

WYOMING JUDICIAL COUNCIL

Wyoming Supreme Court, Room 237

Microsoft Teams

September 13, 2024

8:00 A.M. – 12:00 P.M.

MINUTES

Members: Chief Justice Kate Fox (Chair), Justice Lynne Boomgaarden, Justice Kari Gray, Judge Catherine Rogers, Judge Joseph Bluemel, Judge Dawnessa Snyder, Judge Nathaniel Hibben, Judge John Prokos, Judge Wendy Bartlett

Others Present: Judge John Perry (Ret.), Judge Robert Sanford, Judge Sean Chambers, Cody Jerabek (Director of WyLAP), Victor Payne, and Elisa Butler

WJC BUSINESS

Welcome

Chief Justice Fox welcomed the members of the Wyoming Judicial Council and thanked them for attending the meeting.

WyLAP

Cody Jerabek presented to the Council on WyLAP and its referral process, highlighting addiction and substance abuse trends within the legal profession. Nationally, addiction rates among lawyers are significantly higher than in the general population, with 28-33% experiencing clinical alcohol use disorders and 20% facing other substance addictions. Wyoming reports low judicial referrals to WyLAP, with less than 3% compared to the national average of 20-25%. This indicates a potential need to improve access and increase awareness among judges, who regularly interact with attorneys, to help connect lawyers with needed services.

Justice Gray asked whether WyLAP can handle an increase in referrals, to which Jerabek confirmed additional resources would be necessary. Judge Rogers suggested simplifying the process by allowing judges to make informal, confidential phone calls to discuss concerns about attorneys. Cody Jerabek agreed, explained the process involves creating confidential files, providing anonymous referrals to attorneys, and offering services without disciplinary involvement.

Judge Snyder added that WyLAP's services extend to judges, with grants available for evaluations, counseling, and inpatient treatment. Judge Bartlett raised concerns about municipal court judges, and Jerabek noted a mechanism exists for non-lawyer judicial officers to receive assistance.

Chief Justice Fox asked how the Council could assist, and Cody Jerabek suggested increased outreach to judges, potentially through presentations at conferences or brown bag sessions. Fox agreed to share the idea with the Education Committee. She also reminded the Council about the Judicial Branch's employee assistance program (EAP), which is being developed and could incorporate mental health services.

Cody Jerabek emphasized the importance of proactive well-being and mindfulness training to address issues before they escalate, noting that 60% of WyLAP's clients seek mental health support. Studies show that judicial

	<p>and peer advocacy reduce recidivism and ethical issues while improving overall well-being and happiness within the legal profession. He encouraged the Council to normalize conversations about mental health and substance abuse, ensuring that attorneys receive timely support.</p>
Court Navigator Update	<p>Victor Payne with the Branch’s Administrative Office of the Courts provided an in-depth update on the Court Navigator program, which went live in Natrona County on April 1, 2024. The program initially recruited volunteer navigators from Casper College, Laramie County Community College, the University of Wyoming Law School externship program, and AARP. A total of five navigators were onboarded, with one each from AARP and Laramie County Community College, three from Casper College, and a working paralegal from Casper.</p> <p>The navigators undergo comprehensive training developed by the National Center for State Courts (NCSC), which includes nine videos covering the court system, specific case types, like protection orders and domestic relations, and a two-hour live virtual session. The NCSC also created manuals, which are used for ongoing training.</p> <p>In Natrona County, the program offers remote and in-person services, with navigators available in person for five hours on Wednesdays. Remote appointments are available through the Wyoming Judicial Branch website with as little as thirty minutes’ notice. Outreach includes flyers and QR code brochures distributed at the courthouse, library, and local agencies. Referrals have come from the Wyoming Law School and the Collective Health Trust, and navigators work with resource attorneys to ensure additional referrals that may be helpful. From June to August, 62 appointments were scheduled, primarily at the district court level.</p> <p>On Monday, the program expanded to Uinta County, offering remote services. Outreach has involved partnerships with organizations such as the Mountain View Town Hall, High Country Behavioral Health, and the Evanston Police Department, along with brochure distributions at local libraries. The program continues to refine outreach strategies and will follow up with partners in the coming months.</p> <p>Looking forward, the NCSC will conclude its pilot phase with the Wyoming Judicial Branch and finalize training videos, including one distinguishing legal advice from legal information. Current challenges include volunteer management and data collection to assess program impact, with efforts underway to link navigator assistance to court outcomes and to improve form checkboxes for tracking navigator involvement.</p> <p>Chief Justice Fox invited other counties interested in expanding the program to contact Victor. Judge Bartlett suggested placing flyers in local DFS offices and similar service entities, with Judge Bluemel adding that child support service offices would be another valuable location. Victor agreed to include these locations in the outreach strategy.</p> <p>Justice Boomgaarden mentioned that the Executive Branch is creating family resource centers funded by grant money, envisioning these as centralized hubs for social services.</p>

	<p>Judge Sanford noted that in protection order cases, petitioners often omit critical information in paragraphs five (jurisdiction) and eight (incident description). He requested these details be included in navigator training to better assist the circuit court bench.</p>
<p>Scheduling of WJC Meetings</p>	<p>Judge Bluemel shared that this agenda item originated from his request during the March strategic planning session to hold the next planning meeting closer to his court location. Elisa Butler noted that venue options are still being researched for the Council's review.</p> <p>Chief Justice Fox reminded members that Council meetings are scheduled well in advance and encouraged everyone to lock these dates on their calendars once announced. Elisa Butler added that meetings are typically quarterly, on the Monday before oral arguments. Judge Prokos mentioned that holding the September meeting alongside the Judicial Conference this year worked well. There was additional discussion on potentially holding the December meeting virtually, with Chief Justice Fox noting that while the Council values in-person meetings, a virtual December session could be practical due to winter travel challenges.</p> <p>Meeting dates for the coming year are set through June. Chief Justice Fox recommended consulting with the Bar and considering other events before finalizing dates for the September and December meetings.</p> <p>Judge Rogers noted a potential scheduling conflict with the March strategic planning session and Council meeting. If she cannot attend, Judge Peasley will participate in her place.</p>
<p>Administrative Office of the Courts Attachment A – State Court Administrator Rules</p>	<p>Chief Justice Fox introduced the topic, referencing previous discussions by the Council regarding potential changes to the oversight structure of the AOC. She highlighted that the current framework was established by an order on April 5, 2000, which created the office and adopted the State of Wyoming State Court Administrator Rules. Currently, the State Court Administrator is appointed by the Chief Justice, with majority approval from the Supreme Court, and serves at the Supreme Court's discretion.</p> <p>Elisa Butler provided an overview of the original order, noting that the AOC began with only four employees. She emphasized that shifting oversight from the Supreme Court to the Judicial Council would represent a significant change, raising questions about accountability and reporting structures. For instance, AOC-specific policies, such as the Flextime Policy, are tailored to office needs but may not align with broader branch-wide initiatives. Butler explained her current practice of discussing proposals with the Chief Justice to ensure comfort with implementation. The Council will need to determine how such decisions would be handled if the oversight structure changes.</p> <p>Butler also shared that she had researched how other states manage their AOCs and offered to provide further analysis if needed. She sought feedback from the Council regarding their comfort level with shifting oversight and whether the State Court Administrator should report solely to the Chief Justice, the Judicial Council, or a hybrid structure. Based on this input, Butler proposed developing options for the Council's</p>

	<p>consideration at a future meeting.</p> <p>Judge Bluemel noted that while the District Court Judges’ Conference supports having an AOC, there is tension in its current reporting structure, which makes it "an administrative office of the courts in name only." Judge Hibben raised the question of whether the Council should function as a traditional board of directors with the authority to appoint or terminate the chief executive or as a hybrid board constrained by legal and constitutional frameworks. He expressed the opinion that the 2000 rule and order remain correct, as the Chief Justice serves as both the judicial and administrative head of the Branch.</p> <p>Chief Justice Fox acknowledged the challenges of having the administrator report to the Council, which meets quarterly. She noted that there needs to be a single point of contact—currently the Chief Justice—and described the Council’s role as providing policy direction. She proposed a dual reporting model: the administrator would handle internal AOC operations independently, including office policies like flextime, while reporting to the Judicial Council on broader Branch support, primarily through the Chief Justice as Chair of the Council.</p> <p>The Council discussed whether the responsibility for oversight should remain with the Supreme Court or shift to the Judicial Council. Members also explored whether the 2000 rule should be updated for clarity and efficiency. Concerns were raised about the extent to which the Supreme Court could delegate authority within a broader governance structure, with acknowledgment of the Court’s active participation in the Council as evidence of its commitment to collaborative governance.</p> <p>The Council concluded that further discussion is needed. Elisa Butler was tasked with conducting more in-depth research and developing proposals for the Council to consider at an upcoming meeting.</p>
<p>Judicial Salaries</p> <p>Attachment B – July 2024 NCSC Judicial Salary Data</p> <p>Attachment C – Judicial Salary Chart for Surrounding States</p> <p>Attachment D – South Dakota Statute</p> <p>Attachment E – South Dakota Salaries History</p> <p>Attachment F – Nebraska Salaries History</p> <p>Attachment G – Utah Salaries History</p> <p>Attachment H – Wyoming Salaries History</p>	<p>Chief Justice Fox emphasized the urgency of addressing judicial salaries, noting Wyoming’s decline in ranking and the need to consider whether this is the time to pursue an initiative. Judge Hibben suggested the Council explore benchmarking salaries against national percentiles or market indicators, such as inflation or attorney pay, and recommended developing a policy to present to the Legislature. He proposed targeting judicial salaries at the 50th to 60th percentile nationally to establish a clear goal.</p> <p>The Council discussed the importance of a regular review mechanism, as most states assess judicial salaries annually, while Wyoming traditionally waits several years between increases. Without action, Wyoming risks falling to the bottom in judicial compensation rankings. Judge Bartlett supported securing a statute for regular salary reviews, while Judge Rogers stressed the importance of annual conversations during legislative sessions. Justice Boomgaarden endorsed formulating a comprehensive policy, including implementation strategies, and leveraging the interim period to strengthen relationships with new legislators.</p> <p>Chief Justice Fox agreed this issue aligns with the strategic plan, highlighting the value of educating the Legislature about Wyoming’s judicial</p>

