



Wyoming Judicial Branch

Purpose and Structure of the Forms Committee (V2)

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Section 1. Purpose.

In furtherance of the Wyoming Judicial Branch 2025-2028 Strategic Pillar 4: Accessible Justice, Goal 1, the purpose of the Forms Committee is to create, revise, and maintain court approved forms for the Wyoming Judicial Branch. The Committee members will develop and manage a uniform bank of court approved forms to be used by Pro Se litigants throughout Wyoming.

The Committee members will act as representatives of their individual stakeholder groups. Members will be responsible for communicating Committee decisions and discussions to their respective stakeholder groups and will also be responsible for communicating input and feedback from stakeholder groups back to the Committee.

Section 2. Committee Membership, Meetings, and Voting.

1. Membership. The Forms Committee membership will include two district judges as appointed by the District Court Conference, two circuit judges as appointed by the Circuit Court Conference, one clerk of district court, as appointed by the District Court Clerks Association, one circuit chief clerk, as appointed by the Circuit Court Conference, and two members of the Wyoming Bar appointed by the Forms Committee Chair.
 - a. Membership terms will be two years. Initial terms will be staggered for the district and circuit court judges to ensure continuity.

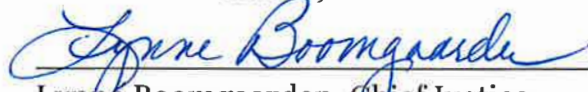
- b. Members may serve consecutive terms.
 - c. A chair will serve for a two-year term. At the end of the term, a new chair will be elected from the membership. An individual may serve two consecutive terms as chair.
2. Staffing. The State Court Administrator will appoint an employee(s) to staff the Committee.
 3. Meetings. The Forms Committee will initially meet monthly for the development of the forms. As the Committee transitions to reviewing and updating the current forms, the Committee will meet at least quarterly, but may meet more frequently as necessary upon the request of a member or upon suggestion of staff. No action of the Committee may be taken without a quorum of the Committee. Five members of the Committee shall constitute a quorum.
 4. Voting. Voting shall take place in a meeting of the Committee or via email if necessary.

Section 3. Roles and Responsibilities.

1. The Committee staff will be responsible for the following:
 - a. Facilitating Committee meetings;
 - b. Developing and distributing meeting agendas no later than ten days prior to scheduled Committee meetings, absent extenuating circumstances;
 - c. Compiling and distributing meeting minutes;
 - d. Monitoring public comment and recommendations for forms and reporting on such to the Committee;
 - e. Managing and archiving all official forms approved by the Committee; and
 - f. Assisting with revising and formatting forms as directed by the Committee.
2. The Committee members will be responsible for the following:
 - a. Reviewing information provided in preparation for Committee meetings;
 - b. Communication of Committee decisions to their respective stakeholder groups;
 - c. Collecting information and concerns from stakeholder groups pertaining to forms and communicating those to the Committee; and
 - d. Presenting Committee recommendations to the WJC.

Dated this 1st day of April, 2026.

BY THE WYOMING JUDICIAL COUNCIL:

A handwritten signature in blue ink, reading "Lynne Boomgaarden", written over a horizontal line.

Lynne Boomgaarden, Chief Justice
Chair, Wyoming Judicial Council