

# RULES FOR FEES AND COSTS FOR CIRCUIT COURTS

## Rule

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## IN THE SUPREME COURT, STATE OF WYOMING

OCTOBER TERM, A.D. 2023

IN THE MATTER OF APPELLATE )  
FILING AND DOCKETING FEES IN )  
THE CIRCUIT COURTS AND MUNICIPAL ) General Order 23-01  
COURTS )

### ORDER SETTING APPELLATE FILING AND DOCKETING FEES IN THE CIRCUIT COURTS AND MUNICIPAL COURTS

**THIS MATTER** came before the Court upon its own motion in consideration of the need to set uniform filing and docketing fees for appellate filings in the circuit courts and municipal courts. The Court finds that such uniform fees as set forth below should be adopted. It is therefore

**ORDERED** that for the preparation of the record on appeal to the district court, including certified copy of the docket entries, the sum of \$20.00 shall be paid at the time of filing the notice of appeal to the appropriate circuit court or municipal court.

**IT IS FURTHER ORDERED** that this general order be published in the advance sheets of the Pacific Reporter, the Wyoming Court Rules Volume; and be made available online at the Wyoming Judicial Branch's website, <http://www.courts.state.wy.us>. This general order shall remain in full force and effect until such time as may be amended by the Court.

**DATED** this 9th day of November 2023.

**BY THE COURT:**

/S/

**KATE M. FOX  
CHIEF JUSTICE**

**Editor's notes.** — The Rules for Fees and Costs for County Courts, adopted April 7, 1987, and effective June 1, 1987, were superseded by

Rules for Fees and Costs for Circuit Courts, adopted May 9, 2000, and effective July 1, 2000.

**Rule 1. Costs and Fees in Criminal Actions.**

(a) Circuit courts shall collect costs in the sum of \$20.00 for every misdemeanor case wherein the defendant is found guilty, enters a plea of guilty or no contest or is placed on probation as part of a deferral process, unless otherwise specifically excepted by statute or court rule, which costs shall be assessed as part of the sentence. In addition, for every misdemeanor case wherein the defendant is found guilty, enters a plea of guilty or no contest or is placed on probation as part of a deferral process, unless otherwise specifically excepted by statute or court rule, a fee of \$50.00 shall be imposed. Of this amount, \$40.00 shall be deposited into the judicial systems automation account established by W.S. § 5-2-120, and \$10.00 shall be deposited into the indigent civil legal services account established by W.S. § 5-2-121.

(b) In addition to the costs and fees provided for under paragraph (a) above, the court shall impose the victim's compensation fee as required by W.S. § 1-40-119, unless the court determines the defendant has an inability to pay and that no reasonable probability exists that the defendant will have an ability to pay.

**History:**

Amended August 13, 2002, effective September 1, 2002; amended December 17, 2002, effective January 1, 2003; amended May 25, 2010, effective July 1, 2010; amended July 18, 2017,

effective July 18, 2017; amended August 23, 2017, effective November 1, 2017; amended May 7, 2020, effective July 1, 2020; amended September 27, 2022, effective December 1, 2022.

**Rule 2. Record Checks.**

All requests for a record check shall be submitted in writing by the applicant. Response to the request for a record check shall be made by the court in writing as soon as practicable after the written request is received by the court.

The fee for checking circuit court records shall be ten dollars (\$10.00). Payment of the \$10.00 fee for each record check shall be made in cash, by check payable to the court, or by debit or credit card.

Only one fee shall be charged for a record check involving a particular name and any reasonable derivation or other spelling of that name. However, a separate record check fee will be charged for each and every alias which is dissimilar to the original name submitted.

No charge shall be made for checking circuit court records if requested by an employee of a governmental agency.

Any request for copies of documents shall be billed separately as allowed by these rules above and beyond any fee charged as set forth herein.

This rule and the charge provided only applies to services required from court personnel to check and/or abstract court records. This rule has no application to the personal examination of any court records including indexes by any individual desiring information from these public records.

**History:**

Amended July 24, 2001, effective November 1, 2001; amended December 31, 2001, effective

April 1, 2002; amended September 11, 2002, effective November 1, 2002; amended August 11, 2016, effective September 1, 2016.

**Rule 3. Fee for Copies. [Effective until July 1, 2024]**

The fee for making copies shall be \$1.00 for the first page and \$.50 for each subsequent page.

**History:**

Added December 31, 2001, effective April 1,

2002; Amended April 30, 2024, effective July 1, 2024.

**Rule 3. Fee for Copies. [Effective July 1, 2024]**

The fee for making copies, or for transmitting copies electronically including facsimile or email, shall be \$1.00 for each page.

**History:** 2002; Amended April 30, 2024, effective July 1, 2024.  
Added December 31, 2001, effective April 1,

**Rule 4. Fee for Facsimile Transmission. [Effective until July 1, 2024]**

The clerk shall charge \$1.00 per page to transmit or receive an electronic transmission, including facsimile or email, unless the court has found the party is indigent or is entitled to representation by appointed counsel

**History:** March 1, 2013; amended October 6, 2020, effective December 7, 2020; Amended April 30, 2024, effective July 1, 2024.  
Added December 31, 2001, effective April 1, 2002; amended December 18, 2012, effective

**Rule 4. Fee for Facsimile Transmission. [Effective July 1, 2024]**

The clerk shall charge \$1.00 per page to receive an electronic transmission, including facsimile or email, unless the court has found the party is indigent or is entitled to representation by appointed counsel.

**History:** March 1, 2013; amended October 6, 2020, effective December 7, 2020; Amended April 30, 2024, effective July 1, 2024.  
Added December 31, 2001, effective April 1, 2002; amended December 18, 2012, effective

**Rule 5. Fee for Copies of Recorded Proceedings.**

The fee for copies of recorded proceedings shall be \$5.00 per proceeding.

**History:** 2002; amended December 22, 2015, effective April 1, 2016.  
Added December 31, 2001, effective April 1,

**Rule 6. Overpayments.**

In the case of overpayments, a refund need not be made unless the over payment exceeds \$10.00.

**History:**  
Added December 31, 2001, effective April 1, 2002.

**Rule 7. Fee for Exemplification of Court Documents.**

The fee for exemplification of court documents shall be \$5.00.

**History:**  
Added December 31, 2001, effective April 1, 2002.

**Rule 8. Appellate Filing and Docketing Fees.**

For all records in cases appealed or certified to the district courts, the appellate and docketing fees for the circuit courts shall be \$100.00; of which, \$40.00 shall be collected for court automation and shall be deposited into the judicial systems automation account established by W.S. 5-2-120, and \$10.00 shall be collected for indigent civil legal services and shall be deposited into the indigent civil legal services account established by W.S. 5-2-121.

**History:**

Adopted April 30, 2024, effective July 1, 2024.