

# UNIFORM RULES FOR THE CHANCERY COURT

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## **Rule 100. Title.**

These rules may be known and cited as the Uniform Rules for the Chancery Court. (U.R.Ch.C.)

### **History:**

Adopted September 21, 2021, effective December 1, 2021.

## **Rule 101. Appearances.**

(a) Any person may appear, prosecute or defend any action pro se. Partnerships and sole proprietorships may appear through the owners.

(b) Corporations and unincorporated associations (other than partnerships and individual proprietorships) may appear only through an attorney licensed to practice in Wyoming.

(c) An active member of the Wyoming State Bar shall attend all hearings of any party represented by counsel. Unless excused by the court (after notice to all other counsel) the attorney shall attend all hearings on behalf of the attorney's client.

(d) All counsel and pro se parties shall appear promptly at court settings.

**History:**

Adopted September 21, 2021, effective December 1, 2021.

**Rule 102. Appearance and withdrawal of counsel.**

(a)(1) An attorney appears in a case:

(A) By attending any proceeding as counsel for any party;

(B) By permitting the attorney's name to appear on any pleadings or motions, except that an attorney who assisted in the preparation of a pleading and whose name appears on the pleading as having done so shall not be deemed to have entered an appearance in the matter; or

(C) By a written appearance. A written entry of appearance may be limited, by its terms, to a particular proceeding or matter.

(2) Except as otherwise limited by a written entry of appearance, an appearing attorney shall be considered as representing the party or parties for whom the attorney appears for all purposes.

(b) All pleadings shall contain the name, mailing address, email address and telephone number of counsel or, if pro se, the party. All notices filed conventionally shall be mailed to the address provided. All notices filed electronically shall be delivered through the electronic filing system to the registered users on the case. Each party or counsel shall give notice in writing of any change of email or mailing address to the clerk and other parties.

(c) Counsel will not be permitted to withdraw from a case except upon court order. Except in the case of extraordinary circumstances, the court shall condition withdrawal of counsel upon the substitution of other counsel by written appearance. In the alternative, the court shall allow withdrawal upon a statement submitted by the client acknowledging the withdrawal of counsel for the client, and stating a desire to proceed pro se. An attorney who has entered a limited entry of appearance shall be deemed to have withdrawn when the attorney has fulfilled the duties of the limited entry of appearance.

**History:**

Adopted September 21, 2021, effective December 1, 2021.

**Rule 103. [Reserved].**

**Rule 104. Admission pro hac vice.**

(a) Definitions.

(1) "Applicant" means a member of the bar of any state, district or territory of the United States applying for admission pro hac vice.

(2) "Local counsel" means an active member of the Wyoming State Bar.

(3) "Rule 8" means Rule 8 of the Rules Governing the Wyoming State bar and the Authorized Practice of Law.

(b) Members of the bar of any other state, district or territory of the United States may apply for admission pro hac vice. An active member of the Wyoming State Bar, in compliance with Rule 8, must move a Wyoming trial court to allow the applicant to appear in a specific matter in a Wyoming trial court.

(c) Unless otherwise ordered, a motion to appear pro hac vice may be

granted only if the applicant complies with Rule 8 and associates with local counsel, who must participate in the preparation and trial of the case to the extent required by the court. The applicant must also be a member in good standing of the bar of another jurisdiction.

(d) Applicants consent to the exercise of disciplinary jurisdiction by the court over any alleged misconduct which occurs during the progress of the case in which the attorney so admitted participates.

(e) Prior to filing any pleadings or other documents, an entry of appearance and certificate of compliance with Rule 8 must be electronically filed by local counsel in accordance with W.R.C.P.Ch.C. 5.

(f) Local counsel will perform the following duties:

(1) move the applicant's admission at the commencement of the first hearing to be held before the court;

(2) sign the first pleading filed and continue in the case unless another local counsel is substituted;

(3) be present in court during all proceedings in connection with the case, unless excused, and have full authority to act for and on behalf of the client in all matters, including pretrial conferences, as well as trial or any other hearings.

(g) Any notice, pleading or other paper must be served upon all counsel of record, including local counsel, whenever possible, but it will be sufficient for purposes of notice if service of any motion, pleading, order, notice, or any other paper is served only upon local counsel, who will assume responsibility for advising the applicant of any such service. If the court orders or the parties stipulate, service of any notice, pleading, or other paper may be made directly upon the applicant at the business address of the applicant.

(h) For each case in which they are admitted or seek admission pro hac vice, and pursuant to Rule 8, applicants must follow the procedures set out in Rule 8(c).

**History:**

Adopted September 21, 2021, effective December 1, 2021.

**Rule 105. [Reserved].**

**Rule 106. Court security.**

(a) The chancery court has the inherent authority to ensure that adequate courtroom security measures are in place. The chancery court, following consultation with the sheriff, the local county court security management committee, and other interested stakeholders, shall determine appropriate security measures needed to protect courtrooms and court personnel. In devising appropriate security measures, the Wyoming Court Security Commission's Court Security Standards shall be consulted. The court may conduct appropriate proceedings and enter appropriate orders to ensure that adequate security measures are in place.

