

# WYOMING JUDICIAL COUNCIL

## MINUTES

University of Wyoming Conference Center, Salon E

September 15, 2025

1:00 P.M. – 5:00 P.M.

**Members:** Chief Justice Lynne Boomgaarden (chair), Justice Kari Gray, Justice Robert Jarosh, Judge Dawnessa Snyder, Judge Joseph Bluemel, Judge Scott Peasley, Judge John Prokos, Judge Sean Chambers, Judge Susan Stipe

**Others Present:** Judge Ben Burningham, Judge McKay, Judge Overfield, Elisa Butler

### WJC BUSINESS

#### Welcome

Chief Justice Boomgaarden welcomed the members of the Wyoming Judicial Council and thanked them for attending the meeting. In her remarks, she emphasized the importance of checking-in on a regular basis, noting that the Council's creation stemmed from lessons learned with the BJPA, which over time, became ineffective. She reflected on the concerns voiced by individuals with long-standing experience in the system and stressed the need for continued attention to ensure the Council does not fall back into the dysfunctionality that prompted the redesign in the first place.

#### 1. WJC Membership

The Wyoming Judicial Council voted to maintain the current structure of the Council and to refrain from adding the Chancery Court Judge as a member at this time.

The Wyoming Judicial Council approved a standing invitation to be extended to the Chancery Court Judge to attend Wyoming Judicial Council meetings.

The Wyoming Judicial Council approved adding the Chancery Court Judge to WJC Committees.

[Attachment 1.1 – Proposal re WJC Rule 4 Amendment](#)

Judge Burningham thanked the Council for the opportunity to present his proposal to include the Chancery Court Judge as a non-voting member of the Wyoming Judicial Council. He explained that the recommendation is intended to improve intra-Branch communication, noting that while the Supreme Court, district courts, and circuit courts are represented on the Council, the chancery court currently is not. He proposed beginning with a non-voting seat, with the possibility of reconsidering voting status in the future.

Council members discussed the proposal and raised questions regarding communication, proportionality, and Council structure. Several members expressed concern about altering the Council's original composition, which was envisioned as providing equal representation among the three established courts, and noted the relatively recent establishment of both the Council and the chancery court. Others observed that Council decisions affect the chancery court and that having a voice in discussions would be beneficial.

Members discussed alternative approaches to improve communication, including extending a standing invitation for Judge Burningham to attend Council meetings and including him in committees most relevant to chancery court operations, particularly the Legislative Relations Committee and the HR Committee. Broad support was expressed for these measures as a meaningful way to enhance communication and collaboration without formally expanding Council membership at this time.

Chief Justice Boomgaarden encouraged continued consideration of ways to incorporate the chancery court into Branch governance and communication structures, noting that committee documents and

	<p>information-sharing practices could be reviewed through the Executive Committee.</p>
<p><b>2. Budget Discussion</b></p>	<p>Chief Justice Boomgaarden noted that the Council needs to discuss and finalize the budget requests for the upcoming budget session. She shared that the AOC is actively preparing the budget book, with a proposed delivery to her during the first week of October. The final budget book is due to the Legislature on November 1, and the budget hearing before the Joint Appropriations Committee is scheduled for the morning of Tuesday, December 2.</p>
<p><u>Budget Priorities</u></p> <p>The Wyoming Judicial Council approved the cost switch to support JSA priority two for the Branch's budget exception requests.</p> <p>Attachment 2.1 – Budget Request Priorities</p>	<p>Elisa Butler reminded the Council that during the June meeting, members reviewed and prioritized the Branch's exception budget requests. The Legislature requires that these requests be presented in priority order, and Attachment 2.1 reflects the Council's decisions from June. One item, however, was not prioritized at that time: the proposed transfer of costs and positions between the Judicial Systems Automation (JSA) Fund and the General Fund.</p> <p>Elisa explained that because the JSA Fund is nearing depleted, the Council previously agreed to pursue several related requests. These include transferring approximately thirteen technology positions currently funded by JSA into the General Fund, shifting C-Track (the Supreme Court Appellate Case Management and eFiling system) costs from the General Fund into JSA, and seeking a statutory increase to the JSA fee. She noted that the JSA fee increase does not require prioritization because it must be submitted as a bill draft, which is included in the meeting materials.</p> <p>The priority discussion for today concerns where to place the JSA/General Fund cost shift within the existing list of 2026 Budget Session exception requests. Elisa emphasized the importance of addressing the declining JSA balance, even though projections indicate the fund would not be exhausted until FY 2029 if current spending levels continue.</p> <p>The reviewed priorities previously set by the Council are:</p> <ol style="list-style-type: none"> <li>1. Microsoft Enterprise Agreement renewal (critical to Branchwide technology operations);</li> <li>2. Meraki network switches (end-of-life hardware requiring replacement for cybersecurity);</li> <li>3. C-Track replacement supplemental funding;</li> <li>4. Microsoft Unified Support (now a required purchase separate from the Enterprise Agreement);</li> <li>5. Branchwide inflation adjustments; and</li> <li>6. Copier replacements.</li> </ol> <p>Judge Snyder asked for a recommendation. Elisa recommended placing the JSA/General Fund cost shift as priority two, noting that while essential, it is not as immediately critical as the Microsoft Enterprise Agreement. She also clarified that the structural alignment, with positions funded by the General Fund and software applications funded through JSA, is the</p>

	<p>rationale behind swapping the funding sources for the positions and C-Track.</p> <p>Chief Justice Boomgaarden provided additional context regarding the broader fiscal environment. She noted that legislative support for Judicial Branch budget requests remains uncertain, and strategic planning for future budget sessions is difficult given the current landscape. She and Elisa will be meeting with local legislators in Casper next week to gather further insight.</p> <p>Judge Snyder confirmed her understanding of the prior discussion and the rationale for aligning positions and software costs with the appropriate funds.</p> <p>Judge Chambers moved to designate the cost-shift request as priority two, and Judge Snyder seconded the motion.</p> <p>Judge Bluemel raised concerns about the long-term sustainability of Branch technology and referenced recent courtroom technology failures, emphasizing the importance of stable funding to maintain modern court operations. Chief Justice Boomgaarden noted that the proposed priority shift does not alter the Branch’s overall budget strategy or messaging to the Legislature.</p> <p>Judge Prokos offered an example of operational impacts when equipment fails during trials and underscored how modern technology supports access to justice, efficiency, and coverage across courts.</p> <p>Hearing no further discussion, the question was called. The motion to designate the JSA/General Fund cost shift as priority two passed unanimously by voice vote.</p>
<p><u>JSA Bill</u></p> <p>The Wyoming Judicial Council voted to request a \$20 JSA fee increase during the 2026 legislative session.</p> <p>Attachment 2.3 – JSA Increase Bill Draft</p> <p>Attachment 2.4 – WJB Filing Fee Comparison</p> <p>Attachment 2.5 – JSA Projections</p>	<p>Elisa Butler reminded the Council that at its June meeting, members expressed interest in pursuing a bill draft to increase the JSA fee, with the remaining question being the amount of the increase. She explained that staff examined how other states fund court technology, but meaningful comparisons were difficult due to varying funding structures and the absence of a direct equivalent to Wyoming’s JSA fee in many states. As an alternative, staff compared filing fees across several surrounding states and similarly situated states, including New Hampshire and Vermont. This information is summarized in Attachment 2.4.</p> <p>Elisa further noted that Attachment 2.5 contains updated JSA revenue projections showing how various fee increases would affect fund depletion timelines, as well as how transferring certain costs between the JSA and the General Fund could impact long-term stability. Chief Justice Boomgaarden highlighted that, without changes, projections show the JSA fund becoming negative in BFY 2029. Scenarios modeling fee increases of five, ten, fifteen, or twenty dollars—particularly when paired with cost transfers—demonstrate that depletion would be unlikely in the foreseeable future.</p> <p>In response to questions, Elisa confirmed that the projections include planned hardware refresh costs and that the JSA supports chancery court technology, noting that JSA fees are higher in both chancery court and the</p>

