

Purpose and Structure of the Forms Committee

Section 1. Purpose.

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.

Section 2. Committee Membership, Meetings, and Voting.

1. Membership. The Forms Committee membership will include two circuit court judges; two district court judges; one circuit court chief clerk and one district court clerk each appointed from their respective conferences, and two members of the Wyoming Bar appointed by the Forms Committee Chair. The State Court Administrator will appoint an employee(s) to staff the Committee.
 - a. Membership terms will be two years. Initial terms will be staggered for the circuit court judges and the district 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. Meetings. The Forms Committee will initially meet monthly for the development of the forms. As the committee transitions to reviewing and updating 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.
3. Voting. Voting shall take place in a meeting of the Committee or via email when the chair deems appropriate.

Section 3. Roles and Responsibilities.

1. The Forms Committee staff will be responsible for:
 - a. Facilitating Committee meetings as directed by the chair;
 - b. Developing and distributing meeting agendas no later than ten days prior to scheduled Committee meetings;
 - 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 Forms Committee members will be responsible for:
- a. Reviewing information provided in preparation for Committee meetings;
 - b. Communicating Committee decisions to their respective conferences;
 - c. Receiving information and concerns pertaining to forms from their conferences; and
 - d. Presenting Committee recommendations to the Wyoming Judicial Council when necessary.

Dated this 29th day of July, 2024.

BY THE WYOMING JUDICIAL COUNCIL:

Kate M. Fox

Kate M. Fox, Chief Justice
Chair, Wyoming Judicial Council