(b) Wyo. Stat. Ann. § 18-3-604 requires the Sheriff "shall attend all courts of record in his county." In consultation with the presiding judge, the sheriff shall provide a sufficient number of deputies to maintain order in the courtroom at all times. The rules and orders of the court pertaining to conduct in the courtroom shall be enforced by him or them.

**History:**

Adopted September 21, 2021, effective December 1, 2021.

**Rule 201. Continuances.**

Cases will not be continued upon stipulation of counsel. Continuances will be granted only for good cause shown in writing.

**History:**

Adopted September 21, 2021, effective December 1, 2021.

**Rule 202. Time limits.**

Except as may be permitted by the Wyoming Rules of Civil Procedure for the Chancery Court, time limits permitted or required by rules or court order may not be extended or modified by agreement of counsel, but only by order.

**History:**

Adopted September 21, 2021, effective December 1, 2021.

**Rule 203. Default; dismissal for lack of prosecution.**

(a) Entry of default in accordance with Rule 55(a), W.R.C.P.Ch.C., must be made in all default matters. Defaults may be heard by the court at any convenient time. If no request for hearing is made within 90 days after service of process upon the defendant, the case may be dismissed by the court. Upon application to the court before the expiration of 90 days, and showing good cause, the time may be extended.

(b) Cases on file for 90 days without service on the defendant will be dismissed by the court. Upon application to the court before the expiration of 90 days, and showing good cause, the time may be extended.

(c) Cases on the docket in which no substantial and bona fide action of record towards disposition has been taken for 90 days are subject to dismissal for lack of prosecution.

(d) Dismissal with prejudice shall be in conformity with the Wyoming Rules of Civil Procedure for the Chancery Court.

**History:**

Adopted September 21, 2021, effective December 1, 2021.

**Rule 301. [Reserved].****Rule 302. Proof of service.**

(a) Except as may be otherwise provided in the Wyoming Rules of Civil Procedure for the Chancery Court, or by order of court, proof of service of every document to be served may be made:

(1) By an acknowledgement of service, signed by the attorney for a party or signed and acknowledged by the party;

(2) By an affidavit of the person making service;

(3) By a certificate of service appended to the paper to be filed and signed by the attorney for the party making service; or,

(4) By entry upon the appearance docket showing service under Rule 5(b), W.R.C.P.Ch.C.

(b) The proof shall be filed with the court promptly and in any event before action is to be taken on the matter by the court.

**History:**

Adopted September 21, 2021, effective December 1, 2021.

**Rule 303. Removal of files.**

(a) Files that are not available electronically may be removed from the clerk's office only under the following circumstances:

- (1) For use of the court;
- (2) By any member of the Wyoming State Bar for a period not exceeding five days at any one time;
- (3) By bonded abstractors for a period not to exceed five days at any one time; or
- (4) By anyone upon written order of the court.

(b) All files shall be returned to the clerk's office for use by the judge two working days before any hearing.

(c) The clerk may deny the privilege of removing files to anyone violating this rule.

**History:**

Adopted September 21, 2021, effective December 1, 2021.

**Rule 304. Form of orders, notices of motion and discovery requests.**

Counsel shall set forth on separate sheets of paper demands, orders of the court and notices of motion. Counsel shall also set forth on separate sheets of paper each different type of discovery request, e.g., interrogatories, requests for production, and admissions, when both served and answered.

**History:**

Adopted September 21, 2021, effective December 1, 2021.

**Rule 401. Captions on filed documents and discovery documents.**

(a) Every order, motion and petition, and all pleadings, shall recite the case number and shall have a title which briefly states its contents. For example, an order compelling discovery is to be titled, "Order Compelling Discovery," rather than "Order."

(b) Each different type of discovery request shall have a title which fairly describes the document being served or answered. For example, a request for production is to be titled, "Request for Production," and not merely titled "Discovery."

**History:**

Adopted September 21, 2021, effective December 1, 2021.

**Rule 402. Citation of statutes.**

Any complaint, petition or motion requesting relief based upon a statute shall contain a citation to the statute.

**History:**

Adopted September 21, 2021, effective December 1, 2021.

**Rule 403. Format. [Effective until March 30, 2026]**

- (a) All filed documents shall:
- (1) Be on 8 ½ by 11 inch, white paper;
  - (2) If typewritten or printed, be 12-point font, or larger, and in black ink;
  - (3) Be on one side of the paper;
  - (4) Be clearly legible; and,
  - (5) If filed electronically, comply with the Wyoming State Chancery Court, Electronic Filing Administrative Policies and Procedures Manual, available on the chancery court website, [www.courts.state.wy.us/chancery-court/](http://www.courts.state.wy.us/chancery-court/).
- (b) All briefs shall follow the above requirements and be double spaced (except descriptions of real property and quotations).
- (c) Reserved.
- (d) Nothing in this rule shall prohibit the filing of documents or written instruments on different size paper or double sided when (1) the original of the document or written instrument is another size paper and/or double-sided and (2) the law requires the original document or written instrument be filed with the court, as in the case of wills or other documents.

**History:**

Adopted September 21, 2021, effective December 1, 2021.

