Prosecutor's Guide to eFiling in Wyoming
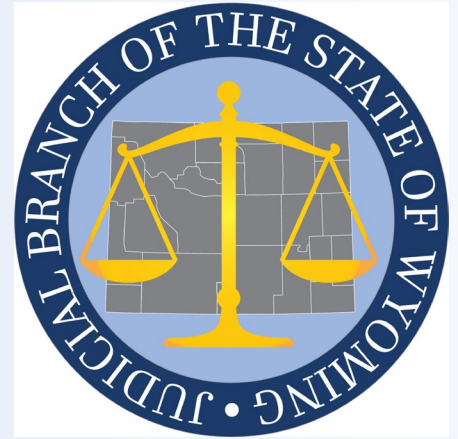
Contents

eFiler Responsibility

This document is designed to assist Wyoming District and County Attorneys in initiating electronic filings (eFilings) using File & ServeXpress (FSX). [1]This guide supplements the FSX training provided for Wyoming attorneys with information specific to eFiling in Wyoming 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/supreme-court/court-rules/
- https://www.fileandservexpress.com/wyoming/

eFiling into Circuit Court and District Court

When eFiling a new case, select the correct court and jurisdiction. New criminal cases are eFiled in circuit court and new juvenile cases are eFiled in district court.

Case Class	Abbreviation	Circuit Court	District Court	Chancery Court
Citation	CT	✔	N/A	N/A
Criminal	CR	✔	N/A	N/A
Juvenile	JV	N/A	✔	N/A
Juvenile Delinquency	JV	N/A	✔	N/A

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[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.

Juvenile Case Information

There are three main Juvenile case types in Wyoming:

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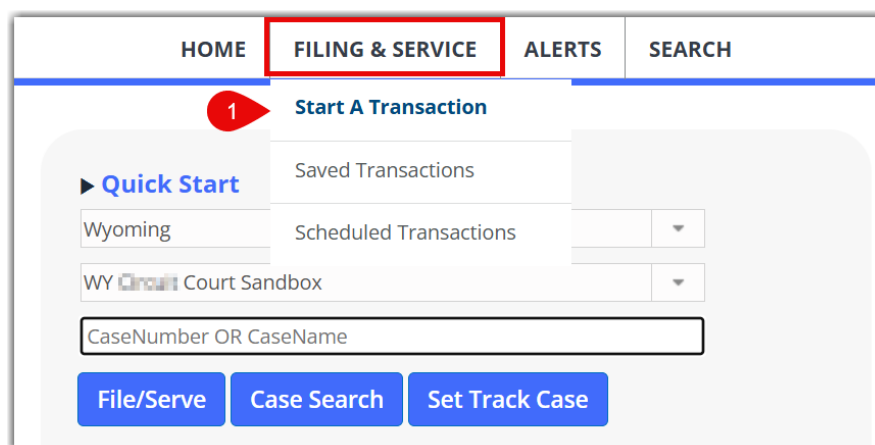- Child in Need of Supervision (CHINS)
- Delinquency

The court's Case Management System (CMS) handles cases with distinct workflows. Consequently, there are two separate methods for initiating juvenile cases in FSX: one for Abuse & Neglect and CHINS cases, and another for Delinquency cases.

Both methods are outlined below. It's important to note that Juvenile cases require "State of Wyoming" to be entered as the Initiating Party (IP) with a party type of "Petitioner".

Abuse & Neglect and CHINS Case Initiation

The process for eFiling Abuse & Neglect and CHINS cases is similar, except when adding Additional Parties (AP). In CHINS cases, the minor is the only AP listed. However, Abuse & Neglect cases can have multiple APs, including the minor and the party with allegations (usually a parent or guardian), who is listed as a "Respondent." Other parties, such as DFS and CASA can also be added to Abuse & Neglect cases.

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 **District Court**.
    c. Click **Find**.

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

4. On the Case tab:

      a. Ensure the Case Class is Juvenile.

      b. Select **New Case Filings** from the Case Type drop-down.

      c. Enter a **Case Name**.

      d. Click **Submit**.

5. Upload and attach documents on the Documents tab:

   a. Select **Petition of Initial Filing *** in the Type field.
   NOTE: The asterisk [*] indicates an initiating document. Do not enter more than one initiating document.

   b. Enter the **document title** in the Title field.
   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: To add additional documents, repeat the steps a. – d. and ensure the correct document type is selected. Initiating documents should only be selected one time.

   e. Click **Continue** once all documents have been attached.

