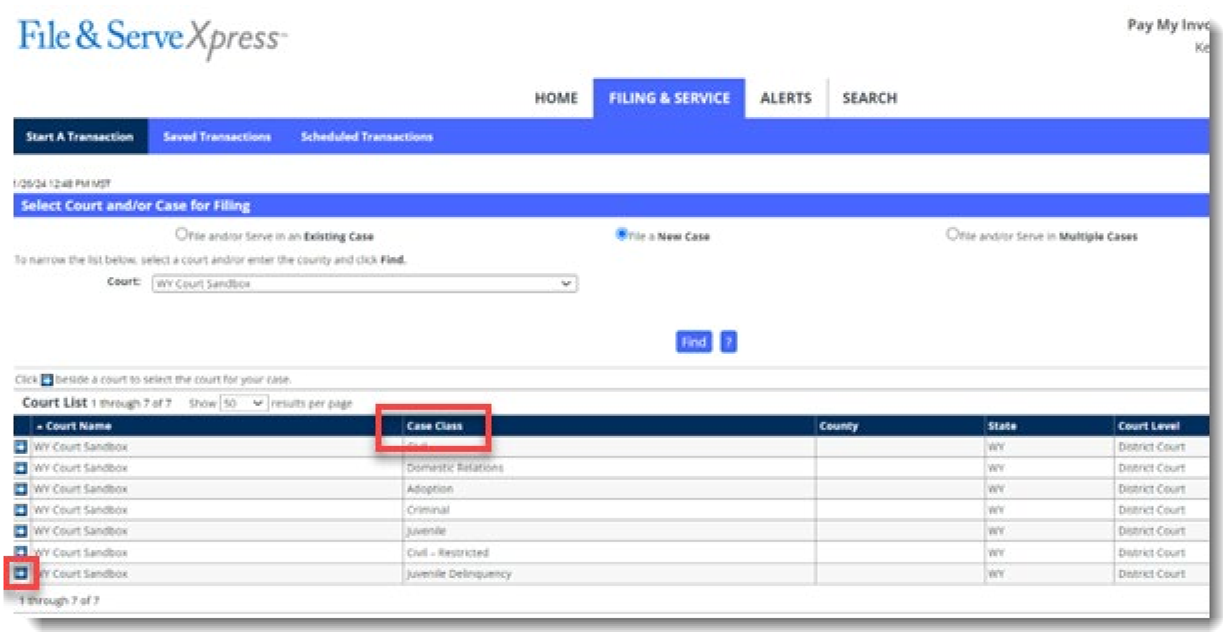
1. From the FSX Home Page, hover over the Filing & Service Tab and select **Start a Transaction** from the drop-down.



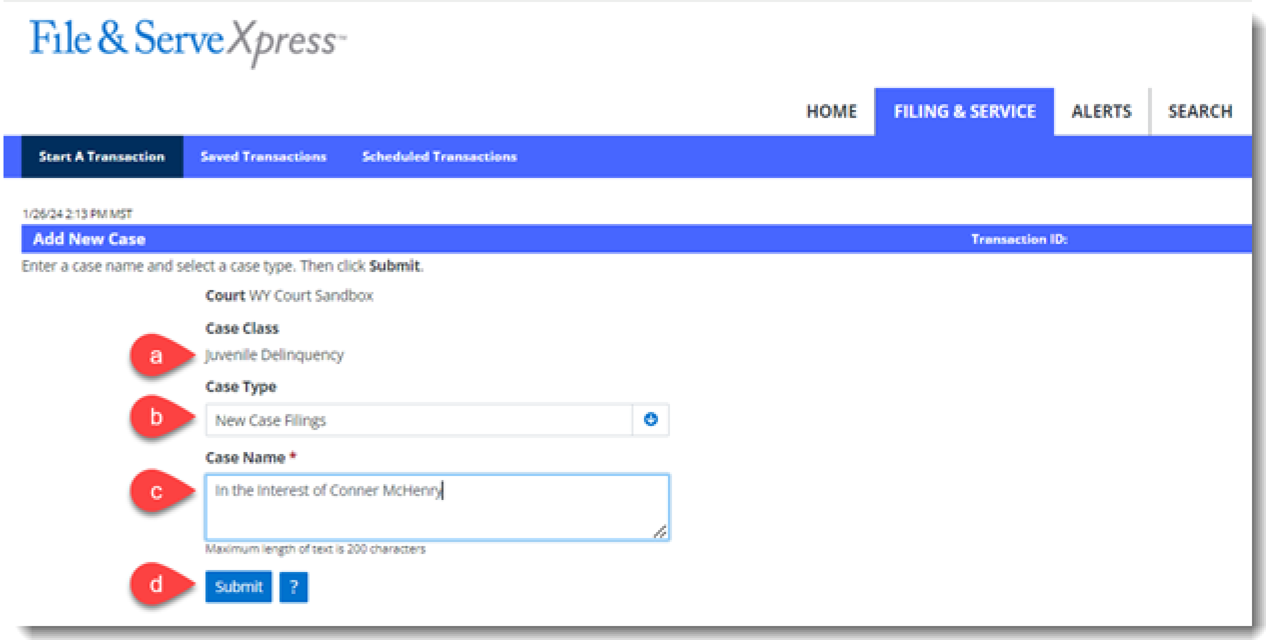
2. Complete the following fields:
   a. Click the **File a New Case** radio button.
   b. Select the correct **Court**.
   c. Click **Find.**