**Rule 403. Format. [Effective March 30, 2026]**

- (a) All filed documents shall be formatted in accordance with the Wyoming Rules for Electronic Filing and Service.
- (b) Reserved.
- (c) Reserved.
- (d) Nothing in this rule shall prohibit the filing of documents or written instruments on different size paper or double sided when (1) the original of the document or written instrument is another size paper and/or double-sided and (2) the law requires the original document or written instrument be filed with the court, as in the case of wills or other documents.

**History:**

Adopted September 21, 2021, effective De-

ember 1, 2021; amended January 27, 2026, effective March 30, 2026.

**Rule 501. Taxation of costs.**

(a) *Civil cases.* —

(1) *Filing of Certificate of Costs.* — Within 20 days after entry of the final judgment allowing costs to the prevailing party, a certificate of costs shall be filed and copy served upon opposing counsel. The certificate shall be itemized. For witness fees, the certificate shall contain:

- (A) The name of the witness;
- (B) Place of residence, or the place where subpoenaed, or the place to which the witness voluntarily traveled without a subpoena to attend;
- (C) The number of full days or half days the witness actually testified in court;
- (D) The number of days or half days the witness traveled to and from the place of trial;
- (E) The exact number of miles traveled;
- (F) The manner of travel, air, railroad, bus or private vehicle; and,
- (G) If common carrier transportation is used, the price of an economy fare.

(2) *Objections to Certificate of Costs.* — If no objections are served within

10 days after service of the certificate of costs, the costs shall be taxed as set forth in the certificate of costs. If objections are filed, the court shall consider the objections and tax costs. A hearing may be provided at the discretion of the court.

(3) *Allowable Costs*

(A) Filing fees and fees for services of process. (Wyo. Stat. Ann. § 18-3-608 sets forth sheriff fees.)

(B) Witness fees.

(i) Witness fees are allowed at the rate of \$30.00 per day and \$15.00 per half day necessarily spent traveling to and from the proceeding and in attendance at the proceeding. Mileage is allowed at the rate of \$.23 per mile, not to exceed the costs of common carrier transportation rates.

(ii) Expert witness fees shall be allowed at the rate of \$25.00 per day or such other amount as the court may allow according to the circumstances of the case. If the amount allowed constitutes a higher hourly rate than \$25.00 per day, this higher amount is allowable only for the time that the expert witness actually testified. Time charged in preparation for providing testimony and/or standing by awaiting the call to give testimony is not allowable as costs, except at the rate of \$25.00 per day.

(C) Reporter fees. The \$45.00 fee is a taxable cost. Transcripts of proceedings, such as motion hearings, pretrial conferences, etc., prepared at the request of a party in anticipation of trial are not taxable as costs unless such matters become part of the record on appeal.

(D) Costs of depositions.

(i) Costs of depositions are taxable if reasonably necessary for the preparation of the case for trial. A deposition is deemed reasonably necessary if:

(I) Read to the court as provided in Rule 32(a)(3), W.R.C.P.Ch.C.;

(II) Used at trial for impeachment concerning a material line of testimony (impeachment on a collateral issue does not fall within the scope of this rule);

(III) Necessarily, and not merely conveniently, used to refresh the recollection of a witness while on the stand; or,

(IV) Was taken at the request of a nonprevailing party.

The foregoing are meant to provide guidelines, and are not exhaustive. The use of depositions for trial preparation alone does not justify the imposition of costs.

(ii) Reporters fees for depositions. Actual, ordinary reporting fees will be allowed. Extra costs for expediting transcripts or daily copy costs will not be allowed, except as authorized by an order entered prior to the date such costs are to be incurred. Reporters' travel, per diem expenses and appearance fees will not be taxed as costs.

(iii) Fees and expenses of counsel. Fees and expenses of counsel for traveling to and attending depositions are not taxable as costs.

(E) Copies of papers. Duplicating costs necessarily incurred for documents admitted into evidence shall be allowed. Duplication costs for documents for counsel's own use are not allowable.

(F) Exhibits received in evidence. The expense of preparing exhibits received in evidence, including 8 by 11 photographs (but not enlargements) videotapes, models and other demonstrative evidence are allowable as taxable costs at the discretion of the court.

(4) *Other Costs Not Enumerated.* — These rules do not preclude the award of other costs not enumerated herein if otherwise allowable under law; nor

do they require the award of costs as they may be denied altogether if the court, through the exercise of its discretion, so determines. Moreover, to the extent that Wyo. Stat. Ann. § 1-14-125 limits costs, that statute is controlling. However, costs associated with the offer of judgment rule, i.e. Rule 68, W.R.C.P.Ch.C., must be awarded.

(5) *Apportionment.* — All costs may be apportioned among some or all of the nonprevailing parties as the court may determine.

**History:**

Adopted September 21, 2021, effective December 1, 2021.

**Rule 502. Audio-visual depositions.**

A party desiring to take the audio-visual deposition of any person shall give notice as required under Rule 30(b)(1), W.R.C.P.Ch.C. The notice shall state that the deposition will be recorded by audio-visual means as required under Rule 30(b)(3), W.R.C.P.Ch.C.

**History:**

Adopted September 21, 2021, effective December 1, 2021.

**Rule 503. Late settlement or mistrial.**

(a) Reserved.

(b) When a mistrial is caused by any party, the court may order that the party, or parties, reimburse the proper fund for fees and mileage paid to the witnesses and bailiffs for their attendance.

