IN THE SUPREME COURT, STATE OF WYOMING

October Term, A.D. 2025

In the Matter of Amending	***)***
the Uniform Rules for	***)***
the Chancery Court	***)***

ORDER AMENDING THE UNIFORM RULES FOR THE CHANCERY COURT

The Chancery Court Division of the Permanent Rules Advisory Committee has recommended that the Court amend the Uniform Rules for the Chancery Court. Upon review of the proposed amendments from the Chancery Court Division of the Permanent Rules Advisory Committee and the Wyoming Judicial Council, the Court finds the proposed amendments should be adopted. It is, therefore,

ORDERED that the amendments to the Uniform Rules for the Chancery Court, attached hereto, be, and hereby are, adopted by the Court to be effective March 30, 2026; and it is further

ORDERED that this order and the attached rules be published in the advance sheets of the Pacific Reporter; the attached rules be published in the Wyoming Court Rules Volume; and that this order and the attached rules be published online at the Wyoming Judicial Branch's website, http://www.wyocourts.gov, on the "Rule Amendments" page. The attached rules shall thereafter be recorded in the journal of this Court.

DATED this 27th day of January, 2026.

BY THE COURT:

/s/

LYNNE BOOMGAARDEN
Chief Justice

Uniform Rules for the Chancery Court

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Rule 403. Format.

(a) All filed documents shall~~:~~ be formatted in accordance with the Wyoming Rules for Electronic Filing and Service.

~~(1) Be on 8 ½ by 11 inch, white paper;~~

~~(2) If typewritten or printed, be 12-point font, or larger, and in black ink;~~

~~(3) Be on one side of the paper;~~

~~(4) Be clearly legible; and,~~

~~(5) If filed electronically, comply with the Wyoming State Chancery Court, Electronic Filing Administrative Policies and Procedures Manual, available on the chancery court website, www.courts.state.wy.us/chancery-court/.~~

(b) Reserved. ~~All briefs shall follow the above requirements and be double spaced (except descriptions of real property and quotations).~~

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~~**Rule 904. Notice to court reporter**~~

~~Any party requesting the reporting of a particular matter by the official court reporter shall provide notice to the official court reporter at least three working days before the matter is set for hearing. The three-day notice requirements can be waived by the court.~~

Rule 904. Digital Recording and Transcript Procedures.

(a) *Digital Recording of Proceedings*. All chancery court proceedings, whether conducted in person, remotely, or in a hybrid format, shall be recorded by a digital recording system designated by the chancery court.

(b) *Live Reporting by Certified Court Reporters*.

(1) *Court-Arranged Live Reporting*. The chancery court may arrange live reporting by requesting the assistance of an official district court reporter, if one is available, or contracting with a private certified court reporter. The court shall give notice of its intent to arrange a court reporter in its order setting the proceeding or in another written notice. The notice shall include the reporter's name, contact information, and instructions for purchasing a transcript.

(2) *Party-Arranged Live Reporting*. Any party may arrange live reporting by contracting with a private certified court reporter. The arranging party shall file a "Notice of Live Court Reporting" no later than three days before the hearing date, or as soon as practicable if the proceeding is set with less than three days' notice. The notice shall include the reporter's name, contact information, and instructions for purchasing a transcript. The party that filed the notice is solely responsible for any costs incurred for the private reporter's appearance, unless the parties agree in writing to share such costs.

(c) *Transcript from Digital Recording*.

(1) *Court-Arranged Transcription*. If a proceeding was not live-reported, the chancery court may arrange for a certified transcript to be prepared from the digital recording by either requesting the assistance of an official district court reporter, if one is available, or contracting with a private certified court reporter. The court shall notify the parties of the arrangement by the day after confirming that a reporter will prepare the transcript.

(2) *Party-Arranged Transcription*. If a proceeding was not live-reported, any party may arrange for a certified transcript to be prepared from the digital recording by a private court reporter. In such cases, the arranging party shall eFile notice of the arrangement by the day after confirming that a reporter will prepare the transcript, pay the transcription costs, and eFile the transcript with the court as provided below. If a certified transcript of the same proceeding already exists, the arranging party shall use that transcript rather than arranging a new one, unless the court orders otherwise.

(d) *eFiling of Transcript*.

(1) Any transcript prepared by a certified court reporter, whether from live reporting or a digital recording, shall be eFiled using the electronic filing system's "file only" function and designated "In Camera" to ensure access by chambers and to prevent access by parties or the public without purchase. The filing party shall also eFile with the court and eServe on all parties a "Notice of Filing Transcript" that includes the reporter's contact information and purchase instructions.