	<p>Supreme Court. Chief Justice Boomgaarden added that Attachment 2.3 identifies all statutory authority for imposing the JSA fee.</p> <p>When asked for a recommendation, Elisa stated she did not have one, citing uncertainty regarding legislative approval and the perception of filing fees as taxes. She noted, however, that Wyoming’s fees are generally lower than those in comparable states and that the data supports an increase. Justice Gray recommended a twenty-dollar increase, noting that smaller increments could necessitate repeated requests in future years. Judge Bluemel agreed, emphasizing that the JSA fee functions as a user fee rather than a tax. Judge Prokos observed that out-of-state defendants often remark on Wyoming’s low fees, and Elisa confirmed that most JSA revenue comes from citations.</p> <p>Judge Snyder moved to include a twenty-dollar increase in the bill draft, seconded by Judge Prokos. Chief Justice Boomgaarden acknowledged the strategic considerations discussed, including the value of highlighting revenue sources and resident versus nonresident contributions. The motion passed unanimously by voice vote, and the twenty-dollar increase will be incorporated into the bill draft reflected in Attachment 2.3.</p>
<p><u>Court Security Commission</u></p> <p>The Wyoming Judicial Council approved the recommendation from the Court Security Commission to request \$3.3M in funding for court security grants, and approved the mechanism for that request through a Chief’s Letter to the Joint Appropriations Committee.</p> <p><a href="#">Attachment 2.7 – Court Security Commission Recommendation re Budget Request</a></p>	<p>Justice Fenn reported the Court Security Commission’s recommendation to pursue a budget request based on recent security assessments conducted by the National Center for State Courts. The assessments covered nine counties and eleven buildings and resulted in recommendations totaling approximately \$3.65 million, as outlined in Attachment 2.7. Counties were asked to review the recommendations and provide input, and most supported submitting the assessed amounts.</p> <p>Justice Fenn noted that similar requests were funded by the Legislature in 2015 and 2018 with county matching requirements, and most counties completed improvements using those funds. He recommended proceeding with the request using a ten percent county match, resulting in a proposed request of approximately \$3.3 million.</p> <p>Justice Fenn explained that, following discussion with Chief Justice Boomgaarden, the request would be submitted separately through a Chief’s Letter rather than included with other Judicial Branch budget priorities. Justice Gray asked about county responsibility and involvement, and Justice Fenn confirmed that the improvements fall primarily under county obligations, with funds distributed as grants to counties.</p> <p>Chief Justice Boomgaarden clarified that the \$3.3 million represents ninety percent of the total assessed need, with the remaining ten percent to be provided by counties. She outlined possible submission options and recommended the Chief’s Letter approach to preserve flexibility and avoid competing with other Branch priorities. Judge Bluemel emphasized the importance of coordination with county officials and legislators and supported this approach.</p> <p>Judge Bluemel moved to submit the request in the amount recommended by the Court Security Commission through a Chief’s Letter, seconded by Judge Prokos. There was no further discussion, and the motion passed unanimously by voice vote.</p>

Courtroom Technology

Elisa Butler provided an update on courtroom technology, explaining that Microsoft Hubs are currently used statewide for video connectivity integrated with courtroom audio systems. Recent discussions with Microsoft confirmed that Hubs are not a sustainable long-term solution, as Microsoft plans to discontinue Hub production following the release of the Hub 3S. Support for the Hub 2S will end in 2027, with the Hub 3S to be phased out thereafter.

Elisa explained that the original plan was to gradually replace Hubs with camera-based systems, similar to those used in Sweetwater County, and the chancery court, with an initial plan to refresh approximately seven courtrooms per year. However, due to concerns about JSA fund depletion and the need to reassess technology standards amid budget constraints, the refresh initiative was paused.

With confirmation of Microsoft’s plans, Elisa noted growing concern among judges about the need to accelerate long-term planning for courtroom technology replacement. Funding would need to come from the JSA. While the JSA is statutorily intended to support courtroom technology, Elisa emphasized the importance of beginning discussions on a sustainable long-term approach.

Chief Justice Boomgaarden asked whether input from the conferences was needed at this time. Elisa responded that the update was informational and intended to provide context for future discussions, noting that more substantive review would likely occur at a future meeting, possibly in December or March, to address standards, costs, and timing.

Elisa also addressed broader budgeting considerations, highlighting the tension between communicating firm limitations to the Legislature and addressing operational needs when items are not funded through the General Fund, which has contributed to further reliance on the JSA. Chief Justice Boomgaarden asked whether the AOC could return with concrete options and recommendations. Elisa confirmed that the AOC is identifying potential cost savings and will bring that information back to the Council, including analysis of interpreter platform costs and potential savings. The Chief concluded by noting that courtroom technology planning would remain an ongoing discussion in light of upcoming budget deadlines and operational needs.

**3. ADA Policy**

The Wyoming Judicial Council approved the proposed amendments to the ADA policy, while keeping the required grievance process in place.

[Attachment 3.1 – Proposed Amendments to the ADA Policy](#)

[Attachment 3.2 – ADA Policy](#)

Judge Peasley presented proposed amendments to the ADA Policy developed in collaboration with Judge Bunting. He explained that most changes were minor, with more substantive revisions addressing the definition of a “qualified individual with a disability” and providing limited judicial discretion when accommodation requests arise close to or during proceedings. The proposed language would allow judges, after consultation with the ADA Coordinator, to address real-time accommodation needs while recognizing the practical realities of courtroom operations.

Chief Justice Boomgaarden thanked Judges Peasley and Bunting and invited input from Elisa regarding review by the ADA Coordinator. Elisa Butler confirmed that both she and Victor Payne reviewed the amendments

	<p>and provided background on the policy’s origins through the JBI Task Force, which sought to reduce administrative burdens on judges and insulate them from potential litigation by placing responsibility with the Administrative Office of the Courts (AOC). She noted that allowing greater judicial discretion could reduce that insulation but stated that the AOC was comfortable with the Council’s decision.</p> <p>Discussion also addressed the definition of a “qualified individual with a disability” and the policy’s appeal language. Elisa explained that while the ADA requires a grievance process, it does not require a formal appeal and that the current language could be confusing to litigants, particularly if an accommodation request arises during or after a hearing. Council members discussed the importance of preserving a clear grievance mechanism while avoiding the appearance that judicial rulings on accommodations are subject to appeal.</p> <p>Chief Justice Boomgaarden summarized the discussion, acknowledging the inherent tension between administrative oversight and judicial discretion and noting that the policy would remain subject to annual review. She requested a motion to adopt the proposed amendments with the understanding that the required grievance process would remain in place, while clarifying that the process is administrative in nature and not a judicial appeal. Upon motion by Judge Chambers, seconded by Judge Snyder, the Council adopted the ADA Policy amendments. The motion passed unanimously by voice vote. Chief Justice Boomgaarden concluded by noting that the policy may be revisited if issues arise prior to the annual review.</p>
<p><b>4. Grant Funding</b></p> <p>Attachment 4.1 – Grant Recommendation Summary</p>	<p>Chief Justice Boomgaarden directed the Council to Attachment 4.1, which outlines proposed grant funding recommendations for the Treatment Court Program and the Equal Justice Wyoming (EJW) Grant Program. She explained that both programs will bring recommendations to the Council in March and that the purpose of the discussion was to identify what information the Council would like to receive in advance.</p> <p>Elisa Butler explained that Attachment 4.1 reflects staff’s proposed information for Council review. Initial grant reviews will be conducted by the Behavioral Health Committee for the Treatment Court Program and the EJW Advisory Committee for the EJW Grant Program. Because grant contracts must be in place by July 1, the review timeline is structured to allow committees to review applications in January and present recommendations to the Council in March. Elisa noted that the attachment is intended as a proposal and that staff are open to adjustments based on Council feedback.</p> <p>Chief Justice Boomgaarden invited questions and clarified that the focus was on identifying informational needs rather than reviewing individual grants. Judge Prokos emphasized the importance of ensuring treatment courts meet fundamental benchmarks and best national practice standards, and Judge Chambers noted that AOC behavioral health staff are closely involved in the review process.</p> <p>Justice Gray suggested that the Council receive the names of EJW</p>

	<p>applicants not recommended for funding, noting that this would assist Council members in responding to inquiries from unsuccessful applicants. Chief Justice Boomgaarden agreed and encouraged Council members to share any additional suggestions with Elisa. No action was required, as the discussion was for input only.</p>
<p><b>5. Operational Plan</b></p> <p>The Wyoming Judicial Council approved the operational plan as drafted.</p> <p>Attachment 5.1 – 2025-2027 Operational Plan</p>	<p>Chief Justice Boomgaarden provided an overview of the FY 2025–2027 Operational Plan, which implements the Strategic Plan approved by the Council in June. She explained that following the two-year strategic planning process, the operational plan translates the Branch’s strategic pillars and objectives into specific tasks, timelines, priorities, and assigned responsibilities. She thanked Judges Snyder and Chambers for their assistance with outreach efforts, including hosting brown bag sessions open to court personnel, which were well attended and positively received.</p> <p>Chief Justice Boomgaarden emphasized that the operational plan is intended to be a living document that will guide committee work and administrative efforts throughout the two-year cycle. Some items are carryovers from the previous plan, while others represent new initiatives. Rather than engaging in detailed discussion on every task, the goal of the Council’s review was to identify questions, concerns, or omissions and to confirm comfort with the overall direction and priorities reflected in the plan. The operational plan will be revisited regularly at Council meetings to provide updates and monitor progress, with the expectation that evaluation methods will continue to evolve over time.</p> <p>The Council began its review with Pillar 1, Judicial Branch Excellence and Innovation, including goals related to judicial readiness and leadership development. While no edits were proposed, Chief Justice Boomgaarden introduced potential future discussion topics, including identifying Judicial Branch champions and exploring opportunities to engage community or business leaders as advisory partners, while maintaining judicial independence. She encouraged Council members to consider these concepts as the plan is implemented.</p> <p>Chief Justice Boomgaarden asked Council members to raise concerns if they disagreed with assigned priorities, noting that the operational plan guides committee focus and administrative workload. Elisa Butler provided additional context on the structure of the plan, explaining how tasks, timelines, administrative assignments, responsible entities, and priority levels were identified. She noted that priority rankings were preliminary and invited feedback, explaining that staff would focus first on high-priority items based on capacity.</p> <p>The Council discussed several areas for continued consideration, including judicial performance evaluation, focused recruitment for judicial appointments, and improving intra- and inter-conference communication. Chief Justice Boomgaarden outlined recent discussions with the Wyoming State Bar and the Judicial Nominating Commission and emphasized that further Council direction and potential committee involvement would be needed as these initiatives move forward. Council members also discussed communication challenges and the importance of sharing information</p>