**History:**

Adopted September 21, 2021, effective December 1, 2021.

**Rule 601. Deposition abuses.**

(a) *Directions not to answer.* —

(1) Where a direction to a witness not to answer a deposition question is given pursuant to Rule 30(c)(2), W.R.C.P.Ch.C., and honored by the witness, any party may seek an immediate ruling as to the validity of such direction.

(2) If a prompt ruling cannot be obtained, the direction not to answer may stand and the deposition should continue until:

(A) A ruling is obtained; or

(B) The problem resolves itself;

but a direction not to answer on any ground not specified in Rule 30(c)(2), W.R.C.P.Ch.C., shall not stand and the witness shall answer.

(b) *Suggestive objections.* — If the objection to a deposition question is on the ground of privilege, the privilege shall be expressly stated and established as required by Rule 26(b)(5), W.R.C.P.Ch.C. If the objection is on another ground, the proper objection is “Objection” stating briefly the specific ground of objection. Objections in the presence of the witness which are used to suggest an answer to the witness are improper.

(c) *Conferences between deponent and attorney.* — An attorney for a deponent shall not initiate a private conference with the deponent during the actual taking of deposition, except for the purpose of determining whether a privilege should be asserted.

(d) *Claim of privilege.* — Where a claim of privilege is asserted during a deposition and information is not provided on the basis of such assertion, the

attorney asserting the privilege shall identify during the deposition the privilege being claimed. In addition to work product, the privileges set forth at Wyo. Stat. Ann. § 1-12-101, the privilege for psychologists at Wyo. Stat. Ann. § 33-27-123, and any other privilege recognized by law, including a claim that the information sought is proprietary and thereby should be protected, may be asserted and identified as the privilege being claimed.

(e) This rule, and Rules 26(b)(5), 30(c)(2), and 30(d)(2), W.R.C.P.Ch.C., are equally applicable to all attorneys participating in depositions, whether such attorneys are appearing on behalf of a party or a non-party deponent.

**History:**

Adopted September 21, 2021, effective December 1, 2021.

**Rule 701. [Reserved].**

**Rule 801. Standards of professional behavior.**

As one of the learned professions, the practice of law is founded upon principles of fairness, decency, integrity and honor. Professionalism connotes adherence by attorneys in their relations with judges, colleagues, litigants, witnesses and the public to appropriate standards of behavior. The chancery court of Wyoming, in furtherance of the inherent power and responsibility of courts to supervise proceedings before them, shall hold attorneys to the following standards of professional behavior:

(a) Standards of Behavior in Adjudicative Proceedings. —

(1) Attorneys shall at all times treat all persons involved in adjudicative proceedings, including litigants, witnesses, other counsel, court staff and judges with candor, courtesy and civility, and demonstrate personal honesty, fairness and integrity in all of their dealings.

(2) An attorney shall at all times be civil and courteous in communicating with all persons involved in the adjudicative process, whether orally or in writing.

(3) Attorneys shall at all times extend reasonable cooperation to opposing counsel. Attorneys shall not arbitrarily or unreasonably withhold consent to opposing counsel's requests for reasonable scheduling or logistical accommodations, nor shall they condition their cooperation on disproportionate or unreasonable demands.

(4) An attorney shall not use any form of discovery, or the scheduling of discovery, as a means of harassing opposing counsel or counsel's client and such conduct, in addition to representing a potential violation of the Wyoming Rules of Civil Procedure for the Chancery Court, shall be deemed a violation of professional standards.

(5) Attorneys shall be reasonably punctual in their communications with all persons involved in the adjudicative process and shall appear on time for all duly scheduled events involved in the adjudicative process, unless excused or detained by circumstances beyond their reasonable control. When an attorney, or an attorney's client, or a witness under the reasonable control of an attorney, becomes unavailable for a duly scheduled event, then the attorney shall promptly notify opposing counsel and, where appropriate, court reporters, court personnel, and others involved in the event.

(6) Attorneys shall not initiate any ex-parte communication with a judicial officer concerning any matter pending before the judicial officer unless such communication is expressly authorized by (a) an applicable

rule of procedure, (b) a written order issued by the judicial officer, or (c) an agreement between all counsel involved in the pending matter. This rule shall not apply to communications between attorneys and appropriate personnel of the court or tribunal concerning scheduling or ministerial matters.

(7) Attorneys shall confer with opposing counsel and shall endeavor in good faith to resolve disputes before seeking the court's intervention. This requirement applies to the filing of motions generally, in addition to those matters that arise under the situations addressed by this rule.

(8) When the court is required to intervene, the court may render any or all of the following sanctions against an attorney who is found, after notice and opportunity to be heard, to have violated this rule:

- (a) A formal reprimand;
- (b) Monetary sanctions, including but not limited to the reasonable expenses, including attorney's fees, caused by the attorney's conduct; or
- (c) Such other sanctions as the court deems appropriate under the circumstances.

(b) Courtroom Decorum. — The conduct, demeanor and dress of attorneys when present during any court proceeding shall reflect respect for the dignity and authority of the court, and the proceedings shall be maintained as an objective search for the applicable facts and the correct principles of law.

