



Wyoming Judicial Branch

Supervision of Circuit Court Clerical Staff and Performing Administrative Duties in Counties Without a Resident Judge and Circuit Courts With Multiple Judges in a Single Location Policy

Policy Approver(s)	Wyoming Judicial Council (Approved 12.15.2025)
Effective Date	12.15.2025
Review Period	Every two (2) years

I. GENERAL POLICY STATEMENT FOR SUPERVISION OF CIRCUIT COURT CLERICAL STAFF AND PERFORMING ADMINISTRATIVE DUTIES 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 and performing administrative duties in the counties without a resident circuit court judge. The circuit court judges within the district shall submit notification of who that judge will be to the Wyoming Judicial Council (WJC). In the event the circuit court judges within the district do not make a selection, the WJC shall select a supervising/administrative judge.

II. GENERAL POLICY STATEMENT FOR SUPERVISION OF CIRCUIT COURT CLERICAL STAFF AND PERFORMING ADMINISTRATIVE DUTIES 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 court staff and performing administrative duties. The circuit court judges within the single court location shall designate who that judge will be and shall submit notification of that selection to the WJC. In the event the circuit court judges within the single court do not make a recommendation, the WJC shall select a supervising/administrative judge.

III. SPECIFIC ACTIONS

- A.** On or before January 1 of each year, the circuit court judges within the affected courts and judicial districts shall submit written notice of their selection to the WJC. Written notice need not be submitted if no changes are made. The Administrative Office of the Courts may contact the affected courts to determine which circuit court judge has been selected.

B. In the event the circuit court judges of a court or district have not given written notice as required herein or have not otherwise made a selection, the WJC shall make a selection at its next meeting.

Approved By:

 Lynne Boomgaarden, Chief Justice Chair, Wyoming Judicial Council	 Date
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