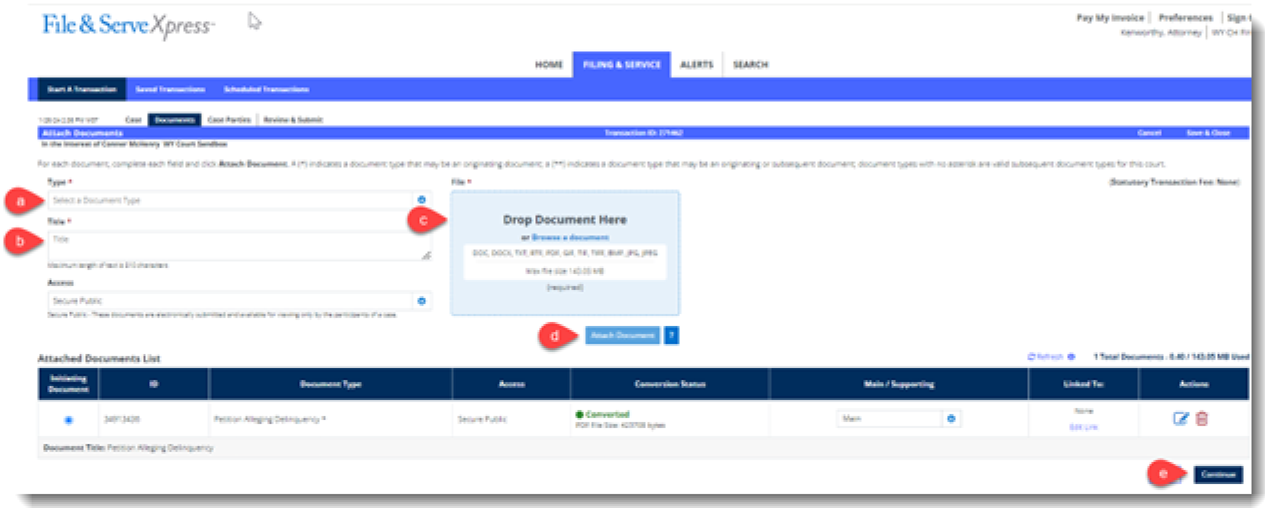
3. Click the **blue arrow** for Case Class type Juvenile Delinquency.