	<p>salary ranking. She suggested including the topic in the State of the Judiciary address in an educational context rather than as a specific request. The Council acknowledged potential broad cuts in the upcoming budget cycle and agreed to focus on building awareness and relationships this year rather than seeking immediate increases.</p> <p>To advance this effort, Chief Justice Fox tasked Judge Hibben with forming a committee to conduct further research on mechanisms for addressing judicial salaries. The committee’s findings will inform strategic planning discussions and help shape a rational process for future action. Chief Justice Fox further suggested the research include data on other highly paid Executive Branch employees within Wyoming. That helps bring in local data into the picture.</p> <p>Justice Gray noted conversations need to begin in March when an increase is going to be requested. You do need that time to effectively move the ball forward for the following session. Elisa Butler further relayed the budget will start to be built in June/July, and that is the time we will need to decide if we want to move forward with a budget session request.</p> <p>Judge Hibben will gather more data, including local data and the mechanisms for adjustments, and bring that to the March meeting.</p>
WJC Minutes	<p>Chief Justice Fox acknowledged her preference for brevity in minutes but noted feedback from members emphasizing the value of detailed records for clarity and reference. Judge Prokos highlighted the utility of detailed minutes when revisiting specific details, while Justice Boomgaarden suggested striking a balance by capturing the business record’s essence without disclosing sensitive information. Elisa Butler confirmed certain attachments, such as HR and compensation materials, are withheld from public posting.</p> <p>Justice Gray questioned the rationale for publicly posting minutes if the meetings are not public. Justice Boomgaarden argued that maintaining a comprehensive business record is essential for transparency and informing the public about the Council’s discussions and decisions, without including sensitive details. Chief Justice Fox suggested the Council review this meeting’s minutes to evaluate whether any content raises concerns.</p> <p>The Council agreed to defer any decision on the detail level of minutes until after reviewing the current meeting’s record.</p>
National Conferences Attachment I – Key takeaways from the Legal Deserts Summit	<p>Chief Justice Fox emphasized the value of attending national conferences, noting their enriching impact on members of the Judiciary. However, she acknowledged that the insights gained often get overlooked upon returning to daily responsibilities. To address this, she suggested implementing a process for sharing key takeaways from these conferences to ensure the broader Judiciary benefits from the knowledge and ideas presented.</p> <p><u>Legal Deserts Summit</u></p> <p>Chief Justice Fox noted that Judge Peasley and Judge Stipe attended the</p>

Legal Deserts Summit, and the Council reviewed Judge Peasley's update, which will also be shared with the Legislative Relations Committee. She reminded the Council of last session's initiative to address Wyoming's legal deserts by incentivizing attorneys to relocate to rural communities. While the Judiciary did not participate in securing legislative support, it is supportive of the initiative. The report includes several suggestions for actions the Judiciary could take to help address the issue.

Judicial Branch Leadership Academy

Justice Boomgaarden shared insights from the leadership academy, highlighting its practical application during a panel discussion at the Bar Conference. Judge Snyder elaborated on the implementation of academy takeaways, including a judicial session on Wednesday and Thursday panel discussion, which emphasized engagement opportunities within Wyoming. Suggestions included involvement in committee work, community leadership, and skill development.

Judge Snyder found the conference invigorating and recommended reserving spots annually for more judges to attend. Justice Boomgaarden highlighted expert data on leadership's importance, especially in navigating challenges within loosely coupled organizations. A key takeaway was the significance of strong committee structures and mechanisms for addressing issues.

Both Justice Boomgaarden and Judge Snyder reflected on Wyoming's relative advantage compared to challenges faced in other states and encouraged colleagues to reach out for further details or resources from the academy.

CCJ/COSCA

Chief Justice Fox and Elisa Butler attended the CCJ/COSCA conference, which focused on guardianships and conservatorships. Fox shared two key takeaways with the Council.

First, other states emphasize implementing least restrictive provisions in guardianships, ensuring guardians only have authority over necessary areas. The recommendation included using forms, statutes, or rules to formalize this approach.

Second, on conservatorships, other states track the total funds under conservatorship statewide, with judges held responsible for oversight. Wyoming lacks similar reporting capabilities, and its statutory requirements offer limited insights. Fox noted that some states employ auditors to review conservatorship reports daily.

Chief Justice Fox will pass along the conference's PowerPoint to the District Court Judges' Conference for further consideration.

Cybersecurity Workshop

Elisa Butler noted this update will be tabled until the next meeting as the conference was just last week.

WJC AND PRAC COMMITTEES

HR Committee

The Wyoming Judicial Council approved the recommendation of the HR Committee to adopt the proposed Judicial Branch classification structure and job classification review process.

The Wyoming Judicial Council remanded the proposed special pay request back to the HR Committee, with direction to include language regarding a right to appeal, and to clarify Section 5.

Attachment J – Proposed Judicial Branch Classification Structure and Job Classification Review Process

Attachment K – Proposed Special Pay Request Process

Judge Chambers presented to the Council on two proposals for review and consideration – the process for the review of Branch classification structure and the process for individual positions review.

Proposed Judicial Branch Classification Structure and Job Classification Review Process

This proposed policy formalizes the process of classifying and reviewing positions within the Judicial Branch, as was discussed by this Council in a previous meeting. The HR Committee previously introduced revisions that filled gaps in the existing administrative office structure, which was described as a “ladder” with the current positions serving as the rungs. The proposal outlines how this classification process will be managed moving forward.

The proposed policy outlines two forms of classification reviews. The first is a Branch classification structure review, which would take place on an as-needed basis, initiated by judicial officers, the state court administrator, or HR staff. This process ensures that the classification structure remains current and responsive to changing market conditions and job responsibilities. The HR Committee will conduct these reviews and provide recommendations to this Council for final approval.

The second review process is for individual job classification review. When an employee’s duties evolve or increase, a judicial officer, supervisor, or the employee themselves can request a review of the position. This process starts with an HR desk audit and a job evaluation. An appeal process is available if disagreements arise regarding the review.

It was emphasized that any changes in classification, whether at the Branch-wide or individual level, will not automatically result in salary adjustments. These changes would be subject to separate appropriations and availability of funds. The focus of this policy is strictly on refining and maintaining the structural framework for job classifications.

Judge Snyder moved to approve the proposed Judicial Branch classification structure and job classification review process as proposed by the HR Committee, seconded by Judge Prokos. There was no further discussion by the Council. The motion passed unanimously on voice vote.

Proposed Special Pay Request Process

Judge Chambers provided an overview of the proposed special pay request process. Special pay refers to compensation beyond an employee’s regular salary, such as hiring or discretionary bonuses, or additional pay for extra duties. This type of pay is intended for unique circumstances and should not be common or regularly issued. The proposed policy defines special pay as compensation for special situations, such as when an employee takes on extra responsibilities that go beyond their normal job duties.

The proposed policy also specifies the conditions under which special pay may be considered. Special pay is discretionary and determined by various factors, including market conditions, the specific performance of the employee, difficult-to-fill positions, staff shortages, fiscal impact, and

available budget. It is not to be used to recognize work performed within the scope of an employee's regular duties. The proposed policy emphasizes that special pay is reserved for exceptional circumstances, not as a general reward for work performance.

The process for initiating a special pay request begins with a judicial officer or the state court administrator, who submits the request to the HR division. The request is reviewed and forwarded to the HR Committee for final approval. This proposed policy clarifies the guidelines for special pay and ensures a structured process for reviewing and approving any such compensation, ensuring that it is used only in justified, special circumstances.

Judge Snyder inquired where the request for this policy came from. Judge Chambers noted that special pay is currently in *The Guide to Judicial Branch Employment*. Requests for special pay have come up a few times in the past, and will continue to be requested, albeit not of significant frequency.

The Council discussed the proposal at length, highlighting concerns of the district court judges. Those concerns stem from the fact that district court judges are free from the fiscal and administrative control of the Supreme Court. Although the proposal provides clarification and direction when there is a need, it can also be viewed as encroaching on the district court judges' abilities to handle their individual budgets and personnel.

Judge Chambers recognized those concerns, indicating conversations regarding those concerns did take place with the Human Resources Committee. The goal of the proposal is to try and balance oversight of discretionary money and provide for a formalized process.

Further concerns were raised surrounding how appropriate a policy like this is within a Branch of government. Justice Gray relayed that the Legislative Branch has a lot of flexibility, and this type of process happens more frequently, and it is hard to track. The Executive Branch uses its policy that addressed the issue less frequently as there is substantial oversight.

Other items of concern were raised to include if an appeals process should be provided for, and if Section 5, if A, B, and C all contained different criteria. Chief Justice Fox indicated the criteria is either A or B, and C that would make a complete request.

Elisa Butler relayed clarifying language could be added to the proposed policy.

Further discussions revolved around whether this policy excludes the Council from granting bonuses at the end of the biennium, and if items such as those should also be included or clarified. There will be situations along the way that the Council will have to deal with and there may not be a policy related to the situation; however, there is a body and structure now that can address those items as they come up. Elisa Butler added that the handbook does include a provision for retention bonuses. Those bonuses are given at the discretion of this Council.

Justice Boomgaarden moved to approve the proposed special pay request process as proposed by the HR Committee, which was seconded. Judge Bluemel moved to amend the proposal to include a right to appeal an HR

	<p>Committee decision to the Judicial Council, seconded by Judge Bartlett. The Council approved to include provisions for a right to appeal within the proposed special pay request process. Judge Rogers moved to amend the proposal, Section 5, and that the HR Committee be asked to reword this section to clearly illustrate which of the subcategories of A, B, and C are either interrelated or stand alone. Judge Hibben seconded the motion.</p> <p>After further discussion, the Council agreed that the proposed special pay request process should be sent back to the HR Committee to include the amendments discussed by the Council. The HR Committee will be asked to include provisions for a right to appeal, and to clarify Section 5. The Council approved unanimously on voice vote to remand the policy back to the HR Committee to include provisions for a right to appeal, and to clarify Section 5.</p>
Legislative Relations Committee	<p>Judge Sanford opened with a discussion on the Legislative Relations Committee's role, highlighting the need to navigate legislative engagement while respecting the separation of powers. He sought the Council's guidance on appropriate involvement, particularly in matters affecting court operations and funding, emphasizing the importance of avoiding lobbying or policy-making appearances.</p> <p>Discussion shifted to the evolving dynamics of the Legislature, including a likely decline in attorney representation, which could present challenges in understanding foundational civics. Sanford stressed the value of building relationships with new legislators, particularly in key committees like Joint Appropriations, while postponing formal outreach until after the election. The upcoming Joint Judiciary Committee (JJC) meeting on October 19-20 was noted as an opportunity to engage with the current committee members.</p> <p>Key JJC agenda items included the statutory right of appeal for the state in criminal cases. Sanford expressed concerns about the potential workload impact on circuit courts, citing broad language in the proposed legislation that could lead to delays and expanded trial dockets. He emphasized the importance of educating the Legislature on practical implications without taking a stance on policy. Chief Justice Fox affirmed this approach, encouraging judges to provide factual testimony on real-world impacts within ethical guidelines.</p> <p>Guardianships and conservatorships were highlighted as another significant topic for the JJC meeting. Elisa Butler prepared an outline of the legal framework to inform legislators, with Judge Buchanan serving as the presenter. Sanford, initially hesitant about involvement, now supports the Committee's educational role, as the focus remains on informing rather than influencing policy.</p> <p>Sanford also flagged firearms in the Capitol as an agenda item with potential implications for courthouses. While it currently centers on the Capitol, the discussion could expand to public buildings, raising concerns about judicial autonomy and separation of powers. He further noted that protection orders remain a recurring topic, with a bill draft prepared based on the Judiciary's input.</p>

