

# Wyoming Supreme Court Appellate C-Track and Electronic Filing Portal (CTEF) Manual



*Wyoming Supreme Court*  
2301 Capitol Avenue  
Cheyenne, WY 82002  
[www.wyocourts.gov](http://www.wyocourts.gov)



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## Introduction and User Types

The Appellate C-Track and Electronic Filing Portal (CTEF) is an attorney e-filing system and public docket used exclusively for Wyoming Supreme Court appeals. Attorneys who are registered users and the public may use the portal to view public dockets, documents, and other available case information. CTEF provides access to information in two user types.

### 1. Public Portal User:

No registration is required. Provides a basic level of transparency, allowing the general public to view public docket information without needing an account. Public Users have access to the search capabilities available from within the portal home screen, left-hand menu, public case dockets and publicly available case documents.

### 2. Registered Attorney Login:

Requires registration and account validation by the Clerk of Court. Provides the highest level of access, enabling attorneys of record to view all documents related to their cases and perform official e-filings.

Feature	Public Portal User	Registered Attorney
Access Type	Public, via web portal. Users are anonymous.	Requires validation of Wyoming bar status by the Clerk of Court.
Case Information	Can search for basic public case information (e.g., case number, party names).	Full access to information in cases they are a party to.
Document Access	Limited to viewing publicly accessible, non-confidential dockets and case documents. Sealed or confidential cases or documents are not available.	Access to all documents in cases they are associated with.
e-filing	No e-filing capability.	Full e-filing capabilities.



## Attorney Registration

Only attorneys licensed in Wyoming, who are in good standing with an active Bar ID number are eligible to register to e-file and access confidential case information for parties they represent. Court staff review and verify information before granting access. Complete instructions are listed in the *CTEF Registration Guide*.



**NOTE:** Log in credentials are created during registration.

## Home Page

The Home page provides information about using the site and includes general information. Left-hand navigation (LHN) menu options and the top banner are available from every application screen.

The screenshot shows the Wyoming Supreme Court Home Page. On the left, a sidebar menu is displayed with the following options: Home, Announcements, Notifications, Search, My Work, and Create. The 'Home' option is selected. On the right, the main content area features the Wyoming Supreme Court logo and the text: 'Wyoming Supreme Court' and 'Appellate C-Track and Electronic Filing Portal (CTEF)'. A message at the bottom of the main area states: 'Re-Registration is required for Wyoming Bar ID Attorneys'. The top right corner shows a user profile for 'Ms. Summer B Kelly, Jr.' with options for 'Profile' and 'Logout'.

**Announcements:** Displays current information and important messages from the court.

**Notifications:** Displays a sortable table of system-generated messages. Messages appear here when *Application* is selected in Notification Preferences.

**Search:** Allows searching within the system for cases, parties, and documents.

**My Work:** Provides an area to manage filings, cases, oral arguments, and other tasks.

**Create:** Allows attorneys to request case access and e-file into an existing case.



## User Profile

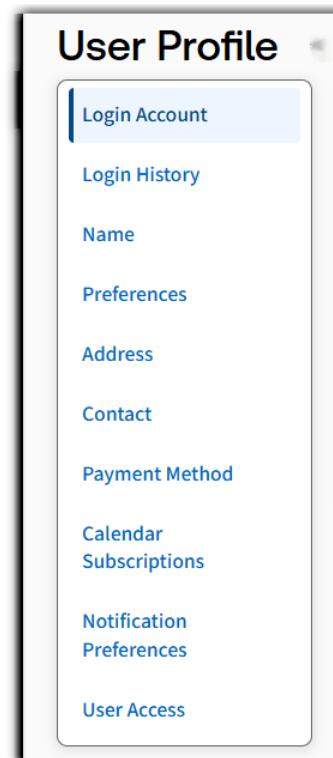
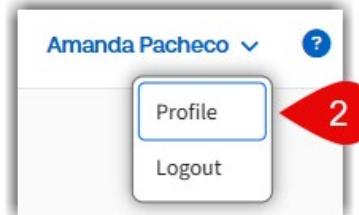
Once logged in, this page allows registered attorneys to view and manage settings associated with the user profile. The left-hand navigation menu contains tabs corresponding to different profile settings to manage login information, set language preferences, and change contact information.