	<p>effectively across conferences and committees.</p> <p>Chief Justice Boomgaarden thanked Elisa Butler and AOC leadership for the significant work invested in developing the operational plan and emphasized that its success depends on continued Council engagement and feedback. She encouraged Council members to share the plan with their respective conferences and to provide ideas or concerns as they arise. Judge Chambers moved to approve the Operational Plan as drafted, the motion was seconded, and it passed unanimously by voice vote.</p>
<p><b>6. Administrative Judges Policy</b></p>	<p>The Council did not address the Administrative Judges Policy. The item will be placed on the agenda for the next meeting.</p>

**WJC AND OTHER COMMITTEES**

<p><b>7. eFiling Committee</b></p> <p>The Wyoming Judicial Council approved the proposed amendment to Rule 7 of the eFiling Rules, making the recommendation to the Wyoming Supreme Court for adoption.</p> <p><a href="#">Attachment 7.1 – Proposed Amendment to Rule 7 of the eFiling Rules</a></p>	<p>Justice Jarosh presented the eFiling Committee’s recommendation to amend Rule 7 of the eFiling Rules. He explained that the proposed change is a straightforward clarification regarding what constitutes service for party filings, judgments, and orders. The amendment is intended to address situations in which judges transmit documents directly to parties through the Electronic Filing System (EFS). Under the proposed rule, documents sent by judges through EFS would be considered courtesy copies only, while service by the district court clerks through eService would constitute official service for purposes of calculating deadlines and timelines.</p> <p>Chief Justice Boomgaarden invited questions from the Council. She noted that, if approved, the recommendation would be forwarded to the Supreme Court for consideration and adoption. A motion was made to approve the eFiling Committee’s recommendation to amend Rule 7 of the eFiling Rules, and the motion was seconded.</p> <p>Judge Prokos asked whether the rule change would also apply to circuit courts. Elisa Butler clarified that the amendment applies only to district courts, due to the distinction between district court chambers and the district court clerk’s office. There was no further discussion, and the motion passed unanimously by voice vote.</p>
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<p><b>8. Civil Rules Division of the PRAC – Alternative Service of Process</b></p>	<p>Justice Jarosh provided an update on the Alternative Service of Process Working Group formed in 2024 as part of the Access to Justice 2.0 initiative. He explained that the working group was established to evaluate efforts in other states to expand permissible methods of service in response to modern communication trends, increased residential mobility, and the low success rate of service by publication. The group’s work resulted in a proposed amendment to Rule 4 of the Wyoming Rules of Civil Procedure.</p> <p>Justice Jarosh noted that the proposed rule change will be reviewed by the Civil Division of the Permanent Rules Advisory Committee (PRAC) at its next meeting. Chief Justice Boomgaarden added that the Civil Division may elect to circulate the proposal to the Bar for public comment and indicated that, based on her understanding, this proposal is appropriate for such review.</p>
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	<p>Chief Justice Boomgaarden further discussed the current process for determining which rule changes from PRAC divisions should be brought to the Council prior to submission to the Supreme Court. She explained that the current practice is to default to Council review, noting that some rule changes are considered housekeeping and may not require Bar comment, while more substantive changes typically do. She observed that the recommendation regarding alternative service of process has been under consideration for some time and that recent closures of several Wyoming newspapers have increased the urgency of addressing the issue.</p> <p>Justice Jarosh concluded by stating that he would be happy to share the working group’s findings with the Council upon request. He summarized that the proposed rule would require a party to demonstrate to the court that traditional service methods were unsuccessful and to seek court approval for alternative service methods.</p>
<p><b>9. Judicial Ethics Advisory Committee</b></p> <p>The Wyoming Judicial Council approved the proposed amendment to Rule 6 of the JEAC Rules, making the recommendation to the Wyoming Supreme Court for adoption.</p> <p><a href="#">Attachment 9.1 – Proposed Amendment to the Judicial Ethics Advisory Committee Rules</a></p>	<p>Judge Snyder presented the Judicial Ethics Advisory Committee’s proposed rule change to the Council. She explained that the amendment revises Rule 6, subsection (e), by changing the word “shall” to “may,” thereby granting the committee discretion regarding publications of decisions. Judge Snyder noted that many JEAC requests are highly fact-specific and could disclose the identity of the requesting judge if published.</p> <p>Justice Jarosh expressed support for the proposed change, stating that the committee should have discretion in determining what is appropriate for publication. He moved to approve the JEAC’s recommendation to amend Rule 5 of the JEAC Rules. The motion was seconded, there was no further discussion, and it passed unanimously by voice vote.</p>
<p><b>10. Legislative Relations Committee</b></p>	<p>Chief Justice Boomgaarden provided an update on recent engagement with the Legislative Relations Committee in advance of the Joint Judiciary Committee (JJC) meeting held on August 12 in Casper. She explained that the guiding principles emphasized by the Legislative Relations Committee are that Judicial Branch initiatives and communications should be driven by what is best for the Branch and should strengthen its operations. Education remains a priority, and prior to the JJC meeting, updated materials were shared, including revised pie charts outlining court workloads and an updated merit selection process handout.</p> <p>Chief Justice Boomgaarden provided an update on the Joint Judiciary Committee meeting. Although the Judiciary was not on the meeting agenda, Chief Justice Boomgaarden, Elisa, and the Branch’s new Communications Director, Jacob Just attended. A key issue discussed at the meeting was a draft resolution proposing Senate confirmation of Supreme Court justices. Attorneys were well represented at the meeting, and while the Wyoming State Bar has not taken a formal position, it has shared informational content regarding the importance of judicial independence through its social media channels. Ultimately, the resolution received sufficient support from House members but did not receive the necessary Senate support to move forward as a committee-sponsored bill.</p> <p>Chief Justice Boomgaarden explained that concerns raised in support of the</p>

	<p>resolution included transparency and public understanding of judicial philosophy. In advance of the meeting, the Judicial Branch provided talking points addressing potential impacts on court operations, including delays caused by vacancies and the possibility of special legislative sessions. These talking points will be shared with the Legislative Relations Committee moving forward.</p> <p>She concluded by noting that the Judicial Branch will continue to communicate with the Legislative Relations Committee and emphasized the importance of ongoing grassroots public engagement.</p>
<p><b>11. Education Committee</b></p> <p>The Wyoming Judicial Council approved the proposed orientation for the circuit and district court judges.</p> <p>Attachment 11.1 – Proposed Orientation for Circuit Court Judges</p> <p>Attachment 11.2 – Proposed Orientation for District Court Judges</p>	<p>Judge McKay presented the Education Committee’s recommendation for the Council to adopt a revised orientation program for new judges. She provided background on the committee’s work, explaining that prior orientations were conducted as a single-day session in Cheyenne, with half the day devoted to Administrative Office of the Courts (AOC) information and the other half focused on substantive topics. Feedback indicated a need for expanded administrative and practical training to better support judges as they begin their roles.</p> <p>Judge McKay explained that the proposed orientation places greater emphasis on AOC-led training and “on-the-ground” information to help judges effectively transition into their positions. This includes additional focus on administrative responsibilities such as human resources, fiscal processes, budgeting, county relationships, clerk interactions, court security, and other non-judicial functions that are critical to judicial operations, particularly for incoming judges.</p> <p>The proposed model includes a pre-oath training week, made possible through a mechanism that allows judge-selects to be hired early under a training designation. This would allow incoming judges to begin approximately one week prior to their official start date, with flexibility built in to accommodate scheduling needs. During this week, judge-selects would participate in comprehensive AOC training covering operational fundamentals and engage in shadowing opportunities with the outgoing judge. The shadowing component is intended to be flexible and observational in nature, allowing incoming judges to gain familiarity with courtroom practices and case flow.</p> <p>Judge McKay further explained that the revised orientation includes a questionnaire completed by incoming judges to help identify areas of strength as well as topics where additional training or support may be beneficial. Following the initial training week, judges would participate in a series of approximately six trainings facilitated by members of their judicial conference, along with ongoing brown bag sessions. This structure is intended to provide more robust, continuous training throughout the first year on the bench and to create a more intentional onboarding process.</p> <p>Judge McKay noted that implementation of the revised orientation would involve an expenditure of Judicial Branch funds. Judge Snyder asked whether cost estimates had been developed and whether the Branch would be able to fund the proposal. Elisa Butler responded that the anticipated cost would involve temporarily filling an existing non-judicial employee</p>

