

**WYOMING JUDICIAL  
COUNCIL**

**TEAMS Meeting**

**June 9, 2025  
8:00 A.M. – 2:00 P.M.**

**MINUTES**

**Members Present:** Chief Justice Lynne Boomgaarden (chair), Justice Kari Gray, Justice Robert Jarosh, Judge Catherine Rogers, Judge Dawnessa Snyder, Judge Joseph Bluemel, Judge Susan Stipe, Judge John Prokos, Judge Sean Chambers

**Staff Present:** Kristen Trebil-Halbersma, Elisa Butler, Claire Smith

**WJC BUSINESS**

**Welcome**

Chief Justice Boomgaarden welcomed all members to the meeting.

**WJB Strategic Plan**

Kristen Trebil-Halbersma  
Council Discussion

The Wyoming Judicial Council approved the 2025-2027 Wyoming Judicial Branch Strategic Plan.

[Attachment 1.1 – Draft Strategic Plan](#)

The Council discussed the strategic plan. Judge Chambers emphasized the importance of disseminating the strategic plan to all committees to ensure their work remains aligned with the plan. He suggested assigning specific parts of the strategic plan to relevant committees so those items can be included in their meeting agendas. Judge Synder noted that Elisa will develop an operational plan based on the strategic plan, outlining specific tasks, goals, and assigned responsibilities. She suggested repeating the approach used in March 2024 to conduct a detailed review of progress and making any necessary adjustments.

Chief Justice Boomgaarden stressed the importance of communicating the final strategic plan internally, before sharing externally. She recommended using tools like website posting and a press release and ensuring that the plan is included on committee agendas to encourage feedback.

Judge Rogers highlighted the need for a Public Information Officer to manage internal communications and suggested hosting a brown bag session for judges as an alternative way to share information about the strategic plan and generate interest.

Elisa Butler expressed her support to seek feedback and communicating the strategic plan but emphasized the need to manage expectations realistically due to limited staff and financial resources. She also noted that the plan's goals were intentionally broad to allow flexibility and advised against overcommitting beyond what can be accomplished. She explained that the AOC had been restructured, and after evaluating staffing needs, a position was reallocated to hire a Communications Director. Interviews for that role are ongoing with several strong candidates.

Judge Prokos moved to approve the strategic plan, Judge Chambers seconded the motion. Chief Justice Boomgaarden asked for any discussion, hearing none, she called for a vote. All members voted in favor, with none opposed.

**ADA Policy Amendments**

Elisa Butler  
Council Discussion

Chief Justice Boomgaarden requested feedback on the proposed amendments that to the ADA Policy. Justice Jarosh recommended that the definition of “major life activities” be inserted directly into the policy, as it is brief and would make the

<p>The Wyoming Judicial Council tabled the proposed amendments to the ADA Policy until the September meeting.</p> <p>Attachment 3.1 – Proposed ADA Policy Revisions</p>	<p>document more user-friendly for those seeking accommodations. Judge Bluemel expressed concern that some litigants may misuse the policy to delay proceedings or seek accommodation beyond what is required by law.</p> <p>Judge Rogers shared that the policy made her uncomfortable, because it did not seem to focus on the ADA coordinator working in collaboration with the presiding judge. She suggested adding a paragraph to bridge that gap.</p> <p>Judge Synder, noted that some judges who have handled ADA requests gave feedback that the policy should say “in consultation with the court” instead of “in coordination with the court.”</p> <p>Judge Synder moved to table this item until the next meeting to allow the trial courts to provide specific feedback, Judge Bluemel seconded the motion. Judge Stipe requested an amendment to the motion. In addition to tabling this item Judge Stipe asked for a memo to support the proposal. Chief Justice Boomgaarden asked for any discussion, hearing none, she called for a vote. All members voted in favor, with none opposed.</p> <p>Elisa Butler will provide a memo to give information and background on what the ADA requires under Title 2.</p>
<p>COMMITTEE BUSINESS</p>	
<p><b>WJC Executive Committee</b></p> <p>Chief Justice Boomgaarden</p> <p>Council Discussion</p> <p>The Wyoming Judicial Council approved the changes to the Retired Judge Policy with amendments.</p> <p>Attachment 4.1 – Proposed Retired Judge Policy Revisions</p>	<p>Chief Justice Boomgaarden presented proposed amendments to the Retired Judge Policy recommended by the Executive Committee. Some WJC members expressed concern about the Policy becoming more restrictive as this discourages judges from utilizing additional support, in conflict with strategic goals. The members opted to remove some of the proposed language that would make the Policy more restrictive.</p> <p>Chief Justice Boomgaarden asked for a motion to approve revisions to the Retired Judge Policy, including an updated date, correction of a grammatical error in section 1B, and leadership name changes. Judge Synder moved to approve the proposed changes, Judge Bluemel seconded. The motion was approved unanimously.</p>
<p>The Wyoming Judicial Council approved the Proposed Guide for Expanding the Court Navigator Program.</p> <p>Attachment 4.2 – Proposed Guide for Expanding the Court Navigator Program in Wyoming</p>	<p>Chief Justice Boomgaarden expressed that after the success of the Court Navigator Program in Natrona County, Victor Payne developed a process to support the expansion of the program. She added that the proposed process is not expected to impose a major workload, and is also intended to be a starting point, subject to changes in the future.</p> <p>Chief Justice Boomgaarden asked for a motion to approve the Proposed Guide for Expanding the Court Navigator Program. Judge Stipe moved to approve the proposed Guide for Expanding the program, Judge Bluemel seconded. The motion was approved unanimously.</p>
<p><b>HR Committee</b></p> <p>Judge Chambers</p> <p>Council Discussion</p> <p>The Wyoming Judicial Council approved the recommended</p>	<p>Judge Chambers provided information to the Council on an additional appropriation of \$400,000 for employee compensation outlined in Attachment 5.1. These funds were appropriated to the Branch in the 2024 legislative session as part of the budget bill and will take effect on July 1, 2025. He explained that the HR committee reviewed different distribution scenarios, ranging from equal pay</p>

<p>employee compensation allocation.</p>	<p>adjustments to market-based and longevity-based approaches.</p> <p>Chief Justice Boomgaarden asked for a motion to approve the proposed compensation allocation. Judge Bluemel so moved and Judge Stipe seconded Judge Stipe. The Council was all in favor of adopting the proposed pay allocation.</p>
<p><b>Technology Committee</b> Chief Justice Boomgaarden Council Discussion</p> <p>The Judicial Council approved the Device Security and Acceptable Use of Information Technology Resources Policy</p>	<p>Chief Justice Boomgaarden provided an overview of the Device Security and Acceptable Use of Information Technology Resource Policy. She explained that multiple drafts were reviewed by the Technology Committee, with input from the conferences. Following feedback, the Committee made several revisions and recommended the Policy for adoption by the Council, emphasizing that it reflects cybersecurity best practices essential for court operations. Chief Justice Boomgaarden explained that staff and judges will be expected to either use a current court-issued mobile device, or if using a personal mobile device, Judicial Branch applications (Outlook, Teams, etc.) will contain be managed by the IT Division with further safeguards. Additionally, personal mobile devices will not be permitted to access the secure Judicial Branch wi-fi, though they will be able to connect to public wi-fi.</p> <p>Judge Prokos expressed concern about the shift in policy. He felt the new policy was introduced suddenly and may not account for how devices are used to meet statutory obligations. He also expressed concern over giving access to his personal life by applying court applications on his personal device. He advised consideration of more flexible solutions, such as device isolation to balance security with functionality. Judge Synder expressed her support for the policy. However, she also acknowledged the challenges judges face when required to carry two phones.</p> <p>Judge Stipe moved to amending the policy to exempt Circuit Court Judges, Judge Prokos seconded. Chief Justice Boomgaarden asked for a motion to amend the policy to exempt Circuit Court judges, the amendment failed with Chief Justice Boomgaarden, Judge Synder and Judge Chambers opposing. Judge Snyder moved to adopt the policy as it has been presented with the effective date of January 1, 2026, Judge Stipe seconded. Then, Chief Justice Boomgaarden asked for a motion to adopt the policy as it has been presented with the effective date of January 1, 2026. The motion was approved unanimously.</p>
<p>The Judicial Council approved the Uniform Bind Over Process with amendments to the cover sheet.</p> <p>Attachment 6.2 – Proposal for Uniform Bind Over Process</p>	<p>Chief Justice Boomgaarden presented the recommendation of the Technology Committee that the proposed bind over process be approved. She explained that the proposal was developed in response to feedback from clerks seeking consistency in handling bind overs through FSX. Judge Rogers recommended that the cover sheets used in the bind over process be modified to include designated fields that can indicate if a defendant requires an interpreter or has other ADA-related needs. Judge Bluemel agreed with her recommendation.</p> <p>Chief Justice Boomgaarden asked for a motion to approve the recommendation to implement the uniform bind over policy, with the amendment that the cover sheet be updated to include specific fields for interpreter and ADA accommodations. Judge Snyder so moved and Judge Bluemel seconded. The motion was approved unanimously.</p>
<p><b>eFiling Committee</b> Justice Jarosh Council Discussion</p>	<p>Justice Jarosh presented the recommendation of the eFiling Committee to approve the purpose and structure document of that Committee.</p>

<p>The Wyoming Judicial Council adopted the eFiling Committee's purpose and structure document with amendments.</p> <p>Attachment 7.1 – Proposed purpose/structure document for the eFiling Committee</p>	<p>Judge Bluemel asked to amend the proposal to allow two judicial assistants appointed by the district court judges to participate in the eFiling committee. Judge Chambers asked to add two circuit court chief clerks appointed by the circuit court judges conference.</p> <p>Chief Justice Boomgaarden asked for a motion to approve the proposal as amended. Judge Bluemel moved to approve and Judge Chambers seconded. The motion was approved unanimously.</p>
<p>The Wyoming Judicial Council recommends the proposed rule changes to the Wyoming Supreme Court for adoption.</p> <p>Attachment 7.2 – Proposed amendments to the eFiling Rules and Rules Governing Access to Court Records</p> <p>Attachment 7.3 – Proposed additional amendment to the eFiling Rules and Rules Governing Access to Court Records from Clerks of District Court</p>	<p>Justice Jarosh presented the recommendation of the eFiling Committee that the proposed rule amendments be recommended by the WJC to the Supreme Court for adoption related to a customization of the eFiling system and additional proposed changes recommended by the Clerks of District Court. Justice Jarosh explained that under the customization the “sealed” option is now removed. The change to the eFiling rule will now require the filer to denote that the document is “sealed” in two different places on the system.</p> <p>Chief Justice Boomgaarden asked for a motion to approve the proposed amendments to the eFiling rules in attachment 7.2 and 7.3. Judge Chambers moved to approve and Judge Stipe seconded. The motion was approved unanimously.</p>
<p>The Wyoming Judicial Council recommends the proposed rule changes to the Wyoming Supreme Court for adoption.</p> <p>Attachment 7.4 – Proposed amendments to eFiling Rules related to change in venue</p>	<p>Justice Jarosh presented the recommendation of the eFiling Committee that the proposed rule amendments be recommended by the WJC to the Supreme Court for adoption related to the change in venue legislation that will become effective July 1st. He explained that in accordance with the bill adopted by the legislature, this amendment to the rule will allow transferring cases to the appropriate venue when necessary, rather than dismissing the case.</p> <p>Chief Justice Boomgaarden asked for a motion to approve the proposed amendments to the eFiling rules in attachment 7.4. Judge Prokos moved to approve and The motion was moved by Judge Prokos and Judge Stipe seconded. The motion was approved unanimously.</p>
<p><b>Legislative Relations Committee</b> Chief Justice Boomgaarden Judge Chambers</p>	<p>Chief Justice Boomgaarden provided an update and led a discussion on the JJC meeting held on May 19th and 20th in Torrington. She explained that a proposal was introduced for a constitutional amendment requiring Senate confirmation of judges. That vote failed, ending in a 7-7 tie vote. The Committee then voted on drafting a joint resolution for Senate confirmation of Supreme Court Justice only. That vote passed the Committee, and the proposed joint resolution will be discussed at the next interim meeting.</p> <p>Chief Justice Boomgaarden added that the Wyoming Judicial Branch gave an educational presentation to the Joint Judiciary Committee explaining how the current judicial selection process works and emphasizing that it functions well. Some legislators expressed concerns about the lack of public involvement and transparency in the selection process. Chief Justice Boomgaarden advised that the Council demonstrate proactive efforts in this area, by leading with transparency, and responding to concerns.</p>