To access the page:

1. Click the **down arrow** next to the username.
2. Select **Profile**.

Each tab and its purpose are outlined below.

- **Login Account:** allows password and email changes.
- **Login History:** displays a history of account activity.
- **Name:** displays the user's name used for access requests and electronic filings.
- **Preferences:** manage the time zone and language.
- **Address:** displays and allows updates to the account mailing address.
- **Contact:** displays and allows updates to the account phone number.
- **Payment Method:** inactive.
- **Calendar Subscriptions:** inactive.
- **Notification Preferences:** displays and allows management of account notification preferences.
- **User Access:** displays the access granted to the account and allows additional case access requests to be submitted.



**NOTE:** Official electronic service is provided through the email address on file with the Wyoming State Bar.



## Setting Notification Preferences

C-Track allows registered attorneys users to manage preferences for system-generated notifications related to case and e-filing activity by receiving an email or choosing to be notified of activity upon log in. Notifications must be selected under **Notifications Preferences** on the User Profile page and include:

- Service of filed documents
- Submission confirmations
- Filing acceptance or rejection notices

To configure notifications, review the options and select the checkbox under “Application,” “Email,” or both,” and then click **Save**.

**User Profile**

Notification Preferences		
Notification	Application	Email
Authorized Payment Capture Failure Receive a notification when processing fails for a previously authorized payment	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Case Access Request Accepted Receive a notification when a case access request is accepted	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Case Access Request Rejected Receive a notification when a case access request is rejected	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Case Access Request Submission Receive a notification when a case access request is submitted	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Document Service Notification Receive a notification when a court document has been served to you	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Filing Approval Notification Receive a notification when a filing you created is accepted	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

## Viewing Notifications

When “Application” is selected, new notifications appear on the left-hand navigation menu upon log in. To access new notifications:

1. Click **Notifications**.
2. Click **View**.



## Searching in CTEF

Searching includes all public case information and confidential cases the attorney has been added to. To access options, click **Search** on the LHN menu, select a type and enter information.

- **Case Search**



Enter case number, title, category, filed date, or issue to return case records.

**NOTE:** When searching by case number, use the format: S-##-#### or D-##-####.

- **Party Search**



Search for case records three ways:

1. Party: select the party role or enter the name.
2. Representation Criteria: select an attorney.
3. Case Criteria: select a case category or filed date.

**TIP:** When entering a party name, add as much information as possible to narrow results.

- **Document Search**



Search for documents by type, filed date, name or case information.

**TIP:** Narrow results to open cases by using **Exclude Closed Cases**.

Wyoming Supreme Court

Home Announcements Notifications New Search My Work Create

Search

Search Type Selection

Select a search type from the options below. The search fields available to you, and the results, will vary based upon the selected type.

**Case Search**  
Search for cases by case number, type, filed date, and more.

**Party Search**  
Search for party records by party role, name, and case information.

**Document Search**  
Search for documents by their text, type, and case information.

**Publication Search**  
Search for publications by their publication number, name, date, and more.



The image shows results from a document search.

- The table displays **sortable column headers**.
- Click the **filter** icon to organize or narrow information further.
- Click the **document icon** to view a PDF (see *Viewing Documents from Search Results* on page 9).
- Click the **case number link** to navigate to the Case View screen (see *Viewing Cases from Search Results* on page 10).

Search Results						
Documents						
Case Number ↓	Case Title ↑	Case Category ↑↓	Type ↑↓	Filed Date ↑↓	Document Name ↑↓	Matching Text View
<a href="#">S-24-0318</a>	SPENCER STEVEN SHARPE v. AMY ELISE EVANS f/k/a AMY ELISE SHARPE	Direct Appeal	Affidavit	06/27/2025	Affidavit - Attorney fees and costs	
<a href="#">S-24-0007</a>	CODY CRITTENDEN v. LACEY CRITTENDEN	Direct Appeal	Affidavit	05/20/2024	Affidavit - Affidavit of costs and expenses	
<a href="#">S-23-0215</a>	KENYA HUNTER BINDNER, JR. v. THE STATE OF WYOMING	Direct Appeal	Affidavit	09/27/2023	Affidavit - Other	

## Filter and Sort Search Results

Use the filter or sort options to further refine results when a large amount of information is returned. The filter sidebar opens when the icon is clicked. The options displayed are based on the type of search performed.