	<p>position during the training period and that the expense would be covered using vacancy savings.</p> <p>The Council expressed appreciation for the Education Committee’s work on the proposal. Judge Snyder moved to approve the revised judicial orientation as recommended by the Education Committee, the motion was seconded, and it passed unanimously by voice vote.</p>
<p><b>12. HR Committee</b></p> <p>The Wyoming Judicial Council approved the proposed FMLA amendments to the Guide for Judicial Branch Employment.</p> <p>Attachment 12.1 – Proposed FMLA Amendment to the Guide for Judicial Branch Employment</p>	<p>Judge Coombs presented the HR Committee’s recommendation regarding adoption of a paid Family and Medical Leave Act (FMLA) policy. He explained that the issue was brought to the HR Committee earlier in the year and required additional time for consideration due to concerns raised by the District Court Judges Conference, particularly as they related to some of their court reporters and staff attorneys. At the committee’s most recent meeting, consensus was reached on final language, which is now presented to the Council with a recommendation for adoption.</p> <p>Judge Coombs noted that the Executive Branch began offering paid FMLA leave at the beginning of the year, followed by the Legislative Branch in the spring. The proposed policy aligns with those examples and would provide six (6) weeks of paid FMLA leave. With respect to court reporters and staff attorneys, the adopted language preserves judicial discretion for district judges.</p> <p>Chief Justice Boomgaarden invited questions from the Council. Judge Bluemel asked for clarification regarding some of the court reporters and staff attorneys. Judge Coombs explained that there is variation among court reporters and some staff attorneys in district courts, as not all accrue annual or sick leave. Judge Bluemel asked whether the HR Committee had taken a position on whether district judges could allow court reporters to accrue leave. Judge Coombs responded that the committee was advised by district court judge members that accrual practices vary by judge and that this discretion currently exists. As a result, the proposed policy allows district judges to determine eligibility for paid FMLA based on whether the employee accrues leave. Employees who accrue leave would be eligible for paid FMLA, while those who do not would remain subject to federal FMLA only.</p> <p>Chief Justice Boomgaarden summarized that the recommendation does not alter existing discretion but clarifies that employees who do not accrue leave are not eligible for the paid FMLA benefit. Judge Coombs confirmed this understanding and reiterated the importance of maintaining parity with other branches to remain competitive in retaining staff.</p> <p>Judge Chambers moved to approve the FMLA policy update to the employment guide. The motion was seconded, there was no further discussion, and it passed unanimously by voice vote.</p>

CONSENT AGENDA

<p><b>13. Consent List</b></p> <p>The Wyoming Judicial Council approved the consent list items.</p> <p><u>Protection Order Forms</u></p> <p><u>Court Navigator Expansion</u></p> <p><u>Implementation Plans</u></p> <p><u>Access to Justice Commission Restructuring</u></p>	<p>Chief Justice Boomgaarden addressed the Consent List, noting that its purpose is to enhance the efficiency of Council meetings. She asked whether any Council members wished to remove items from the Consent List for individual discussion. There were no requests to do so. A motion was made to approve the items listed under agenda item 13, the Consent List. The motion was seconded, there was no further discussion, and it passed unanimously by voice vote.</p>
<p><b>For the Good of the Order</b></p>	<p>None.</p>
<p><b>Adjourn</b></p>	<p>The meeting was adjourned when the Council entered Executive Session.</p>

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## MINUTES

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**Others Present:** Judge Ben Burningham, Judge McKay, Judge Overfield, Elisa Butler

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#### Welcome

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## Attachment 1.1

### PROPOSAL

**To:** Wyoming Judicial Council  
**Date:** August 5, 2025  
**Re:** Proposal to Amend Rule 4 of the Rules and Procedures Governing the  
Judicial Council to Add a Chancery Court Representative

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#### **Strategic Goal: Improve Communication with Chancery**

One goal of the *Wyoming Judicial Branch 2025–2027 Strategic Plan* is to improve branchwide communication with the chancery court.<sup>1</sup> The plan acknowledges the need to build frameworks for inter-conference communications.<sup>2</sup>

Currently, the conferences communicate with each other mostly through committees and the Wyoming Judicial Council. The council’s general body includes three supreme court justices, three district court judges, and three circuit court judges; its executive committee features one member from each of these conferences.<sup>3</sup> Representing their respective conferences, council members review committee rule, policy, and strategy recommendations, relay these proposals to their conferences, gather feedback and share it with the council, and advise their conferences on final council actions.

#### **Communication Gap**

This structure works for the supreme, district, and circuit conferences because they are represented on the judicial council and its executive committee. It does not work for the chancery court.

As the only state court in Wyoming not represented on the council, the chancery court lacks a formal voice in the branch’s shared governance and decision-making. Chancery has no formal means of staying informed about policymaking, rule proposals, or other developments. While all other judges have multiple representatives on the council and one representative on the executive committee, the chancery court must rely on other conference representatives whose needs, perspectives, and priorities may differ.

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<sup>1</sup> Wyo. Jud. Branch, *Strategic Plan 2025–2027* 7 (June 2025) (Pillar 1, Goal 2) (“Enhance communication with the chancery court to support docket development, presence and support.”).

<sup>2</sup> Wyo. Jud. Branch, *Strategic Plan 2025–2027* 7 (June 2025) (Pillar 1, Goal 2) (“Build frameworks for intra- and inter-conference communications.”).

<sup>3</sup> R. & Pro. Governing the Wyo. Jud. Council R. 4, 8.

## Comparative Models from Other States

A review of how business courts in similarly situated states participate in shared judicial governance confirms that Wyoming’s current communication and governance structure is incomplete. Of the 26 state business courts, most function as divisions or specialized dockets within existing courts and are represented on state judicial councils through their parent courts.<sup>4</sup> But three states offer a close comparison to Wyoming: Georgia, Texas, and Utah. As in Wyoming, legislation in these states created statewide business courts that operate independently—not as divisions or dockets of existing courts.

Each of these three states made its business court a full voting member of the state judicial council, recognizing early on that their communication and governance frameworks were incomplete unless these standalone, statewide courts sat on their judicial councils.

## Benefits of Including Chancery on the Council

Following the example of its sister states, Wyoming’s judicial branch might close its communication gap with chancery by adding a single chancery court representative to the council’s current membership. That inclusion would benefit chancery, providing a formal way to propose and explain chancery rule amendments and to participate in branchwide strategy, rule, and policy discussions.

It would also benefit the council. The chancery court could offer its unique and specialized perspective on business and trust litigation. And as a new court of limited jurisdiction with only one judge and an expedited docket, the chancery court is well-suited to experiment with new procedures and technologies aiming to maximize expedient dispute resolution—to efficiently see what works and what doesn’t.<sup>5</sup>

The chancery court’s active public outreach would also foster dialogue between the council and practitioners, community members, and industry groups—also a goal in the new strategic plan.<sup>6</sup> In the next three months alone, the chancery court expects

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<sup>4</sup> For the same reason, Wyoming’s juvenile courts are represented through the district court conference. See Wyo. Stat. § 5-8-101 (“The district court judges of the state shall be the judges of the juvenile courts in the counties of their respective districts.”).

<sup>5</sup> See Wyo. Jud. Branch, *Strategic Plan 2025–2027* (June 2025) (Pillar 1, Goal 4) (“Promote secure, effective and innovative use of technology.”), (Mission) (Branch’s mission includes providing a “timely . . . resolution of legal disputes.”).

<sup>6</sup> Wyo. Jud. Branch, *Strategic Plan 2025–2027* (June 2025) (Pillar 1, Goal 2) (“Foster meaningful, two-way communication between Judicial Branch Committees members, judges, stakeholder groups, and staff to improve awareness, collaboration, and feedback.”); Wyo. Jud. Branch, *Strategic Plan 2025–2027* (June 2025) (Pillar 2, Goal 2) (“Collaborate with . . . the bar association and private organizations to provide insight into the work and priorities of the Branch.”).

to present to local bar associations in Natrona, Carbon, Campbell, Sheridan, and Johnson counties, as well as to law firms and trade groups.

### **An Incremental Approach: Non-Voting Membership**

Though adding the chancery court would promote representative governance and further the goals in the council's new strategic plan, some members may worry that granting voting rights to a court with a single judge could give it a disproportionate voice or upset the current voting balance. Others may prefer to defer voting status until the court has further established its institutional footing.

But as a voting member, the chancery court would hold only one vote compared to the three votes allotted to each of the other conferences. It now has a full-time judge and staff and is approaching its fourth year of operation. Granting voting rights to the circuit courts (which, like the chancery court, are legislative creations) and to the district courts (which, like chancery, handle financially significant matters) while relegating chancery to non-voting status creates a distinction that is difficult to justify. The chancery court is a standalone, statewide court that ultimately should participate on the council as a voting member.