<p><b>Consent List</b></p> <p>The Wyoming Judicial Council approved the consent list items, but removed the Oath of Office Policy and the Administrative Judge Policy from the consent list for further discussion.</p> <p>Attachment 9.1 – Proposed amendments to WRCrP 44</p>	<p>Chief Justice Boomgaarden asked for a motion to approve all items on the consent list except for the Oath of Office and Administrative Judge Policy. Judge Stipe so moved and Judge Prokos seconded. The motion was approved unanimously.</p>
<p><b>Oath of Office Policy</b></p> <p>The Wyoming Judicial Council approved the changes to the Oath of Office Policy.</p> <p>Attachment 9.2 – Draft Oath of Office Policy</p> <p>Attachment 9.3 – Oath of Office Policy dated December 27, 2018</p>	<p>The Committee discussed the Oath of Office Policy and where each judge or justice should file their official oath of office. Elisa Butler clarified that under the constitution, the oaths of office for state officers and Supreme Court judges must be filed with the Secretary of State, while oaths for other judicial and county officers are filed with the county clerk where the oath is taken.</p> <p>Chief Justice Boomgaarden asked for a motion to approve the Oath of Office Policy as submitted. Judge Bluemel moved and Judge Stipe seconded. The motion was approved unanimously</p>
<p><b>Administrative Judge Policy</b></p> <p>The Wyoming Judicial Council tabled the Administrative Judge Policy until a future meeting.</p> <p>Attachment 9.4 – Administrative Judge Policy</p>	<p>Judge Chambers asked that instead of repealing the Administrative Judge Policy, that it be referred to the circuit court judges conference for review and amendment. The Council agreed that no immediate action would be taken but emphasized the importance of not ignoring the policy. Chief Justice Boomgaarden noted that a proposal is expected to be brought back by the Circuit Court Conference, ideally in time for review at the September meeting, so that the matter can be addressed before November.</p>
<p><b>For the Good of the Order</b></p>	<p>Chief Justice Boomgaarden announced that the Judicial Conference will be held on September 16 and 17. The agenda and speaker list will be sent out soon. She asked the members to make sure new judges are aware of the dates and have them on their calendars.</p> <p>The next WJC retreat will occur in March 2026. Elisa will send out proposed dates to members.</p>
<p><b>Adjourn</b></p>	<p>Chief Justice Boomgaarden thanked everyone for their service adjourned the meeting at 2:00 p.m.</p>



2025-2027

# Strategic Plan

It is my privilege on behalf of the Wyoming Judicial Council to share with you the **Wyoming Judicial Branch 2025-2027 Strategic Plan**. Our Branch is made up of 52 trial court judges, five Supreme Court Justices, three magistrates, and about 290 employees who support the work of the courts. We also work closely with our elected county district court clerks. Strategic planning ensures that we focus our collective attention and resources on the Branch's core mission to provide justice through timely, fair, and impartial resolution of the people's legal disputes.

Our Strategic Plan is built on four foundational pillars, each with related goals and tasks. No one pillar is more important than another. Each pillar, goal, and task reflects input provided by the branch members noted above and derived from a series of interviews and focus group discussions with law enforcement, public defenders, prosecutors, Wyoming State Bar members, Executive Branch agency heads, and other justice system partners.

We know additional resources will be needed to meet all the stated goals in the next two years. However, we will collaborate, identify Branch champions, and leverage existing resources whenever possible. ***Our commitment to excellence and innovation; strengthening public trust and accountability; securing sufficient, predictable funding; and fostering accessible justice is unwavering.***

We hope this Strategic Plan demonstrates that the Wyoming Judicial Branch exists to serve the people and continually strives for improvement in doing so. If you have questions about this plan, or ideas on how we can make the Wyoming justice system even stronger, please reach out to me or one of the judges in your community.

Sincerely,  
**Lynne Boomgaarden**  
*Chief Justice, Wyoming Supreme Court*

## The Wyoming Judicial Branch is committed to excellence in:

- Delivering just and efficient resolution of people's disputes;
- Promoting public confidence in the law and providing access to justice;
- Faithfully discharging our duties as judges through adherence to the law;
- Ensuring fairness and impartiality by providing quality service that continuously improves, meets or exceeds the public expectations, and ensures that all are treated with courtesy, dignity, and respect;
- Fostering an expectation of excellence in the work of the Judiciary through recruitment, training and retention of all judicial officers and employees;
- Acting as a cohesive system that speaks with a single voice and shares a common purpose; and
- Ensuring the highest professional conduct, integrity and competence of the bench and bar.

### Mission

As an independent branch of government, we provide access to justice through the timely, fair, and impartial resolution of legal disputes.

### Vision

The Wyoming Judiciary is a cohesive and collaborative court system, characterized by excellence, that provides justice for the individual and society through the rule of law.



## Strategic Pillar 1:

**Judicial Branch Excellence and Innovation****Goal 1****Promote judicial readiness and leadership development**

- Designate Judicial Branch Champions to lead internal and external engagement around strategic priorities
- Strengthen committee **orientation** to enhance member engagement and effectiveness
- Foster professional development through mentoring **of**, and **integration** for judicial officers and staff
- Implement focused recruitment to secure quality candidates for judicial appointments, emphasizing the benefits of becoming a judge

**Goal 2****Improve intra-Branch communication**

- Improve communication between the Administrative Office of the Courts and the broader Judicial Branch to ensure successful implementation of **Branch-wide** projects
- Enhance communication with the chancery court to support docket development, presence and support
- Clarify roles and enhance collaboration with the elected Clerks of District Courts
- **Build a framework** for intra- and inter-conference communications
- Foster meaningful, two-way communication between Judicial Branch Committees members, judges, stakeholder groups, and staff to improve awareness, collaboration, and feedback

**Goal 3****Foster a quality workplace**

- Support continuous learning and development for judges and staff
- Create an employee onboarding program for the branch
- Work with counties to implement security assessment recommendations where feasible and evaluate additional assessments in other locations
- Develop and provide education and resources that support the well-being of judges and staff, including addressing secondary trauma experienced by judges, staff, and jurors
- Explore the creation of a court service division within the Administrative Office of the Courts

**Goal 4****Promote secure, effective and innovative use of technology**

- Develop clear parameters and procedures for the responsible use of artificial intelligence (AI) to promote public trust and ensure appropriate application with the Branch
- Implement appropriate technology and provide targeted technology training to help internal and external stakeholders confidently navigate systems
- Maintain cybersecurity resilience through ongoing review of protocols
- Optimize the functionality and management of the court's automated systems



## Strategic Pillar 2:

# Public Trust and Accountability

### Goal 1

**Strengthen public confidence in the justice system by delivering fair, impartial, and continuously improving services that meet or exceed public expectations, while ensuring every individual is treated with dignity and respect**

- Ensure accuracy, transparency and accessibility of key trial court decisions, data and proceedings
- Conduct public surveys to better assess perceptions of the Judicial Branch and identify opportunities to strengthen public confidence
- Investigate options to enhance public participation and awareness of judicial performance
- Enhance public awareness of the role of the Commission on Judicial Conduct and Ethics
- Strengthen community outreach by creating programs, including youth-focused programs, that educate the public in understanding the Judicial Branch

### Goal 2

**Develop a Branch-wide communication plan with specific goals**

- Increase public awareness by providing key appellate summary information through coordinated communication efforts
- Utilize and expand existing informational resources, such as pamphlets on judicial appointment and retention, to enhance public understanding and engagement
- Highlight Branch strengths, transparently acknowledge areas for improvement, and implement targeted action plans to address identified challenges
- Collaborate with other branches of government, the bar association and private organizations to provide insight into the work and priorities of the Branch



## Strategic Pillar 3:

## Predictable and Secure Funding to Uphold Judicial Integrity and Efficiency

### Goal 1

#### Build strong relationships with legislators to promote understanding of the financial needs and contributions of the Judicial Branch

- Ensure cohesive and aligned messaging from court leadership on Judicial Branch budgetary needs
- Develop informational materials to foster greater awareness of Judicial Branch functions among legislators
- Provide education to legislative committees on the purposes of fees and the responsible use of those fees
- Promote the concept that investment in technology is essential to maintaining accessible and reliable court services for the public
- Maintain updated and accurate trial court data and statistical information to provide reliable information to the legislature highlighting the work of the trial courts

### Goal 2

#### Prioritize competitive pay for judges and Judicial Branch employees

- Engage in proactive planning and communication to advocate for competitive compensation for Judges and Judicial Branch staff
- Maintain salary data for positions with comparable qualifications and responsibilities across state judiciaries, other state agencies, and relevant private sector roles
- Collaborate with the Executive Branch to maintain a Judicial Branch employee classification system that supports the recruitment and retention of high-quality staff

### Goal 3

#### Explore and prioritize opportunities for external funding as it relates to Judicial Branch initiatives and priorities

- Research funding opportunities to conduct a statewide civil legal needs assessment
- Partner with counties to pursue grant opportunities for improving court security and expanding treatment court programs
- Pursue external funding opportunities that enable judges and staff to engage in educational and professional development opportunities



## Strategic Pillar 4:

# Accessible Justice

### Goal 1

#### Provide resources for self-represented litigants for accessing and navigating the court system

- Identify appropriate locations and methods to expand the court navigator program
- Facilitate coordination and alignment of strategic initiatives between Access to Justice (ATJ), Equal Justice Wyoming (EJW) and Equal Justice Wyoming Foundation (EJWF)
- Develop and maintain standardized, user-fillable forms, including the use of guided form completion technologies
- Evaluate the successes and challenges of the diversion program using data-driven analysis, and identify opportunities to expand and improve the program through targeted methods and potential new locations
- Enhance the consistency, effectiveness, and sustainability of treatment courts statewide by implementing a peer review and certification process, providing ongoing support, and using data to guide improvement

### Goal 2

#### Foster a knowledgeable and available legal workforce

- Collaborate with the Wyoming State Bar and University of Wyoming to promote practical skills development and courtroom readiness for new and existing attorneys
- Collaborate with legal organizations, law schools, and communities to promote and sustain legal practice in rural Wyoming
- Strengthen relationships with local bar associations and promote activities and engagement

### Goal 3

#### Equip courts with resources to effectively manage and resolve cases

- Continue to advance the use of retired judges and the chancery court judge as resources to help manage trial court caseloads effectively
- Advocate for and support appropriate court staffing levels to meet the needs of litigants, subject to legislative approval



# Wyoming Judicial Branch

## Americans with Disabilities Act Public Access Policy

### I. PURPOSE

The purpose of this Policy is to ensure all individuals have equal access to and full participation in judicial programs, court services, and court activities and to prohibit discrimination against any individual on the basis of physical or mental Disability.

### II. APPLICABILITY

This Policy (ADA Policy) shall apply to the Wyoming Judicial Branch, including the Wyoming Supreme Court, District Courts, Chancery Court, Circuit Courts, their employees, contractors, and any county or elected officials supporting the Wyoming Judicial Branch, pursuant to law.