- (1) Arguments, objections and remarks shall be addressed to the court.
- (2) Counsel shall stand when addressed by the court or when speaking to the court.
- (3) When examining a witness, counsel shall stand at the lectern and not walk around the courtroom.
- (4) Counsel shall request permission to approach the bench or the witness.
- (5) Counsel shall instruct clients and witnesses as to appropriate demeanor and dress.

Comment. Courts, litigants, and the public rightfully expect attorneys to adhere to a very high standard of professional behavior. Stated positively, such behavior is exemplified by candor, courtesy, civility, honesty, integrity and fairness in all aspects of an attorney's involvement in the adjudicative process. This conduct is too often overlooked by attorneys who view themselves solely as combatants rather than professionals entrusted with the fair and orderly administration of justice according to established rules of procedure and substantive law. Attorneys who engage in obnoxious, caustic, or rude behavior, or who use their professional position to demean, degrade, or harass others involved in the adjudicative process violate the standard of professional behavior. While it is impossible to define all conduct violating the standard of behavior enunciated by this rule, shouting, cursing, and the use of obnoxious gestures are each strong indicators of a violation. Personal attacks on opposing counsel are never appropriate.

Attorneys must strive to uphold professional standards of behavior in order to avoid the loss of trust by the public in our system of justice. As a self-policing profession, it is incumbent upon attorneys to demand adherence to professional standards of behavior, not only by themselves, but by other attorneys with whom they deal. Attorneys should emphasize adherence to these standards by those whom they employ or become associated with, including out-of-state counsel. As attorneys should always first attempt to resolve any differences between them on their own, not every

violation of this rule warrants reporting it to the court or tribunal. Nevertheless, attorneys should consider it part of their professional obligation to report serious or repeated violations of the standards of behavior to the controlling adjudicative authority. Further, judges or other adjudicative authorities should consider it part of their obligation to enforce violations of this rule, irrespective of how they became aware of the violation.

This rule should not be construed by attorneys as creating another avenue for filing unnecessary or inappropriate motions. Rather, it is expected that adherence to this rule will obviate a wide variety of motions that result in unnecessary demands upon the court's time and resources. The mere fact that this rule has been adopted should provide incentive enough to eliminate the misconduct at which it is directed. Rarely should it be necessary for the court to sanction an attorney for conduct in violation of this rule.

**History:**

Adopted September 21, 2021, effective December 1, 2021.

**Rule 802. Use of telephone or video conference calls.**

The court, in its discretion, may use a telephone conference call or a video conference for any proceeding. The court may require the parties to make reimbursements for any telephone charges incurred by the court.

**History:**

Adopted September 21, 2021, effective December 1, 2021.

**Rule 803. Use of audio recording equipment.**

Upon notice to the court and parties, audio recording equipment may be used to record the decision of the court. No recording may be disclosed without the consent of all parties and the court, nor used to impeach any official court record.

**History:**

Adopted September 21, 2021, effective December 1, 2021.

**Rule 804. Media access.**

Media access, as set forth in Rule 53, W.R.Cr.P., is available in civil cases governed by the Wyoming Rules of Civil Procedure for the Chancery Court.

**History:**

Adopted September 21, 2021, effective December 1, 2021.

**Rule 901. Sanctions.**

The following may be imposed for violation of these rules:

- (1) Reprimand;
- (2) Monetary sanctions;
- (3) Contempt;
- (4) Striking of briefs or pleadings;
- (5) Dismissal of proceedings;
- (6) Costs;

- (7) Attorney fees; or
- (8) Other sanctions.

**History:**

Adopted September 21, 2021, effective December 1, 2021.

**Rule 902. Resolution of civil matters taken under advisement.**

All civil matters taken under advisement by the court shall be decided with dispatch. A judge shall give priority over other court business to resolution of any matter subject to delay hereunder, and if necessary will call in another judge to assist.

**History:**

Adopted September 21, 2021, effective December 1, 2021.

**Rule 903. Retrieval or disposition of exhibits.**

(a) *Custody of Standard Exhibits.* The chancery court shall have safekeeping responsibilities for exhibits admitted at trial or hearing; however, at the conclusion of the trial or hearing, the court shall only retain standard exhibits. As used in this rule, standard exhibits include documents, photographs, and video or other electronically stored data on a disk or storage device—it does not include sensitive or bulky exhibits. The court shall not take custody or possession of physical evidence. Attorneys offering physical evidence at a trial or hearing must submit a photograph of the item to the court, which will retain the photograph as part of the record in lieu of the physical item. At the conclusion of the hearing or trial, physical evidence shall be returned to the custody of the party who offered the item, and they shall be responsible for transporting and safekeeping the exhibit until the time to appeal has expired or any appeal taken has concluded. The party in charge of the exhibit shall permit inspection of the exhibit by any party for purposes of preparing the record on appeal.

(b) *Sensitive and Bulky Exhibits.* At all times sensitive or bulky exhibits such as money, drugs, and firearms shall remain in the custody of the party producing them. A signed receipt identifying the exhibits returned is to be filed in the case. The party to whom the exhibit is returned shall permit inspection of the exhibit by any party for purposes of preparing the record on appeal and shall be responsible for transporting and safekeeping the exhibit until the time to appeal has expired or any appeal taken has concluded.