	<p>The Council discussed broader outreach efforts, with Judge Bartlett emphasizing the Circuit Court Judges’ Conference’s plan to engage new legislative members in December. Chief Justice Fox underscored the importance of fostering relationships and educating legislators about the Judicial Branch’s role, as these connections are vital for the Branch’s work.</p>
<p>Technology Committee</p> <p>The Wyoming Judicial Council denied the inclusion of annotation devices at the witness stand within the Courtroom Technology Policy</p> <p>Attachment L –Courtroom Technology Policy</p> <p>Attachment M – Technology Division evaluation of annotation devices</p> <p>Attachment N – Judge Eames’s evaluation of annotation devices</p>	<p>Justice Boomgaarden provided an update from the Technology Committee, highlighting recommendations for courtroom technology policy outlined in Attachment L. These addressed specifications for monitors, AV equipment, and jury room technology, with one unresolved item regarding annotation devices. Attachments M and N included a cost assessment and a proposal from Judge Eames advocating for optional annotation devices.</p> <p>Concerns about the Judicial Systems Automation (JSA) fund were discussed, with projections indicating a potential deficit by 2030. The fund supports courtroom equipment and salaries for 13 technology staff. The Legislative Relations Committee is exploring a proposal to raise filing fees by \$10 to stabilize the fund, though success is uncertain.</p> <p><u>Annotation Devices Motion</u></p> <p>Judge Snyder moved to exclude annotation devices from the policy, citing existing mechanisms for requesting special equipment and the lack of broader support. Judge Bluemel seconded, and during discussion, Judge Prokos shared that similar devices in Sweetwater County courtrooms were rarely used. The motion to exclude annotation devices passed unanimously on a voice vote.</p> <p><u>Surface Hubs and Jury Room Monitors</u></p> <p>The Council discussed replacing Surface Hubs in jury rooms with standalone video monitors. Justice Boomgaarden clarified this change was necessary due to the unsustainability of Surface Hubs. Judge Bartlett emphasized the need for improved consultation regarding technology changes, referencing unexpected installations during COVID-19. Elisa Butler agreed to ensure better communication moving forward.</p> <p><u>Pending Technology Projects</u></p> <p>Justice Boomgaarden updated the Council on two major initiatives:</p> <p>Uniform Bind-Over Process: A policy to streamline case procedures between circuit and district courts, developed by clerks and scheduled for review in December.</p> <p>Cybersecurity Policies: High-priority device management and access policies to address court-issued devices and cybersecurity concerns. These policies may not be finalized by December due to anticipated extensive discussions.</p> <p>Judge Bluemel requested adequate lead time for judges to review policies before Council votes, a point Justice Boomgaarden acknowledged, confirming representatives would gather feedback during conferences.</p>

<p>Behavioral Health Committee</p>	<p>Judge Castano reported on the administration of treatment courts, which transitioned to the Supreme Court in July. The transition has progressed smoothly, with ongoing discussions regarding team member roles potentially requiring updates to rules or standards.</p> <p>He also provided an update on the Mental Health Diversion Pilot Project in Campbell County, noting an unexpectedly high prevalence of violent histories among participants. This has prompted discussions about refining eligibility criteria and expanding the scope to address these complexities. While resource-intensive, the program remains sustainable for the pilot phase.</p> <p>Interest in the diversion program is growing, with Natrona and Laramie Counties exploring participation. Chief Justice Fox highlighted Laramie County's strong engagement and resource development efforts, including expanded shelter options. However, Natrona County's involvement faces hesitancy from the district attorney, and Justice Fenn is working to address these concerns.</p> <p>Judge Castano clarified the distinction between Laramie County's law enforcement-based pre-charge diversion program and Campbell County's charge-level diversion approach. Both systems are complementary, and coordination efforts are underway.</p> <p>Chief Justice Fox underscored the importance of addressing homelessness as a critical factor in participant success. Judge Castano emphasized the need for crisis stabilization facilities, noting that jails are unsuitable for this purpose due to worsening conditions and logistical challenges, including malpractice coverage for practitioners.</p> <p>Chief Justice Fox also mentioned a pilot program introducing telepsychiatry services in some counties, though Natrona County has opted out.</p> <p>Judge Castano briefly discussed pending amendments to treatment court statutes for consideration in the upcoming legislative session. These adjustments aim to explicitly enable the operation of diversion programs alongside existing treatment courts. While there is currently no statutory authorization for such programs, there is also no explicit prohibition, which has provided room to proceed. Judge Castano noted positive feedback from the task force on these proposed changes and expressed optimism for their passage during the session.</p>
<p>For Good of the Order</p> <p>Attachment O – General Protection Order Form – Certificate of Service</p> <p>Attachment P – General Protection Order Form – Order to Appear</p>	<p>Chief Justice Fox noted that for the past two years, Justice Kautz presented a “Law School for Legislators” session at the start of the legislative session. She offered to continue the program this year alongside Justice Boomgaarden, introducing her as the incoming chief justice. While the Legislative Service Office (LSO) has provided a time slot, final approval depends on legislative leadership. With a large influx of new legislators expected, this session serves as a critical communication channel.</p> <p>The AOC staff recently explored outreach strategies used by other states and discovered some hold “Law School for Journalists” sessions. Chief Justice Fox raised the idea of implementing a similar program in Wyoming.</p>

	<p>Judge Bluemel supported the initiative, suggesting a half-day session to help journalists better understand judicial processes. He also recommended seeking input from journalists to tailor the program to their needs.</p> <p>Chief Justice Fox suggested exploring logistical alternatives, such as preparing kits for local judges to host these sessions. Judge Bluemel added that such an initiative aligns with the public outreach goals of the strategic plan. Judge Rogers noted the potential time burden on judges and suggested involving legal experts, like attorneys from the Wyoming Bar Association, to support the effort. Justice Boomgaarden underscored the ongoing need for a public information officer for the Judiciary to facilitate such outreach effectively.</p> <p>The Council reviewed and unanimously approved the items on the consent list, which included updates to General Protection Order forms. Specifically, Attachment O introduced a Certificate of Service, and Attachment P detailed the Order to Appear. These updates aim to enhance clarity and procedural efficiency for the involved parties.</p>
Adjourn	Chief Justice Fox adjourned the business meeting.

Post Meeting Action Items	
<u>Owner</u>	<u>Item Description</u>
Judge Hibben	Research the judicial salaries topic more in-depth and gather data, including local data and the mechanisms for adjustments, and bring that to the March meeting.
Chief Justice Fox	Send the PowerPoint from the CCJ/COSCA meeting in regards to guardianships to the District Court Judges' Conference.
Elisa Butler	Relay to the Education Committee the suggestion to have the Director of WyLAP, Cody Jerabek present at a brown bag session.
Elisa Butler	Research and generate proposals regarding potential changes to the oversight structure of the AOC.

Attachment A

State of Wyoming
State Court Administrator
Rules

IN THE SUPREME COURT, STATE OF WYOMING

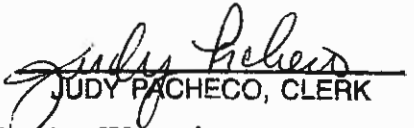
APRIL TERM, A.D. 2000

In the Matter of the Adoption of)
State Court Administrator)
Rules)

IN THE SUPREME COURT
STATE OF WYOMING
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ORDER

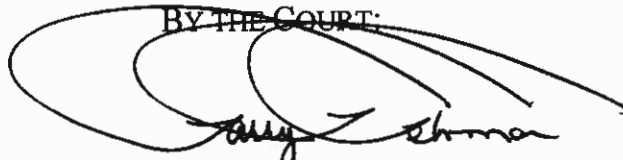

JUDY PACHECO, CLERK

In accordance with the superintending authority vested in the Wyoming Supreme Court by Article 5, Section 2, of the Wyoming Constitution, the chief justice, with the approval of the Supreme Court, shall appoint a State Court Administrator to serve at the pleasure of the Supreme Court.

IT IS ORDERED THAT the attached rules titled "State of Wyoming State Court Administrator Rules" filed herewith be adopted.

Dated at Cheyenne, Wyoming, this 4 day of April, 2000.

BY THE COURT:


LARRY L. LEHMAN
Chief Justice

Rule 1. Qualifications

The State Court Administrator (Administrator) shall be an individual with professional ability and experience in the field of public administration and an understanding of court procedures and services. The Administrator shall devote full time and attention to the duties of the office.

Rule 2. Appointment and Tenure

The Administrator shall be appointed by the chief justice of the Supreme Court, upon majority vote of the Supreme Court, and shall serve at the pleasure of the Supreme Court. The Administrator shall be removed from office upon majority vote of the Supreme Court.

Rule 3. Duties and Responsibilities

Under policy guidelines provided by the Supreme Court, or if directed by the Supreme Court the Wyoming Judicial Administrative Conference, the Administrator shall supervise the administrative operation of the courts specified within those guidelines, including but not limited to the following:

- Establish a fiscal management system including accounting, auditing and procurement procedures;
- Draw all requisitions requiring the payment of state monies appropriated for the maintenance and operation;
- Submit budget requests to the Wyoming State Legislature;
- Conduct studies of the business of the courts, including the preparation of recommendations and reports relating to them;
- Develop and implement uniform procedures for the management of court business;
- Formulate and submit to the chief justice, Supreme Court, or if directed by the supreme court, to the Judicial Administrative Conference, recommendations of policies to improve the delivery of judicial services;
- Establish and manage a court information system, providing for optimum use of technology and electronic tools;
- Maintain liaison with governmental and other public and private groups having an interest in the administration of the courts;
- Organize and administer a program of continuing judicial and non-judicial education;
- Establish and manage a system for personnel;
- Serve as secretary to the Wyoming Judicial Administrative Commission;
- Attend to such other matters as may be assigned by the chief justice.



SURVEY OF Judicial Salaries

ncsc.org/salarytracker

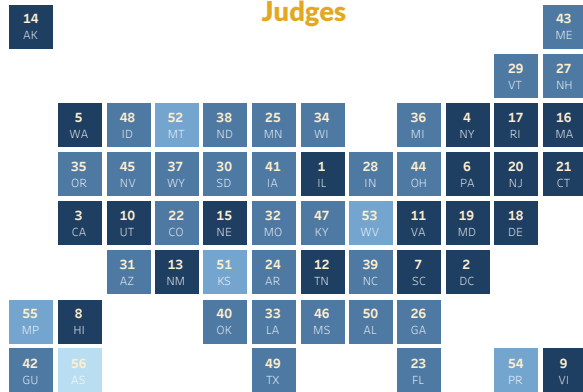
Published July 2024 — Vol. 49, No. 2
Data and Rankings as of July 1, 2024

These graphics depict the rankings of judicial salaries, with the highest salary for each position having a rank of "1."