### Sort

1. Click the first drop-down to sort by available **column headers**.
2. When available, select **Descending** to sort results from newest to oldest and **Ascending** to sort results from oldest to newest.

### Filter

1. Review available options and make selections or enter data in the open fields.
2. Click **Update**.

Click **Cancel** to return to the search results without sorting or filtering.



## Viewing Documents from Search Results

Documents can be viewed directly from the Search Results screen when a Document Search is performed.



**i** Document access is controlled by many factors, including the document type and your relationship to it. Some results may be unavailable, or completely suppressed, if you lack the appropriate access.

1. Click the **document icon** in the View column.
2. Click **View** to open the document in a separate browser window.

Case Category ↑ Type ↑↓ Filed Date ↓ Document Name ↑↓ Matching Text View

**Documents**

**i** Document access is controlled by many factors, including the document type and your relationship to it. Some results may be unavailable, or completely suppressed, if you lack the appropriate access.

Name	Type	Pages	Size	View
Proposed Order	pdf	1	46.5 Kib	<a href="#">View</a>

**Close**

ON  
G WORKERS' SAFETY & COMPENSATION Direct Appeal Affidavit 03/27/2014 Affidavit - Attorney fees and costs

To find additional documents in a case, click the **case number** and scroll through the case view screen to the Docket Entries.



## Viewing Cases from Search Results

Any time the case number link is selected, the Case View screen opens, providing an overview of the case.

**Case Summary**

Appellant (Defendant), v. Appellee (Plaintiff).

Classification: Direct Appeal - Criminal - Offenses Against the Person 6-2-101 - 6-2-509  
Filed Date: 08/20/2025 12:00 AM  
Originating Court: [redacted]  
Open / Closed: Open

**Parties**  
Shows the first few parties on the case.  
Appellant: [redacted] Representation: [redacted]  
Appellee: [redacted] Representation: [redacted]

**Hearings**  
Shows the next few hearings scheduled on the case.  
No future hearings were found.

**Docket Entries**

Number	Filed Date	Type	Subtype	Description	Submitted By	View
9	12/17/2025 3:19 PM	Order	[redacted]	[redacted]	[redacted]	<input type="button" value="View"/>
8	12/17/2025 3:16 PM	Order	[redacted]	[redacted]	[redacted]	<input type="button" value="View"/>
7	12/17/2025 3:14 PM	Order	[redacted]	[redacted]	[redacted]	<input type="button" value="View"/>
6	12/17/2025 3:12 PM	Order	S	[redacted]	[redacted]	<input type="button" value="View"/>

**Case Menu**

Actions  
Printable View

**Actions provide additional activities**

**Tabs for detailed case information**

## Case Menu

The Case Menu features two buttons: Actions and Printable View.

### Actions:

- Request Case Access: see page 12.
- Create Filing: see *Draft and Submit a Filing* on page 15.

### Printable View:

- Displays the tabs in their own sections.
- To print, use **Ctrl+P**. The page can be printed or saved as a PDF.



## Understanding My Work Tab

Information in **My Work** is unique to each attorney and displays case and filing-related details associated with that attorney's caseload. The tabs within this folder provide attorney-specific views, as described below.

### My Filings

Displays a list of submitted filings, including the case link, case classification, filing status, filed document, and status date.

### My Cases

Displays all open cases for which access has been granted.

### My Hearings

Not applicable. Does not display Oral Arguments. Please refer to the case docket for further information.