### III. AUTHORITY

- A. Pursuant to the Wyoming Constitution, the Order of the Wyoming Supreme Court and the resolution of the Wyoming District Courts, the Wyoming Judicial Council exercises general superintending control over the Judicial Branch for administrative policy-making and planning purposes.
- B. All administrative policies shall be binding on all judicial branch judges and employees. County employees and elected officials serving the Wyoming Judicial Branch, pursuant to law, shall also adhere to administrative policies which are relevant to them, and are adopted by the Wyoming Judicial Council. *Rules and Procedures Governing the Wyoming Judicial Council Rule 13.*

### IV. DEFINITIONS

- A. “Applicant” means an individual for whom, ~~or someone acting on their behalf, who submits~~ a Request for Modification is submitted either in writing or orally.
- B. “Auxiliary Aids and Services” means services or devices enabling persons with impaired sensory, manual or speaking skills to have an equal opportunity to participate in a Judicial Proceeding. Auxiliary Aids may (but do not necessarily) include such services or devices as qualified interpreters (See Appendix D, *Sign Language Interpreters*), assistive listening headsets, television captioning and decoders, telecommunications devices including artificial intelligence captioning for deaf persons (TDDs), videotext displays, readers, taped texts, brailled materials, and large print materials. Examples of Auxiliary Aids or services of a personal nature not covered by this Policy include, without limitation, the following: prescription eyeglasses, hearing aids, wheelchairs, and/or personal medical or attendant care.

## Attachment 3.1

- C. “Disability” with respect to an individual, means a physical or mental impairment that substantially limits one or more of the Major Life Activities of such individual; a record of such an impairment; or being regarded as having such an impairment.
- D. “Facility” means all or any portion of buildings housing Judicial Branch employees or courthouses, which includes structures, sites, complexes, equipment, roads, walks, passageways, parking lots, or other real or personal property, including the site where the building, property, structure, or equipment is located. County courthouses are provided and maintained by each individual county pursuant to Wyo. Stat. Ann. § 18- 2-103.
- E. “Individual with a Disability” means a person who has a “Disability,” as that term is defined herein.
- F. “Court Proceeding” means any hearing, trial, or other appearance before the Circuit Courts, Chancery Court, District Courts and the Wyoming Supreme Court in an action, appeal, or other proceeding, including any matter conducted by a Judicial Officer in person, remotely, or in any hybrid format.
- G. “Judicial Officer” means a justice, judge, commissioner, or magistrate authorized to preside over a Court Proceeding.
- H. “Major Life Activities” ~~includes functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working~~means as defined in 42 U.S.C. § 12102(2).
- I. “Qualified Individual with a Disability” means an Individual with a Disability who, with or without Reasonable Modification to rules, policies, or practices, the removal of architectural, or communication barriers, or the provision of Auxiliary Aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the Wyoming Judicial Branch.
- J. “Reasonable Modification” means ~~modifications~~any change or adjustment to court rules, policies, practices or procedures, or the removal of architectural, or communication barriers, or the provision of Auxiliary Aids and Services that is necessary to make court services and programs readily accessible to and useable by, Individuals with Disabilities so long as the modification would not result in a fundamental alteration of the nature of a service, program, or activity or cause undue financial or administrative burden.
- K. “Request for Modification” means a request made by, or on behalf of, an Individual With a Disability for a change to court rules, policies, practices, or procedures; the removal of architectural or communication barriers; or the provision of Auxiliary Aids and Services, in order to make court services, programs, or activities readily accessible to and usable by that individual~~provided to the Statewide ADA Coordinator by an Applicant requesting a modification to court rules, policies, practices or procedures, or the removal of architectural, or communication barriers to make court services and programs readily accessible to, and useable by, the Applicant.~~The term includes requests made verbally or in writing.
- L. “Service Animals” means animals that are individually trained to do work or perform tasks for Individuals with Disabilities. The work or task must be directly related to the individual’s disability. The term includes:
  - 1. Dogs that ~~are individually trained to do work or perform tasks for Individuals with~~

## Attachment 3.1

~~Disabilities. Service Animals are working animals, not pets, meet the above criteria. The work or task a dog has been trained to provide must be directly related to the person's Disability.~~ Dogs whose sole function is to provide comfort or emotional support do not qualify as Service Animals.

2. Miniature horses pursuant to Wyo. Stat. Ann. § 35-13-205, that ~~have been individually trained to do work or perform tasks for Individuals with Disabilities~~ meet the above criteria.

M. "Statewide ADA Coordinator" means an employee of the Wyoming Administrative Office of the Courts (AOC) responsible for addressing Requests for Modification to access judicial programs, activities, and services under the Americans with Disabilities Act within the Judicial Branch, overseeing the administration, compliance, training and any complaints associated with issues raised by this Policy. When the Statewide ADA Coordinator is unavailable, a designee within the AOC shall act as the Statewide ADA Coordinator.

### V. THE AMERICANS WITH DISABILITIES ACT OF 1990

- A. The Americans with Disabilities Act of 1990 (ADA) was enacted to prohibit discrimination against people with disabilities. Under Title II of the Act, no Qualified Individual with a Disability shall, by reason of such Disability, be excluded from participation in or be denied the benefits of services, programs or activities of a public entity. This Policy aims to give Individuals with Disabilities an equal opportunity to access, use, and fully participate in Court Proceedings, and court services and programs
- B. Whenever reasonable, policies, practices or procedures must be modified to make court services and programs readily accessible to, and useable by, Individuals with Disabilities. This includes removing architectural barriers by altering existing facilities where feasible or relocating services to an accessible site. It also includes removing communication barriers by providing Auxiliary Aids and services which would allow an Individual with a Disability to effectively work in the courts, represent a client, be a party in a lawsuit, testify as a witness, serve on a jury, or observe a hearing or trial.
- C. In providing Reasonable Modifications, the Wyoming Judicial Branch will give primary consideration to the modification requested by the Applicant. However, an alternative modification may be implemented if equally effective in ensuring access and communication. Every effort shall be made to meet the specific needs of the Applicant. However, the Wyoming Judicial Branch is not required to make modifications that would fundamentally alter the service or program or cause undue financial or administrative burden.

### VI. REQUESTS FOR MODIFICATION

- A. A person requiring a modification to obtain access to Court Proceedings, programs, services, court records, or activities ~~withat~~ the Wyoming Supreme Court, Chancery Court, any District Court or any Circuit Court should contact the Statewide ADA Coordinator as early as possible to ensure timely review and implementation of any necessary modifications.
- B. A written Request for Modification is preferred ~~but not required. However, the~~ Requests may be made by telephone, in writing, or via email to the Statewide ADA Coordinator. ~~In such instances~~ †The Statewide ADA Coordinator shall commit document all oral such requests to in writing.

## Attachment 3.1

~~1. The Statewide ADA Coordinator shall maintain a record of all Requests for Modification and the actions taken thereon for three (3) years.~~

~~2.1.~~ The *ADA Modification Request Form*, which is attached hereto as Appendix A, and can be found on the Wyoming Judicial Branch website, may be obtained from the Statewide ADA Coordinator, the Supreme Court Clerk's Office, the Chancery Court Clerk's Office, any District Court judicial assistant, and any Circuit Court Clerk's Office.

~~3.2.~~ If appropriate, or upon request, the Statewide ADA Coordinator will provide assistance with writing and submitting the written Request for Modification.

- a. Large print or other accessible formats of the *Request for Modification Form* are available upon request.
- b. If appropriate, other personnel associated with the judicial program, service or activity may assist the Applicant in the submission of a completed Request for Modification to the Statewide ADA Coordinator.

C. A Request for Modification ~~shall~~ should include:

1. A description of the person's Disability;
2. The role of the person in the Court Proceeding;
3. The modification sought;
4. The date and time of the modification requested; and
5. The Court Proceeding, program, service, or activity for which the modification is sought.

D. Medical documentation is not required to support a Request for Modification unless the Statewide ADA Coordinator determines that such documentation is necessary to evaluate the request. If documentation is requested or voluntarily provided, it must be submitted directly to the Statewide ADA Coordinator.

All documentation shall be treated as confidential, used solely for the purpose of evaluating the request or resolving an appeal, and shall not be included in the case file, or shared with other court staff, except to the extent necessary to implement the approved modification.

E. A Request for Modification may be submitted by any lawyer, party, witness, juror, or other individual interested in attending any Court Proceeding, program, activity or service or another person on behalf of such interested person.

F. The Request for Modification should be submitted to the Statewide ADA Coordinator with as much advance notice as possible, ~~but in any event should be made ideally,~~ no less than five (5) business days prior to the date for which the modification is ~~sought~~needed. ~~If a Request for Modification is not received five (5) business days prior to the date for which the modification is sought, it will be with less notice will be considered deemed~~ untimely and addressed ~~as set forth in~~ accordance with Section VII of this Policy. Every reasonable effort will be made to accommodate untimely requests where feasible.

## VII. UNTIMELY REQUESTS FOR MODIFICATION

A. If an untimely Request for Modification is made by a participant (party, witness, etc.), and a

## Attachment 3.1

Reasonable Modification cannot be made without delay, the court shall postpone, reschedule, or otherwise delay the Court Proceeding, judicial program, service, or activity affected until a Reasonable Modification can be achieved. The court must ensure the delay will not infringe on other protected rights. Under such circumstances, the Applicant shall be required to immediately submit a [Request for Modification](#)~~written request~~. If appropriate or upon request, court personnel will provide assistance with writing and submitting the Request for Modification.

- B. If an untimely Request for Modification is made by a non-participant (public, media, family member, etc.), and a Reasonable Modification cannot be made without delay, the court shall not be required to postpone, reschedule, or otherwise delay the Court Proceeding, judicial program, service, or activity affected. Under such circumstances, the Applicant should immediately submit a [Request for Modification](#)~~written request~~. If appropriate or upon request, court personnel will provide assistance with writing and submitting the Request for Modification.
- C. If an untimely Request for Modification is made, and a Reasonable Modification can be made without delay, the court shall immediately grant such modification without requiring an advance [Request for Modification](#)~~written request~~. In such a case, a *Request for Modification Form* shall be completed by either the person requesting the modification or court personnel. The *Request for Modification Form* and the action taken shall be provided to the Statewide ADA Coordinator to maintain in accordance with this Policy. [In time-sensitive situations, verbal requests may be acted upon immediately, with written documentation to follow.](#)

### VIII. DECISIONS ON REQUESTS FOR MODIFICATION

- A. Once a Request for Modification has been received, the Statewide ADA Coordinator will, as soon as practicable, notify the Applicant of the decision on the request and, if granted, of the modification to be provided. An alternate modification may be offered instead of the requested modification if the Statewide ADA Coordinator, [in coordination with](#)~~the court,~~ determines another equally effective modification is available.
  - 1. If necessary, the Statewide ADA Coordinator may require the Applicant to provide additional information about the Disability to determine the appropriate modification to meet the Applicant's needs.
  - 2. Under no circumstances will the Statewide ADA Coordinator be permitted to request information regarding the Applicant's Disability that is not necessary for the evaluation of the modification requested.
- B. If the Statewide ADA Coordinator determines additional time may be necessary to make a modification, the Statewide ADA Coordinator shall notify the judge presiding over the matter, who will determine an appropriate course of action.
- C. A Request for Modification may be denied only if the Statewide ADA Coordinator finds that:
  - 1. The person making the request is not a Qualified Individual with a Disability; or
  - 2. The requested modification would create an undue financial or administrative burden; or
  - 3. The requested modification would fundamentally alter the nature of the Court Proceeding, judicial program, service or activity; or

## Attachment 3.1

4. The requested modification cannot be reasonably implemented due to specific, case-related limitations, and no equally effective alternative modification is available; or
  5. The Applicant has refused to comply with this Policy after being notified of its terms; or
  6. The Applicant's failure to comply with this Policy makes it impossible or impracticable ~~the~~ ability to evaluate or provide the requested modification.
- D. The Statewide ADA Coordinator shall issue a written determination in response to each Request for Modification. The determination shall identify the requested modification and state whether it is approved, denied, or approved in modified form. A copy of the determination letter shall be provided to Applicant and to the court or office responsible for implementing the modification. The notice may also be provided orally, by the court, if necessary to avoid delay.
- E. Courts and offices agree to implement approved modifications in good faith and in a timely manner. This process is designed to uphold the legal obligations of the Judicial Branch under federal law, while also promoting equitable and consistent access to court programs and services statewide.
- E.F.        No employee of the Judicial Branch shall retaliate against any person who exercises their rights under the ADA or who requests modification pursuant to this Policy.