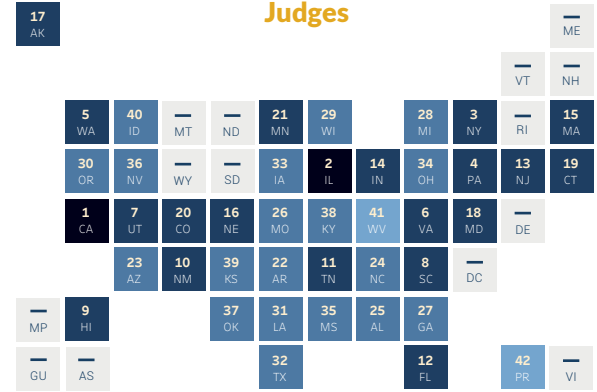
Data is reported by each jurisdiction to NCSC.

Less than \$100,000 \$100,000 to \$149,999 \$150,000 to \$199,999 \$200,000 to \$249,999 More than \$250,000

General Jurisdiction Judges



Intermediate Appellate Court Judges



— States without an intermediate appellate court

General Jurisdiction Judges Adjusted for Cost of Living



X C2ER does not provide cost of living index for U.S. Territories (except for San Juan, Puerto Rico)

Court of Last Resort Associate Justices



• No Response

Judicial Salaries at a Glance

	Mean	Median	Range
Chief, Highest Court	\$214,896	\$214,830	\$130,000 to \$305,259
Associate Justice, Court of Last Resort	\$207,249	\$203,625	\$126,000 to \$291,094
Judge, Intermediate Appellate Court	\$200,011	\$200,062	\$139,563 to \$272,902
Judge, General Jurisdiction Trial Court	\$184,366	\$183,006	\$68,675 to \$246,099



Headquarters
300 Newport Avenue, Williamsburg, VA 23185

Arlington Office
2425 Wilson Boulevard, Suite 350, Arlington, VA 22201

Washington, D.C. Office
111 Second Street NE, Washington, D.C. 20002

Salaries and Rankings - Listed Alphabetically by Jurisdiction Name

The table below lists the salaries and rankings for associate justices of the courts of last resort, associate judges of intermediate appellate courts and judges of general jurisdiction trial courts. Salaries are ranked from highest to lowest, with the highest salary for each position having a rank of "1." The adjustment factor for general jurisdiction courts is available for 52 of the jurisdictions. Salaries are as of July 1, 2024.

	Court of Last Resort		Intermediate Appellate Court		General Jurisdiction Court		General Jurisdiction Court <i>Adjusted for Cost-of-Living Index</i>		
	Salary	Rank	Salary	Rank	Salary	Rank	Factor	Salary	Rank
Alabama	\$189,353	36	\$188,271	25	\$151,482	50	93.1	\$162,709	33
Alaska	\$226,200	18	\$213,701	17	\$209,157	14	131.8	\$158,693	38
American Samoa	No Response		Not Applicable		\$68,675	56	Not Available		
Arizona	\$205,000	27	\$190,000	23	\$180,000	31	102.4	\$175,781	26
Arkansas	\$203,625	28	\$197,596	22	\$192,919	24	90.5	\$213,170	5
California	\$291,094	1	\$272,902	1	\$238,479	3	134.8	\$176,913	25
Colorado	\$215,904	24	\$207,351	20	\$198,798	22	111.2	\$178,775	22
Connecticut	\$222,545	21	\$209,046	19	\$201,023	21	126.2	\$159,289	37
Delaware	\$218,684	23	Not Applicable		\$205,600	18	109.7	\$187,420	17
District of Columbia	\$257,900	4	Not Applicable		\$243,300	2	159.1	\$152,923	42
Florida	\$258,957	3	\$218,939	12	\$196,898	23	101.4	\$194,180	14
Georgia	\$189,112	37	\$187,990	27	\$187,796	26	93.5	\$200,851	11
Guam	\$177,000	44	Not Applicable		\$165,114	42	Not Available		
Hawaii	\$239,688	10	\$222,804	9	\$217,104	8	149.2	\$145,512	47
Idaho	\$169,508	50	\$161,508	40	\$155,508	48	99.8	\$155,820	41
Illinois	\$284,948	2	\$268,190	2	\$246,099	1	99.8	\$246,592	1
Indiana	\$221,024	22	\$214,852	14	\$183,513	28	95.6	\$191,959	15
Iowa	\$196,692	31	\$178,253	33	\$165,959	41	97.8	\$169,692	29
Kansas	\$168,598	51	\$163,156	39	\$148,912	51	98.2	\$151,642	44
Kentucky	\$170,050	48	\$163,292	38	\$156,565	47	92.5	\$169,259	30
Louisiana	\$194,427	33	\$182,007	31	\$174,988	33	97.2	\$180,029	20
Maine	\$172,266	47	Not Applicable		\$161,470	43	116.8	\$138,245	51
Maryland	\$226,433	16	\$213,633	18	\$204,433	19	126.4	\$161,735	35
Massachusetts	\$226,187	19	\$213,924	15	\$207,855	16	132.2	\$157,228	40
Michigan	\$181,483	43	\$186,310	28	\$172,135	36	91.1	\$188,951	16
Minnesota	\$214,935	25	\$202,528	21	\$190,117	25	102.1	\$186,207	18
Mississippi	\$173,800	45	\$168,467	35	\$158,000	46	88.6	\$178,330	23
Missouri	\$205,965	26	\$188,267	26	\$177,609	32	90.5	\$196,253	12
Montana	\$162,503	52	Not Applicable		\$148,872	52	104.0	\$143,146	49
Nebraska	\$225,055	20	\$213,803	16	\$208,176	15	100.8	\$206,524	9
Nevada	\$170,000	49	\$165,000	36	\$160,000	45	112.0	\$142,857	50
New Hampshire	\$197,945	29	Not Applicable		\$185,640	27	121.6	\$152,664	43
New Jersey	\$226,292	17	\$215,546	13	\$204,167	20	121.2	\$168,455	31
New Mexico	\$232,606	12	\$220,979	10	\$209,914	13	100.5	\$208,870	6
New York	\$257,500	5	\$245,100	3	\$232,600	4	112.4	\$206,940	8
North Carolina	\$197,802	30	\$189,621	24	\$169,125	39	95.2	\$177,652	24
North Dakota	\$186,484	41	Not Applicable		\$171,113	38	107.9	\$158,585	39
Northern Mariana Islands	\$126,000	55	Not Applicable		\$120,000	55	Not Available		
Ohio	\$187,805	39	\$175,045	34	\$160,975	44	92.5	\$174,027	28
Oklahoma	\$173,469	46	\$164,339	37	\$167,703	40	93.2	\$179,939	21
Oregon	\$188,208	38	\$184,584	30	\$174,108	35	118.6	\$146,803	46
Pennsylvania	\$253,361	6	\$239,059	4	\$219,933	6	102.0	\$215,621	4
Puerto Rico	\$153,519	53	\$139,563	42	\$126,875	54	102.6	\$123,660	52
Rhode Island	\$230,343	13	Not Applicable		\$207,384	17	127.9	\$162,145	34
South Carolina	\$229,026	14	\$223,300	8	\$217,574	7	98.8	\$220,217	3
South Dakota	\$194,241	34	Not Applicable		\$181,426	30	99.7	\$181,972	19
Tennessee	\$228,132	15	\$220,548	11	\$212,940	12	92.3	\$230,704	2
Texas	\$184,800	42	\$178,400	32	\$154,000	49	96.6	\$159,420	36
Utah	\$235,300	11	\$224,600	7	\$213,900	10	103.7	\$206,268	10
Vermont	\$191,963	35	Not Applicable		\$182,499	29	121.2	\$150,577	45
Virgin Islands	\$241,091	9	Not Applicable		\$213,992	9	Not Available		
Virginia	\$243,842	8	\$225,325	6	\$213,839	11	102.5	\$208,623	7
Washington	\$247,064	7	\$235,188	5	\$223,913	5	115.0	\$194,707	13
West Virginia	\$149,600	54	\$142,500	41	\$138,600	53	95.3	\$145,435	48
Wisconsin	\$196,102	32	\$184,995	29	\$174,512	34	100.1	\$174,338	27
Wyoming	\$187,250	40	Not Applicable		\$171,200	37	105.2	\$162,738	32
Mean	\$207,249		\$200,011		\$184,366				
Median	\$203,625		\$200,062		\$183,006				
Range	\$126,000 to \$291,094		\$139,563 to \$272,902		\$68,675 to \$246,099				

*The figures presented use the C2ER Cost-of-Living Index. The Council for Community and Economic Research-C2ER is the most widely accepted U.S. source for cost-of-living indices. C2ER does not provide cost of living index for U.S. Territories (except for San Juan, Puerto Rico). Due to the rounding of C2ER factors to the nearest hundredth for publication purposes, user calculations of our adjusted salary figures may not equate to the published totals. More detailed information can be found at www.c2er.org.

Attachment C

	Salary (Gen. Juris // Ct. of Last Resort)	Judicial Retirement and Social Security	Annual % increase since 2019	State rank in 2024	State rank in 2019
Wyoming	\$171,200 // \$187,500	Yes, both Defined benefit Vested @ 4 years Max = formula w/ reductions for greater years	2019: 6.67% 2020: 0.0% 2021: 0.0% 2022: 0.0% 2023: 0.0% 2024: 7.0%	37 // 40	27 // 29
Utah	\$213,990 // \$235,300	Yes, both Defined benefit, No maximum benefit, computed based on age and years of service	2019: 2.5% 2020: 0.0% 2021: 2.99% 2022: 5.5% 2023: 9.99% 2024: 5.01%	10 // 11	19 // 20
Idaho	\$155,508 // \$169,508	Yes, both Defined benefit Vested @ 4 years 75% highest salary	2019: 2.8% 2020: 1.8% 2021: 1.8% 2022: 0.0% 2023: 4.7% 2024: 2.8%	48 // 50	43 // 41
Colorado	\$198,798 // \$215,904	Yes, both Defined benefit Benefit = Highest salary x 2.5% x years of service	2019: 3.0% 2020: 0.0% 2021: 3.0% 2022: 3.0% 2023: 5.0% 2024: 3.0%	22 // 24	17 // 18
Nebraska	\$208,176 // \$225,055	Yes, both Defined benefit 70% final average compensation	2019: 1.5% 2020: 6.1% 2021: 3.0% 2022: 3.0% 2023: 7.0% 2024: 6.0%	15 // 20	24 // 26
South Dakota	\$181,426 // \$194,241	Yes, both Defined benefit No maximum	2019: 2.5% 2020: 2.0% 2021: 8.54% 2022: 12.36% 2023: 7.0% 2024: 4.0%	30 // 34	50 // 52
Montana	\$148,872 // \$162,503	Yes, both Defined benefit Vested @ 5 years 110% on compensation earned during highest avg period	2019: 3.27% 2020: 0.0% 2021: 4.27% 2022: 0.0% 2023: 4.33% 2024: 0.00%	52 // 52	44 // 46

Attachment D

South Dakota **Codified Laws**

Title 3. Public Officers and Employees (Refs & Annos)

Chapter 3-8. Compensation of Officers and Employees (Refs & Annos)

SDCL § **3-8-2.1**

3-8-2.1. Adjustment of salaries of constitutional officers and judges

Currentness

The annual salaries of the Governor, the lieutenant governor, the secretary of state, the state auditor, the state treasurer, the attorney general, the commissioner of school and public lands, each justice of the Supreme Court and each circuit judge shall be adjusted annually by the same rate appropriated as the across-the-board increase to base salaries of state employees under the General Appropriations Act in each corresponding year.