Recognizing that consensus on full membership may take time, a practical interim step is to provide a non-voting seat with a review to be conducted 18 months after the rule amendment takes effect. That review could assess whether the timing is right to grant the chancery court a vote.<sup>7</sup>

### **Proposed Rule Change**

To implement this incremental recommendation, Rule 4 of the *Rules and Procedures Governing the Judicial Council* could be amended as follows:

The Wyoming Judicial Council is composed of the following members:

1. The Chief Justice of the Wyoming Supreme Court and two justices of the Wyoming Supreme Court;
2. Three district court judges; **and**
3. Three circuit court judges; and
4. The chancery court judge.

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<sup>7</sup> If the council ultimately wishes to grant voting rights to the chancery court but is concerned about tie votes arising from an even number of members, that practical concern could be addressed by clarifying that the Chief Justice may cast the deciding vote in the event of a tie.

All members enjoy voting rights except the chancery court judge, who shall have full voice and participation in Council, but no vote. The Wyoming Judicial Council may appoint nonvoting members to serve for specified terms to increase perspective of others in the judicial branch, including, but not limited to, judges, clerks of court, chief circuit clerks, court personnel, and Staff of the State Court Administrator.

Some may question whether a rule amendment is necessary given the council's authority to appoint non-voting members to serve for specified terms. That authority accommodates temporary and discretionary appointments; it was not intended to fill permanent structural gaps in representation and communication. Relying on it would suggest short-lived participation. By contrast, amending the rule to list the chancery court explicitly alongside every other state court provides permanence and legitimacy. It reflects chancery's status as a standing part of the judicial branch, not a temporary invitee.

### **Conclusion**

Improving intra-branch communication with the chancery court is one of the goals adopted by the judicial council in its 2025–2027 Strategic Plan. Amending Rule 4 to include the chancery court is a concrete step toward that goal. Chancery's inclusion enhances inter-conference communication and lessens a structural gap in representation by giving every statewide court a seat at the table.

## Attachment 2.1

### Budget Request Priorities

The WJC discussed the JSA fund and general fund budget at its June meeting. At that meeting, the Council decided to request:

- A transfer of 13 positions from JSA to the General Fund (\$3,538,481);
- A transfer of C-Track from the General Fund to JSA (\$1,258,000); and
- An increase to the JSA fee.

Because the increase to the JSA fee is not part of the budget, and instead requires a bill draft, that fee increase cannot be submitted as an exception request.

However, the cost transfers between the General Fund and JSA (positions and C-Track) must be included in the Branch's prioritization of General Fund requests.

**Priority x** – Net \$2,280,480 – Transfer of Costs

Below are the requests and priorities approved in June.

**Priority 1** – \$2,046,000 Microsoft Enterprise Agreement

**Priority 2** – \$775,000 Meraki (Updated amount to reflect current pricing)

**Priority 3** – \$1,258,000 C-Track

**Priority 4** - \$210,000 Microsoft Unified Support

**Priority 5** - \$56,000 IT Inflation Increase

**Priority 6** - \$83,500 Copiers

Attachment 2.3

\_\_\_\_\_ BILL NO. \_\_\_\_\_

Court Automation Fees.

Sponsored by: [Sponsorship Clause]

A BILL

for

1 AN ACT relating to courts; increasing specified court  
2 automation fees; and providing for an effective date.

3

4 *Be It Enacted by the Legislature of the State of Wyoming:*

5

6 **Section 1.** W.S. 2-2-401(a)(iii), 5-2-202, 5-3-  
7 206(a)(i), (vii) and (x), 5-6-108 (a)(i), 5-9-135, 5-13-202,  
8 6-10-102 and 6-10-103 are amended to read:

9

10 **2-2-401. Schedule; additional charges.**

11

12 (a) For probate matters filed or commenced, the clerk  
13 of the district court shall collect fees as follows:

14 (iii) In addition to the original filing fee under  
15 paragraph (a)(i) of this subsection, a court automation fee  
16 in the amount of ~~forty dollars (\$40.00)~~ -----

1 which shall be deposited into the judicial systems automation  
2 account established by W.S. 5-2-120;

3

4 **5-2-202. Collection of fees.**

5

6 The clerk of the supreme court shall collect the following  
7 fees from the plaintiff in error or appellant, or in case of  
8 an original proceeding the plaintiff or relator shall, at the  
9 time of the filing the petition in error or record on appeal  
10 or when commencing the cause in this court, the sum of  
11 seventy-five dollars (\$75.00). At the time of filing, the  
12 clerk also shall collect a court automation fee in the amount  
13 of ~~fifty-five dollars (\$55.00)~~ -----

14 which shall be deposited into the judicial systems automation  
15 account established by W.S. 5-2-120, and an indigent civil  
16 legal services fee in the amount of ten dollars (\$10.00) which  
17 shall be deposited into the indigent civil legal services  
18 account established by W.S. 5-2-121. Other fees or charges to  
19 be assessed within the clerk's office are to be determined  
20 under rules of the supreme court.

21

22 **5-3-206. Fees.**

23

1           (a) For all civil matters filed or commenced, the clerk  
 2 of each district court shall charge the following fees:

3  
 4           (i) For filing instruments or documents in each civil  
 5 action and certifying one (1) copy of any order, decree or  
 6 judgment at the time of its filing for each party, an original  
 7 filing fee of one hundred twenty dollars (\$120.00) which shall  
 8 be paid by the plaintiff. This fee shall apply to the original  
 9 actions commenced and to actions that are reopened after a  
 10 final decree previously has been entered. ~~Forty dollars~~  
 11 ~~(\$40.00)~~ ----- of the filing fee shall be for  
 12 court automation, ten dollars (\$10.00) shall be for indigent  
 13 civil legal services and both shall be remitted provided in  
 14 W.S. 5-3-205;

15  
 16           (vii) For all transcripts in cases appealed to the  
 17 supreme court, one hundred dollars (\$100.00), including  
 18 certificates, seals and transmission. ~~Forty dollars (\$40.00)~~  
 19 ----- of the fee under this paragraph  
 20 shall be for court automation, ten dollars (\$10.00) shall be  
 21 for indigent civil legal services and both shall be remitted  
 22 provided in W.S. 5-3-205;

23



1           (i) A court automation fee of ~~forty dollars (40.00)~~  
 2 ----- as a cost to be paid by every person  
 3 guilty of a violation of a city or town ordinance;

4

5           **5-9-135. Filing fee.**

6

7 For all civil matters the circuit court shall collect from  
 8 the plaintiff an original filing fee of twenty dollars  
 9 (\$20.00), a court automation fee of ~~forty dollars (40.00)~~ --  
 10 -----, and an indigent civil legal services  
 11 fee of ten dollars (\$10.00) excluding small claims civil  
 12 actions as provided in W.S. 1-21-201 through 1-21-205 which  
 13 shall have a filing fee of ten dollars (\$10.00). The court  
 14 automation fee shall be deposited into the judicial systems  
 15 automation account and the indigent civil legal services fee  
 16 shall be deposited into the indigent civil legal services  
 17 account established by W.S. 5-2-121.

18

19           **6-10-102. Imposition of fine for any felony; maximum fine**  
 20 **where not established by statute; court automation fee;**  
 21 **indigent civil legal services fee.**

22

1 The court may impose a fine as part of the punishment for any  
2 felony. If the statute does not establish a maximum fine, the  
3 fine shall be not more than ten thousand dollars (\$10,000.00).  
4 The court shall impose a court automation fee of ~~forty dollars~~  
5 ~~(40.00)~~ ----- in every criminal case wherein  
6 the defendant is found guilty, enters a plea of guilty or no  
7 contest or is placed on probation under W.S. 7-13-301. The  
8 fee shall be remitted as provided by W.S. 5-3-205. In addition  
9 to the court automation fee the court shall impose an indigent  
10 civil legal services fee of ten dollars (\$10.00) in every  
11 criminal case wherein the defendant is found guilty, enters  
12 a plea of guilty or no contest or is placed on probation under  
13 W.S. 7-13-301 or 35-7-1037. The indigent civil legal services  
14 fee shall be remitted as provided in W.S. 5-3-205(a)(ii).

15

16 **6-10-103. Penalties for misdemeanors where not prescribed**  
17 **by statute; court automation fee; indigent civil legal**  
18 **services fee.**

19

20 Unless a different penalty is prescribed by law, every crime  
21 declared to be a misdemeanor is punishable by imprisonment in  
22 the county jail for not more than six (6) months, a fine of  
23 not more than seven hundred fifty dollars (\$750.00), or both.

1 The court shall impose a court automation fee of ~~forty dollars~~  
2 ~~(40.00)~~ ----- in every criminal case wherein  
3 the defendant is found guilty, enters a plea of guilty or no  
4 contest or is placed on probation under W.S. 7-13-301. The  
5 fee shall be remitted as provided by W.S. 5-3-205. In addition  
6 to the court automation fee the court shall impose an indigent  
7 civil legal services fee of ten dollars (\$10.00) in every  
8 criminal case wherein the defendant is found guilty, enters  
9 a plea of guilty or no contest or is placed on probation under  
10 W.S. 7-13-301. The indigent civil legal services fee shall be  
11 remitted as provided in W.S. 5-3-205(a)(ii).