### IX. APPEAL PROCEDURE

- A. If a Request for Modification is denied or the offered alternate modification is unsatisfactory to the Applicant, the Applicant may appeal the decision ~~of the Statewide ADA Coordinator~~ to the ~~Chief Legal Officer~~ State Court Administrator of the AOC within ten (10) days of receiving a written notification of the decision made. Appeals submitted beyond this period may still be considered for good cause shown, including delays related to Disability or communication barriers.
- B. A written appeal on a modification decision is preferred, but not required. Requests may be made by telephone, in writing, or via email ~~However, the appeal may be made orally to the Chief Legal Officer~~ State Court Administrator, or designee. ~~In such instances the Chief Legal Officer~~ The Chief Legal Officer State Court Administrator, or designee, shall document all oral requests in writing ~~commit the appeal to writing.~~
1. An *Appeal from a Modification Decision Form*, which is attached hereto as Appendix B, and can be found on the Wyoming Judicial Branch website, may be obtained from the Statewide ADA Coordinator, the Supreme Court Clerk's office, the Chancery Court Clerk's office, any District Court judicial assistant, or any Circuit Court Clerk's office.
  2. If appropriate, or upon request, the ~~Chief Legal Officer~~ State Court Administrator, or designee, shall assist in writing and submitting the written appeal.
    - a. Large print or other accessible formats of the *Appeal from a Modification Decision Form* are available upon request.
    - b. If appropriate, other personnel associated with the judicial program, service, or activity may assist the Applicant in the submission of a completed *Appeal from a Modification Decision Form* to the ~~Chief Legal Officer~~ State Court Administrator.
- C. A submitted *Appeal from a Modification Decision Form* ~~shall~~ should include:

## Attachment 3.1

1. A brief explanation of why the individual disagrees with the ADA Coordinator's decision~~The reason for disagreement with the previous determinations;~~ and
  2. A description of the outcome or modification the individual is requesting as a remedy.~~The remedy sought.~~
- D. The ~~Chief Legal Officer~~State Court Administrator shall provide a decision on the appeal in writing as expeditiously as possible, but in no event, no more than sixty (60) days from the date of appeal. In resolving appeals, the ~~Chief Legal Officer is~~State Court Administrator authorized to independently investigate the facts surrounding the appeal and has the discretion to utilize appropriate dispute resolution processes or other methods, including but not limited to, designating an appropriate neutral to assist in resolving the issues in controversy.

### X. SERVICE ANIMALS

- A. Reasonable Modifications shall be made to the court's policies, practices, and procedures to permit the use of Service Animals by Individuals with Disabilities. Service Animals are permitted to accompany Individuals with Disabilities in all areas of the Facility where the public is normally permitted. Service Animals must be under the control of their handlers at all times. Service Animals must be harnessed, leashed, or tethered, unless these devices interfere with the Service Animal's work or the handler's Disability prevents using these devices. In that case, the handler must maintain control of the animal through voice, signal, or other effective controls. Service Animals must be housebroken and must not pose a direct threat to the health or safety of others.
- B. Individuals with Service Animals may be asked the following two questions, but only when it is not obvious what service the animal provides:
1. ~~Is the animal required because of a disability?~~
  2. What work or task the animal has been trained to perform~~if the animal is a Service Animal and inquire into the service the animal provides and into the training the animal has received?~~

Individuals shall not be asked about the nature of their disability, required to provide medical documentation, asked for identification or certification of the Service Animal's status, or required to demonstrate the animal's task.

- C. Animals whose sole function is to provide comfort or emotional support do not qualify as Service Animals. The use of an emotional support animal will be reviewed on a case- by-case basis and at the discretion of the presiding judge.

### XI. PUBLIC NOTICE

- A. A public notice in the same form as Appendix C, which is attached to this Policy, shall be posted in visible places at each Facility where Court Proceedings, programs, services, or activities are held. The public notice shall be posted, at a minimum, in the following locations: the Supreme Court Clerk's office, the Chancery Court Clerk's office, each District Court, and each Circuit Court Clerk's office. The public notice shall identify the Statewide ADA Coordinator and the State Court Administrator. Such public notice shall also provide a website address where a copy of this Policy, implementation guidance, and forms may be obtained electronically.

## Attachment 3.1

- B.** If the courthouse Facility within which Court Proceedings, programs, services, or activities are provided are inaccessible, a public notice shall be posted on the outside of the building or at another such location at or near the building that is readily accessible.

The notice shall provide directions to the nearest accessible entrance or alternative location for obtaining assistance or services, and shall include contact information for the Statewide ADA Coordinator.

### **XII. RETENTION**

- A.** The Statewide ADA Coordinator shall be responsible for maintaining all records related to Requests for Modification and the actions taken thereon for three (3) years.
- B.** ADA determination letters and appeal decisions are administrative records, and shall not include confidential, medical, or personal information.
1. Neither ADA determination letters nor appeal decisions shall not be filed in the case record and are not part of the official court file unless a court expressly directs otherwise.
  2. If a court orders that an ADA determination letter or appeal decision should be included in the case file, the court shall also determine whether the document is to remain confidential or be made part of the public record.

### **XII.XIII. RESERVATION OF RIGHTS**

- A.** The Wyoming Judicial Branch expressly reserves:
1. The Wyoming Judicial Branch reserves the right to interpret, change, or rescind this Policy in whole or in part, at any time without prior notice.
  - 1.
  2. The Wyoming Judicial Branch expressly reserves Ssovereign immunity and specifically retains all immunities and defenses available to it as a sovereign.
- B.** This process is an internal procedure provided by the Judicial Branch and is not intended to impair or substitute for any rights or remedies available under federal or state law.



# Appendix A

## Wyoming Judicial Branch

### ADA Modification Request Form

Please fill out this form to request a modification under the Americans with Disabilities Act (ADA). Submit your completed form as early as possible. While at least five (5) business days' notice is preferred, requests submitted with less notice will still be considered, and every reasonable effort will be made to accommodate them when feasible.~~with as much advance notice as possible, but in any event the request should be made no less than five (5) business days before the date for which the modification is sought.~~ You may submit a paper copy or email this form.

If you prefer to make your request verbally, you may do so by contacting the Statewide ADA Coordinator directly at (307) 777-6487. The coordinator will document your request in writing and begin the evaluation process in accordance with the ADA Policy.

All requests for modifications will be given due consideration and if necessary, may require an interactive process between the requester and the Statewide ADA Coordinator to determine the best course of action.

Enter the first Date the modification is needed: \_\_\_\_\_

Enter the final date the modification is needed: \_\_\_\_\_

Court location where the modification is needed (required): \_\_\_\_\_

Case name or court case number (if known): \_\_\_\_\_

**The information below is required unless otherwise stated.**

Name of person requesting accommodation, (first, middle and last names): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP code: \_\_\_\_\_

Phone number: \_\_\_\_\_ Cell number (if any): \_\_\_\_\_

Email address: \_\_\_\_\_

The person requesting accommodation(s) is a: ☐ Plaintiff ☐ Defendant ☐ Juror ☐ Witness

☐ Other: \_\_\_\_\_ in this case.

What specific accommodation(s) are you requesting?

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Please provide any additional information that might be useful in reviewing your accommodation request.

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This form is being completed by: ☐ the person requesting the accommodation(s).  
☐ someone other than the person requesting accommodation(s).

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Please provide your relationship to the person requesting the accommodation: \_\_\_\_\_

Note: If you DO NOT have an EMAIL ADDRESS you can print a copy of this ADA request form.  
Please copy and send the completed request form to the Statewide ADA Coordinator.

**Wyoming Judicial Branch Statewide ADA Coordinator**

Wyoming Supreme Court  
c/o ADA Coordinator  
2301 Capitol Ave.  
Cheyenne, WY 82002  
(307) 777-6487  
[ada@courts.state.wy.us](mailto:ada@courts.state.wy.us)



# Appendix B

## Wyoming Judicial Branch

### ADA Appeal from a Request for Modification

~~Chief Legal Officer~~State Court Administrator ~~r~~Review requested. (~~Specify reason and the remedy you want~~Explain why you are appealing and describe the outcome or modification you are requesting):

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---

---

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Person Requesting Review)

#### CHIEF LEGAL OFFICERSTATE COURT ADMINISTRATOR REVIEW

I have reviewed the original request for modification, the offer of alternate modification OR the denial of modification and the reason for the denial, and the reason that this review has been requested and find as follows:

---

---

---

---

DATE: \_\_\_\_\_

\_\_\_\_\_

CHIEF LEGAL OFFICER STATE COURT  
ADMINISTRATOR



# Appendix C

## Wyoming Judicial Branch

### Public Notice

The Americans with Disabilities Act prohibits discrimination against any qualified individual with a disability. The Wyoming Judicial Branch does not permit discrimination against any individual on the basis of physical or mental disability in accessing its judicial programs. In accordance with the Americans with Disabilities Act, the Wyoming Judicial Branch will provide reasonable accommodations to allow qualified individuals with disabilities to access all of its programs, services and activities.

If you need assistance, have questions or need additional information, please contact your Statewide ADA Coordinator:

#### Wyoming Judicial Branch Statewide ADA Coordinator

Wyoming Supreme Court  
c/o ADA Coordinator  
2301 Capitol Ave.  
Cheyenne, WY 82002  
(307) 777-6487  
[ada@courts.state.wy.us](mailto:ada@courts.state.wy.us)

If you need assistance, have questions or need additional information, you may also contact the Administrative Office of the Courts, State Court Administrator by mail, telephone, or email as follows:

~~Ben Burningham, Chief Legal Officer~~ [Elisa Butler, State Court Administrator](mailto:ElisaButler@courts.state.wy.us)  
2301 Capitol Ave  
Cheyenne, WY 82001  
(307) 777-~~6565~~7238  
[bburningham@courts.state.wy.us](mailto:bburningham@courts.state.wy.us) [elisa@courts.state.wy.us](mailto:elisa@courts.state.wy.us)

The Wyoming Judicial Branch Americans with Disabilities Act Policy Regarding Access to Judicial Programs, and relevant forms may be found online at [www.courts.state.wy.us](http://www.courts.state.wy.us).



# Appendix D

## Wyoming Judicial Branch

### Sign Language Interpreters

This Appendix governs sign language interpretation in the courts in accordance with the ADA Policy. For spoken language interpretation please refer to the Spoken Language Interpreter Policy.

#### I. DEFINITIONS

The definitions in the ADA Policy shall apply to this Appendix. In addition, the following terms have the meanings set forth below:

- A. “Auditory Device” means any device that can be used to create a sound that can be heard by Hard-of-Hearing Persons, such as a hearing aid or FM system.
- B. “Deaf Person” means a person who has hearing loss so severe there is little or no functional hearing.
- C. “Hard-of-Hearing Person” means a person who has hearing loss but has enough residual hearing that an Auditory Device enables the person to process speech.
- D. “Mute Person” means a person who is unable to speak.
- E. “Professionally Certified Sign Language Interpreter” means a Sign Language Interpreter who has achieved the Professionally Certified designation on the Roster by completing the steps set forth in Section II(B).
- F. “Qualified Sign Language Interpreter” means a Sign Language Interpreter who is not Professionally Certified or Registered, as defined herein, but has been qualified by the local judge.
- G. “Real Time Captioning” means a method in which captions are simultaneously prepared and transmitted at the time of origination by a software application or a court reporter using a software application.
- H. “Registered Sign Language Interpreter” means a Sign Language Interpreter who has not achieved certification but has met minimum professional competency standards as outlined in Section II(C) of this Appendix.
- I. “Sign Language Interpreter” means an independent contractor as defined by IRS Revenue ruling 87-41 who is authorized to provide sign language interpreter services for the Wyoming Judicial Branch as set forth in this Appendix. A Sign Language Interpreter may be Professionally Certified, Registered, or Qualified as defined herein.
- J. “Wyoming Interpreter Roster (Roster)” means a list of language interpreters as described in Section II of this Appendix.