### My e-Service Received

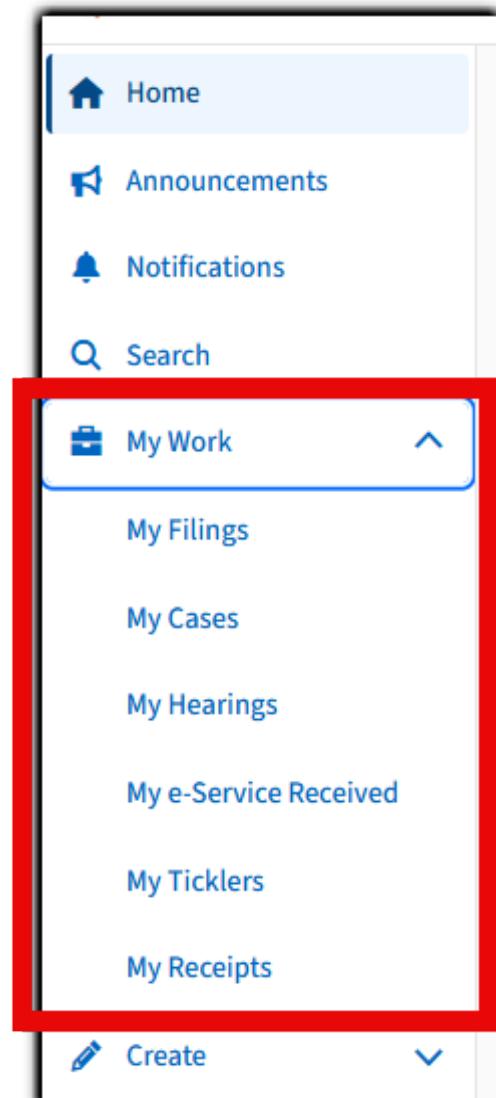
Displays electronic service notifications received through the Portal. This tab provides access to served documents and related case information, including the case link, case classification, service date, serving party, and document details. This feature supports review and tracking of served documents.

### My Ticklers

Displays ticklers for associated cases. Ticklers are used to track important deadlines related to cases or filings and includes case information, due dates, status, and notes.

### My Receipts

This feature is not currently available.





## Request Case Access

Requests for case access can be initiated from several areas within the system, follow the same process and are reviewed by the clerk's office for approval. Once approved, the clerk adds the attorney to the case and information will show under **My Cases**.



**NOTE:** Contact the Wyoming Supreme Court Clerk's office for guidance on requesting access to **confidential cases**.

### Who Should Request Case Access

- Attorneys whose **confidential cases do not appear** in the system.
- Attorneys who need **access prior to e-filing on confidential cases**.
- Attorneys not associated with cases, in order to receive all case information.

### Who Should Not Request Case Access

- Attorneys of record whose cases appear in **My Cases** on the LHN menu.
- Attorneys filing documents **without needing to be associated** with a specific party on the case (i.e. Amicus brief filers).
- Attorneys filing on non-confidential cases – once the pleading is accepted, the clerk adds the attorney to the case.
- Attorneys who receive a docketing letter, or pleading, because this indicates the attorney is already associated with the case.

### What's Needed to Request Access or to Register

- The full case number in the correct format: S-###-##### or D-###-#####.
- Wyoming Bar ID card image saved to your computer. If not accessible, contact the clerk's office for further instructions.

### Areas to Request Case Access

Choose a path to request case access.

1. Create Tab on the Left-Hand Navigation.
  - **Create > Request Case Access**
2. User Access Tab under the User Profile.
  - **Profile > User Access > Submit Request > Request Case Access**
3. Under Actions from Case View screen.
  - **Case View > Case Menu/Actions > Request Case Access**



## Request Access Window

1. Enter the **case number**.
2. Click **Choose File** to upload the Wyoming Bar ID card. If unable to locate, please contact the clerk's office for further instructions.
3. Click **Submit**.

**Request Access Public**

**Public User**  
Please complete the following form to request additional access to your cases within this system.  
\* Indicates a required field.

**Case Number\***  
Case number must include the S and look like this format "S-##-####".

1

**Reference File\***  
Please provide an image of your Bar ID Card proving your identity. Accepts .bmp, .doc, .docx, .dot, .jpe, .jpeg, .jpg, .pdf, .png, .tif, .tiff file types.

2  Bar ID Card.png

**Comments**  
Please provide additional details regarding why you believe you should have access to this case record.

3



## Clerk Review & Notification

The clerk's office reviews each access request and approves or denies it based on the information provided. An email notification is sent to the account email and appears in the Notifications tab on the LHN menu once the request is processed. Approval may take up to one business day.