(2) If the court arranged for the transcript, the reporter shall deliver it to the clerk of court, who shall eFile it as provided above.

(3) If a party arranged for the transcript, the reporter shall deliver the transcript to the arranging party, who shall eFile it as provided above.

(4) Notwithstanding its "In Camera" designation, copies of any non-confidential or appropriately redacted transcript may be purchased from the reporter and shall be available for public viewing at courthouse terminals.

(e) *Official Record*.

(1) A certified transcript produced by live reporting or from a digital recording by an official district court reporter or a contracted private court reporter shall constitute the official court record of the proceeding and must be submitted to the court as outlined above. If more than one court reporter transcribes the same proceeding, the transcript prepared by the reporter first identified in a notice or in the court's order setting the proceeding shall constitute the official record. Other transcripts may be prepared and purchased, but they shall not be deemed the official court record absent a court order to the contrary.

(2) In the absence of a certified transcript, the digital audio recording shall constitute the official record in chancery court and may be cited by reference to the precise minute and second, or a specified time range, at which the relevant portion of the proceeding occurs.

(3) Notwithstanding subsection (e)(2), digital recordings shall not be transmitted in lieu of a certified transcript in any appeal to the Wyoming Supreme Court. Any digital recording of a proceeding included in the record on appeal must be transcribed and certified by a court reporter. That transcript shall be designated, filed, and transmitted in accordance with the Wyoming Rules of Appellate Procedure. For purposes of those appellate rules, the official district court reporter or contracted private court reporter engaged under these rules shall be deemed the "official court reporter" for chancery court. The party designating a proceeding for inclusion in the record on appeal shall arrange and pay for the certified transcription of that proceeding if it has not already been produced.

(f) *Access and Fees*.

(1) Digital recordings of proceedings shall be made available to parties at rates established by statute or chancery court rules and by means as the chancery court may establish.

(2) Transcripts prepared by an official district court reporter shall be available for purchase by any party at rates set forth by statute and the Uniform Rules for District Courts.

(3) Appearance fees for contracted private court reporters shall be set by agreement between the reporter and the arranging party. Copies of transcripts prepared by a private reporter shall be available to parties at rates set by agreement between the reporter and the requesting party.

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~~**Rule 908. Rules for Court Reporters; Retention of Stenographic Notes; Certification and Continuing Education of Official Court Reporter; Equipment and Supplies; Payment of Fees.**~~

~~(I) Court Reporter Notes.~~

~~(a) All Official Court Reporters shall maintain or cause to be maintained a log of all electronic notes of any Chancery Court proceeding that is reported by them. This log shall list the name of the case, date of the proceeding, and an assigned reference number.~~

~~(1) All notes as well as the log shall be maintained in the offices of the Chancery Court, in a location known to the Chancery Court Judge.~~

~~(2) All notes shall be considered the property of the Chancery Court.~~

~~(b) All Official Court Reporters who perform their official duties with the use of an electronic writing device shall maintain a current copy of their "Personal Dictionary" in electronic format in the offices of the Chancery Court, in a location known to the Chancery Court Judge, and such electronic copy of the "Personal Dictionary" shall be considered the property of the Chancery Court.~~

~~(c) The Chancery Court shall create an "emergency" contingency plan regarding the production of transcripts that shall be implemented upon the death or incapacitation of the Official Court Reporter. Such plan shall include, but need not be limited to:~~

~~(1) The location of the Official Court Reporter's Case Log.~~

~~(2) The location of the disks (or other storage device) of the reporter's electronic notes.~~

~~(3) The location of the hardware/software used by the reporter to produce transcripts, including the name of the software and phone number of the software vendor.~~

~~(4) A list naming at least two individuals who are capable of reading the reporter's notes, if available.~~

~~(d) Court reporters shall use a uniform backup system for electronic notes, audio recordings of proceedings, dictionary, and emergency "contingency" plan as recommended by the Wyoming Professional Court Reporter's Association, and shall ensure and certify that all files are backed up monthly. In addition to the foregoing, the Chancery Court Judge may require his/her Official Court Reporter to take further precautions to protect court transcripts.~~

~~(e) All court transcripts are the work-product of the Official Court Reporter. Arrangements shall be made through the Official Court Reporter regarding purchase of any and all transcripts, even though the original is contained in a court file.~~

~~(f) Unless otherwise provided for by statute, court reporters shall follow the federal maximum per page transcript rates for expedited transcripts.~~

(II) Certification and continuing education of official court reporter.