Credits

Source: [SL 1992, ch 2, § 1.](#)

Editors' Notes

COMMISSION NOTE

The commission deleted internal references in this section that were superseded by SL 1992, ch 2, § 1 and a reference to the effective date of that Act.

Relevant Additional Resources

Additional Resources listed below contain your search terms.

HISTORICAL AND STATUTORY NOTES

[SL 1995, ch 114](#), provides:

“The annual salary of each justice of the Supreme Court pursuant to § **3-8-2.1** and the annual salary of each circuit judge pursuant to § **3-8-2.1**, shall be adjusted upward five percent, effective January 1, 1998, and shall be adjusted upward five percent, effective January 1, 1999. Each adjustment shall be based on the justice's salary as of the date of the increase.”

S D C L § **3-8-2.1**, SD ST § **3-8-2.1**

Current through the 2024 Regular Session, Ex. Ord. 24-1, and Supreme Court Rule 24-04

Salary Tracker

Salary History by State

SURVEY OF
Judicial Salaries
ncsc.org/salarytracker

Published July 2024 | Data and Rankings as of July 1, 2024

Adjusted means that the figures presented use the C2ER Cost-of-Living Index. Visit www.c2er.org for more information.

Select a position, then use the drop-down menu to choose a state.
Hover over the orange squares to view the salary change from the previous year.

General Jurisdiction
Judge

Adjusted General
Jurisdiction Judge

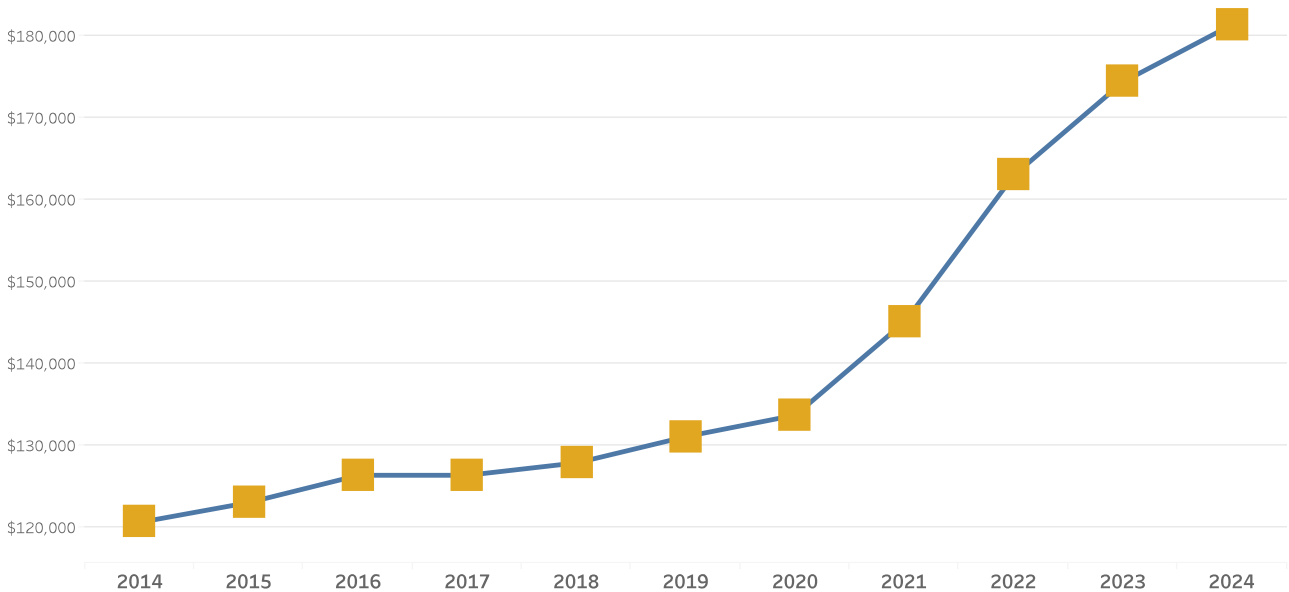
Intermediate
Appellate Court Judge

Court of Last Resort
Associate Justice

Salary History by State

Select a State
South Dakota

General Jurisdiction Judge
South Dakota



Attachment F

Salary Tracker

Salary History by State

SURVEY OF Judicial Salaries

ncsc.org/salarytracker

Published July 2024 | Data and Rankings as of July 1, 2024

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Select a position, then use the drop-down menu to choose a state.
Hover over the orange squares to view the salary change from the previous year.

General Jurisdiction
Judge

Adjusted General
Jurisdiction Judge

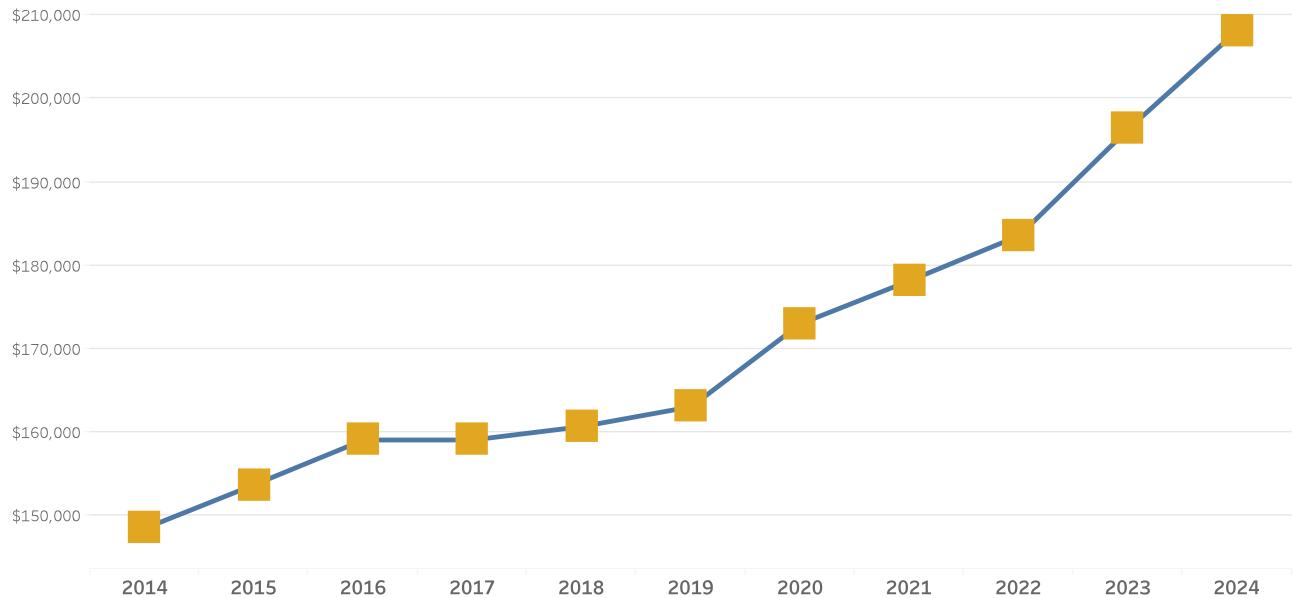
Intermediate
Appellate Court Judge

Court of Last Resort
Associate Justice

Salary History by State

Select a State
Nebraska

General Jurisdiction Judge
Nebraska



Salary Tracker

Salary History by State

SURVEY OF Judicial Salaries

ncsc.org/salarytracker

Published July 2024 | Data and Rankings as of July 1, 2024

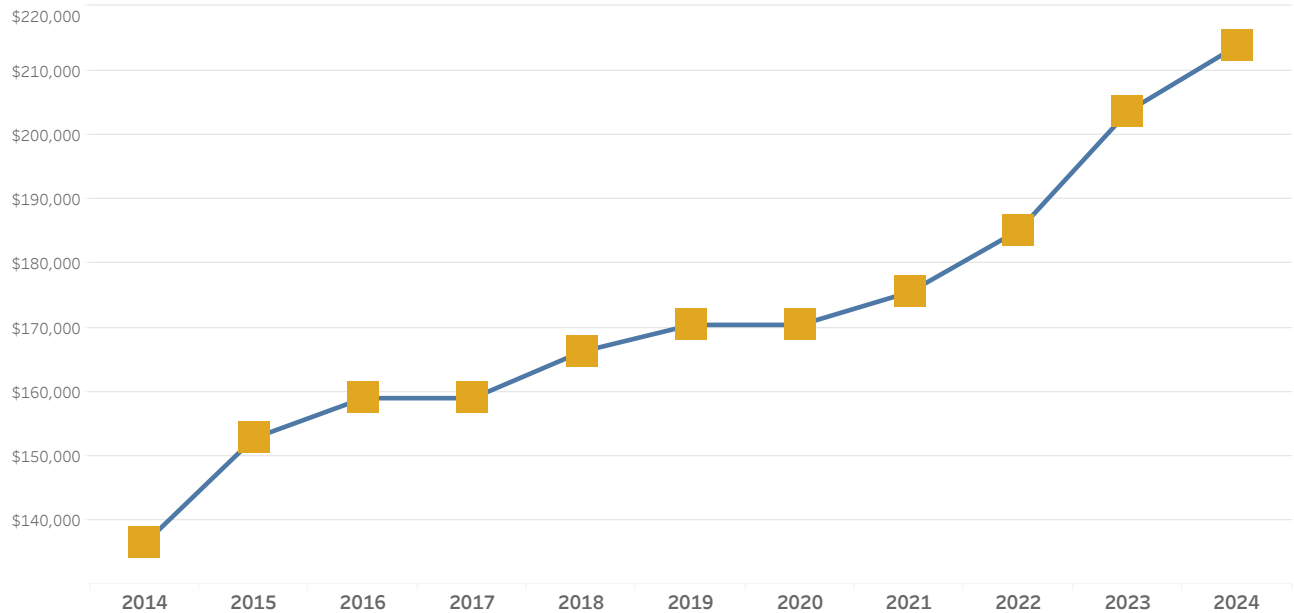
Adjusted means that the figures presented use the C2ER Cost-of-Living Index.
Visit www.c2er.org for more information.