12

13 **Section 2.** This act is effective July 1, 2025.

14

15

(END)

This document provides a comparison of court fees, and includes a variety of case types within comparable jurisdictions within Colorado, Nebraska, Utah, New Hampshire, and Vermont.

**CIRCUIT COURT (OR EQUIVALENT)**

Case Type	State	Limits/Descriptor	Fee Description (if provided)	Fee Amount	Total Potential Fees	Other Document Fees
Civil - Small Claims	Colorado	\$500 or less	Judicial Stabilization Cash Fund; Court Security Cash Fund; Justice Center Cash Fund; General Fund	\$14; \$5; \$11; \$1	\$31	Answer \$26/Counterclaim \$31/Rule 369 Contempt of Court \$70
		\$500.01 - \$7,500	Judicial Stabilization Cash Fund; Court Security Cash Fund; Justice Center Cash Fund; General Fund	\$38; \$5; \$11; \$1	\$55	Answer \$41/Counterclaim \$46/Rule 369 Contempt of Court \$70
	Nebraska	\$7,500 or less	Small Claims Docket Fee; Docket Fee/Judges Retirement Fee; Judges Retirement Fee; Automation Fee; NSC Education Fee; Dispute Resolution Fee; Indigent Defense Fee; Uniform Data Analysis Fee	\$4.25; \$2; \$12; \$8; \$1; \$0.75; \$3; \$1	\$32	
	Utah	\$2,000 or less	General Fund; Judges' Contributory Retirement Trust Fund and Judges' Noncontributory Retirement Trust Fund; Children's Legal Defense Account; Dispute Resolution Account	\$38; \$15; \$4; \$3	\$60	Small Claim Counter Affidavit \$50
		\$2,000.01 - \$7,500	General Fund; Judges' Contributory Retirement Trust Fund and Judges' Noncontributory Retirement Trust Fund; Children's Legal Defense Account; Dispute Resolution Account	\$78; \$15; \$4; \$3	\$100	Small Claim Counter Affidavit \$70
		\$7,500.01 - \$11,000	General Fund; Judges' Contributory Retirement Trust Fund and Judges' Noncontributory Retirement Trust Fund; Children's Legal Defense Account; Dispute Resolution Account	\$163; \$15; \$4; \$3	\$185	Small Claim Counter Affidavit \$120
	New Hampshire	\$5,000 or less	Mediation and arbitration fund; General Fund	\$5; \$120	\$125	Counter Claim \$125
		\$5,000 - 10,000	Mediation and arbitration fund; General Fund	\$60; \$120	\$180	Counter Claim \$180
	Vermont	\$1,000 or less	50 percent of the fee benefits the county and 50 percent benefits the State, except in counties with state-provided court facilities, where all fees benefit the State.	\$32.50; \$32.50	\$65	Counterclaim for \$500 or less \$25
		\$1,001 - \$10,000	50 percent of the fee benefits the county and 50 percent benefits the State, except in counties with state-provided court facilities, where all fees benefit the State.	\$45; \$45	\$90	Counterclaim for \$501 to \$10,000 \$35
	Wyoming	\$6,000 or less	General Fund	\$10	\$10	
	Civil - General Civil	Colorado	\$1.00 - \$999.99	Judicial Stabilization Cash Fund; Court Security Cash Fund; Justice Center Cash Fund; General Fund; Equal Justice fee	\$41; \$5; \$38; \$1; \$10	\$95
\$1,000.00 - \$14,999.99			Judicial Stabilization Cash Fund; Court Security Cash Fund; Justice Center Cash Fund; General Fund. Equal Justice fee	\$61; \$5; \$38; \$1; \$10	\$115	Respondent Filing \$110/Crossclaim \$115/Defendant's Motion to Dismiss for Failure to File a Complaint \$55
\$15,000 - \$25,000			Judicial Stabilization Cash Fund; Court Security Cash Fund; Justice Center Cash Fund; General Fund; Equal Justice fee	\$91; \$5; \$38; \$1; \$10	\$145	Respondent Filing \$140/Crossclaim \$145/Defendant's Motion to Dismiss for Failure to File a Complaint \$55
Nebraska		Jurisdictional limit \$70,000	Civil Docket Fee; Docket Fee/Judges Retirement Fee; Judges Retirement Fee; Legal Services Fee; Automation Fee; NSC Education Fee; Dispute Resolution Fee; Indigent Defense Fee; Uniform Data Analysis Fee	\$8; \$12; \$12; \$6.25; \$8; \$1; \$0.75; \$3; \$1	\$52	
Utah		\$2,000 or less	General Fund; Judges' Contributory Retirement Trust Fund and Judges' Noncontributory Retirement Trust Fund; Children's Legal Defense Account; Dispute Resolution Account; Court Security Account	\$48; \$15; \$4; \$3; \$20	\$90	Counterclaim \$55
		\$2,000.01 - \$10,000	General Fund; Judges' Contributory Retirement Trust Fund and Judges' Noncontributory Retirement Trust Fund; Children's Legal Defense Account; Dispute Resolution Account; Court Security Account	\$158; \$15; \$4; \$3; \$20	\$200	Counterclaim \$165
		\$10,000.01 or more	General Fund; Judges' Contributory Retirement Trust Fund and Judges' Noncontributory Retirement Trust Fund; Children's Legal Defense Account; Dispute Resolution Account; Court Security Account	\$323; \$15; \$4; \$3; \$30	\$375	Counterclaim \$170
		Other not governed by another subsection	General Fund; Judges' Contributory Retirement Trust Fund and Judges' Noncontributory Retirement Trust Fund; Children's Legal Defense Account; Dispute Resolution Account; Court Security Account	\$323; \$15; \$4; \$3; \$30	\$375	Counterclaim \$170
New Hampshire		Civil Complaint	6% into an escrow account; 30% Judicial Branch Information Technology fund; General Fund; (pro hac vice proceeds paid into law library revolving fund)		\$300	Counterclaim \$300

Vermont	Up to \$10,000, consumer credit debt and medical debt are capped at \$5,000	General Fund	\$295	\$295	Subsequent pleadings for relief: appeal/cross-claim/third-party claim \$120; counterclaim \$90; postjudgment motion (civil/criminal/environmental, except small claims) \$90; Petition for Minor Settlements \$90; Tax appeal \$295.
Wyoming		Filing Fee; Judicial Systems Automation; Civil Legal Services	\$20; \$40; \$10	\$70	

**CIRCUIT COURT (OR EQUIVALENT)**

Criminal - Misdemeanor Offense	Colorado	Docket Fee; State Commission on Judicial Performance Cash Fund; Surcharge; Probation Supervision Fee; Jury Demand Fee, Petty Offense; Victim's Compensation Cost; Alcohol/Drug Related Offenses (Law Enforcement Assistance Fund; Alcohol/Drug Evaluation Cost; Persistent Drunk Driver Surcharge); Drug Offender Surcharge; Outstanding Judgment/Warrant Cost; Useful Public Service Fee; Victim's Assistance Surcharge; Restitution; Time Payment Fee; Late Penalty Fee; Family Friendly Court Surcharge; Brain Injury Surcharge; Offender Identification Fee; Public Defender Fee; Sex Offender Surcharge; Child Abuse Investigation Surcharge; Adolescent Substance Abuse Surcharge; Victim Address Confidentially Surcharge; Genetic Testing Surcharge; Rural Alcohol & Substance Abuse Surcharge; Restorative Justice Surcharge	\$21; \$5; \$26; \$50 (per month); \$25; Ranges \$33-78; (\$90; \$200; Ranges \$100 - \$500); Ranges \$200 - \$1,000; \$30; Up to \$120; Ranges \$10 - \$78 (or 37% of fine or applicable minimum - whichever is larger); Varies; \$25; \$10; \$1; Ranges \$20 - \$25; \$128; \$25; Ranges \$150 - \$400; Ranges \$75 - \$200; \$25; \$28; \$2.50; Ranges \$1 - \$10; \$10	Fees starting at \$216	
	Nebraska	Criminal Docket Fee; Docket Fee/Judges Retirement Fee; Judges Retirement Fee; Law Enforcement Improvement Fund; Legal Services Fee; Automation Fee; NSC Education Fee; Dispute Resolution Fee; Indigent Defense Fee; Uniform Data Analysis Fee; Civil Legal Service Fund; Crime Victim Fund	\$8; \$12; \$6; \$2; \$6.25; \$8; \$1; \$0.75; \$3; \$1; \$1; \$1	\$50	
	Utah	Surcharge (35% of Class C Criminal Fine; 90% of Class B and A Criminal Fine); Security Surcharge (Court Security Account; General Fund of the Governmental Entity; County Treasurer; Court Security Account; Justice Court Technology, Security, and Training Account)	(Surcharge paid on all criminal fines, penalties, and forfeitures imposed by court); \$60	Class C: Up to \$750 Class B: Up to \$1,000 Class A: Up to \$2,500	
	New Hampshire	Unable to provide data - set by rule, no fine/fees chart available			
	Vermont	Base Fine; Victims Compensation Fund; Domestic & Sexual Violence Fund; Restitution Fund (15% of base fine); SIU Surcharge; Court Technology Fee; Clerical Reporting Fee	\$800; \$33.50; \$13.50; \$100 (for applicable offenses); \$12.50; \$0.50	Starting at around \$959.50 before the 15% surcharge	
	Wyoming	Court Costs; Judicial Systems Automation; Civil Legal Services; Crime Victims Compensation Surcharge; Drug Court Surcharge; Officer Training Fee; Other Possible Costs (Public Defender Fee; Prosecution Fee; Addicted Offender Fee; Probation Fee; Jail Costs; Extradition Fee; Fine/Bond Forfeiture)	\$20; \$40; \$10; Ranges \$100 - \$400; Up to \$50; \$5; Varies	Fees starting at \$75	

