

## CTEF Registration Guide

Registration with the Appellate C-Track and Electronic Filing Portal (CTEF) is required to eFile. Wyoming ID'd attorneys create an account and password, then sign in using multi-factor authentication (MFA). After signing in, attorneys complete their profile and request access by uploading a photo of their WY Bar card. Court staff review and verify the information before granting access.

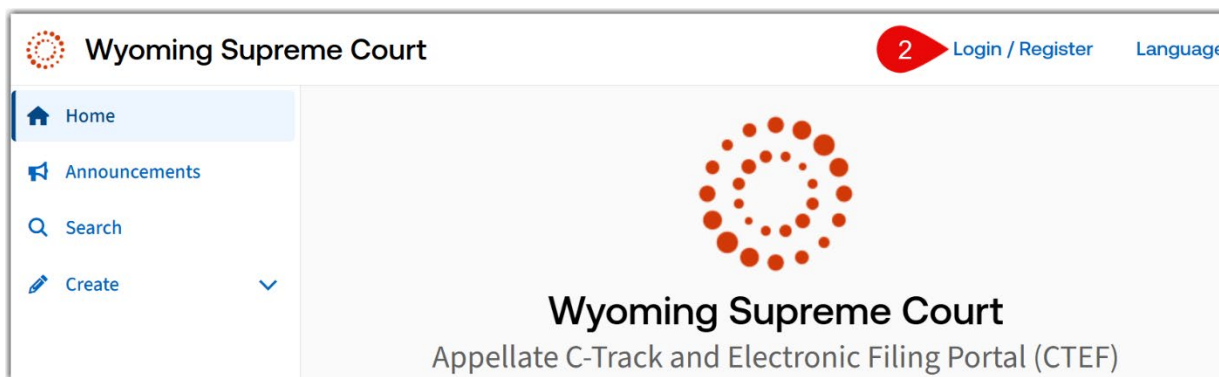
### Before Getting Started

Only attorneys licensed in Wyoming, who are in good standing with an active Bar ID number, are eligible to register. To complete registration and sign in, have the following information available:

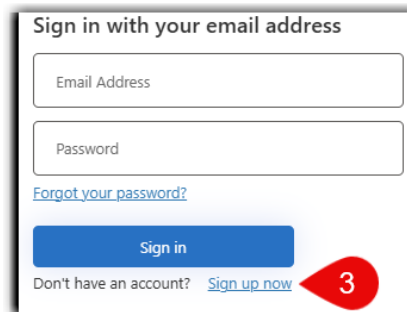
- ✓ **Email address** to receive a verification code.
- ✓ **Phone number** for MFA.
- ✓ **Bar ID card**; a legible image of the card saved to your computer for uploading.

### Steps to Register

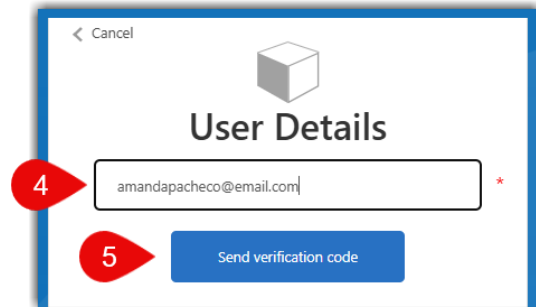
1. Navigate to <https://ctefiling.wyocourts.gov/portal/home>
2. Click **Login/Register**.



3. Click **Sign up now**.



4. Enter the **email address**.
5. Click **Send verification code**.
6. Enter the emailed code and click **Verify code**.



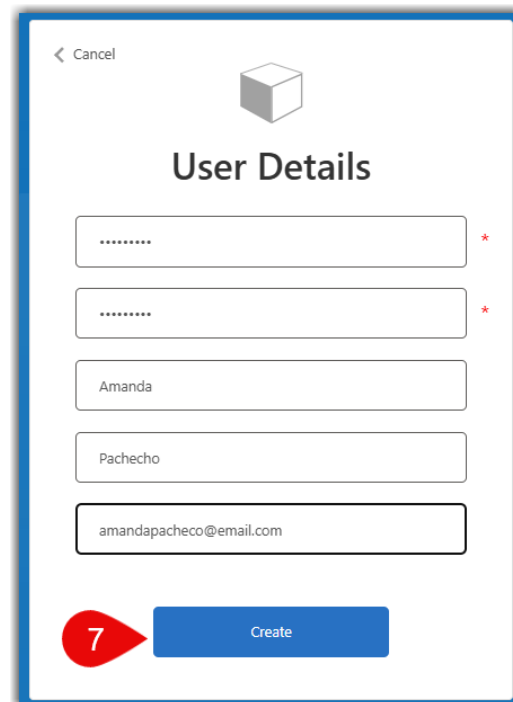
< Cancel

**User Details**

amandapacheco@email.com \*

Send verification code

7. Enter **information** in the open fields then click **Create**.
  - a. Enter a password
  - b. Confirm the password
  - c. Enter attorney's first name
  - d. Enter attorney's last name
  - e. Re-enter the email address



< Cancel

**User Details**

\*\*\*\*\* \*

\*\*\*\*\* \*

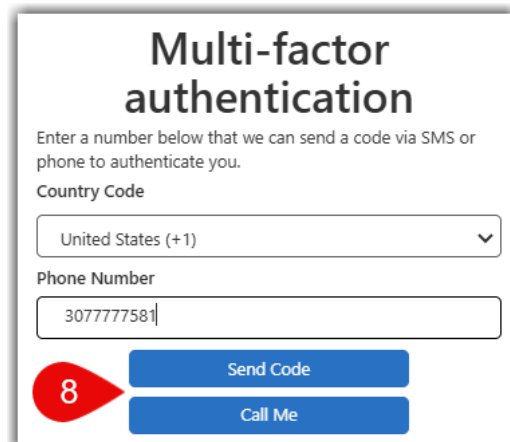
Amanda

Pachecho

amandapacheco@email.com

Create

8. Enter the **phone number** and choose an option for MFA. Then, complete authentication.



**Multi-factor authentication**

Enter a number below that we can send a code via SMS or phone to authenticate you.