(c) *Return of Standard Exhibits.* Unless otherwise ordered, at the conclusion of the trial or hearing, standard exhibits in the custody of the court shall be retained until the time to appeal has expired or any appeal taken has concluded. Standard exhibits shall be returned to the party who introduced them into evidence. A signed receipt identifying the exhibits returned and/or destroyed is to be filed in the case. If the party fails to retrieve the exhibits within sixty (60) days after the time for appeal has expired, the court shall destroy or otherwise dispose of exhibit(s).

**History:**

Adopted September 21, 2021, effective De-

ember 1, 2021; amended September 4, 2024, effective November 4, 2024.

**Rule 904. Notice to court reporter. [Effective until March 30, 2026]**

Any party requesting the reporting of a particular matter by the official court

reporter shall provide notice to the official court reporter at least three working days before the matter is set for hearing. The three-day notice requirements can be waived by the court.

**History:**

Adopted September 21, 2021, effective December 1, 2021.

**Rule 904. Digital Recording and Transcript Procedures. [Effective March 30, 2026]**

(a) *Digital Recording of Proceedings.* All chancery court proceedings, whether conducted in person, remotely, or in a hybrid format, shall be recorded by a digital recording system designated by the chancery court.

(b) *Live Reporting by Certified Court Reporters.*

(1) *Court-Arranged Live Reporting.* The chancery court may arrange live reporting by requesting the assistance of an official district court reporter, if one is available, or contracting with a private certified court reporter. The court shall give notice of its intent to arrange a court reporter in its order setting the proceeding or in another written notice. The notice shall include the reporter's name, contact information, and instructions for purchasing a transcript.

(2) *Party-Arranged Live Reporting.* Any party may arrange live reporting by contracting with a private certified court reporter. The arranging party shall file a "Notice of Live Court Reporting" no later than three days before the hearing date, or as soon as practicable if the proceeding is set with less than three days' notice. The notice shall include the reporter's name, contact information, and instructions for purchasing a transcript. The party that filed the notice is solely responsible for any costs incurred for the private reporter's appearance, unless the parties agree in writing to share such costs.

(c) *Transcript from Digital Recording.*

(1) *Court-Arranged Transcription.* If a proceeding was not live-reported, the chancery court may arrange for a certified transcript to be prepared from the digital recording by either requesting the assistance of an official district court reporter, if one is available, or contracting with a private certified court reporter. The court shall notify the parties of the arrangement by the day after confirming that a reporter will prepare the transcript.

(2) *Party-Arranged Transcription.* If a proceeding was not live-reported, any party may arrange for a certified transcript to be prepared from the digital recording by a private court reporter. In such cases, the arranging party shall eFile notice of the arrangement by the day after confirming that a reporter will prepare the transcript, pay the transcription costs, and eFile the transcript with the court as provided below. If a certified transcript of the same proceeding already exists, the arranging party shall use that transcript rather than arranging a new one, unless the court orders otherwise.

(d) *eFiling of Transcript.*

(1) Any transcript prepared by a certified court reporter, whether from live reporting or a digital recording, shall be eFiled using the electronic filing system's "file only" function and designated "In Camera" to ensure access by chambers and to prevent access by parties or the public without purchase. The filing party shall also eFile with the court and eServe on all parties a "Notice of Filing Transcript" that includes the reporter's contact information and purchase instructions.

(2) If the court arranged for the transcript, the reporter shall deliver it to the clerk of court, who shall eFile it as provided above.

(3) If a party arranged for the transcript, the reporter shall deliver the transcript to the arranging party, who shall eFile it as provided above.

(4) Notwithstanding its “In Camera” designation, copies of any non-confidential or appropriately redacted transcript may be purchased from the reporter and shall be available for public viewing at courthouse terminals.

(e) *Official Record.*

(1) A certified transcript produced by live reporting or from a digital recording by an official district court reporter or a contracted private court reporter shall constitute the official court record of the proceeding and must be submitted to the court as outlined above. If more than one court reporter transcribes the same proceeding, the transcript prepared by the reporter first identified in a notice or in the court’s order setting the proceeding shall constitute the official record. Other transcripts may be prepared and purchased, but they shall not be deemed the official court record absent a court order to the contrary.

(2) In the absence of a certified transcript, the digital audio recording shall constitute the official record in chancery court and may be cited by reference to the precise minute and second, or a specified time range, at which the relevant portion of the proceeding occurs.

(3) Notwithstanding subsection (e)(2), digital recordings shall not be transmitted in lieu of a certified transcript in any appeal to the Wyoming Supreme Court. Any digital recording of a proceeding included in the record on appeal must be transcribed and certified by a court reporter. That transcript shall be designated, filed, and transmitted in accordance with the Wyoming Rules of Appellate Procedure. For purposes of those appellate rules, the official district court reporter or contracted private court reporter engaged under these rules shall be deemed the “official court reporter” for chancery court. The party designating a proceeding for inclusion in the record on appeal shall arrange and pay for the certified transcription of that proceeding if it has not already been produced.

(f) *Access and Fees.*

(1) Digital recordings of proceedings shall be made available to parties at rates established by statute or chancery court rules and by means as the chancery court may establish.

(2) Transcripts prepared by an official district court reporter shall be available for purchase by any party at rates set forth by statute and the Uniform Rules for District Courts.