Select a position, then use the drop-down menu to choose a state.

Hover over the orange squares to view the salary change from the previous year.

General Jurisdiction
JudgeAdjusted General
Jurisdiction JudgeIntermediate
Appellate Court JudgeCourt of Last Resort
Associate Justice

Salary History by State

Select a State
UtahGeneral Jurisdiction Judge
Utah

Salary Tracker

Salary History by State

SURVEY OF
Judicial Salaries
ncsc.org/salarytracker

Published July 2024 | Data and Rankings as of July 1, 2024

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Visit www.c2er.org for more information.

Select a position, then use the drop-down menu to choose a state.
Hover over the orange squares to view the salary change from the previous year.

General Jurisdiction
Judge

Adjusted General
Jurisdiction Judge

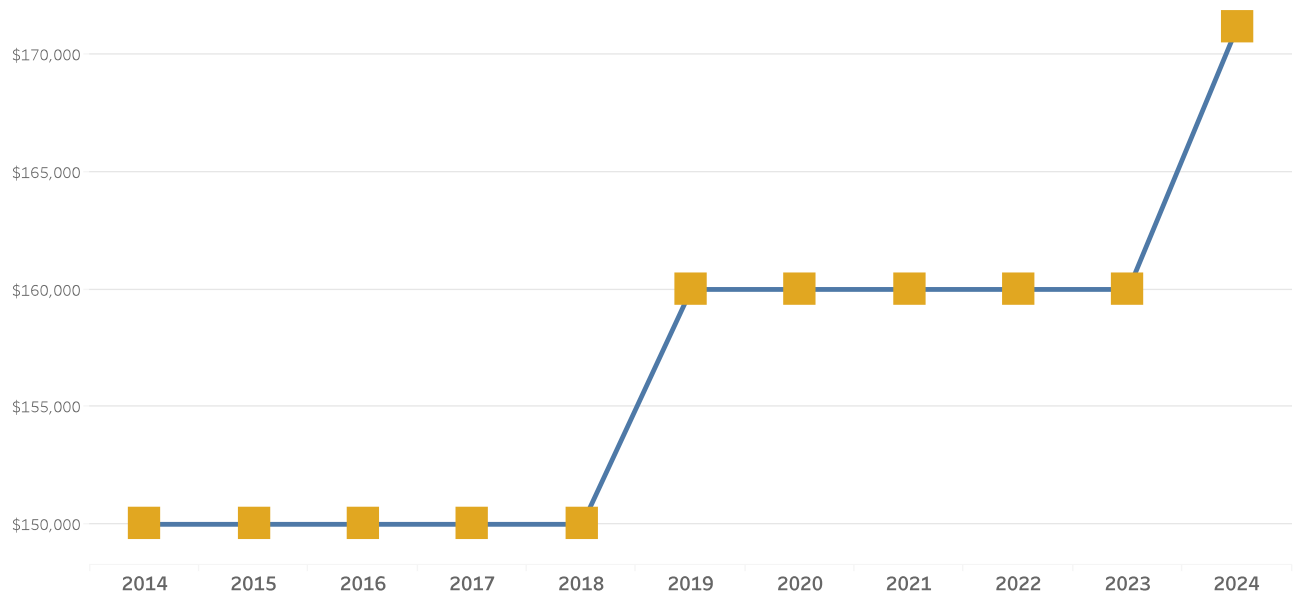
Intermediate
Appellate Court Judge

Court of Last Resort
Associate Justice

Salary History by State

Select a State
Wyoming

General Jurisdiction Judge
Wyoming



From: Judge Peasley <fsp@courts.state.wy.us>

Attachment I

Sent: Thursday, May 23, 2024 12:16 PM

To: Justice Fox <kmf@courts.state.wy.us>

Cc: Judge Stipe <ss@courts.state.wy.us>

Subject: RE: Legal Deserts

Hello again, Chief.

The conference was excellent and very eye-opening. I was unaware how pervasive the problem is for rural communities throughout the west, and even in states like Indiana and Arkansas.

Key takeaways:

??? A variety of approaches being utilized to address attorney shortages. GIS mapping and data collection was a major topic, and it certainly demonstrates the needs of each state. South Dakota, Wyoming, and New Mexico are examples of states trying to bridge the gap through legislation. South Dakota and New Mexico were able to get it done in different forms; Wyoming continues to try. South Dakota's funding sunset, so now they are getting the money from other sources like the Bar and municipalities. New Mexico's timing was right as they have their first surplus - compliments of oil and gas. Funding was a major topic throughout, and practices include increasing fees on traffic tickets, court automation, and others.

??? Other efforts beyond legislation are being utilized to fill the needs. For example, Texas has relaxed rules on paralegals. Indiana, or more aptly Purdue Global, is trying to get the State to allow more fast-tracked law licensure. These kinds of approaches didn't

resonate too much with our group but serve as examples of what other states are doing. Other efforts that were more palatable (at least for us) included communication and outreach with law students. Professor Romera and I discussed setting up a forum this Fall where I, Judge Stipe, and perhaps others (perhaps something for Justice Kautz to come to?) could have some time with 1L's to talk to them about the benefits of practicing in a rural community. Kelly Neville is also willing to come visit the 1L's. Probably a good idea to have a wide-range of legal experience to spread the word. Still, our group feels like the legislation we tried last year should continue to be the goal – but emphasizing the economic impact to communities rather than pesky civil rights of litigants. There was general consensus this is the way to sell the program.

??? Access to Justice issues prevailed on day 2. Some “low hanging fruit” as Judge Stipe called it included kiosks for litigants. Arkansas, New Mexico, Utah, Montana and several other states have implemented this. These kiosks are available at various places, but most often in the courthouse. Some have them in the public library. The essential element of the kiosk is to provide litigants with a computer that contains forms for a wide range of topics, including protection orders, divorces, landlord-tenant, etc. The key component was including a printer and scanner available to the litigant. Kelly Neville and I compared our Equal Justice website, and it is very similar. Funding, again, remains a topic for discussion. Ideas included the local bars, the State Bar, local government, or perhaps the legislature. Our Navigator pilot program will need to be considered in conjunction with any ideas on kiosks. There was also talk about limited scope representation, but really not much to report on that topic.

??? We also heard about the SJI grants. The takeaway was, make sure our state is taking advantage of these.

It is clear we are not alone. Statistically, it was mentioned that JD numbers are down, and more attorneys are moving to the cities. So the future is not terribly bright for solving any of our legal desert issues, but I am optimistic that we are addressing it. I think any approach should utilize some of the resources we learned about at this conference. There were some great and influential people involved and I got the impression they are all willing to help. I am very happy to remain involved on this issue and I look forward to discussing this with you and the WJC.

Judge Stipe, please chime in with any other thoughts or observations you might have.



Wyoming Judicial Branch

Branch Classification Structure and Job Review Policy

Policy Approver(s)	Wyoming Judicial Council
Storage Location	\\wscfs01\Shares\WSC\Court Administration Policies and Protocols
Effective Date	XXX
Review Period	Annually

I. PURPOSE

The purpose of this policy is to establish guidelines and procedures for revising Wyoming Judicial Branch (Branch) Classification to ensure alignment with the evolving needs of the courts and to maintain equitable and competitive compensation practices.

II. DEFINITIONS

- A. "Classification" means the systematic process of categorizing and grouping similar roles within the Branch based on factors such as job duties, responsibilities, qualifications, and level of authority. It involves assigning job titles, grades, or levels to positions to establish a structured framework for organizing and managing the workforce. This process involves job analysis using the Hay Methodology of job evaluation.
- B. "Classification 'Class' Family" means a grouping of related job titles or positions within an organization that share similar characteristics, skill sets, and job functions. These groupings typically reflect common job duties, responsibilities, qualifications, and career progression paths. Within a classification family, individual job titles may vary in terms of specific duties, levels of authority, and required qualifications, but they are all aligned under a broader job category.
- C. "Classification 'Class' Group" means the broad category class families will fall under in the classification structure. Class groups include Judicial Services and Operations and the Administrative Office of the Courts.
- D. "Classification Structure" means the hierarchical framework within the Branch that organizes and categorizes different positions based on common attributes such as job duties, responsibilities, skills, qualifications, and levels of authority. It delineates the relationships and distinctions between various roles within the organization, providing a systematic approach to job classification and management.

- E. “Compa-ratio” (aka % of market) means the metric used in compensation management to assess how an individual employee's current salary compares to the market rate of the pay range. For example, an employee with a 100% compa-ratio is being paid at the market rate.
- F. “Desk Audit” means an interview with the employee and supervisor by HR to obtain information about an employee’s job duties and responsibilities. HR will review and clarify information in the job description and other relevant documentation.
- G. “Employee’s Supervisor or Supervisor” means the person who oversees a group of people or an area of work and who makes sure that the work is done correctly and according to the rules. This includes Judicial Officers, the State Court Administrator, Division Heads, Chief Clerks, and others as assigned.
- H. “Hay Methodology” means a specific form of job evaluation that relies on a comprehensive analysis of key factors that contribute to the complexity, importance, and value of a job. These factors typically include knowledge, skills, responsibilities, problem-solving abilities, accountability, and working conditions. Jobs are evaluated based on these factors using a predetermined set of criteria and rating scales.
- I. “Job Classification” means the specific evaluation of a job and placement on the Branch structure.
- J. “Job Evaluation” means the systematic approach used to assess and evaluate the relative worth or value of different jobs within an organization.
- K. “Job Title” means a name that describes someone's job or position.
- L. “Judicial Officer” means a Justice of the Wyoming Supreme Court, a District Court Judge, a Circuit Court Judge, or a full-time Magistrate.
- M. “Market Pay” means the average base salary that other employers pay to employees in comparable occupations as determined by the State of Wyoming salary surveys of the relevant labor market.
- N. “Pay Grade” means a specific level or band within the Branch compensation structure that defines the range of salaries for a group of jobs with similar levels of responsibility, skill requirements, and complexity. Each pay grade typically encompasses a range of salaries, from a minimum to a maximum, within which employees in specific job roles are compensated.

III.APPLICATION

This policy applies to all employees of the WJB.

IV. INFORMATION ABOUT THE BRANCH CLASSIFICATION STRUCTURE

The classification structure is the foundation for various HR processes, including recruitment, compensation, career development, and succession planning. It provides clarity and consistency in job descriptions, facilitates equitable compensation practices, and supports organizational alignment by ensuring that roles are aligned with Branch objectives and strategies. Regularly reviewing and updating the classification structure is essential to ensure its relevance and alignment with evolving organizational needs, industry standards, and market trends.

