



# Wyoming Judicial Branch

## Purpose and Structure of the eFiling Committee (V2)

Document Approver(s)	Wyoming Judicial Council (March 9-10, 2026)
Document Effective Date	July 8, 2025
Version Effective Date	March 10, 2026
Review Period	Annually

### Section 1. Purpose.

In furtherance of the Wyoming Judicial Branch 2025-2028 Strategic Pillar 1: Judicial Branch Excellence and Innovation, Goal 3, the purpose of the eFiling Committee is to review and recommend eFiling and access improvements to the Wyoming Judicial Council (WJC) ensuring a coordinated approach to eFiling and access in Wyoming's trial courts.

The Committee will be responsible for recommending amendments to the Wyoming Rules for Electronic Filing and Service and the Rules Governing Access to Case Records (and associated access matrix) to the WJC and ultimately the Wyoming Supreme Court.

The Committee will also be responsible for recommending eFiling configuration adjustments to the WJC that affect all stakeholder groups. In addition, the Committee will review and recommend enhancements to the system costing more than \$15,000 for approval by the WJC. The Committee will also discuss and recommend process changes related to eFiling in the trial courts that affect all stakeholder groups.

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

## **Section 2. Committee Membership, Meetings, and Voting.**

1. Membership. The eFiling Committee membership will include one supreme court justice, as appointed by the Chief Justice of the Wyoming Supreme Court, two district judges as appointed by the District Court Conference, the chancery court judge, two circuit judges as appointed by the Circuit Court Conference, three to five attorneys appointed by the Wyoming State Bar, a prosecuting and county attorney, as appointed by the Wyoming County Attorneys Association, two clerks of district court, as appointed by the District Court Clerks Association, two district court judicial assistants, as appointed by the District Court Conference, and two circuit chief clerks, as appointed by the Circuit Court Conference.
  - a. Membership terms will be two years. Initial terms will be staggered to ensure continuity.
  - b. Members may serve consecutive terms.
  - c. The Chief Justice or a designee will chair the Committee.
2. Staffing. The State Court Administrator or a designee will staff the Committee.
3. Meetings. The eFiling 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. A majority of 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.

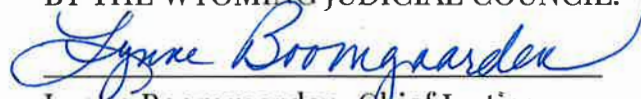
## **Section 3. Roles and Responsibilities.**

1. The Committee staff will be responsible for the following:
  - a. Facilitating Committee meetings;
  - b. Developing and distributing meeting agendas no later than one week prior to scheduled Committee meetings, absent extenuating circumstances;
  - c. Compiling and distributing meeting minutes;
  - d. Monitoring eFiling activities access issues and reporting back to the Committee; and
  - e. Implementing decisions of the Committee and the WJC and the Wyoming Supreme Court related to eFiling and access in the Wyoming trial courts.
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; and
- c. Presenting Committee recommendations to the WJC or Wyoming Supreme Court when necessary.

Dated this 1st day of April, 2026.

BY THE WYOMING JUDICIAL COUNCIL:



Lynne Boomgaarden, Chief Justice  
Chair, Wyoming Judicial Council