



Wyoming Judicial Branch

FSX, FCE, and Private PASS Role Policy (V2)

Policy Approver(s)	Wyoming Judicial Council (Adopted September 11, 2023)
Policy Effective Date	September 11, 2023
Version Effective Date	February 1, 2026
Review Period	Every two (2) years

I. PURPOSE

Anyone with access to the Public Access terminals or who have access to the Wyoming Judicial Branch (WJB) network (at Court locations or via the WJB VPN) will have the ability to look up any non-confidential case information via Public PASS. The following are additional permissions that would be allowed for these groups to use in the eFiling system, File&ServeXpress (FSX), case management system, FullCourt Enterprise (FCE), or another application called Private PASS that grants access to additional confidential information.

II. APPLICATION

This policy applies to all justices, judges, employees, and contractors of the WJB with access to the WJB network.

III. ACCESS BY ROLE

A. Supreme court justices

1. Access to confidential information in all district, chancery, and circuit courts in any of the applications.

B. District court judges

1. Access to confidential information in all district and chancery courts in any of the applications, and additional access to all non-confidential information in all circuit courts for criminal case types only (no civil case types) in Private PASS. Additional permissions within FCE for judge notes, judge appointments, hearings, search warrant information, image annotations, reports, document templates, and reminders are granted in each judge's "home" court.

C. Chancery court judges

1. Access to confidential information in all district and chancery courts in any of the applications. Additional permissions within FCE for judge notes, judge appointments, hearings, search warrant information, image annotations, reports, document templates, and reminders are granted in each judge's "home" court.

D. Circuit court judges

1. Access to confidential information in all circuit courts in any of the applications, and access to all non-confidential information in all district courts for criminal case types only (no juvenile or civil case types). Additional permissions within FCE for judge notes, judge appointments, hearings, search warrant information, image annotations, reports, document templates, and reminders are granted in each judge's "home" court.

E. Supreme court chambers staff (judicial assistants, staff attorneys)

1. Access to confidential information in all district, chancery, and circuit courts.

F. District and chancery court chambers staff (judicial assistants, law clerks/staff attorneys, court reporters)

1. Access to confidential information in all district and chancery courts. Additional permissions within FCE for judge notes, judge appointments, hearings, search warrant information, image annotations, reports, document templates, and reminders are granted in each chamber staff's "home" court.

G. Supreme court clerks

1. Access to confidential information in all district, chancery, and circuit courts.

H. District, chancery, and circuit court clerks

1. Various role levels within their own "home" court in FSX and FCE, and access to non-confidential information in all the courts in FCE.

Approved By:

 Lynne Boomgaarden, Chief Justice Chair, Wyoming Judicial Council	<u>1/20/24</u> Date
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