(3) Appearance fees for contracted private court reporters shall be set by agreement between the reporter and the arranging party. Copies of transcripts prepared by a private reporter shall be available to parties at rates set by agreement between the reporter and the requesting party.

**History:**

Adopted September 21, 2021, effective De-

ember 1, 2021; amended January 27, 2026,  
effective March 30, 2026.

**Rule 905. [Reserved].**

**Rule 906. [Reserved].**

**Rule 907. [Reserved].**

**Rule 908. Rules for court reporters; retention of stenographic notes; certification and continuing education of official court reporter; equipment and supplies; payment of fees. [Effective until March 30, 2026]**

(I) *Court Reporter notes.*

(a) All Official Court Reporters shall maintain or cause to be maintained a log of all electronic notes of any Chancery Court proceeding that is reported by them. This log shall list the name of the case, date of the proceeding, and an assigned reference number.

(1) All notes as well as the log shall be maintained in the offices of the Chancery Court, in a location known to the Chancery Court Judge.

(2) All notes shall be considered the property of the Chancery Court.

(b) All Official Court Reporters who perform their official duties with the use of an electronic writing device shall maintain a current copy of their “Personal Dictionary” in electronic format in the offices of the Chancery Court, in a location known to the Chancery Court Judge, and such electronic copy of the “Personal Dictionary” shall be considered the property of the Chancery Court.

(c) The Chancery Court shall create an “emergency” contingency plan regarding the production of transcripts that shall be implemented upon the death or incapacitation of the Official Court Reporter. Such plan shall include, but need not be limited to:

(1) The location of the Official Court Reporter’s Case Log.

(2) The location of the disks (or other storage device) of the reporter’s electronic notes.

(3) The location of the hardware/software used by the reporter to produce transcripts, including the name of the software and phone number of the software vendor.

(4) A list naming at least two individuals who are capable of reading the reporter’s notes, if available.

(d) Court reporters shall use a uniform backup system for electronic notes, audio recordings of proceedings, dictionary, and emergency “contingency” plan as recommended by the Wyoming Professional Court Reporter’s Association, and shall ensure and certify that all files are backed up monthly. In addition to the foregoing, the Chancery Court Judge may require his/her Official Court Reporter to take further precautions to protect court transcripts.

(e) All court transcripts are the work-product of the Official Court Reporter. Arrangements shall be made through the Official Court Reporter regarding purchase of any and all transcripts, even though the original is contained in a court file.

(f) Unless otherwise provided for by statute, court reporters shall follow the federal maximum per page transcript rates for expedited transcripts.

(II) *Certification and continuing education of official court reporter.*

(a) All persons performing the duties of Official Court Reporter shall be certified. The reporter may obtain Wyoming certification by:

(1) Passing the Registered Professional Reporter examination administered by the National Court Reporters Association; or

(2) Passing the United States Court Reporter Association examination; or

(3) Passing a certification test from any other certifying state in which the requirements for certification are equivalent to the Registered Professional Reporter examination; or

(4) Having certification from the National Verbatim Reporters Association; or

(5) Serving in the capacity as a full-time Official Court Reporter in a Wyoming district court.

(b) Any noncertified reporter hired hereafter shall be given two (2) years from the date of hire in which to obtain certification per the requirements of (a)(1), (2), (3), or (4) of this Rule.

(c) All Official Court Reporters shall be required hereafter to earn three (3) continuing education units during each consecutive three (3) year period as per the National Court Reporters Association. (The record of continuing education units are to be held by the Wyoming Supreme Court.)

(III) *Equipment and supplies.*

(a) All Official Court Reporters shall provide the equipment necessary to report and create transcripts of Chancery Court proceedings. This equipment may include, but need not be limited to, voice writing and stenographic writing machines, computers for transcription, and printers.

(b) All Official Court Reporters shall provide the software necessary for the production of transcripts.

(c) The State shall provide for the Official Court Reporter's use of those other items necessary to report and create transcripts of Chancery Court proceedings. These items may include, but need not be limited to, stenograph paper, printer paper and toner.

(IV) *Payment of fees; multi-defendant proceedings.*

(a) All Official Court Reporters shall submit transcript invoices on a standard form. The invoice form shall identify the title and number of the cause for which the transcript was required to be furnished, the nature of the proceedings transcribed, and the fee approved therefore.

(b) If the Chancery Court conducts multi-defendant proceedings, the Court Reporter shall be compensated by the Chancery Court for one original transcript, and shall be compensated for copies of said transcript for each of the additional defendants' court files. If a court proceeding entails one defendant with multiple counts or cases, the Court Reporter shall be compensated by the Chancery Court for one original transcript, and shall be compensated for copies of said transcript for each of the defendant's additional court files. The rates for original transcripts and copies shall be as set forth in paragraph (c) below.

(c) The reporter may charge three dollars and eighty-five cents (\$3.85) per page of twenty-five (25) lines, for all transcripts, records and other papers required to be made and issued as the official reporter for hearings conducted after November 1, 2024. At no additional charge, the reporter shall include one (1) copy for the party ordering the original. The reporter may charge one dollar and twenty-five cents (\$1.25) per page for each additional copy, and may require payment in advance.

