

ELECTRONIC FILING

New court rules went into effect on December 7, 2020 regarding electronic filing.

Rule 5 of Wyoming Rules of Civil Procedure are amended as follows:

1. Fax and E-mail filing(s) are permitted, except for:

- Initial Pleadings (Complaints or Petitions). Filing fee is required upon opening a new case
- Civil Writs
- Confidential Documents (Containing personal identifiers, e.g. S.S.#, D.O.B., minors name)
- Clerk may reject confidential and un-redacted filings

2. Fee for Electronic transmission

- \$1.00 per page to transmit or receive a facsimile or email.
- Payment shall be received within 10 days of the clerk's receipt of the electronic filing, or the clerk may report that failure to the judge, who may strike the pleading or dismiss the case. (See Uniform Rules for District Courts of the State of Wyoming, Rule 203. Default; dismissal for lack of prosecution).

3. E-mail may not include more than one case

- Subject line of e-mail must indicate case number
- Each pleading to be a separate PDF file

4. Original document(s) will not need to be submitted

- The party or attorney making the filing may use o A scanned original signature, or o May use a conformed signature
- Whether a scanned original or a conformed signature is used, the signature line shall be accompanied by an attestation that the original signature is on file with the person who made the filing. (Ex: I hereby attest that I have on file all holographic signatures corresponding to any signatures indicated by a conformed signature (/s/) within this electronically filed document).

Please refer to Rule 5 for more details or call (307) 633-4270 to speak to a clerk.

Submit E-mail Filings to districtcourtlc@laramiecountywy.gov

Submit Fax Filings to (307) 633-4277

WARNING: do not include payment information, including credit card information or number, in any e-mail communication to the Clerk of District Court. Payments cannot be processed based on information in any e-mail communication. E-mails containing payment information may fail to reach the clerk's office and/or be deleted to protect the sender's payment information. For e-mail filings or requests using credit card as payment, please contact the Clerk of District Court office at (307) 633-4270.

Our office is open to the public; we accept payment by cash, money order or credit card. Wyoming State Bar members may also pay by check.

Request for copies or record search, payment must be provided at time of service.