If approved, access is granted to all applicable cases, which can be viewed from the left navigation menu under **My Work > My Cases**.

## View the Status of Requests

Use the navigation path **Profile > User Access > View All Requests** to monitor the status of requests. Rejected requests will show a comment from the clerk's office.

**User Access**  
Displays the user access types that have been granted to your account. You may also submit requests for additional access.

User Type / Submission Number	Submission Date	Processed Date	Status	Case Info	Clerk Comments
Attorney 9797fb68-47b9-483d-a5bb-8470903d53db	01/15/2026 1:58 PM	01/15/2026 2:00 PM	Accepted		
Attorney 000244ad-6ebd-40db-8009-66a6e9db132a	01/15/2026 1:46 PM	01/15/2026 1:57 PM	Rejected		Wrong Bar ID please correct and resubmit

Page 1 of 1      Go to page      Items per page  
< Previous    Next >        Go    (Showing 1 to 2 of 2)    25



## Draft and Submit a Filing

Appeals and petitions are docketed by the Supreme Court Clerk's office. Cases are not initiated through e-filing. Use the assigned case number and case caption when submitting an e-filing.

e-filings can be initiated from two areas of the system: LHN or directly from the case.

The process for e-filing involves two major phases: creating a draft and completing the filing for submission. After a draft is created, filing details are entered on the **Manage the Filing** page. Draft filings are saved in **My Filings**, allowing attorneys to return and complete them at a later time. At each phase, e-filings follow a process tracked in the progress window.

## What's Needed

- The full case number in the correct format: S-##-#### or D-##-####.
- Documents saved to your computer.

## Areas to Start a Filing

Choose a path to begin the process:

1. Create Tab on the Left-Hand Navigation.
  - **Create > New Filing**
2. Under Actions from the Case View screen.
  - **Case View > Case Menu/Actions > Create Filing**



## Draft a Filing

There are four steps to draft a filing:

1. Select a case type.
2. Select the filing type.
3. Enter details.
4. Review the summary and create the filing.

Progress is displayed in the Progress window as steps are completed.



### Step 1. Select Case Type

1. Select **File on Existing Case**.
2. Enter the **case number**.
3. Click **Continue**.



**NOTE:** All cases are initiated and docketed through the Supreme Court Clerk's office.

**Select Case Type**  
Choose if you are creating a new case or filing on an existing case.  
\* Indicates a required field.

**Case Type\***

Option to Create a New Case is unavailable.  
All cases are initiated/docketed by and through the Supreme Court Clerk's Office.

File on Existing Case  
Select this option to file additional documents on an existing case.

Case Number: case number must include the S and look like, include an example of "S-##-####".  
S-25-0310

Continue

### Step 2. Select Filing Type

1. Select a **Filing Type**, by scrolling through the pages or searching by a keyword.
2. Click **Continue**.

**Select Filing Type**  
Select a filing type from this set of common filing scenarios. You may browse through all available options or use the Search Criteria to filter the results.  
\* Indicates a required field.

**Search Criteria**  
Keyword(s)  
Search for filing types that include all terms you enter here.

**Filing Type\***

Motion

Oral argument - leave to participate

Oral argument - reassignment from brief only docket

Oral argument - vacate

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< Previous Next > Go

Continue Back



## Step 3. Enter Details

1. Confirm or edit the **Reference Name**, e.g. Motion.
2. Click **Continue**.

**Enter Details**  
\* Indicates a required field.

**Reference Name\***  
Assign this filing a unique name for your personal reference. It can be used to identify and search for this filing in the future.

Motion

**Continue** **Back**

## Step 4. Review the Summary of Information

1. Review the details of the filing. To make changes, click **Back**.
2. Click **Create Filing**.

**Summary**  
Please review the details of the filing you are about to create. If everything looks correct, you can create this filing and proceed to the next steps.