6. Add the petitioner on the Case Parties tab:

   a. Select the **Initiating Party** radio button.
   b. Select **Petitioner** from the Party drop-down.
   c. Select **Organization** in the Entity box.
   d. Type **State of Wyoming** in the Organization Name field.
   e. Select the **authorizing attorney** from the Attorney drop-down.
   f. Select **Attorney in Charge** in the Attorney Type box.
   g. Click **Save Party**.

7. Add the minor on the Case Parties tab:

   a. Select the **Additional Party** radio button.
   b. Select **Minor** from the Party drop-down.
   c. Enter demographic information in the remaining fields.
   d. Click **Save Party**.
      NOTE: For Abuse & Neglect cases, add the minor then add the party with allegations, usually a parent or guardian, with a party type of **Respondent**. Other parties, such as DFS and CASA, can be added if known. Do not add a GAL as an additional party to either case type.

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

9. On the Review & Submit tab:

   a. Select the **authorizing attorney** from the Authorizing Attorney drop-down.
   b. Enter the **billing reference**.
      NOTE: Refer to FSX for guidance.
   c. In the Note to Clerk box, enter essential information regarding the filing that needs to be communicated to the clerk. For example, the name of a Guardian Ad Litem, if known.
   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

Only the petitioner and defendant are added on Juvenile Delinquency cases. Enter additional parties, such as parents, agencies, or interested parties in the Note to Clerk comment field.

1. From the FSX Home Page, hover over the Filing & Service tab and select **Start a Transaction** from the drop-down.
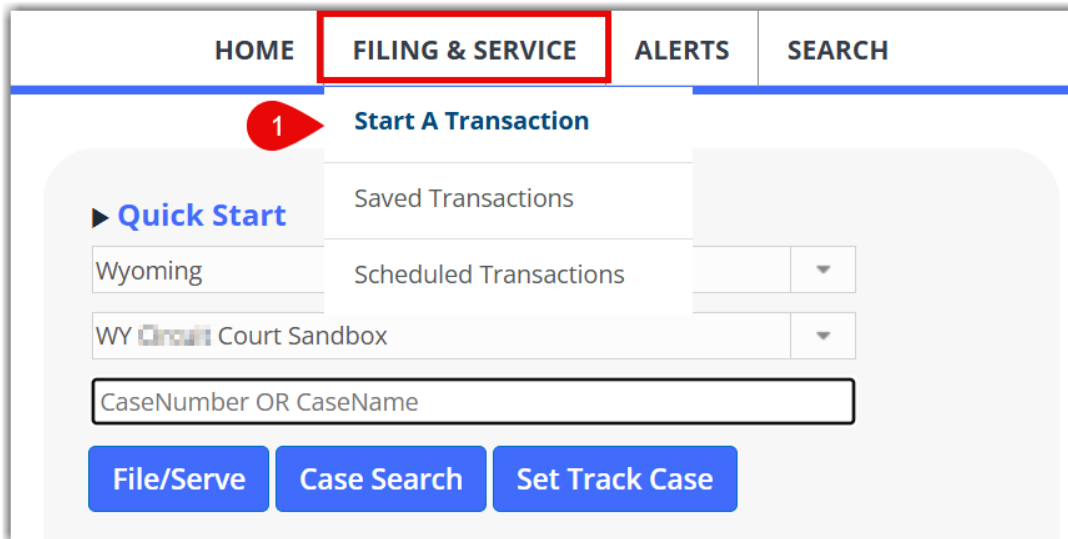
2. Complete the following fields:

    a. Click the **File a New Case** radio button.
    b. Select the correct District **Court**.
    c. Click **Find.**
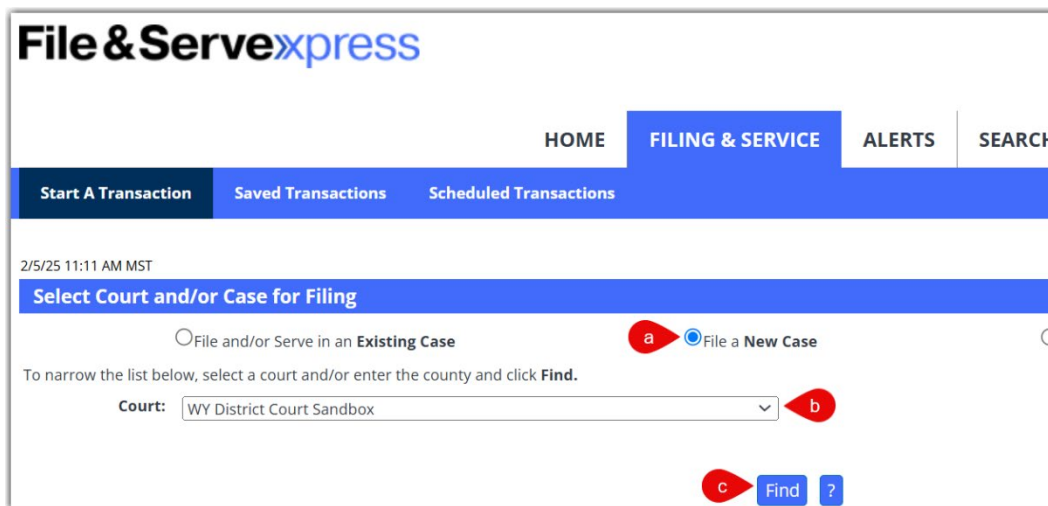
3. Click the **arrow** for Case Class type Juvenile Delinquency.

▲ 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

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

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

4. Select a case type and enter a case name:

    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**.

HOME   **FILING & SERVICE**   ALERTS   SEARCH

Start A Transaction   Saved Transactions   Scheduled Transactions

2/5/25 11:15 AM MST

Add New Case   Transaction ID:

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

Court WY District Court Sandbox

Case Class

Juvenile Delinquency

Case Type

New Case Filings

Case Name *

In the interest of Connor McHenry

Maximum length of text is 200 characters

Submit   ?

5. Upload and attach documents on the Documents tab:

   a. Select **Petition Alleging Delinquency *** in the Type box.
      NOTE: The asterisk [*] indicates an initiating document which will create a new case. Do not enter more than one 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: Add additional documents if needed, ensuring the correct document type is selected.

   e. Click **Continue** when all documents have been attached and are displayed in the Attached Document List.
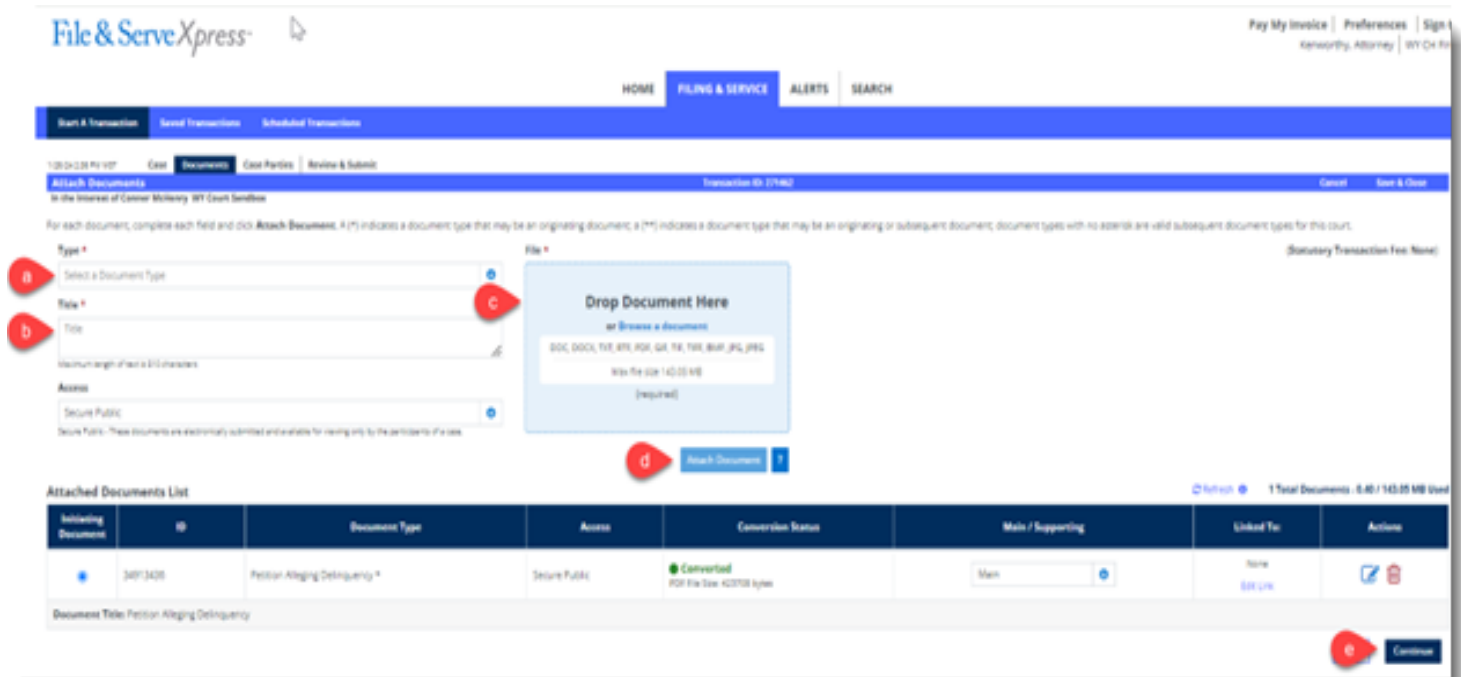
6. Add the petitioner on the Case Parties tab:

   a. Select the **Initiating Party** radio button.
   b. Select **Petitioner** from the Party drop-down.
   c. Select **Organization** in the Entity box.
   d. Enter **State of Wyoming** in the Organization Name field.
   e. Select the **authorizing attorney's name** from the Attorney drop-down.
   f. Select **Prosecutor in Charge** in the Attorney Type box.
   g. Click **Save Party**.

7. Add the defendant on the Case Parties tab:

    a. Select the **Additional Party** radio button.
    b. Select the **Defendant** from the Party drop-down.
    c. Enter demographic information in the open fields.
    d. Click **Save Party**.

NOTE: Do not add any other parties. Enter parents, agencies, interested parties or other participants of the case in the 'Note to Clerk' comment box.

8. Click **Continue**.

9. On the Review & Submit tab:

    a. Select the authorizing attorney's name from the Authorizing Attorney drop-down.

    b. Enter the **billing reference**.
       NOTE: Refer to FSX for guidance.

    c. In the Note to Clerk box, enter essential information, including additional parties, 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.**

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

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

Criminal Case Initiation

Submit an eFiling for a new criminal case in circuit court.

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 **Circuit Court**.
   c. Click **Find**.

3. Click the **arrow** for Case Class type Criminal.

4. Select a case type and enter a case name:

    a. Ensure the Case Class is Criminal.
    b. Select **New Case Filings** from the Case Type drop-down.
    c. Enter a **Case Name**.
    d. Click **Submit**.

5. Upload and attach documents on the Documents tab:

    a. Select **Information *** in the Type field.
       NOTE: The asterisk [*] indicates an initiating document. Do not enter more than one initiating document.

    b. Enter the **document title** in the Title field.
       NOTE: Change the Access to Sealed, electronic for unredacted documents or sealed criminal cases.

    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: To add additional documents, repeat the steps a. – d. and ensure the correct document type is selected. Initiating documents should only be selected one time.

    e. Click **Continue** once all documents have been attached.

6. Add the petitioner on the Case Parties tab:

   a. Select the **Initiating Party** radio button.
   b. Select **Petitioner** from the Party drop-down.
   c. Select **Organization** in the Entity box.
   d. Type **State of Wyoming** in the Organization Name field.
   e. Select the **authorizing attorney's name** from the Attorney drop-down.
   f. Select **Prosecutor in Charge** in the Attorney Type box.
   g. Click **Save Party**.

7. Add the defendant on the Case Parties tab:

   a. Select the **Additional Party** radio button.
   b. Select the **Defendant** from the Party drop-down.
   c. Enter the demographic information in the remaining fields.
   d. Click **Save Party**.

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

9. On the Review & Submit tab:

   a. Select the **authorizing attorney** from the Authorizing Attorney drop-down.
   b. Enter the **billing reference**.
      NOTE: Refer to FSX for guidance.
   c. In the Note to Clerk box, enter essential information regarding the filing that needs to be communicated to the clerk. For example, the name of a Guardian Ad Litem, if known.
   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 details, proceed by clicking **Submit Transaction**.

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