**History:**

Adopted September 21, 2021, effective De-

cember 1, 2021; amended September 4, 2024,  
effective November 4, 2024.

**Rule 908. Digital Record Management and Contracted Court Reporter Standards. [Effective March 30, 2026]**

(a) *Certification and Continuing Education of Contracted Court Reporters.*

(1) Any court reporter contracted by the chancery court or by a party to produce a transcript must be certified under standards recognized by Wyoming law.

(2) Acceptable methods of certification include:

(A) Passing the Registered Professional Reporter (RPR) examination administered by the National Court Reporters Association;

(B) Passing the United States Court Reporter Association examination;

(C) Passing a certification examination from another state with equivalent requirements;

(D) Holding a current certification from another nationally recognized court reporter certification body; or

(E) Any other method recognized by the Uniform Rules for District Courts.

(3) All contracted court reporters shall comply with continuing education requirements established by the Wyoming Supreme Court or the applicable professional association.

(b) *Equipment and Software.*

(1) Certified court reporters engaged in chancery court proceedings shall provide and maintain all equipment, software, and tools necessary for accurate reporting and transcript production.

(2) The chancery court may, in its discretion, provide access to additional resources as needed.

(c) *Backup and Emergency Contingency Planning.*

(1) All contracted court reporters shall maintain a uniform backup system for digital recordings and transcript files, consistent with recommendations of the Wyoming Professional Court Reporters Association.

(2) Each reporter shall maintain an emergency contingency plan that includes:

(A) The location and method of secure storage for digital recordings and transcript files;

(B) A description of the hardware and software used in transcript production, including vendor contact information; and

(C) A list of at least two qualified individuals capable of accessing the reporter's files in the event of an emergency.

(3) The chancery court may impose additional safeguards to ensure the integrity and continuity of court records.

**History:**

Adopted September 21, 2021, effective December 1, 2021; amended September 4, 2024,

effective November 4, 2024; amended January 27, 2026, effective March 30, 2026.

**Rule 909. Compromise, settlement, discontinuance and distribution of action involving minor or incompetent person.**

(a) No action to which a minor or incompetent person is a party or claim belonging to a minor or incompetent person shall be compromised, settled or discontinued except after approval by the court pursuant to a petition presented by the conservator of the minor or incompetent person. The petition shall be filed in the court in which the action is pending or it may be filed in the conservatorship matter.

(i) The petition shall disclose the age and sex of the minor or incompetent person, the nature of the causes of action to be settled or compromised, the facts and circumstances out of which the causes of action arose, including the time, place and persons involved, the manner in which the compromise amount or other consideration was determined, including such additional information as may be required to enable the court to determine the fairness of the settlement or compromise. The conservator shall submit a succinct statement of the medical issues involved. The court, on motion of any interested party, or on its own motion, may direct that reports of physicians or other similar experts that have been prepared shall be provided to the court. The court may also require the filing of experts' reports when none have previously been prepared or additional experts' reports if appropriate under the circumstances. Reports protected by an evidentiary privilege may

be submitted in a sealed condition to be reviewed only by the court in camera, with notice of such submission to all parties.

(ii) When the minor or incompetent person is represented by an attorney, it shall be disclosed to the court by whom and the terms under which the attorney was employed; whether the attorney became involved in the petition at the instance of the party against whom the causes of action are asserted, directly or indirectly; whether the attorney stands in any relationship to that party; and whether the attorney has received or expects to receive any compensation, from whom, and the amount.

(iii) Upon the hearing of the petition, the representative compromising the claim on behalf of the minor or incompetent person shall be in attendance. The court, for good cause shown, may require that the minor or incompetent person shall be in attendance. The court may require the testimony of any appropriate expert, as well as the submission of other evidence relating to the petition.

(iv) A copy of the petition and all supporting documents filed in connection therewith shall be filed in the chancery court with a copy to all parties and to the judge who may either approve the settlement or compromise without hearing or calendar the matter for hearing.

(v) The court shall determine that the following have been carefully considered by the conservator:

- (1) whether the proposed settlement was fairly and honestly negotiated;
- (2) whether serious questions of law and fact exist, placing the ultimate outcome of the litigation in doubt;
- (3) whether the value of an immediate recovery outweighs the mere possibility of future relief after protracted and expensive litigation; and
- (4) the judgment of the parties that the settlement is fair and reasonable.

(b) When a compromise or settlement has been so approved by the court, or when a judgment has been entered upon a verdict or by agreement, the court, upon petition by the conservator or any party to the action, shall make an order approving or disapproving any agreement entered into by the conservator for the payment of counsel fees and other expenses out of the fund created by the compromise, settlement or judgment; or the court may make such order as it deems proper fixing counsel fees and other proper expenses. The balance of the fund shall be paid to a conservatorship of the estate of the minor, or incompetent person, qualified to receive the fund, if the minor has one or one is to be appointed.

(c) When a judgment has been entered in favor of a minor plaintiff and no petition has been filed under the provisions of subdivision (b) of this rule, the amount of the judgment or any part thereof shall be paid only to a conservator of the estate of the minor qualified to receive the fund.

(d) Nothing contained in this rule shall prevent the payment into court of any money by the defendant.

**History:**

Adopted September 21, 2021, effective December 1, 2021.