**DISTRICT COURT (OR EQUIVALENT)**

Case Type	State	Descriptor	Fee Description (if provided)	Fee Amount	Total Potential Fees	Other Fees of Interest/Notes
Civil - Dissolution of Marriage	Colorado		Colorado Children's Trust Fund; Performance-based Collaborative Management Incentive Cash Fund; Judicial Stabilization Cash Fund; Court Security Cash Fund; Justice Center Cash Fund; General Fund; Vital Statistics Records Cash Fund; Displaced Homemakers Fund; Colorado Domestic Abuse Program Fund; Family Violence Justice Fund; Equal Justice fee	\$15; \$115; \$50; \$5; \$26; \$1; \$3; \$5; \$5; \$5; \$30	\$260	Response \$146.00
	Nebraska		Mediation Fee; Child Abuse Prevention Fee; Docket Fee/County; Docket Fee/Judges Retirement Fee; Judges Retirement Fee; Legal Services Fee; Automation Fee; NSC Education Fee; Dispute Resolution Fee; Indigent Defense Fee; Uniform Data Analysis Fee; Records Management Fee	\$50; \$25; \$35; \$7; \$12; \$6.25; \$8; \$1; \$0.75; \$3; \$1; \$15	\$164	
	Utah		General Fund; Judges' Contributory Retirement Trust Fund and Judges' Noncontributory Retirement Trust Fund; Children's Legal Defense Account; Dispute Resolution Account; Court Security Account	\$273; \$15; \$4; \$3; \$30	\$325	Counterclaim \$130

New Hampshire	Original entry of divorce without minor children	6% into an escrow account; 30% Judicial Branch Information Technology fund; General Fund; (pro hac vice proceeds paid into law library revolving fund)		\$280	Cross-petitions \$280
	Original entry of divorce with minor children or parenting matters	6% into an escrow account; 30% Judicial Branch Information Technology fund; General Fund; (pro hac vice proceeds paid into law library revolving fund)		\$282	Cross-petitions \$282
Vermont		General Fund	\$295.00	\$295	
Wyoming		Filing Fee (Local County); Judicial Systems Automation; Civil Legal Services	\$110; \$40; \$10	\$160	

**DISTRICT COURT (OR EQUIVALENT)**

Civil - General Civil	Colorado		Docket Fee	\$265.00	\$265	Answer \$222/Counterclaim \$264
	Nebraska		Docket Fee; Docket Fee/Judges Retirement Fee; Judges Retirement Fee; Legal Services Fee; Automation Fee; NSC Education Fee; Dispute Resolution Fee; Indigent Defense Fee; Uniform Data Analysis Fee; Complete record/Records	\$35; \$7; \$12; \$6.25; \$8; \$1; \$0.75; \$3; \$1; \$15	\$89	
	Utah	\$2,000 or less	General Fund; Judges' Contributory Retirement Trust Fund and Judges' Noncontributory Retirement Trust Fund; Children's Legal Defense Account; Dispute Resolution Account; Court Security Account	\$48; \$15; \$4; \$3; \$20	\$90	Counterclaim \$55
		\$2,000.01 - \$10,000	General Fund; Judges' Contributory Retirement Trust Fund and Judges' Noncontributory Retirement Trust Fund; Children's Legal Defense Account; Dispute Resolution Account; Court Security Account	\$158; \$15; \$4; \$3; \$20	\$200	Counterclaim \$165
		\$10,000.01 or more	General Fund; Judges' Contributory Retirement Trust Fund and Judges' Noncontributory Retirement Trust Fund; Children's Legal Defense Account; Dispute Resolution Account; Court Security Account	\$323; \$15; \$4; \$3; \$30	\$375	Counterclaim \$170
		Other not governed by another subsection	General Fund; Judges' Contributory Retirement Trust Fund and Judges' Noncontributory Retirement Trust Fund; Children's Legal Defense Account; Dispute Resolution Account; Court Security Account	\$323; \$15; \$4; \$3; \$30	\$375	Counterclaim \$170
	New Hampshire	Civil Complaint	6% into an escrow account; 30% Judicial Branch Information Technology fund; General Fund; (pro hac vice proceeds paid into law library revolving fund)		\$300	Counterclaim \$300
	Vermont		General Fund	\$295	\$295	Subsequent pleading for relief: appeal/cross-claim/third-party claim \$120; counterclaim \$90; postjudgment motion (civil, criminal, environmental) \$90; Petition for Minor Settlements \$90; Tax appeal \$295.
	Wyoming		Filing Fee; Judicial Systems Automation; Civil Legal Services	\$110; \$40; \$10	\$160	
	Criminal - Felony Offense	Colorado		Judicial Stabilization Cash Fund; State Commission on Judicial Performance Cash Fund; Surcharge; Probation Supervision Fee; Victim's Compensation Cost; Victim's Assistance Surcharge; Restitution; Drug Offender Surcharge; Special Advocate Surcharge; Sex Offender Surcharge; Sexual Exploitation of Child Surcharge; Child Abuse Investigation Surcharge; Useful Public Service Fee; Time Payment Fee; Late Penalty Fee; Offender Identification Fee; Standardized Offender Assessment; Public Defender Fee; Cost of Care; Cost of Prosecution; Victim Address Confidentiality Surcharge; Genetic Testing Surcharge; Rural Alcohol & Substance Abuse Surcharge; Restorative Justice Surcharge	\$35; \$5; \$40; \$50 (per month); \$163; \$163; Varies; Ranges \$200 - \$4,500; \$1,300; Ranges \$150 - \$3,000; Ranges \$500 - \$2,000; Ranges \$250 - \$1,500; Up to \$120; \$25; \$10; \$128; Ranges \$45-75; \$25; \$1,491(annually); Varies; \$28; \$2.50; Ranges \$1 - \$10; \$10	Fees starting at \$589
Nebraska			Docket Fee/County; Docket Fee/Judges Retirement Fee; Judges Retirement Fee; Law Enforcement Improvement Fund; Legal Services Fee; Automation Fee; NSC Education Fee; Dispute Resolution Fee; Indigent Defense Fee; Uniform Data Analysis Fee; Civil Legal Services Fund; Crime Victim Fund; Record Management Fee	\$35; \$7; \$6; \$2; \$6.25; \$8; \$1; \$0.75; \$3; \$1; \$1; \$1; \$15	\$87	
Utah			Surcharge (90% of Criminal Fine); Security Surcharge (Court Security Account; General Fund of the Governmental Entity; County Treasurer; Court Security Account; Justice Court Technology, Security, and Training Account)	(Surcharge paid on all criminal fines, penalties, and forfeitures imposed by court); \$50	Third Degree: Up to \$5,000 Second and First Degree: Up to \$10,000	
New Hampshire			Unable to provide data - set by rule, no fine/fees chart available			

Vermont	Fines for felonies in Vermont vary widely and depend on the specific crime. Some have clear statutory caps (like \$500-\$10,000), while others leave it to judicial discretion.	\$12.50 per offense, goes to Court Technology Special Fund		Range from \$500 to \$10,000	
Wyoming		Judicial Systems Automation; Civil Legal Services; Crime Victims Compensation Surcharge; Drug Court Surcharge; Officer Training Fee; Other Possible Costs (Public Defender Fee; Prosecution Fee; Addicted Offender Fee; Probation Fee; Jail Costs; Extradition Fee; Fine/Bond Forfeiture)	\$40; \$10; Ranges \$100 - \$400; Up to \$50; \$5; Varies	Fees starting at \$55	

