

## Instructions for Dismissal Forms

These forms are not generally required but they may be useful in certain cases.

Sometimes people who are already involved in a case decide not to continue with it. If you do not want to continue this case, you might be able to ask the Court to formally end it. When a Court ends a case and does not take any more actions in it, that is called “dismissal.” This can only happen in cases where a final order hasn’t been issued yet.

If you can honestly check all of the requirements in the list below, you can use **Dismissal Forms**.

- You are the Plaintiff/Petitioner or the Defendant/Respondent.
- A final order has not been issued in this case.
- You want the Court to formally end the case and not take any other actions in this case.
- You and the other party both want to ask for dismissal and will both sign the request. OR  
You are the Plaintiff/Petitioner, and you want to ask for dismissal, and the Defendant/Respondent never filed an Answer or Response or Counterclaim or any other document in this case.

Important Note: If you are the Defendant/Respondent, you cannot ask for dismissal of a family law case without the Plaintiff/Petitioner’s agreement.

These forms are available on the Wyoming Judicial Branch website at [www.wyocourts.gov/self-help-forms/](http://www.wyocourts.gov/self-help-forms/).

Before you fill out the forms, read the instructions carefully.

### Asking for Dismissal

1. Fill out the **Motion to Dismiss Action** form completely and honestly.  
Notice that if you select box b or box c on Section 3, both parties must sign the form.
2. Fill out the top part (above the title) of an **Order on Dismissal**. The Court will fill out the rest.
3. Prepare envelopes. For each form you fill out, you will need two envelopes – one addressed to you and one addressed to the other party. Write the addresses out completely, including apartment numbers and zip codes. Put a stamp on each envelope.

4. Take the completed forms and prepared envelopes to the Clerk of District Court. The Clerk will file the Motion to Dismiss and will keep the Order for the Judge to complete later. The Clerk will use the envelopes to mail documents to you and the other party.
5. When you receive the Order on Dismissal from the Court, read it carefully. If your request was denied, the case will continue. Make sure you understand any instructions the Judge has given you.

Important Note: If a case is dismissed **without prejudice**, that means the parties are allowed to start a new case based on the same situation in the future.