(a) All persons performing the duties of Official Court Reporter shall be certified. The reporter may obtain Wyoming certification by:

(1) Passing the Registered Professional Reporter examination administered by the National Court Reporters Association; or

(2) Passing the United States Court Reporter Association examination; or

(3) Passing a certification test from any other certifying state in which the requirements for certification are equivalent to the Registered Professional Reporter examination; or

(4) Having certification from the National Verbatim Reporters Association; or

(5) Serving in the capacity as a full-time Official Court Reporter in a Wyoming district court.

(b) Any noncertified reporter hired hereafter shall be given two (2) years from the date of hire in which to obtain certification per the requirements of (a)(1), (2), (3), or (4) of this Rule.

(c) All Official Court Reporters shall be required hereafter to earn three (3) continuing education units during each consecutive three (3) year period as per the National Court Reporters Association. (The record of continuing education units are to be held by the Wyoming Supreme Court.)

(III) Equipment and Supplies.

(a) All Official Court Reporters shall provide the equipment necessary to report and create transcripts of Chancery Court proceedings. This equipment may include, but need not be limited to, voice writing and stenographic writing machines, computers for transcription, and printers.

(b) All Official Court Reporters shall provide the software necessary for the production of transcripts.

(c) The State shall provide for the Official Court Reporter's use of those other items necessary to report and create transcripts of Chancery Court proceedings. These items may include, but need not be limited to, stenograph paper, printer paper and toner.

(IV) Payment of Fees; Multi-Defendant Proceedings.

(a) All Official Court Reporters shall submit transcript invoices on a standard form. The invoice form shall identify the title and number of the cause for which the transcript was

~~required to be furnished, the nature of the proceedings transcribed, and the fee approved therefore.~~

~~(b) If the Chancery Court conducts multi-defendant proceedings, the Court Reporter shall be compensated by the Chancery Court for one original transcript, and shall be compensated for copies of said transcript for each of the additional defendants' court files. If a court proceeding entails one defendant with multiple counts or cases, the Court Reporter shall be compensated by the Chancery Court for one original transcript, and shall be compensated for copies of said transcript for each of the defendant's additional court files. The rates for original transcripts and copies shall be as set forth in paragraph (c) below.~~

~~(c) The reporter may charge three dollars and eighty-five cents ($3.85) per page of twenty-five (25) lines, for all transcripts, records and other papers required to be made and issued as the official reporter for hearings conducted after November 1, 2024. At no additional charge, the reporter shall include one (1) copy for the party ordering the original. The reporter may charge one dollar and twenty-five cents ($1.25) per page for each additional copy, and may require payment in advance.~~

Rule 908. Digital Record Management and Contracted Court Reporter Standards.

(a) *Certification and Continuing Education of Contracted Court Reporters*.

(1) Any court reporter contracted by the chancery court or by a party to produce a transcript must be certified under standards recognized by Wyoming law.

(2) Acceptable methods of certification include:

(A) Passing the Registered Professional Reporter (RPR) examination administered by the National Court Reporters Association;

(B) Passing the United States Court Reporter Association examination;

(C) Passing a certification examination from another state with equivalent requirements;

(D) Holding a current certification from another nationally recognized court reporter certification body; or

(E) Any other method recognized by the Uniform Rules for District Courts.

(3) All contracted court reporters shall comply with continuing education requirements established by the Wyoming Supreme Court or the applicable professional association.

(b) *Equipment and Software*.

(1) Certified court reporters engaged in chancery court proceedings shall provide and maintain all equipment, software, and tools necessary for accurate reporting and transcript production.

(2) The chancery court may, in its discretion, provide access to additional resources as needed.

(c) *Backup and Emergency Contingency Planning*.

(1) All contracted court reporters shall maintain a uniform backup system for digital recordings and transcript files, consistent with recommendations of the Wyoming Professional Court Reporters Association.

(2) Each reporter shall maintain an emergency contingency plan that includes:

(A) The location and method of secure storage for digital recordings and transcript files;

(B) A description of the hardware and software used in transcript production, including vendor contact information; and

(C) A list of at least two qualified individuals capable of accessing the reporter's files in the event of an emergency.

(3) The chancery court may impose additional safeguards to ensure the integrity and continuity of court records.