Purpose and Structure of the eFiling Committee

Rule 1. Purpose.

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.

Rule 2. Committee Membership, Meetings, and Voting.

A. <u>Membership</u>.
   a. The eFiling Committee membership will include:
      i. One supreme court justice, appointed by the Chief Justice of the Wyoming Supreme Court;
      ii. Two district court judges, appointed by the District Court Judges Conference;
      iii. Two circuit judges, appointed by the Circuit Court Judges Conference;
      iv. The chancery court judge;
      v. Three to five practicing attorneys, appointed by the Wyoming State Bar;
      vi. A prosecuting and county attorney, appointed by the County Attorneys Association;

vii. Two clerks of district court, appointed by the District Court Clerks Association;

viii. Two district court judicial assistants, appointed by the District Court Judges Conference;

ix. One district court reporter, appointed by the District Court Judges Conference; and

x. Two circuit court chief clerks, appointed by the Circuit Court Judges Conference.

b. Membership terms will be two years. Initial terms will be staggered to ensure continuity.

c. Members may serve consecutive terms.

d. The Chief Justice or a designee will chair the committee.

B. <u>Staffing</u>. The State Court Administrator or a designee will staff the Committee.

C. <u>Meetings</u>.

a. 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.

b. No action of the Committee may be taken without a quorum of the Committee. A majority of the Committee shall constitute a quorum.

D. <u>Voting</u>. Voting shall take place in a meeting of the Committee or via email if necessary.

Rule 3. Roles and Responsibilities.

1. The Committee staff will be responsible for:

   a. Facilitating Committee meetings;

   b. Developing and distributing meeting agendas no later than one week prior to scheduled Committee meetings, absent extenuating circumstances;

   c. Implementing decisions of the Committee and the WJC and the Wyoming Supreme Court related to eFiling and access in the Wyoming trial courts;

   d. Compiling and distributing meeting minutes; and

   e. Monitoring eFiling activities access issues and reporting back to the Committee.

2. The Committee members will be responsible for:

   a. Reviewing information provided in preparation for Committee meetings;

   b. Communicating Committee decisions to their respective stakeholder groups;

c. Collecting information and concerns from stakeholder groups regarding eFiling and access, and communicating those to the Committee; and

d. Presenting Committee recommendations to the WJC or Wyoming Supreme Court when necessary.

Dated this ___8th___ day of July, 2025.

BY THE WYOMING JUDICIAL COUNCIL:

Lynne Boomgaarden, Chief Justice
Chair, Wyoming Judicial Council