#### II. WYOMING INTERPRETER ROSTER

- A. There shall be a Wyoming Interpreter Roster (Roster) maintained by the Wyoming Administrative Office of the Courts (AOC) and posted on the Wyoming Judicial Branch website. Professionally Certified Sign Language Interpreters and Registered Sign Language Interpreters shall be included on the Roster. Qualified Sign Language Interpreters shall not be included on the Roster.
- B. To receive the designation of a Professionally Certified Sign Language Interpreter in the State of Wyoming, the Sign Language Interpreter shall:
  - 1. Attend the two (2) day Wyoming interpreter orientation with a minimum of eighty percent (80%) attendance of the entire orientation, and one hundred percent (100%) attendance of the Wyoming specific component;
  - 2. Complete and return the *Wyoming Interpreter Service Provider Interest Form*, which is attached hereto as Attachment A, and can be found on the Wyoming Judicial Branch website;
  - 3. Pass the Wyoming interpreter written exam with a score of eighty percent (80%) or higher. A score lower than eighty percent (80%) requires the Sign Language Interpreter to complete the two (2) day Wyoming interpreter orientation again;
  - 4. Provide evidence of holding at least one of the following sign language interpreter credentials from the Registry of Interpreters for the Deaf (RID): SC:L, NIC, NIC- A, NIC- M, CI, CT, NAD V, and /or CDI or a similar credential deemed appropriate by the Statewide ADA Coordinator; and
  - 5. Take the *Wyoming Sign Language Interpreter Oath*, which is attached to this Appendix as Attachment B, and can be found on the Wyoming Judicial Branch website.
- C. To receive the designation of a Registered Interpreter in the State of Wyoming, the Language Interpreter shall:
  - 1. Attend the two (2) day Wyoming interpreter orientation with a minimum of eighty percent (80%) attendance of the entire orientation, and one hundred percent (100%) attendance of the Wyoming specific component;
  - 2. Complete and return the *Wyoming Interpreter Service Provider Interest Form*, which is attached hereto as Attachment A;
  - 3. Pass the Wyoming interpreter written exam with a score of eighty percent (80%) or higher. A score lower than eighty percent (80%) requires the Sign Language Interpreter to complete the two (2) day Wyoming interpreter orientation again;
  - 4. Provide evidence of holding at least one of the following sign language interpreter credentials from RID: NAD III, NAD IV, or a similar credential deemed appropriate by the Statewide ADA Coordinator; and
  - 5. Take the *Wyoming Sign Language Interpreter Oath* (Attachment B).

### III. APPOINTMENT OF SIGN LANGUAGE INTERPRETERS

- A. The court shall appoint, and pay for, a Sign Language Interpreter when a Request for Modification is submitted, and it is determined by the court or the Statewide ADA Coordinator that a Sign Language Interpreter is the appropriate modification for the Applicant in accordance with the ADA Policy.

- B. If the court or the Statewide ADA Coordinator determines, in consultation with the Deaf, Mute, or Hard-of Hearing Person, that an alternate form of communication will effectively translate Court Proceedings, the court may utilize an alternate modification such as an Auditory Device or Real-Time Captioning to communicate the Court Proceedings to a Deaf, Mute, or Hard-of Hearing Person.

#### IV. QUALIFICATIONS OF SIGN LANGUAGE INTERPRETERS

- A. All Sign Language Interpreters provided by the courts shall sign an oath to abide by the *Interpreter's Code of Ethics*, which is attached to this Appendix as Attachment C, and can be found on the Wyoming Judicial Branch website.
- B. To ensure that Court Proceedings are interpreted as accurately as possible, courts are strongly encouraged to appoint a Sign Language Interpreter according to the following preference list: (1) Professionally Certified Sign Language Interpreters; (2) Registered Sign Language Interpreters; and (3) Qualified Sign Language Interpreters.
- C. When a Sign Language Interpreter is not listed on the Roster, the court shall conduct a *voir dire* inquiry of the Sign Language Interpreter to determine the Sign Language Interpreter's credentials prior to utilizing the services of the Sign Language Interpreter in a Court Proceeding. The *voir dire* inquiry applies to family members and friends of parties involved in the case used as Sign Language Interpreters. The court shall make the following findings in open court on the record:
  1. A summary of the unsuccessful efforts made to obtain a Professionally Certified Sign Language Interpreter or Registered Sign Language Interpreter; and
  2. A finding that the proposed Sign Language Interpreter appears to have adequate language skills, knowledge of sign language interpreting techniques, and familiarity with interpreting in a court setting; and
  3. A finding that the proposed Sign Language Interpreter has read, understands, and will abide by the *Interpreter's Code of Ethics* (Attachment C).

#### V. COURT RESPONSIBILITIES WHEN APPOINTING SIGN LANGUAGE INTERPRETERS

- A. Absent exigent circumstances, the court should arrange, provide, and pay for two (2) or more Sign Language Interpreters during Court Proceedings scheduled to last more than one (1) hour to prevent interpreter fatigue and the concomitant loss of accuracy in interpretation.
- B. When two (2) Sign Language Interpreters are used, one Sign Language Interpreter will act as the proceedings interpreter and the other a support interpreter. The proceedings interpreter provides language interpretation services for all Deaf, Mute, or Hard-of Hearing Persons, while the support interpreter is available to assist with research, vocabulary, equipment, or other issues. The proceedings interpreter and the support interpreter should, when possible, alternate roles every thirty (30) minutes.
- C. If two (2) Sign Language Interpreters are not reasonably available as set forth in Section V(A), the Sign Language Interpreter should be given no less than a ten (10) minute break for every fifty (50) minutes of interpreting, when possible.

#### VI. UTILIZATION OF SIGN LANGUAGE INTERPRETERS

- A.** The following guidelines and limitations apply to the utilization of Sign Language Interpreters:
1. Sign Language Interpreters are bound by an oath of confidentiality and impartiality, and serve as officers of the court; therefore, the use of one Sign Language Interpreter by more than one individual in a case is permitted.
  2. The court is not obligated to appoint a different Sign Language Interpreter when a Sign Language Interpreter has previously provided interpretation services during a Court Proceeding for another individual in the same case or in a different case.
  3. Any individual may provide and arrange for interpretation services to facilitate attorney-client communication if interpretation services exceeding those provided by the court are desired.

## **VII. USE OF COURT PERSONNEL AS SIGN LANGUAGE INTERPRETERS**

- A.** A court employee may not interpret Court Proceedings except as follows:
1. Prior to using a court employee as a Sign Language Interpreter, the court shall make findings in open court on the record summarizing the unsuccessful efforts made to obtain a Sign Language Interpreter who is not a court employee; and
  2. The court employee will not be paid wages or benefits in addition to the employee's regular compensation as a court employee. The court employee will not receive any interpreter service fees established in this Appendix or its Attachments.

## **VIII. INVESTIGATION OF COMPLAINTS AND IMPOSITION OF SANCTIONS**

- A.** An interpreter should be one whose record of conduct justifies the trust of the courts, witnesses, jurors, attorneys, parties, and the public.
- B.** Sign Language Interpreters are not entitled to interpret on behalf of the courts or in Court Proceedings. Instead, the provision of interpretation services by Sign Language Interpreters rests within the discretion of each Judicial Officer and the Statewide ADA Coordinator.
- C.** Professionally Certified Sign Language Interpreters and Registered Sign Language Interpreters are not entitled to have their names included on the Roster. The Roster is maintained at the discretion of the Wyoming Judicial Branch.
- D.** The AOC shall investigate complaints and impose sanctions against Sign Language Interpreters to protect the integrity of Court Proceedings and the safety of the public.
- E.** Sanctions may be imposed upon a Sign Language Interpreter when:
1. The Sign Language Interpreter is unable to adequately interpret the Court Proceedings;
  2. The Sign Language Interpreter knowingly makes a false interpretation;
  3. The Sign Language Interpreter knowingly discloses confidential or privileged information obtained while serving as a Sign Language Interpreter;
  4. The Sign Language Interpreter knowingly fails to disclose a conflict of interest;
  5. The Sign Language Interpreter fails to appear as scheduled without good cause; or

6. An alternate sanction is deemed appropriate in the interest of justice.

#### **F. Complaints.**

1. A complaint against a Sign Language Interpreter must be in writing, signed by the complainant, and delivered via mail or email to the Statewide ADA Coordinator at:

Wyoming Supreme Court  
c/o ADA Coordinator  
2301 Capitol Ave.  
Cheyenne, WY 82002  
(307) 777-6487  
[ada@courts.state.wy.us](mailto:ada@courts.state.wy.us)

2. The complaint shall state the date, time, place, and nature of the alleged improper conduct. The complaint shall include the names, titles, and telephone numbers of possible witnesses. If the complainant is unable to communicate in written English, the complainant may submit the complaint in his/her primary language.
3. The Statewide ADA Coordinator may take immediate action, upon receipt and review of the complaint, if deemed necessary to protect the integrity of the courts, including immediately removing the Professionally Certified Sign Language Interpreter or Registered Sign Language Interpreter from the Roster for the pendency of the investigation. In any case where the Statewide ADA Coordinator deems it necessary to remove the Professionally Certified Sign Language Interpreter or Registered Sign Language Interpreter from the Roster, notice shall be sent by certified mail to the Sign Language Interpreter.

#### **G. Investigation and Report.**

1. Upon receipt by the Statewide ADA Coordinator of a written complaint against a Sign Language Interpreter, or upon its own initiative based on suspicion of misconduct, the Statewide ADA Coordinator shall investigate the alleged improper conduct of the Sign Language Interpreter.
2. The Statewide ADA Coordinator shall seek and receive such information and documentation as is necessary for the investigation.
3. The rules of evidence do not apply, and the Sign Language Interpreter is not entitled to representation by counsel.
4. The Statewide ADA Coordinator shall provide a written report of the investigation results, along with a recommendation on any action to be taken, to the State Court Administrator within sixty (60) days of the complaint or start of the investigation.
5. The report and recommendation shall be provided to the Sign Language Interpreter by certified mail at the same time it is provided to the State Court Administrator. The Sign Language Interpreter shall have fifteen (15) days from receipt to respond to the report and recommendation of the Statewide ADA Coordinator.

#### **H. Findings and Possible Sanctions.**

1. Upon receipt of the report and recommendations of the Statewide ADA Coordinator and the Sign Language Interpreter's response, if any, the State Court Administrator may take any of the following actions to protect the integrity of the courts and the safety of the public:
  - a. Dismiss the complaint;
  - b. Issue a written reprimand against the Sign Language Interpreter;
  - c. Specify corrective action with which the Sign Language Interpreter must fully comply in order to remain on the Roster, including, but not limited to, the completion of educational courses and/or retaking one or more parts of the of the Wyoming interpreter orientation or written exam;
  - d. Suspend the Sign Language Interpreter from the Roster for a specified period of time, or until corrective action is completed; or
  - e. Remove the Sign Language Interpreter from the Roster indefinitely.
2. Written notice of any action taken by the State Court Administrator will be sent via certified mail to the Sign Language Interpreter and the complainant. Written notice will also be provided to Judicial Officers and court staff if sanctions are imposed against the Sign Language Interpreter.

## **IX. REMOTE INTERPRETING**

- A. Remote interpretation may be utilized to facilitate access to the courts by Deaf, Mute, and Hard-of-Hearing Persons as may be determined by the court.

## **X. PAYMENT**

- A. Guidance for payment of Sign Language Interpreters is contained in Attachment D of this Appendix. Attachment D may be amended from time to time as necessary. Amendments to Attachment D may be made without requiring the reissuance of this Appendix or the ADA Policy.