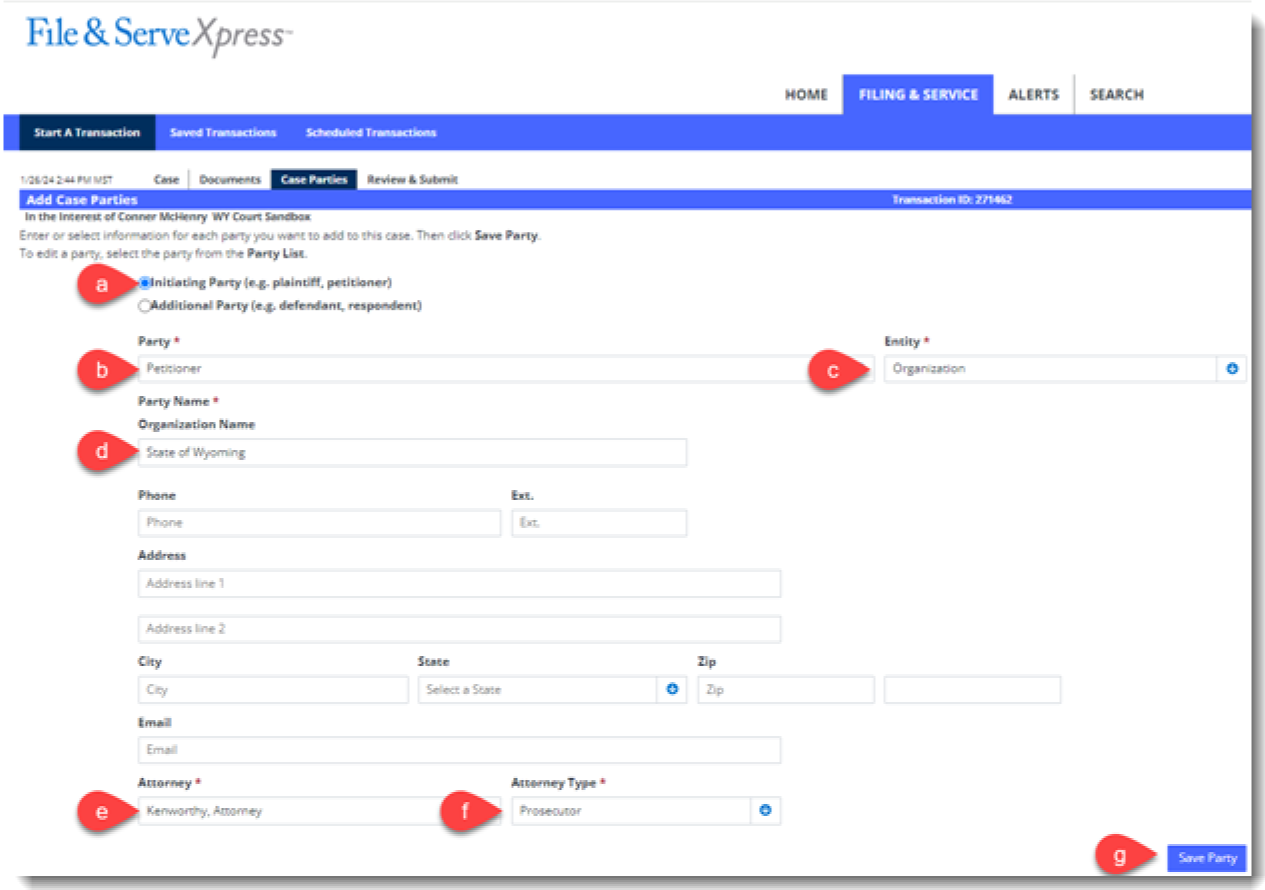
4. On the Case screen:
    a. Ensure Case Class is Juvenile Delinquency.
    b. Select **NEW CASE FILINGS** from the Case Type drop-down.
    c. Enter a **Case Name**.
    d. Click **Submit**.



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.**

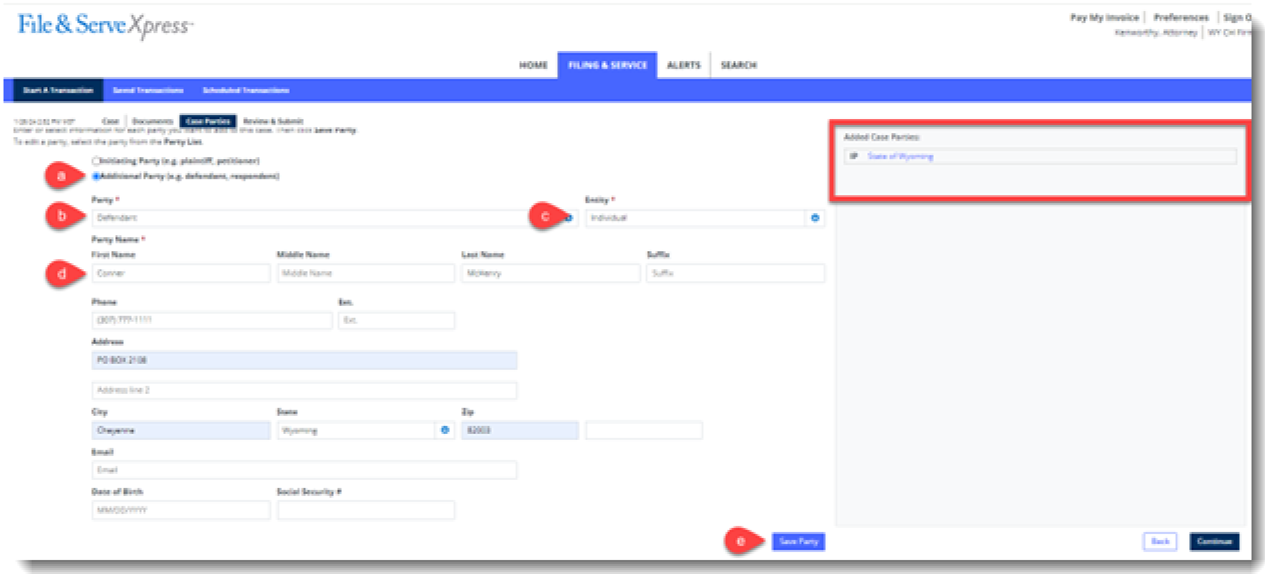


6. On the Case Parties screen, add the Initiating Case Party:
    a. Select the **Initiating Party** radio button.
    b. Select **Petitioner** from the Party drop-down.
    c. Select **Organization** in the Entity box.
    d. Type Organization Name: **State of Wyoming**.
    e. Select the **authorizing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



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).