Court: Wyoming Supreme Court  
Case Type: Existing Case Filing  
Case number must include the S and look like, S-25-0189  
Case number must include the S and look like, S-25-0189  
Case Title: BRENT DOUGLAS GAYMAN v. THE STATE OF WYOMING  
Case Classification: Direct Appeal - Criminal - Offenses Against the Person 6-2-101 - 6-2-509  
Filing Type: Response/Objection - Motion  
Reference Name: Motion

**Create Filing** **Back**

**NOTE:** A draft of the filing has been created and will show in **My Filings** on the LHN menu. Click the **reference number** to continue processing when needed.

**Wyoming Supreme Court**  
**My Filings**

**Filings**

Reference Number ↑	Case ↑	Case Classification ↑↓	Lead Docket Entry ↑↓	Status ↑↓
<a href="#">S-25-0189</a> Motion	BRENT DOUGLAS GAYMAN v. THE STATE OF WYOMING	Direct Appeal - Criminal - Offenses Against the Person 6-2-101 - 6-2-509	Response/Objection - Motion	Draft 01/29/2026 3:55 PM

Page 1 of 1 Go to page: < Previous Next > Go Go Items per page: (Showing 1 to 2 of 2) 25



## Submit the Filing

Enter details of the filing then submit to the clerk's office. There are four steps for submitting a filing:

1. Filing Information: enter general information.
2. Docket Entries: upload the electronic file.
3. Service: select the parties for service and the method of service for each person.
4. Summary: review the filings before submission.

Progress is displayed in the Filing Progress window as steps are completed.

**Filing Progress**  
Complete all steps to submit this filing. Steps must be completed in order and may be unavailable until prior steps are completed.

Step 1 of 4 Filing Information Step 2 of 4 Docket Entries Step 3 of 4 Service Step 4 of 4 Summary

### Step 1. Filing Information

1. Click **Manage Filing Information**.
2. Check the **individual or entity** under Filed on Behalf of.
3. Confirm or edit the **Reference Name**.
4. Enter **comments** related to the filing (optional).
5. Request **Confidential**, if applicable.
6. Click **Save**.
7. Click **Continue Docket Entries**.

### Edit Filing Information Motion

#### Filing Information

Update the general information about the filing being submitted to the court as necessary.  
\* Indicates a required field.

##### Filed on Behalf of

Select individual(s) or entity(s) who are submitting the legal document(s) which comprise this filing to the court.

Gayman, Brent Douglas (Appellant)  
 The State of Wyoming (Appellee)

##### Filed by Other

Use this field to enter the filed by party name(s) when they are not available in the Filed on Behalf of field (which may occur if you do not have access to all parties on this case).

##### Reference Name\*

Assign this filing a unique name for your personal reference. It can be used to identify and search for this filing in the future.

Motion

##### Comments

Provide any comments related to this filing that you would like the court to see or be aware of.

##### Emergency

Contact Supreme Court Clerk's office before selecting this option.

##### Request Confidential

Select this option if you would like the court to consider treating this filing as confidential and not publicly available.

Save

Cancel



## Step 2. Docket Entries

1. Click **Review** under Action.
2. If applicable, request confidentiality by selecting a reason.
3. Click **Choose File** and upload the document.
4. Click **Save**.

The document shows as a hyperlink. If selected, it will download to the computer for viewing. If edits are needed, click the **Ellipses** in the Action column.

5. Click **Add Docket Entry** to attach additional files.
6. Click **Continue Service** to proceed.

**Document Information**  
Provide information about the document you are filing and upload the corresponding electronic file. You will subsequently be able to upload additional documents and add associated docket entry documents as necessary.  
\* Indicates a required field.

**Document Name\***  
Input the name of the document you are uploading to submit as part of your filing.

**Request Confidential**  
If you would like the court to consider treating the document you are uploading as confidential and not publicly available, specify the reason why here.

**Comments**  
Provide any comments related to the document you are uploading that you would like the court to see or be aware of.

**File\***  
Accepts .doc, .docx, .dot, .jpe, .jpeg, .jpg, .pdf, .png, .tif, .tiff file types.  
 Motion.docx  
[View Acceptable File Types](#)

**Buttons**

## Step 3. Service

1. Check the box next to the **Recipients** that must be notified about the filing.
2. Click **Set Service**.
3. Choose the **Service Method** and select the **Service Date**.
4. Click **Save**.
5. Click **Continue Summary** to proceed.