# Attachment A

## Wyoming Judicial Branch

### Court Sign Language Interpreters Interest Form

#### SECTION 1: PERSONAL INFORMATION

---

 Last Name

---

 First Name

---

 M.I.

---

 Date

---

 Home Phone Number

---

 Cell Phone Number

---

 Other Phone Number

---

 Personal Email Address

---

 List locations you are available to provide interpreter services or ☐ Check for Statewide

#### SECTION 2: INTERPRETING EXPERIENCE

---

 Native Language

---

 Languages for which you interpret

---

 List any courts where you are currently providing sign language interpreting services

#### SECTION 3: ACKNOWLEDGEMENT

I hereby certify that the information in this document is accurate. I understand that any false statements, omissions, or misrepresentations that I indicate on this form may be grounds for immediate suspension of interpreting services within the Wyoming Court System as well as removal from the roster of registered court interpreters in Wyoming.

---

 Signature of Sign Language Interpreter

---

 Date

---

 Printed Name



# Attachment B

## Wyoming Judicial Branch

### Wyoming Sign Language Interpreter Oath

STATE OF WYOMING )  
 ) ss  
COUNTY OF \_\_\_\_\_ ) \_\_\_\_\_ JUDICIAL DISTRICT

---

#### Wyoming Sign Language Interpreter Oath

---

I, \_\_\_\_\_, do solemnly swear or affirm under penalty of law that I will interpret accurately, completely and impartially, using my best skill and judgment from the English language into Sign Language, and from the Sign Language into the English language, all statements made, oaths administered, and all questions and answers, in accordance with the standards prescribed by law, the Interpreter's Code of Ethics, and any guidelines for court interpreting set by this Court or the Wyoming Judicial Branch.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

Subscribed and affirmed before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Name and title of person administering oath



# Attachment C

## Wyoming Judicial Branch

### Sign Language Interpreter's Code of Ethics

#### **Canon 1: Accuracy and Completeness**

Sign Language Interpreters shall render a complete and accurate interpretation or sight translation, without altering, omitting, or adding anything to what is stated or written, and without explanation.

#### **Canon 2: Representation of Qualifications**

Sign Language Interpreters shall accurately and completely represent their certifications, training, and pertinent experience.

#### **Canon 3: Impartiality and Avoidance of Conflict of Interest**

Sign Language Interpreters shall be impartial, unbiased and shall refrain from conduct that may give an appearance of bias. Sign Language Interpreters shall disclose any real or perceived conflict of interest.

#### **Canon 4: Professional Demeanor**

Sign Language Interpreters shall conduct themselves in a manner consistent with the dignity of the court and shall be as unobtrusive as possible.

#### **Canon 5: Confidentiality**

Sign Language Interpreters shall keep confidential all matters interpreted and all conversations overheard between counsel and client. Interpreters should not discuss a case pending before the court.

#### **Canon 6: Restriction of Public Comment**

Sign Language Interpreters shall not publicly discuss, report, or offer an opinion concerning a matter in which they are or have been engaged, even when that information is not privileged or required by law to be confidential.

#### **Canon 7: Scope of Practice**

Sign Language Interpreters shall limit themselves to interpreting and translating, and shall not give legal advice, express personal opinions to individuals for whom they are interpreting, or engage in any other activities which may be construed to constitute a service other than interpreting or translating while serving as an interpreter.

### **Canon 8: Assessing and Reporting Impediments to Performance**

Sign Language Interpreters shall assess their ability to deliver services for which they are contracted at all times. When Sign Language Interpreters have any reservation about their ability to satisfy an assignment competently, they shall immediately convey that reservation to the appropriate Judicial Officer.

### **Canon 9: Duty to Report Ethical Violations**

Sign Language Interpreters shall report to the proper authority any effort to impede their compliance with any law, any provision of this Code, or any other official policy governing court interpreting and legal translating.

### **Canon 10: Professional Development**

Sign Language Interpreters shall continually improve their skills and knowledge and advance the profession through activities such as professional training and education and interaction with colleagues and specialist.



# Attachment D

## Wyoming Judicial Branch

### Sign Language Interpreter Payment

#### I. PAYMENT OF SIGN LANGUAGE INTERPRETERS AND OTHER RELATED SERVICES

**A. Compensation Rate for Sign Language Interpreters.** Sign Language Interpreters should be compensated at the following rate, where possible:

1. Professionally Certified: \$55/hr.
2. Registered: \$40/hr.
3. Qualified: \$25/hr.

The Sign Language Interpreter's certification status and availability in the judicial district and the state may require a higher compensation rate.

**B. Minimum Time Compensation.** Unless otherwise agreed to, Sign Language Interpreters shall be paid a thirty (30) minute minimum. Sign Language Interpreters shall be paid by the hour in thirty (30) minute increments. Time shall be determined by using the next highest thirty (30) minute increment (i.e., 2 hours 4 minutes equals 2 hours 30 minutes). This time shall include any pre-assignment prep time (i.e., remote interpretation) in which the court has requested of the Sign Language Interpreter.

**C. Payment for Travel Time.** At the discretion of the court, a Sign Language Interpreter may be paid the State of Wyoming's allowable mileage reimbursement rates or half the hourly Sign Language Interpreter rate for travel time. In extraordinary circumstances, the Sign Language Interpreter may be paid the full hourly Sign Language Interpreter rate for travel when round-trip travel exceeds one hundred fifty (150) miles.

**D. Overnight Travel.** In the case of trials or hearings exceeding one (1) day duration, Sign Language Interpreters may be compensated for food and lodging at the state rate when round-trip travel of one hundred twenty (120) miles or greater is required to secure the best qualified Sign Language Interpreter. To receive reimbursement for food or lodging expenses, the Sign Language Interpreter must receive written authorization from the court for the expenses. Reimbursement of allowed food and lodging expenses will be made only if itemized receipts are provided and expenses are within the allowable ranges as defined by the State of Wyoming fiscal procedures.

**E. Cancellation Policy.** A Sign Language Interpreter whose assignment is cancelled within seventy-two (72) hours of the assigned start time shall be paid for the scheduled time up to a maximum of sixteen (16) hours as determined by the presiding judge in the cancelled matter. If the assignment is cancelled with more than seventy-two (72) hours' notice, the scheduling court shall not pay a cancellation fee.



# Wyoming Judicial Branch

## Use of Retired Judges Policy (V<sup>23</sup>)

<b>Policy Approver(s)</b>	Wyoming Judicial Council (Adopted June 10, 2024)
<b>Storage Location</b>	WSC (\\courts.state.wy.us\dfsroot\Shares) (F:)\Court Administration Policies and Protocol\Wyoming Judicial Council
<b>Policy Effective Date</b>	June 12, 2023
<b>Version Effective Date</b>	June ____ <sup>+2</sup> , 202 <sup>45</sup>
<b>Review Period</b>	Annually

### I. PURPOSE

This policy establishes the procedure for requesting the temporary assignment of retired State of Wyoming judges.

### II. APPLICATION

This policy applies to all judicial officers of the Wyoming Judicial Branch.

### III. REQUIREMENTS

A. Requests shall be made pursuant to Wyo. Stat. Ann. §§5-1-106(f) and 5-9-119(d):

1. A retired judge may be assigned to address a(n):

- Temporary absence of the sitting judge for illness, family emergency;
- Reasonable personal leave; ~~and/or~~
- Overburdened docket of a court, an extraordinary case, or an extended trial that will disrupt the docket of the court.

B. The requesting judge shall ensure that the retired judge has all necessary support, including JA, staff attorney, court reporter, courtroom and workspace (with access), lodging, etc.

C. IT will provide necessary access to electronic data.

## Attachment 4.1

### IV. PROCEDURE

- A. After determining there is not another sitting judge available to provide the needed assistance, The judge requesting assistance, or the person requesting assistance on the judge's behalf, shall submit the request to the Executive Committee of the Wyoming Judicial Council, stating:
1. The reason for the request;
  2. The case or time period requested; and
  3. Other unique factors.
- B. The Executive Committee, or the Chief Justice in the case of an emergency, will review the request using several factors, including but not limited to:
1. The reason for the request;
  2. The court's available resources; and
  3. The availability of retired judges and funds to compensate them.

Approved By:

Lynne Boomgaarden~~Kate M. Fox~~, Chief Justice  
Chair, Wyoming Judicial Council

\_\_\_\_\_ Date

# **Guide for Expanding the Court Navigator Program in Wyoming**

## Attachment 4.2

### Introduction

The Wyoming Judicial Branch is committed to expanding the Court Navigator Program to further assist self-represented litigants (SRLs) across the state. The Court Navigator Program plays a crucial role in improving access to justice for individuals who are navigating the legal system without formal representation. In order to strategically expand the program, the Judicial Branch must identify which counties would benefit most from the introduction of court navigators. To achieve this, the Branch has developed and approved a set of criteria that will help guide decision-making regarding where to prioritize the program's expansion.

This guide outlines the criteria for selecting counties and provides a scoring framework to assess each county's potential for receiving the Court Navigator Program. The goal is to ensure that the program is introduced where it will have the most significant impact on SRLs, while considering the resources and infrastructure available in each county.

### Court Navigator Program Overview

The Court Navigator Program aims to enhance access to justice for self-represented litigants while easing the burden placed on judges, clerks, and court staff by pro se parties.

The primary role of the court navigator is to offer guidance and support to pro se litigants, helping them navigate the complexities of the court system. The core duties of the court navigator include:

- Assisting in identifying and completing the appropriate pro se forms;
- Providing basic procedural information about how cases move through the court system;
- Referring litigants to legal and community services;
- Offering guidance on court hearings and explaining how litigants should conduct themselves during court proceedings.

In addition to supporting pro se litigants, court navigators are also responsible for collecting and entering data related to the litigants they assist. This data is crucial for evaluating the success of the program and informing any potential future expansions.

Court navigators provide assistance both in-person and electronically, where feasible and appropriate.

The court navigators' support is focused on three main case categories:

1. Protection Orders.
2. Domestic Relations, including divorce, custody, and child support matters.
3. Forcible Entry and Detainer actions.

### Criteria for Expanding the Court Navigator Program

The criteria for selecting counties to expand the Court Navigator Program are based on four primary areas: demand for assistance, availability of legal resources, judicial and court resources, and community support.

### Demand for Assistance

Ideally, the demand for the Court Navigator Program would be primarily determined by the volume of SRLs in a county, particularly in those cases identified as areas of focus for court navigators – domestic relations, protection orders, and forcible entry and detainer (FED) actions.

Currently, the data on the number of SRLs can be unreliable. As a result, the Branch will assess the demand based on the number of relevant cases filed in these areas of focus. By calculating the proportion of these case types relative to the total number of civil cases in a county, the Judicial Branch ensures fairness across counties of varying sizes and case volumes.

#### **Volume of SRLs:**

- **Primary Metric:** Counties with a high percentage of self-represented litigants (SRLs) in case types where navigator assistance is offered, such as domestic relations, protection orders, or forcible entry and detainer (FED) actions.
- **Alternative Metric (If SRL data is unavailable):** The number of cases filed in the relevant case types. Calculate the proportion of these cases relative to the total number of civil case filings in the county to estimate the demand for the program.

### Availability of Legal Resources

The presence of adequate legal resources in a county can affect the need for the Court Navigator Program. Counties with fewer legal professionals and limited access to pro bono or low-cost legal aid are more likely to benefit from the program.

#### **Attorney Density:**

- **Metric:** The number of attorneys practicing in the county relative to the population. Counties with fewer attorneys per capita may have a greater need for the Court Navigator Program.

#### **Pro Bono Services:**

- **Metric:** The availability of free or low-cost legal aid services in the county. Counties with limited access to such services should be prioritized for program expansion.

### Judicial and Court Resources

Judges and court clerks play a crucial role in identifying the need for the Court Navigator Program. Their feedback on the demand for SRL assistance and their willingness to accommodate the program are key factors in deciding where the program should be implemented.