Country Code

United States (+1) ▾

Phone Number

3077777581

Send Code

Call Me

Once completed, the CTEF Welcome screen appears. Complete setting up the user account in order to eFile.

9. Verify the **name**. If changes are made, click **Save**.
10. Select “**Attorney**” under User Type.

**NOTE:** If this step is skipped, registration can be completed later from the User Profile page by clicking the down arrow next to the login name and selecting **Profile**. Select **User Access**, then click the down arrow on the **Submit Request** button and choose **Request Attorney Access**.

### Enter Name

Add your First Name and Last Name. This is the name associated with your user account which will be displayed in Public Portal including your electronic filings, receipts, and user access requests. Complete this step before moving forward to the User Type section.

\* Indicates a required field.

First Name\*

Amanda

Middle Name

Last Name\*

Pacheco

Prefix

Suffix

Save

### User Type

If you would like enhanced access within the system please review the user types and choose the one that most closely fits your situation. Otherwise you may skip this step.



[Attorney](#)

Select this option if you are an attorney and would like to have your account reviewed by the Court. Upon approval of your request you will be provided access to view additional information related to your cases and update your contact profile on file with the Court.

11. Enter the **address**, then click **Continue**.

### Address

Please enter your address information.  
\* Indicates a required field.

**Address**

**Address Line 1\***

2301 Capitol Avenue

**Address Line 2**

Show More Address Lines

**Country\***

United States

**City\***

Cheyenne

**State\***

Wyoming

**Zip Code\***

82001

11

Continue

12. Enter the **phone number**, then click **Continue**.

### Contact

Please enter your contact information.  
\* Indicates a required field.

**Contact Phone Country\***

United States +1

**Contact Phone Number\***

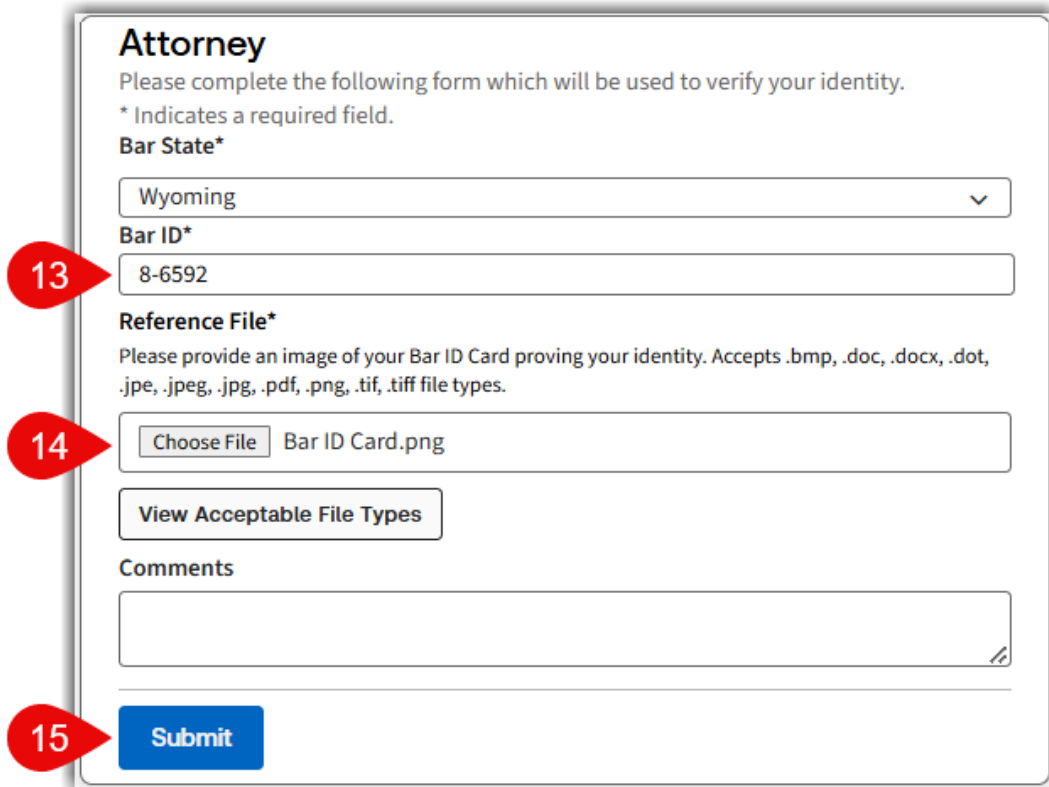
(Format: 123-456-7890)

307-777-3447

12

Continue

13. Enter the **Bar ID number**.
14. Select **Choose File** and attach a legible image of the Bar ID card.
15. Click **Submit**.



**Attorney**  
Please complete the following form which will be used to verify your identity.  
\* Indicates a required field.

**Bar State\***

Wyoming

**Bar ID\***

8-6592

**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.

Choose File Bar ID Card.png

View Acceptable File Types

**Comments**

**Submit**

Once approved by the clerk's office, access is granted to cases and to eFile. For questions or assistance with registering, call 307-777-7316.