The hierarchy of the Branch Classification Structure includes the following components: Class Group, Class Family, Job Title, and Pay Grade. Example for an attorney in a District Court:

Class Group: Judicial Services and Operations

Class Family: Attorneys

Job Title: Staff Attorney II
Pay Grade: Q

The Branch Classification Structure will remain static unless changed through approval by the Wyoming Judicial Council (WJC), however, specific job titles assigned to an employee's position may change as position duties or job classification changes.

V. BRANCH CLASSIFICATION STRUCTURE REVIEW

The Human Resources Committee (HRC) shall initiate a Branch classification structure review as needed. Factors triggering a review may include organizational restructuring, market trends, changes to regulatory requirements, or upon the request of Judicial Officers, the State Court Administrator, or HRC staff. The HRC will determine the positions within the job classification structure to review.

Upon notification of a Classification Structure Review, the Branch Human Resources Office (HR) will complete the following tasks.

- A.** Request updated job descriptions from each position being reviewed.
- B.** Conduct a comprehensive job analysis using the Hay Methodology of job evaluation. Only trained and certified staff will evaluate jobs. HR will conduct desk audits as needed. Based on the findings of the job evaluation, HR will determine the appropriate job classification.
- C.** Communicate its findings to the HRC and review any recommended structural changes.
- D.** HRC will finalize any structural changes and submit them to the WJC for final approval.

After action is taken by the WJC, HR will complete the following tasks.

- A.** Communicate any approved changes to affected employees.
- B.** Publish a revised Classification Structure document via the Branch website, if needed.

VI. INFORMATION ABOUT JOB CLASSIFICATION

WJB positions are classified using the Hay Methodology of job evaluation. Job evaluation is conducted based on the job duties and responsibilities required of a position and not how they are performed. The incumbent's job performance is not relevant to job evaluation. Current job duties and expectations can be evaluated, but not anticipated future duties or temporary work. Only trained and certified HR staff will conduct a job evaluation.

VII. JOB CLASSIFICATION REVIEW

When individual job duties or the requirements of the position change to a degree that the job classification may not be correct, a review may be requested. A request may be made to review the duties assigned to and performed by an employee AFTER the incumbent has been in the position for at least three (3) months. Requests for job classification review may be made by a Judicial Officer, the employee's supervisor, or the employee using the Job Classification Review request form. Upon receipt of a request, HR will complete the following steps:

- A.** Schedule and complete a desk audit with the employee and supervisor/Judicial Officer. In the desk audit, the HR staff person will explain the job audit procedure and will gather information regarding the position duties for a job evaluation. HR will ask for detailed explanations and examples, if applicable.

- B.** Perform a job evaluation to determine if the job is retained in its current class or reclassified to a lower or higher level within the same class family. If the evaluation indicates a change to the class family, HR will refer the matter to the HRC for a Branch Classification Structure review.
- C.** Discuss the job evaluation with the Judicial Officer/supervisor to resolve any concerns with the evaluation. Inform the employee within 30 days after the desk audit is complete.
- D.** Notify the HRC of any job classification changes.

If the employee does not agree with the classification decision, the employee has a right to appeal the determination to the HRC.

VIII. APPEAL PROCESS

The employee must submit a written appeal to the Human Resources Manager within twenty (20) working days of the classification decision. Upon receipt of an appeal, the following steps are taken:

- A.** The HR Manager will submit the employee appeal and all job evaluation documents to the HRC.
- B.** The HRC will review the documents, request further information as needed, and make a final determination of the job classification. The HRC Chair will inform the employee of the final decision.

The HRC is the final authority for appealed job classification decisions. Should the classification request be denied, the incumbent must wait twelve (12) months to request another review.

IX. SALARY AND JOB CLASSIFICATION CHANGES

Salary for any classification change is determined separately following policies outlined in The Guide to Judicial Branch Employment. A classification change does not mean the employee will receive a salary adjustment. Following a classification change, HR will review the employee's current salary to the new pay table for the classification. An employee's salary may be adjusted to the current Branch compa-ratio, budget permitting.

X. POLICY REVIEW AND UPDATE

This policy will be reviewed annually or as needed in response to significant changes in the technology environment or operational needs. Revisions will be made to ensure continual alignment with industry best practices and regulatory requirements.

Approved By:

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

Date

DRAFT



Wyoming Judicial Branch

Job Classification Review Form

Employee Name	
Job Title	
Supervisor's Name	
Supervisor's Job Title	

Purpose of request

Outline changes to the job duties.

Additional information

Employee Signature

Date

Supervisor Review

I approve the consideration of this request. Yes No

Additional comments

Supervisor Signature

Date

Judicial Officer Review (if applicable)

I approve the consideration of this request. Yes No

Additional comments

Judicial Officer if applicable

Date

Human Resources Acknowledgement

This request was received on: _____



Wyoming Judicial Branch

Special Pay Request Policy

Policy Approver(s)	Wyoming Judicial Council
Storage Location	\\wscfs01\Shares\WSC\Court Administration Policies and Protocols
Effective Date	XXX
Review Period	Annually

I. PURPOSE

This policy establishes guidelines and procedures for approving special pay requests, including hiring bonuses, discretionary bonuses, and additional pay for extra duties, ensuring consistency, fairness, and fiscal responsibility within the Branch.

II. DEFINITIONS

- A. “Additional Pay for Extra Duties (Add-On Pay)” means additional compensation granted for temporarily assuming responsibilities outside of an employee's regular job description
- B. “Base Pay” means a predetermined amount constituting all or part of the employee's compensation each monthly pay period. This monthly salary is referred to as the employee's base pay or base salary and is paid on the last business day of the month. Salary-paid employees can be non-exempt or exempt.
- C. “Discretionary Bonus” means a non-contractual payment given to a particular employee at the recommendation of a Judicial Officer or SCA to acknowledge efforts beyond an employee's normal responsibilities such as contributions to special projects, assisting another court, or other outstanding achievements.
- D. “Hiring Bonus” means a one-time payment offered to a new hire due to market pressure as an incentive to join the Branch.
- E. “Judicial Officer” means a Justice of the Wyoming Supreme Court, a District Court Judge, a Circuit Court Judge, or a full-time Magistrate.
- F. “Special Pay” means compensation provided to employees beyond their regular base pay or wages. This additional remuneration is granted to recognize exceptional circumstances or responsibilities that go beyond standard job expectations. Special Pay includes hiring bonuses, discretionary bonuses, and additional pay for extra duties.

III.APPLICATION

This policy applies to all employees of the WJB.

IV. INFORMATION ABOUT SPECIAL PAY

The Human Resources Committee (HRC) is responsible for establishing policies regarding Special Pay including determining reasonableness of amounts for bonuses and additional pay, establishing eligibility guidelines for requests, and making a final decision on requests referred to the committee as outlined by this policy.

V. ELIGIBILITY GUIDELINES

- A.** Demonstrated need for special pay based on market conditions or specific circumstances, such as difficult-to-fill positions.
- B.** In response to staff shortages, performing additional work for another court/division, or performing tasks outside of an employee's job classification.
- C.** Fiscal impact and budget availability.

Special pay is not used to recognize work performance. Requests to compensate an employee for work performed within their regular job duties will not be considered.

VI. SPECIAL PAY REQUESTS

Judicial Officers or the State Court Administrator (SCA) must submit a written request for Special Pay to the Human Resources manager. The request should include:

- A.** Type of Special Pay requested (Hiring Bonus, Discretionary Bonus, or Additional Pay).
- B.** Justification for the request, including specific details of how the employee meets the eligibility requirements.
- C.** Proposed amount or terms of the Special Pay.

Requests will be forwarded to the HRC for approval. If the nature of the request is not time-sensitive, the HRC will address it at their next scheduled meeting, otherwise, the request will be addressed by email.

The HRC may approve an on-going special pay request for a specific job classification (i.e. all court reporter recruitments may offer a hiring bonus without receiving prior approval).

Approved Special Pay requests must be documented in writing, including:

- A.** Approved amount and payment terms.
- B.** Date of approval.

The HRC Chair will notify the Judicial Officer or SCA of the final decision.

VII. POLICY REVIEW AND UPDATE

This policy will be reviewed annually or as needed as determined by the HRC.

Approved By:

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

Date

DRAFT



Special Pay Request Form

Employee Name

Job Title

Supervisor's Name

Supervisor's Job Title

Purpose of request

Describe the requested special pay

Supervisor/Judicial Officer Signature

Date

Human Resources Acknowledgement

This request was received on: _____

Human Resources Committee Action

Approve / Deny _____ Amount _____ Date _____

Comments _____



Wyoming Judicial Branch

Administrative Office of the Courts

Courtroom Technology Policy

Policy Approver(s)	Wyoming Judicial Council
Effective Date	XXX
Review Period	Every Three (3) Years

I. PURPOSE

This policy establishes a comprehensive set of courtroom technology standards for courtrooms and jury rooms within the Wyoming Judicial Branch (WJB).

NOTE: Not all equipment listed may be necessary in all locations to provide adequate courtroom technology functionality. Courtroom shape, size and layout will be used to determine the appropriate equipment.

II. APPLICATION

- A. This policy applies to all WJB district, chancery, and circuit court courtrooms. NOTE: This policy does not apply to the Wyoming Supreme Court courtroom.
- B. All existing equipment will be grandfathered. Should equipment which does not meet the specifications outlined in the policy fail, it will not be repaired or replaced.
- C. Equipment or software not provided by the IT Division will not be supported.

III. COURTROOM AUDIO

A. Microphones

- 1. Up to fourteen (14) Microphones:
 - a. One (1) wired gooseneck microphone for the judge;
 - b. One (1) wired gooseneck microphone for the clerk;
 - c. One (1) wired gooseneck microphone for the witness;
 - d. Two (2) wired gooseneck microphones at each of the counsel tables (up to four (4) tables);

- e. One (1) wired or wireless gooseneck microphone at the podium; and
- f. Two (2) wireless (lapel or handheld) microphones.

B. Speakers

- 1. The number of speakers and amplifiers will be determined for each location. Six to ten (6-10) zones will be provided for full coverage. The zones will include the judge, witness, clerk, court reporter (district court only), counsel table areas, gallery, and the media/cry rooms if applicable.

C. Other

- 1. One (1) audio streaming device;
- 2. One (1) headset connection for court reporter desk (district court only);
- 3. One (1) telephone conferencing (phone line to be provided by the county);
- 4. Liberty recording connection; and
- 5. Assisted Listening devices:
 - a. Six (6) for general use;
 - b. Six (6) for side-bar; and
 - c. One (1) for the court reporter (district court only).