#### **Input from Judges:**

- **Metric:** Feedback from judges regarding the demand for SRL assistance in their courtrooms. Counties where judges report a high demand for SRL support should be prioritized.

## Attachment 4.2

### **Clerk Feedback:**

- Metric: Feedback from court clerks on the demand for SRL assistance and the challenges SRLs face in navigating the court system.

### **Existing Infrastructure:**

- Metric: Availability of space within courthouses for court navigator offices. This metric focuses on identifying counties with suitable, available space—such as dedicated office areas (e.g., the Townsend Justice Center in Natrona County)—to support in-person program implementation. However, if space is not available, this does not disqualify a county from participating, as remote access to the court navigator program will still be an option.

## Community Support

Community involvement and local support are essential for the success of the Court Navigator Program. The presence of local stakeholders and a volunteer pool will enhance the program's effectiveness and sustainability in a given county.

### **Local Stakeholders:**

- Metric: Willingness of local judges, clerks, and community leaders to support the program. Strong support and collaboration from local stakeholders will ensure successful implementation.

### **Volunteer Pool:**

- Metric: The availability of volunteers, such as paralegal students, AARP members, or other community groups, to serve as court navigators. A strong volunteer base is vital for the program's success.

## Percentage Methodology for Fair Comparison

To ensure fairness in the comparison of counties, the Branch will use a percentage-based methodology, particularly when dealing with counties that have smaller caseloads. This approach will help avoid bias toward counties with larger case volumes.

### **Calculate Case Type Percentages:**

For each county, calculate the percentage of cases in the program's focus areas (e.g., domestic relations, protection orders, FED actions) relative to the total number of civil case filings in that county.

The formula for calculating the case type percentage is:

$$\text{Percentage} = (\text{Case Type Count} / \text{Total Civil Case}) \times 100$$

### **Compare Proportions Across Counties:**

## Attachment 4.2

Rank counties based on these percentages rather than raw case numbers. This approach ensures that smaller counties with a higher relative need are not overlooked simply due to their overall case volume.

### Scoring Framework for Court Navigator Expansion

To help prioritize counties based on the evaluation criteria, a scoring system is implemented. Each criterion will be assigned a score within a specified range, and counties will be ranked based on their cumulative score.

#### Demand for Assistance (0–20 points)

- Volume of SRLs (or Case Type Percentage):
  - **16–20 points:** Counties where SRLs (or relevant case types) make up more than 75% of civil cases.
  - **11–15 points:** Counties where SRLs (or relevant case types) make up 50–74% of civil cases.
  - **6–10 points:** Counties where SRLs (or relevant case types) make up 25–49% of civil cases.
  - **0–5 points:** Counties where SRLs (or relevant case types) make up less than 25% of civil cases.

#### Availability of Legal Resources (0–20 points)

- Attorney Density:
  - **10 points:** Fewer than 1 attorney per 1,000 residents.
  - **5 points:** 1–3 attorneys per 1,000 residents.
  - **0 points:** More than 3 attorneys per 1,000 residents.
- Pro Bono Services:
  - **10 points:** No known pro bono or low-cost legal aid resources.
  - **5 points:** Limited pro bono services available.
  - **0 points:** Adequate pro bono services available.

#### Judicial and Court Resources (0–20 points)

- Input from Judges:
  - **10 points:** Judges report a high need for SRL support.
  - **5 points:** Judges report a moderate need for SRL support.
  - **0 points:** Judges report little to no need for SRL support.
- Clerk Feedback:
  - **10 points:** Clerks report a high need for SRL support.

## Attachment 4.2

- **5 points:** Clerks report a moderate need for SRL support.
- **0 points:** Clerks report little to no need for SRL support.

### Community Support (0–20 points)

- Local Stakeholders:
  - **10 points:** Judges, clerks, and community leaders strongly support the program and offer collaboration opportunities.
  - **5 points:** Moderate interest from stakeholders with some willingness to collaborate.
  - **0 points:** Little to no support from stakeholders.
- Volunteer Pool:
  - **10 points:** Strong volunteer base available.
  - **5 points:** Moderate volunteer pool.
  - **0 points:** Limited or no volunteer availability.

### Total Scoring Example

- Demand for Assistance: 16 points
- Availability of Legal Resources: 15 points
- Judicial and Court Resources: 18 points
- Community Support: 12 points
- Total Score: 61/80

Counties will be ranked based on their cumulative score, with higher scores indicating higher priority for program expansion.

## Expansion Request Process for the Court Navigator Program

When the Judicial Branch seeks to expand the Court Navigator Program, a formal request will be sent out to all District Court and Circuit Court Judges and District and Circuit Court Clerks. This request will include this guide and Appendix A: Questionnaire for Courts. The purpose of this request is to assess the need for a Court Navigator Program in specific counties, ensuring that the program is expanding to areas with the greatest need and the greatest community support.

### Step 1: Completion of Appendix A

Each judge and clerk office interested in participating in the Court Navigator Program must complete Appendix A. This form will gather relevant information to assess the county's current need for the program and its ability to support it. A deadline will be set for the return of the completed forms, and all responses must be submitted by this date to be considered.

### Step 2: Evaluation of Responses

Once all completed forms are received, the Judicial Branch will evaluate the responses based on the criteria outlined in this guide, using the scoring framework in Appendix B: Evaluation Process

## Attachment 4.2

& Score Sheet. Courts will be ranked according to their needs, available resources, and the readiness for program implementation.

### **Step 3: Ranking and Recommendations**

The evaluation process will determine the priority order for program expansion. Counties with higher scores will be prioritized for earlier implementation of the Court Navigator Program. Once all evaluations are complete, the rankings will be submitted to the Wyoming Judicial Council (WJC) for a final determination on where expansion will occur.

### **Step 4: Notification and Program Initiation**

After the WJC makes its final determination, the Administrative Office of the Courts (AOC) will contact the selected courts to begin implementing the Court Navigator Program in the chosen counties. The AOC will work with the selected courts to ensure a successful rollout of the program.

### **Ongoing Expansion Requests**

Requests for expansion will be sent out periodically to assess whether there have been any significant changes in the need for the program in any given county. These requests will help determine if additional courts should be included in the program or if any adjustments are needed based on changes in caseloads, available resources, or other factors affecting access to justice.

### **Conclusion**

This guide provides a structured, data-driven approach to expanding the Court Navigator Program in Wyoming. By assessing counties based on the outlined criteria and scoring system, we can ensure that the program is rolled out in the areas where it will have the most impact. With local support, adequate resources, and a focus on addressing the needs of SRLs, the program will help improve access to justice across Wyoming.

## Appendix A: Questionnaire for Courts

**Instructions:** Please complete this form to help assess your county's need for the Court Navigator Program. Responses will be evaluated using the scoring framework outlined in the Policy.

### Section 1: Demand for Assistance

1. What percentage of civil cases in your county involve self-represented litigants (SRLs)?

- ☐ 75% or more
- ☐ 50-74%
- ☐ 25-49%
- ☐ Less than 25%
- ☐ Data unavailable

2. If SRL data is unavailable, please provide the number of new case filings in the following areas over the past year. If you do not have this information, the AOC can retrieve these numbers:

Domestic Relations: \_\_\_\_\_

Protection Orders: \_\_\_\_\_

Forcible Entry and Detainer (Eviction) Cases: \_\_\_\_\_

Total Civil Case Filings: \_\_\_\_\_

3. Based on your observations, do SRLs in your county experience significant challenges in navigating the legal system?

- ☐ Yes, frequently
- ☐ Occasionally
- ☐ No, rarely

### Section 2: Availability of Legal Resources

4. How many attorneys actively practice in your county? \_\_\_\_\_

5. Are pro bono or low-cost legal aid services available in your county?

- ☐ No known pro bono services available
- ☐ Limited pro bono services available
- ☐ Adequate pro bono services available

6. How often do court clerks refer SRLs to legal aid services?

- ☐ Frequently
- ☐ Occasionally
- ☐ Rarely

### Section 3: Judicial and Court Resources

7. Do judges in your county perceive a strong need for SRL assistance?

- ☐ Yes, a high need
- ☐ A moderate need
- ☐ No significant need

8. Do clerks in your county perceive a strong need for SRL assistance?

- ☐ Yes, a high need
- ☐ A moderate need
- ☐ No significant need

9. Does the courthouse have a designated space where a Court Navigator could work (e.g., an office, workspace, or available area)?

- ☐ Yes, space is available
- ☐ No, but space could be arranged
- ☐ No space available

## Section 4: Community Support

10. Are judges, clerks, and other stakeholders supportive of implementing a Court Navigator Program in your county?

- ☐ Strongly supportive
- ☐ Somewhat supportive
- ☐ Not supportive

11. Are there potential volunteers available to assist with the program (e.g., paralegal students, AARP members, community groups)?

- ☐ Yes, a strong volunteer base exists
- ☐ A moderate volunteer base exists
- ☐ No available volunteer pool

## Appendix B: Evaluation Process & Score Sheet

### Evaluation Process

1. Each court's responses will be scored based on the above criteria.
2. The total score (out of 80 points) will determine priority ranking for expansion.
3. Counties with higher scores will be considered for earlier implementation of the Court Navigator Program.

### Score Sheet

Criteria	Response Options	Points
<b>Demand for Assistance</b>	75%+ SRLs or high case percentage	16-20
	50-74% SRLs or moderate case percentage	11-15
	25-49% SRLs or low case percentage	6-10
	<25% SRLs or minimal need	0-5
<b>Legal Resources</b>	<1 attorney per 1,000 residents	10
	1-3 attorneys per 1,000 residents	5
	>3 attorneys per 1,000 residents	0
	No known pro bono services	10
	Limited pro bono services	5
	Adequate pro bono services	0
<b>Judicial and Clerk Support</b>	Judges report high SRL need	10
	Judges report moderate SRL need	5
	Judges report low/no SRL need	0
	Clerks report high SRL need	10
	Clerks report moderate SRL need	5
	Clerks report low/no SRL need	0
<b>Infrastructure</b>	Courthouse has dedicated space for Navigator	10
	Some space could be arranged	5
	No available space	0
<b>Community Support</b>	Strong stakeholder support	10
	Moderate stakeholder support	5
	No stakeholder support	0
	Strong volunteer base	10
	Moderate volunteer base	5
	No volunteer availability	0

## Attachment 6.2

### Proposal for Uniform Bind Over Process

#### Purpose

In order to better train and support electronic bind overs of Criminal cases from Circuit Courts to District courts, we are seeking input on the development of a Uniform Criminal Case Bind Over process. Below is the process developed in cooperation with the Technology Committee.

When preparing a Criminal case for bind over from the Circuit Court to the District Court, Circuit Clerks will create two “bundles” with cover sheets, submitted via FSX. Each bundle will be combined into a single PDF as a single document. Clerks will upload each bundled document as part of a single case initiating transaction in FSX.

Bundle 1 – Non-Confidential documents – to be combined in the following order.

Document Type selection in FSX: Transcript - Circuit Court \*

- Coversheet
- Order for Bind Over
- Information
- Affidavit
- Bond information
- Other non-confidential

documents Clerks will mark this bundle

“Public”

Bundle 2 – Confidential documents and exhibits – to be combined in the following order. Document Type selection in FSX: Transcript

- Coversheet
- Confidential documents
- Unredacted documents
- Any exhibits

Circuit Court Clerk will mark this bundle “Sealed, electronic”

Circuit Clerks will physically deliver any collected Bond money or Surety Certificates with a Bond Coversheet to the District Court.

Examples of Coversheets to follow.

### **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. Membership.**

- a. The eFiling Committee membership will include:
  - i. One supreme court justice, appointed by the Chief Justice of the Wyoming Supreme Court;
  - ii. One district court judge, appointed by the District Court Judges Conference;
  - iii. One circuit judge, 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. One district court judicial assistant;
    - ix. One district court reporter; and
    - x. One circuit court chief clerk.
  - 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. Staffing. The State Court Administrator or a designee will staff the Committee.
- C. Meetings.
- 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. Voting. 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.