**Service**  
Enter service information for the following recipients, including how and when they will be served. Some recipients may be eligible for electronic service (eService) within this application, and if so they will default to that method.

<input checked="" type="checkbox"/>	Name	Role	Representing	Service Method / Date	eService Eligible
<input checked="" type="checkbox"/>	Craig, Jenny Lynn, Ms.	Representation	The State of Wyoming	Email 01/30/2026	
<input checked="" type="checkbox"/>	Jones, Kristen Reeves, Ms.	Representation	The State of Wyoming	Email 01/30/2026	
<input checked="" type="checkbox"/>	Kautz, Keith G., Mr.	Representation	The State of Wyoming	Email 01/30/2026	

3 selected



## Step 4. Summary

1. Review the filing information, docket entries and service details displayed.  
Click **Back** to make changes.
2. Click **Submit Filing Send to Court** when ready to submit.
3. Click **Submit** on the Confirm pop-up window.

**STEP 4 OF 4**  
**Summary**

Review the summary information for the filing. Click Submit Filing if the information looks accurate and you are ready to submit your filing to the court. Changes can be made to any of the information prior to submission by navigating back to any of the previous workflow steps and making edits.

**Filing Information**

Court	Wyoming Supreme Court
Case Number:	case number must include the S and look like, S-25-0189 include an example of "S-##-####".
Case Title	BRENT DOUGLAS GAYMAN v. THE STATE OF WYOMING
Case Classification	Direct Appeal - Criminal - Offenses Against the Person 6-2-101 - 6-2-509
Filed on Behalf of	Brent Douglas Gayman
Emergency	No
Reference Number	5F9D-08A6-5CA6-A086

**Docket Entries**

Lead	Type	Documents	Exclude from Service	Filing Fees
✓	Response/Objection - Motion	<a href="#">Response/Objection - Motion</a>		\$0.00

**Service**

Name	Role	Representing	Service Method / Date
Craig, Jenny Lynn, Ms.	Representation	The State of Wyoming	Email 01/29/2026
Jones, Kristen Reeves, Ms.	Representation	The State of Wyoming	Email 01/29/2026
Kautz, Keith G., Mr.	Representation	The State of Wyoming	Email 01/29/2026

[Back](#) [Service](#) [Submit Filing Send to Court](#)

A message appears upon successful submission to the clerk's office:

**Manage Filing Motion**

**Existing Case Filing**

Submitted 12 seconds ago

Court  
Wyoming Supreme Court

Case Number: case number must include the S and look like, include an example of "S-##-####".  
S-25-0189

**Filing Submitted**

The filing is being sent to the court and should be received by them shortly. You can monitor its progress by returning to this filing and viewing the status history, which will update as it moves through the review process. If enabled, you will also receive notifications alerting you to any updates.

[Status History](#)



## Correcting a Rejected Filing

If the clerk rejects the filing, **Rejected** shows in the status column under **My Filings**. Attorneys are able to click the **reference number** and view a message from the clerk with the rejection reason, then edit information to resubmit the filing. When editing information, a filing with a new reference number is automatically created.



**NOTE:** If the filing with the new reference number is rejected, a new filing must be drafted and submitted.

To review the reason for rejection and create a new draft:

1. Click the **reference number**.

Reference Number	Case	Case Classification	Lead Docket Entry	Status	Status Date
5672-BE7A-68A9-DF94 Brief - Other	S-25-0310 test	Direct Appeal - Civil - Banks, Banking and Finance (Title 13)	Affidavit - Other	Received	01/09/2026 2:29 PM
6C42-B53F-0C45-2D64 Notice-Incoming - Entry of appearance	S-25-0193 CRYSTAL WINEMILLER, a/k/a CRYSTAL RAVENSCROFT v. THE STATE OF WYOMING	Direct Appeal - Criminal - Offenses Against Property 6-3-101 - 6-3-901	Notice-Incoming - Entry of appearance	Approved	12/30/2025 3:02 PM
6224-FF7B-DF1C-328E Brief - Other - copy	S-25-0310 test	Direct Appeal - Civil - Banks, Banking and Finance (Title 13)	Affidavit - Other	Received	12/22/2025 4:57 PM
3301-31F4-40FB-83A1 Brief - Other	S-25-0310 test	Direct Appeal - Civil - Banks, Banking and Finance (Title 13)	Affidavit - Other	Rejected	12/22/2025 4:31 PM
C03E-0E52-90EC-3B05 Affidavit - Affidavit of costs and expenses	S-25-0211 Jayden A. Estorga v. Sinclair Oil Corporation	Direct Appeal - Criminal - Criminal Procedure (Title 7)	Affidavit - Affidavit of costs and expenses	Draft	12/22/2025 3:37 PM

Review the reason for rejection.