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.
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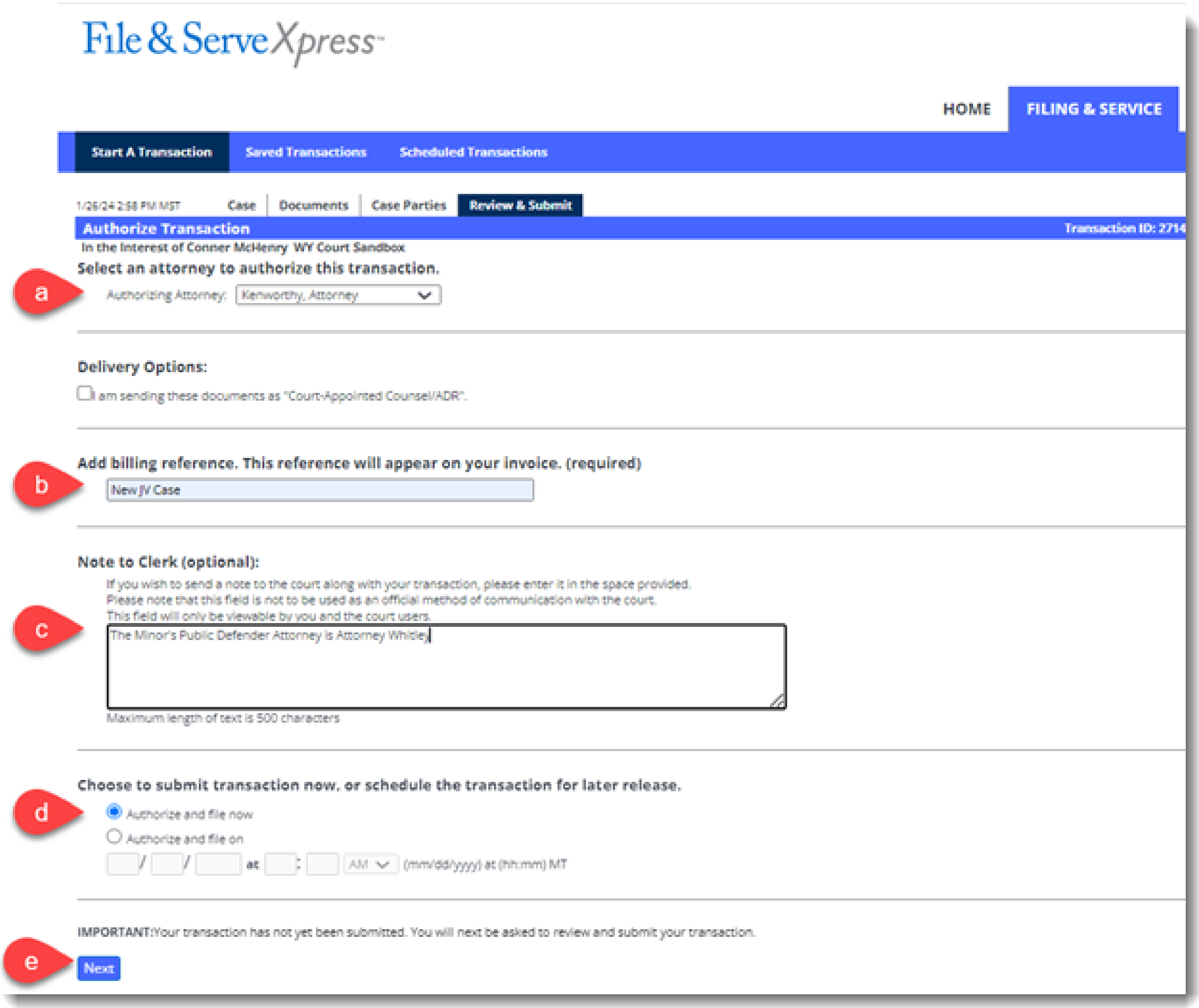

10. After reviewing the transaction, proceed by clicking **Submit Transaction**.

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