IV. COURTROOM VIDEO

A. Monitors

- 1. Up to eight (8) 22" monitors:
 - a. One (1) for the judge;
 - b. One (1) for the clerk;
 - c. One (1) for the witness;
 - d. One (1) at each of the counsel tables (up to four (4) tables); and
 - e. One (1) for the court reporter (district court only).
- 2. Up to three (3) large monitors (40" to 90") to as assessed to provide adequate courtroom technology functionality and coverage for:
 - a. Jury box; and
 - b. Gallery.

B. Video Conferencing

- 1. One (1) dedicated courtroom video conferencing computer;
- 2. Two (2) PTZ Cameras.

C. HDMI Connections

3. Up to six (6) HDMI Connections:
 - a. One (1) for the judge;
 - b. One (1) for the lectern; and
 - c. One (1) at each of the counsel tables (up to four (4) tables).

D. Annotation Device

1. One (1) annotation screen at witness stand.
 - Option 1 Include for all courtrooms.
 - Option 2 Include for DC courtrooms only.
 - Option 3 Remove from policy.

E. Other

1. Apple TV.

V. JURY ROOM AUDIO

A. Assisted Listening devices:

1. Six (6) for general use;

B. One (1) boundary microphone.

VI. JURY ROOM VIDEO

A. Video Presentation:

1. One (1) 50” Monitor

VII. EXCEPTION REQUESTS

Courtroom Technology exception requests must be submitted through the WJB Help Desk and will be approved or rejected by the Technology Committee.

Approved By:

Kate M. Fox, Chair
Wyoming Judicial Council

Date

Attachment M

IT evaluation on the Inclusion of Annotation Screens in the Witness Box

- **Cost Implications:**

Annotation screens are a substantial financial investment, costing \$8,500 per courtroom, with an additional installation cost of \$5,800. The total cost per courtroom is nearly \$14,300. Implementing this technology in all our courtrooms would amount to approximately \$1,058,200. Equipping only half of the courtrooms would still cost around \$529,100. Additionally, these systems typically need to be replaced every seven years, further increasing long-term costs. This ongoing expense must be considered in our budget planning.

- **Maintenance Challenges**

The complexity of maintaining annotation screens cannot be overlooked. These devices require regular updates, troubleshooting, and potential repairs, all of which demand technical expertise and additional resources. The maintenance burden could detract from other critical IT responsibilities, stretching the capabilities of our support teams and possibly leading to downtime that disrupts court proceedings.

- **Operational Complexity and Training Needs**

Introducing new technology into the courtroom necessitates training for all users, including judges, court staff, attorneys, and witnesses. The learning curve associated with annotation screens could lead to initial inefficiencies and slowdowns in court processes. Ensuring that all parties are comfortable and proficient with the technology would require ongoing training efforts and support. Given our limited IT staff, providing continuous training and support would place an additional strain on our already stretched resources.

- **Alternative Solutions**

Allowing attorneys to bring their own technology, such as tablets or laptops with annotation capabilities, can provide flexibility and reduce the need for courtroom-installed devices. Many modern tablets and laptops are equipped with stylus support and annotation software, enabling attorneys or their witnesses to present and annotate exhibits effectively without requiring the court to invest in and maintain these technologies.

Attachment N

- Having annotation devices for the witness stand will help with, among other things, the efficient presentation of evidence, a better record on appeal, and help ensure security in the courtroom. Currently, if a party publishes an exhibit to the jury and then wishes to have the witness identify specific parts of the exhibit, the witness must come down from the stand and point to where on an exhibit the party wishes to focus the jury's attention. This can cause the following problems:
 - Placement of the jury's screen. In Natrona County, all our large display screens are directly in front of the jury box near the ceiling. There is very little room for a witness to get between the jury box and the screen to direct the jury's attention to a particular area of an exhibit. Relying on a party representative to use their cursor, or, in some cases, the old ELMO systems, to assist the witness in directing the jury's attention while the witness remains in the box comes with its own problems. Some parties find it objectionable that a party rep is "directing" the witness's attention to a particular area with their cursor and thus "leading them along." Concerning using the old ELMO systems, not every court has one to use. It's my understanding that the old ELMO system we have in Natrona County was salvaged after it was "replaced" by the Surface Hubs.
 - Security issues. Having a witness step off the stand and come very close to the jurors is a potential security issue. It is one more person who is standing up, near the jury, and in some cases depending on the layout of the courtroom, opposing counsel, the judge, the staff attorney, and the court reporter. This creates an additional variable for court security to be cognizant of if an issue arises and the witness who is testifying becomes violent; since the witness is now standing near potential targets, it reduces the time court security has to restrain the witness if necessary before anyone is injured.
 - Display issues. In some cases, the party has the witness simply point with their finger. In other cases, the party has the witness use a laser pointer. In still other cases, the party uses, in 2024, a yardstick. Whatever a witness decides to use to direct the jury's attention, there are many instances where the testimony is something like, "over here," "in this area," "right there," or something similar to identify where the witness wishes to have the jury focus its attention. This creates issues when a person is reading the transcript on appeal. Having an annotation device would solve this issue since the witness can highlight, circle, underline, etc., on the exhibit and then the party questioning the witness can have that annotated picture admitted as an exhibit and included in the ROA.
 - Microphone issues. The witness must use one of the two wireless microphones we have when they step off the witness stand. One is a gooseneck, handheld microphone that isn't the easiest to walk around with and try to point at a screen. The other microphone is a lapel microphone which, I have witnessed multiple times, users have a difficult time properly placing on their coat/shirt so that the jury can hear them. This then requires wasted time waiting to get the microphones working properly.

- Court Reporter issues. Having a witness step off the witness stand and use one of our wireless microphones can and has made it more difficult for the court reporter to hear them and, in some cases, see their face depending on where the jury display screen is located.
- Training issues should be minimal
 - I disagree that the training needs will be burdensome. As with all courtroom technology, the user is expected to come to the courtroom and familiarize themselves with the technology available before trial. This was the practice when Surface Hubs were first introduced in 2017/2018. It is not, and never has been, the responsibility of chambers or the IT staff to train attorneys, parties, or witnesses on the use of courtroom technology. If a party does not properly familiarize themselves with the technology available before trial and then has issues with it during trial, the vast majority of (if not all) judges require the party to move on.
 - Since the judge will not be expected to train users on the equipment, the training from IT to chambers likely will only involve how to display the screen to the jury (something judges are already familiar with) and how to save/print a marked up exhibit that has been admitted (assuming that function will not be the responsibility of the party wishing to admit the annotated exhibit).
- The lack of viable, alternative solutions
 - Most trials are criminal trials. Consequently, the majority of parties are state or county agencies (i.e., district/county attorneys and the public defender's office). It is highly unlikely that these agencies will have the funds to purchase the necessary hardware/software to allow the annotation feature that we need. Speaking from personal experience, I was issued one laptop as a state employee. The laptop, which I had to use during a trial, was fairly old and it was a good day if I could open it without issue since the top was cracked. I believe many public employees face similar issues with the technology that they are issued.
 - Moreover, with the continued rise in self-represented litigants, it is unlikely they would have the ability to bring their own hardware/software that could accomplish the function we need with annotation devices.
 - While there are companies that can provide courtroom technology services, these companies can be expensive. The only time I've ever seen a party afford and use their services (and, to be fair, it was nice to have and helped substantially with the presentation of evidence to the jury), that party was a bank.
 - Finally, while a party, be it private, an executive agency, or a pro se litigant, surely benefits from having an annotation device in the courtroom, so too does the Judicial Branch. Annotation devices assist with the efficient presentation of evidence, enhance the jury's experience during trial, and protect the record on appeal.
- Funding
 - To the extent the expected cost of these devices and their installation in all courtrooms is an impediment, discussions could be had with judges who would like to have them about using some of that court's budget to cover the cost. If this proposal causes concern about budgeting for replacements, then perhaps a judge

could cover the initial installation cost through their court's budget bringing down the initial upfront cost. Moreover, I am unaware of a push from the circuit courts about having these devices in their courtrooms and their representative on the technology committee did not appear in favor of adding them to courtrooms. Thus, it is also possible that these annotation devices could be a feature in district court which would substantially reduce the cost. In short, there are potential solutions to reducing the cost to IT's budget to ensure the courts, litigants, and juries have the equipment necessary to carry out the Judiciary's function.

Attachment O

STATE OF WYOMING)
) ss
COUNTY OF _____) _____ JUDICIAL DISTRICT

Petitioner: _____, Case Number _____
vs.
Respondent: _____.

CERTIFICATE OF SERVICE

Case Type: Order of Protection

☐ Domestic Violence

☐ Sexual Assault

☐ Stalking

Document:

☐ Petition

☐ Ex Parte Order of Protection

☐ Summons

☐ Order to Appear

☐ Order of Protection

☐ Notice of Incarceration

☐ Motion and Affidavit for Order to Show Cause

☐ Order to Show Cause

☐ Order Denying Order of Protection

☐ Order Dismissing Ex Parte Order and Action

☐ Respondent Optional Notice of Information

☐ Order Setting New Expiration Date Due to Tolling

☐ Motion for Continuance

☐ Response to Motion for Continuance

☐ Motion to _____

☐ Response to Motion to _____

☐ Order on Motion _____

☐ Other: _____

On _____, 20____, the document indicated above was distributed to:

☐ Petitioner via _____

☐ Petitioner's Attorney via _____

☐ Respondent via _____

☐ Respondent's Attorney via _____

☐ Sheriff's Office via _____

☐ Police Department via _____

☐ Victim-Witness Coordinator via _____

☐ Victim's Advocate via _____

☐ Other: _____

Dated: _____, 20____.

Clerk of Circuit Court

Attachment P

STATE OF WYOMING) IN THE CIRCUIT COURT
) ss
COUNTY OF _____) _____ JUDICIAL DISTRICT

Petitioner: _____ ,) Case Number _____
Person listed as Petitioner on the Petition)
)
vs.)
)
Respondent: _____ .)
Person listed as Respondent on the Petition)

ORDER TO APPEAR

TO THE ABOVE-NAMED ☐ **PETITIONER.** ☐ **RESPONDENT.**

A Petition has been filed with the above-named Court seeking a:

☐ Sexual Assault Order of Protection. ☐ Stalking Order of Protection.

Attached to this Order and hereby served upon you are the following documents:

☒ Petition. ☐ Ex Parte Order of Protection.

You are notified that a hearing concerning the Petition will be held on the _____ day of _____, 20____ at _____ a.m./p.m. at _____ County Circuit Court, _____, Wyoming.

FURTHERMORE, you are ordered to obey all terms of any attached Order.

If the Petitioner does not attend the hearing, the case may be dismissed.

If the Respondent does not attend the hearing, the Respondent will be in default and judgment may be issued against the Respondent for the relief requested in the Petition.

Dated this _____ day of _____, 20_____.

JUDGE/MAGISTRATE/CLERK