## Attachment 7.2

### eFiling Rules

#### **Rule 2. Definitions.**

- (a) The following definitions shall apply:

\*\*\*

(12) “Public” means a designation for an eFiled document providing full access to the document to those with access to the case in the EFS.

~~(13) “Sealed” means a confidentiality designation for an eFiled document limiting access to the document to the filer, parties to the case, court personnel, and the judge assigned to the case.~~

#### **Rule 5. Electronic filing of documents.**

- (a) *eFiling.* —

\*\*\*

- (2) Notwithstanding Rule 5(a)(1), the following filings must be Traditionally filed:

\*\*\*

(B) When the attorney is representing a person or entity who is not a party to the case, i.e., ~~intervenor~~, amicus, witness, etc., except in chancery court where this exception does not apply;

\*\*\*

- (c) *Intervention and Addition of Parties.*

(1) A Filer may eFile a motion to intervene. The Filer will not receive access to public or confidential documents through the EFS until the order granting the motion has been filed, and the intervenor and attorney of record has been added to the case in the Case Management System.

~~(2) A Filer may eFile a motion requesting the~~To add a party to a case that has already been initiated through the EFS, the Filer must file a motion requesting the addition of a party to thea case and a proposed order after the case has already been initiated through the EFS.~~An entry of appearance for a non-party requires an order approving the addition of the party to the case.~~ The Filer will not receive access to public or confidential ~~the case~~ documents through the EFS until the order granting ~~the motion~~the addition of the party has been filed, and the party and attorney of record has been added to

the case in the Case Management System.

(3) Child Support Enforcement shall be added to a case pursuant to W.S. § 20-6-106 without a motion or order, upon written request to the clerk of court.

## **Rule 10. Privacy protections and access restrictions.**

(a) It is the responsibility of the Filer to ensure that protected personal data identifiers are omitted or redacted from documents in compliance with the Wyoming Rules Governing Access to Case Records.

(b) When the Wyoming Rules Governing Access to Case Records require a Filer to eFile both a redacted and unredacted version of a document, the Filer should eFile a redacted version designated as Public in the EFS and an unredacted version designated as Sealed in the EFS, unless the Wyoming Rules Governing Access to Case Records call for a more or less restrictive designation. The Filer must designate the unredacted filing as restricted by typing in the document title field of the EFS, "Restricted – Unredacted." The Filer must also indicate in the EFS's "Note to Clerk" field, that the unredacted filing is restricted from public view by typing a note to the clerk, i.e., "Restricted-Unredacted."

(b)(c) EFiled documents intended to be confidential, but that do not fall under subsection (b), EFiled documents must be designated as restricted by typing in the document title field of the EFS, "Restricted" followed by the title of the document. The Filer must also indicate in the EFS's "Note to Clerk" field, that the document is restricted from public view by typing a note to the clerk, i.e., "Restricted;" followed by a specific citation to each applicable authority supporting the filing's restriction from access.

(d) In those cases made confidential by statute, administrative rule, or court rule (e.g., juvenile, adoption cases), it is not necessary to designate filings as restricted as set forth in subsections (b) and (c).

(e)(e) The clerk shall not be responsible for any eFiled document that is made public due to the Filer's failure to designate a document as confidential as set forth in this Rule. Failure to comply with this Rule may result in sanctions as set forth in Rule 13.

## **Access to Case Records Rules**

### **Rule 7. Redactions.**

\*\*\*

~~(d)~~(f) A party filing a redacted filing shall also file an unredacted copy under seal in those cases where the entire personal data identifier listed in Rule 7(a) is required (e.g., charging documents). The unredacted copy filed under seal shall be part of the confidential file. If the redacted and non-redacted documents are not offered for filing contemporaneously, the missing document must be eFiled, filed, or postmarked within one Business Day of the date of original filing. When eFiling an unredacted document, the Filing Party must designate the unredacted filing as restricted by typing in the document title field of the electronic filing system, “Restricted – Unredacted.” The Filing Party must also indicate in the “Note to Clerk” field in the electronic filing system, that the unredacted filing is restricted from public view by typing a note to the clerk, i.e., “Restricted.”

#### **Rule 8. Filing Case Records Restricted from Full Access.**

(a) The filer of a Case Record shall ascertain whether the record is restricted from access under these rules. If the Case Record is restricted from Full Access to any Access User Group, the filer shall include in the caption title of the document, prominently displayed, the label “Restricted:” followed by a specific citation to each applicable authority preventing Full Access to any Access User Group. If required by these rules to file both a redacted and unredacted version of the filing, the filer shall include this restricted label in both versions.

(b) If eFiling a Case Record restricted from Full Access, the filer shall designate the document as confidential by typing in the document title field of the electronic filing system, “Restricted” along with the title of the document ~~select the access designation in the eFiling system that most closely corresponds to the Access Level defined by the Access Security Matrix.~~ And in the eFiling system’s “Note to Clerk” field, the eFiler shall insert the label “Restricted:” followed by a specific citation to each applicable authority preventing Full Access to any Access User Group. Making this notation does not excuse the filer from including this same language in the caption.

~~(c) ——— When eFiling both a redacted and unredacted version of a Case Record, the filer shall designate the redacted version as “public” and the unredacted version “sealed” in the electronic filing system unless the Access Security Matrix calls for a more or less restrictive Access Level for the specific Case Record type.~~

## Attachment 7.3

### eFiling Rules

#### **Rule 5. Electronic filing of documents.**

(c) (3) Child Support Enforcement shall be added to a case pursuant to W.S. § 20-6-106 without a motion or order, upon written request to the clerk of court **including confirmation of their need to file into the case record.** [This clarification would increase shared expectations and confirm that CSE does not have full unrestricted access to all family cases upon request, only those they need to file into on behalf of CSE]

### Access to Case Records Rules

#### **Rule 8. Filing Case Records Restricted from Full Access.**

(b) If eFiling a Case Record restricted from Full Access, the filer shall designate the document as confidential by typing in the document title field of the electronic filing system, “Restricted” along with the title of the document And in the eFiling system’s “Note to Clerk” field, the eFiler shall insert the label “Restricted:” followed by a specific citation to each applicable authority preventing Full Access to any Access User Group. Making this notation does not excuse the filer from including this same language in the **caption title.**

## Attachment 7.4

### Rule 6. Quality control.

#### (d) *Filing in the Wrong Court.*

(1) Documents eFiled in the wrong court that do not initiate the case may be removed by the clerk upon request from the Filer. In the event a filing is removed pursuant to this subsection the clerk shall not include a docket entry that reads, “Disregard. Filing stricken.”

(2) Documents eFiled in the wrong court that initiate a case (e.g., complaint, petition, etc.) may not be stricken or removed from the court record until those documents have been received into the Case Management System. Once a case-initiating document has been received into the Case Management System, the Filer must file a motion and a proposed notice closing the case ~~to close the case~~ and state that the filing was filed in the wrong court. Upon filing of the motion, the clerk shall issue a notice closing the case. If any money or fees were paid to the incorrect court, those fees shall be refunded upon proof from the Filer that the documents were filed in the correct court. This subsection shall only apply if the Filer files the motion and proposed notice prior to the filing of a responsive pleading.

~~(2)~~(3) This subsection (d) is intended for errors only, and shall not apply to a change of venue in the district court as set forth by state statute and the Wyoming Rules of Civil Procedure.

## Attachment 9.1

### Wyoming Rules of Criminal Procedure

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#### Rule 44. Right to Assignment of Counsel.

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(e) Compensation and expenses of appointed counsel.

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(2) Private counsel designated by the public defender's office or by a judicial officer may be compensated at a rate not to exceed one hundred fifty dollars (\$1500.00) per hour, ~~for the time expended in court and a rate not more than sixty dollars (\$60.00) per hour and not less than thirty five dollars (\$35.00) per hour for time reasonably expended out of court in preparation or research.~~

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# Wyoming Judicial Branch

## Judicial Officer Oath of Office Policy

<b>Policy Approver(s)</b>	Wyoming Judicial Council
<b>Storage Location</b>	
<b>Policy Effective Date</b>	
<b>Review Period</b>	Annually

### I. GENERAL POLICY

It is the policy of the Wyoming Judicial Branch that any new or newly retained judicial officer shall execute an oath of office.

### II. FILING OATH OF OFFICE

- A.** A Supreme Court justice shall file his or her oath of office with the Secretary of State. A district, chancery, and circuit court judge or magistrate shall file his or her oath of office with the office of the county clerk of the county in which the oath is taken.
- B.** A filed copy of the oath of office shall be sent to the Human Resources Division of the Wyoming Judicial Branch's Administrative Office of the Courts.

Approved By:

\_\_\_\_\_  
Lynne Boomgaarden, Chief Justice  
Chair, Wyoming Judicial Council

\_\_\_\_\_  
Date

Attachment 9.3

IN THE SUPREME COURT  
STATE OF WYOMING  
FILED

DEC 27 2018

PATRICIA BENNETT, CLERK

by CHIEF DEPUTY

**Board of Judicial Policy and Administration  
Policy on Executing an Oath of Office**

A. GENERAL POLICY:

It is the policy of the Board of Judicial Policy and Administration that any new or newly retained judicial officer shall execute an oath of office.

B. FILING OATH OF OFFICE:

A Supreme Court Justice shall file his or her oath of office with the Secretary of State and a copy with the Clerk of the Supreme Court. A District Judge, Circuit Court Judge, and a Circuit Court Magistrate shall file his or her oath of office with the office of the County Clerk of the county in which the oath was taken and a copy with the Clerk of the Supreme Court.

Dated this 26<sup>th</sup> day of December, 2018.

Board of Judicial Policy and Administration

By:



Chief Justice Michael K. Davis

## Attachment 9.4

### **Board of Judicial Policy and Administration Policy Statement for Supervision of Circuit Court Clerical Staff in Counties Without a Resident Judge and Circuit Courts With Multiple Judges In A Single Location**

#### **A. GENERAL POLICY STATEMENT FOR SUPERVISION OF CIRCUIT COURT CLERICAL STAFF IN COUNTIES WITHOUT A RESIDENT CIRCUIT COURT JUDGE**

One of the circuit court judges within the judicial district shall have ultimate responsibility for supervising the court staff in the counties without a resident circuit court judge. The circuit court judges within the district shall submit their recommendation to the Board for the position of supervising judge. The Board shall have the final authority to appoint the supervising judge. In the event the circuit judges within the district do not make a recommendation, the Board shall appoint a supervising judge.

#### **B. GENERAL POLICY STATEMENT FOR SUPERVISION OF CIRCUIT COURT CLERICAL STAFF IN COURTS WITH MULTIPLE JUDGES IN A SINGLE COURT LOCATION**

When more than one judge presides in a single court location, one of the circuit court judges shall have ultimate responsibility for supervising the staff. The circuit court judges within the single court location shall submit their recommendation to the Board for the position of supervising judge. The Board shall have the final authority to appoint the supervising judge. In the event the circuit court judges do not make a recommendation, the Board shall appoint a supervising judge.

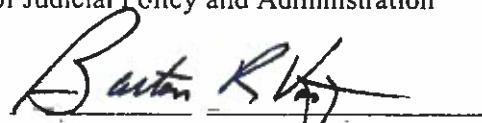
#### **C. SPECIFIC ACTIONS**

1. On or before November 30<sup>th</sup> of each year, the circuit court judges within the affected courts and judicial districts shall submit their written recommendation to the Board of Judicial Policy and Administration. Recommendations need not be submitted if the recommended supervising judge remains the same.
2. The Board shall consider any changes or new recommendations at its December Board meeting of each year and make the appointments by December 31<sup>st</sup> of each year.

Dated this 28<sup>th</sup> day of June, 2007.

Board of Judicial Policy and Administration

By:

  
Chief Justice Barton R. Voigt