2. Click **Make Corrections**.

**Filing Rejected**  
Your filing has been rejected due to the following issues. You may choose to Make Corrections, which will copy this filing information into a new filing. You may then make the necessary corrections and resubmit it.

- Defective Certificate of Service
- You used 2024 instead of 2025 on your COS

**Make Corrections**

3. Confirm the selection and click **Make Corrections** to continue.

A new reference number is created and placed into Draft status.

**Confirm**

This action will create a copy of this filing placed into Draft status so you can make changes to it. Please be patient as this operation may take a while to complete. Upon completion you will be redirected to this new filing. Are you sure you wish to continue?

**Make Corrections** **Cancel**



Edit the information.

- Click the appropriate button on the Manage Filing screen.

**Manage Filing Brief - Other - copy**

**Existing Case Filing**

**Filing Progress**  
Complete all steps to submit this filing. Steps must be completed in order and may be unavailable until prior steps are completed.

**Step 1 of 4** Filing Information **Step 2 of 4** Docket Entries **Step 3 of 4** Service **Step 4 of 4** Summary

**Filing Information**  
Enter the general information about the filing being submitted to the court.  
**Manage Filing Information**

**Docket Entries**  
Enter information about and upload electronic files for the lead document and any associated documents you wish to submit to the court with this filing.  
**Manage Docket Entries**

**Service**  
Enter the service information for all case parties and legal representatives that must be notified about this filing, including how and when they will be served.  
**Manage Service**

**Summary**  
Review your filing information and make any necessary corrections. Once complete you may submit your filing to the court. Any applicable filing fees must be paid prior to submission.  
**Review Summary**

*This example uses Manage Docket Entries*

- Click the ellipses then choose **Edit**.

**STEP 2 OF 4**  
**Docket Entries**  
Click Add Docket Entry to enter additional associated docket entries and documents to be submitted along with the matter you are filing or click Continue to proceed to the Summary workflow step. Docket entries you have added can also be modified or removed by selecting an option from the Actions column next to the docket entry to be updated. Additional documents can be uploaded for an existing docket entry.

Lead	Type	Documents	Exclude from Service	Filing Fees	Action
✓	Affidavit - Other	Affidavit - Other		\$0.00	<b>...</b> Edit Add Document

**Add Docket Entry**

- Make corrections and click **Save**.

- Click **Submit Filing Send to Court** when all corrections have been made.

Navigate to My Work > My Filings to review the status of the corrected filing.

Received will show in the Status column.

My Filings						
Filings						
Reference Number	Case	Case Classification	Lead Docket Entry	Status	Items per page	Sort
22A2-0018-XXX-0007 Brief - Other - copy	5-25-0100 test	Direct Appeal - Civil - Banks, Banking and Finance (Title 13)	Affidavit - Other	Received	25	11/09/2025 4:33 PM
5042-0039-0043-0004 Notice-Informing - Entry of appearance	5-25-0144	Direct Appeal - Criminal - Offenses Against Property 6-3-301 - 6-3-902	Notice-Informing - Entry of appearance	Approved	25	11/09/2025 3:52 PM
3310-1204-0079-0043 Brief - Other	5-25-0100 test	Direct Appeal - Civil - Banks, Banking and Finance (Title 13)	Affidavit - Other	Expected	25	11/13/2025 4:33 PM
2016-0012-XXX-0009 Affidavit - Affidavit of costs and expenses	5-25-0101	Direct Appeal - Criminal - Criminal Procedure (Title 7)	Affidavit - Affidavit of costs and expenses	Draft	25	11/13/2025 3:37 PM