

## PRO SE GUIDELINES

The Clerk of District Court Office (CODC) encourages you to seek legal counsel for any court procedure. The Wyoming Supreme Court adopted rules which allow an attorney to “limit the scope of representation”, which means that an attorney may help you fill out these forms. **The Wyoming State Bar Referral Service, 307-632-9061**, will give you a list of attorneys in our community that provide this service.

The CODC keeps the records of all court papers according to the law. We are **NOT** attorneys and cannot give legal advice. We will give you information regarding basic court procedures.

There are forms available through our office for a fee of ten dollar (\$10.00) each packet.

These forms are also available for download at no cost from the Wyoming Supreme Court website: <http://www.courts.state.wy.us>. There is also an Interactive Self-Help Center currently available for Divorce without Children **ONLY** at this time.

If you plan to proceed without legal counsel, **PLEASE READ ALL OF THE INSTRUCTIONS** before filling out the forms.

1. The filing fee is one hundred and ten dollars (\$120.00). We only accept cash, certified check, or money orders. Keep your receipt because it refers to your “docket number” which identifies your case.
2. If your case is closed for any reason with a Court Order, you must pay a \$120.00 filing fee to reopen the case.
3. Service on the opposing party may be made through the Sheriff or Private Process servers. We cannot recommend anyone. Here is a list of some of the choices:
  - Sheriff’s Department (307) 633-4727
  - Civil Service (307) 221-3790
  - Day & Night (307) 633-2056
  - Drug Testing Center (307) 635-3730
  - TBL Services, LLC (307)-514-5426

1. **Many forms you complete must be notarized.** We can witness your signature on court documents as long as you provide us with a government issued ID.
2. If you are seeking a Divorce, the **“Affidavit for Divorce”** is required in Laramie County, First Judicial District Court. This document is in the packets.
3. The “Standard Visitation” form is available at the Judges’ Chambers.
4. Child Support: Both parents are required to complete a *Confidential Financial Affidavit* with a *Child Support Computation Form along with copies of supporting documents*. For further information on how to calculate child support, you may visit: <https://childsupport.wyoming.gov/calculator/index.html>

Procedures:

All original documents plus copies must be provided by you, and must be filed in the CODC. If we make copies for you, we must charge the statutory rate of \$1.00 for the first page, and \$.50 for each additional page.

The final Order can generally be submitted to the CODC for the Judge's signature, 20 days after service in state, or 30 days after service out of state.

It generally takes the Judge fifteen to twenty business days to review your paperwork.

**Your order is NOT final until it has been file stamped by the CODC.**

**The Law Prevents Us From Doing the Following Things:**

1. We cannot fill out the forms for you, or advise you of what information should be included on the forms, or instruct you on which forms should be filed.
2. We cannot make arrangements for any person to speak with a Judge about their case.
3. We cannot refer you to a specific attorney or law firm.

Here is a list of names and numbers that you might be able to ask for assistance:

**Legal Aid 307-432-0807**

**UW Legal Assistance 307-766-3747**

**Wyo State Bar 307-632-9061**

**The Clerk of Court Office is here to serve the public. We are here to provide information about cases and the Court. You must seek *legal advice* from a licensed attorney y.**