REV. 8.14.2025

## Attachment 2.5

### JSA Projections

	BFY25	BFY27	BFY29	BFY31	BFY33	
Current situation with planned courtroom refreshes and no increase in general fund, requiring JSA to cover some IT costs	\$8.1M	\$3.5M	-\$900K	-\$7.4M	-\$13.6M	
Estimated costs per biennium before proposed exception requests	\$8.4M	\$11.6M	\$11.4M	\$13.6M	\$13.4M	Some years have higher costs due to major projects such as IT hardware refresh
<i>Scenarios below assume the general fund budget will keep up with needs in future biennia, meaning we will receive increases in the general fund budget as 'infrastructure' costs increase.</i>						
<b>Transfer positions to General Fund, transfer C-Track to JSA and increase the JSA fee:</b>						
\$5 increase	\$8.1M	\$9.3M	\$10.6M	\$10.8M	\$11.3M	Fund balance increases - depletion unlikely
\$10 increase	\$8.1M	\$10.2M	\$12.3M	\$13.4M	\$14.8M	Fund balance increases - depletion unlikely
\$15 increase	\$8.1M	\$11.0M	\$14.1M	\$16.1M	\$18.4M	Fund balance increases - depletion unlikely
\$20 increase	\$8.1M	\$11.9M	\$15.8M	\$18.7M	\$21.9M	Fund balance increases - depletion unlikely
<b>Only increase to JSA fee effective 7/1/2026, no cost transfers:</b>						
\$5	\$8.1M	\$6.9M	\$5.9M	\$3.9M	\$2.3M	Depletion not likely until BFY37 under current assumptions
\$10	\$8.1M	\$7.8M	\$7.7M	\$6.5M	\$5.8M	Depletion not likely until BFY41 under current assumptions
\$15	\$8.1M	\$8.7M	\$9.4M	\$9.2M	\$9.3M	Depletion not likely unless costs change significantly
\$20	\$8.1M	\$9.5M	\$11.2M	\$11.8M	\$12.9M	Depletion not likely unless costs change drastically
<b>Move all positions to GF and C-Track to JSA, no JSA fee increase:</b>						
	\$8.1M	\$8.4M	\$6.4M	\$3.5M	\$900K	Depletion likely in BFY35.

## Attachment 2.7

Security Assessment Recommendations Summary List and Preliminary Rough Order of Magnitude ("Ballpark") Cost Information									
	Park (2 locations) A	Big Horn (2 locations) B	Washakie	Hot Springs	Weston	Crook	Campbell	Johnson	Sheridan
<b>NOTES</b>									
<b>NCSC Category A ("Fundamental") Best Practices</b>									
Topic A-1: Court Facilities Security Committee	-	-	-	-	-	-	-	-	-
Topic A-2: Policies and Procedures	-	-	-	-	-	-	-	-	-
Topic A-3: Threat and Incident Assessment/Management	-	-	-	-	-	-	-	-	-
Topic A-4: Training and Practice Drills	-	-	-	-	-	-	-	-	-
<b>NCSC Category B ("Critical") Best Practices</b>									
Topic B-1: Command Center	39,500	35,000	4,500	39,500	39,500	39,500	-	35,000	39,500
Topic B-2: In-Custody Defendants	17,200	253,200	7,500	10,400	7,500	4,000	50,300	4,000	4,000
Topic B-3: Courtrooms	76,000	292,500	5,900	23,800	2,200	500	40,700	3,400	35,300
Topic B-4: Chambers	20,400	27,200	11,700	10,500	4,000	9,000	37,000	24,500	11,700
Topic B-5: Access of People into the Court Facilities	92,000	92,000	46,000	46,000	46,000	46,000	46,000	-	46,000
Topic B-6: Staff Access into the Court Facilities and Access Controls	-	-	-	-	-	30,000	-	-	-
Topic B-7: Offices and Work Areas where Staff Interact with the Public	73,200	147,600	13,400	77,400	27,400	46,400	63,600	107,400	24,200
Topic B-8: Judges Parking	28,000	-	22,000	25,000	25,000	27,000	-	35,000	32,500
Topic B-9: Perimeter Issues	115,600	26,300	31,600	34,800	44,400	9,000	35,800	32,300	68,100
<b>NCSC Category C ("Essential") Best Practices</b>									
Topic C-1: Emergency Equipment / Infrastructure	6,000	-	6,000	6,000	54,000	2,000	-	4,000	6,000
Topic C-2: Intrusion Detection Systems	80,000	80,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000
Topic C-3: Public Lobbies, Hallways, Stairwells, and Elevators	9,600	11,200	24,000	23,900	4,400	23,200	69,600	4,000	26,500
<b>Total \$3,649,800**</b>	<b>557,500</b>	<b>965,000</b>	<b>212,600</b>	<b>337,300</b>	<b>294,400</b>	<b>276,600</b>	<b>383,000</b>	<b>289,600</b>	<b>333,800</b>

\*\*Totals do not include law enforcement staffing budgetary costs (\$100K - \$120K each)

**NOTES:**

A. Approx: Cody cost \$396,000 and Powell cost \$161,500

B. Approx. \$152,100 for Lovell and \$812,900 for Basin. Included in Basin is \$250K for sally port and \$250K for remodeling

## Attachment 3.1

To: Judge Snyder, Judge Chambers  
Judge Bluemel and Elisa Butler

From: Judge Peasley and Judge Bunting

RE: **AMENDED** Review and Recommendations of the ADA Public Access Policy, identified as Attachment 3.1, including additional documents provided by Elisa Butler, State Court Administrator, identified as Appendix F and M, as well as the spreadsheet indicating the accommodation requests received.

Date: August 11, 2025

Judges Peasley and Bunting respectfully offer the following **AMENDED** recommendations and changes to offer proposed language:

With respect to **Attachment 3.1: WJB: ADA Public Access Policy**, there are a couple of proposed “clean-up” edits as follows:

Page: 7(D) Second sentence, appears to be missing “**is**” after State Court Administrator; also need to add “**party**” after “designating an appropriate neutral...”

Appendix A: Strike “If you” in second paragraph where it is duplicative.

With respect to suggested ADA 3.1 policy revisions, we offer the following for consideration:

### **1. Section IV “Definitions”.**

Section (IV)(I): “Qualified Individual with a Disability”. This definition is difficult to understand. It includes any person who “...meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the Wyoming Judicial Branch”. That seems to be anyone. The term “Qualified Individual with a Disability” then takes you to “Individual with a Disability” which then leads to the definition of “Disability.” It appears this definition needs to be reworked to clearly narrow the definition to folks with a disability. **We would suggest the following:**

**Proposed language: “Qualified Individual with a Disability” means an Individual with a disability that meets the eligibility requirements for the receipt of services who, without Reasonable Modification to rules, policies, or practices, or the removal of architectural or communication barriers, or provision of auxiliary aides and services, cannot participate in the programs provided by the Wyoming Judicial Branch”.**

### **2. Section VI “Request for Modification”.**

Subsection (C): We suggest changing it back to “a Request for Modification **shall** include...” It appears appropriate to require the basic information to support a person’s request for modification. The ADA Coordinator still has the discretion to accept a Request for Modification that substantially complies with the items identified in (C) if the circumstance warranted it.

Subsection (F): We would keep the word “sought” in the third line instead of “needed”. At this point, it is still a “request” for modification. In fact, we would offer a revision of subsection F as follows:

“The Request for Modification should be submitted to the Statewide ADA Coordinator with as

much advance notice as possible, and not less than five (5) business days prior to the date for which the modification is sought. **In extreme cases, or where the delay is related to a disability or communication barrier, exceptions to the five (5) day notice requirement may be granted.** Untimely requests for modification are addressed in Section VII of this Policy. Reasonable efforts to accommodate untimely requests will be made if feasible.”

### **3. Section VII. “Untimely Requests for Modification”.**

- a. Section A: We suggest this section be reconsidered. The way it is written, an untimely modification request by a party or witness **requires** the court to postpone the proceedings. It is problematic to require a Court to postpone a hearing for a person who makes an untimely request for modification. There may be other statutory or procedural issues at odds with a blanket postponement. **To that end, we offer the following:**

**Proposed language: “If an untimely Request for Modification is made by a party and a Reasonable Modification cannot be made without delay, the court MAY postpone, reschedule or otherwise delay the proceedings, judicial program, service, or activity affected until a Reasonable Modification can be achieved. The court must ensure the delay will not infringe on other protected rights.”.**

- b. Section B: Propose changing this to “the court may, but is not required to, postpone, reschedule, or otherwise delay the Court Proceeding...”. Strike the strike the second sentence, “Under such circumstances, the Applicant should immediately submit a Request for Modification” and strike the last sentence regarding assistance by court personnel
- c. Subsection C: First sentence change to “If an untimely Request for Modification is made, and a Reasonable Modification can be made without delay **or undue prejudice**, the court **may** grant such modification without requiring an advance Request for Modification”.

### **4. Section VIII. “Decisions on Requests for Modification”.**

- a. Section A: Add a sentence at the end that provides: “The ADA Coordinator shall consult with the court on any requested modification.”
- b. Section C: Add a 7<sup>th</sup> reason for denial: “7. The court, after consulting with the ADA coordinator, denies the Request for Modification due to untimeliness that is not related to the disability or communication barrier, undue prejudice to the proceedings, or failure to abide by the terms of this policy”.

#### **Other Issues to Consider:**

- 1) Appeal Procedure: If a litigant appeals a modification request, and the proceedings were conducted without the modification, how can that appeal change anything? AOC has no jurisdiction or authority to override a court order, and presumably the lack of accommodation occurred at the court proceeding, so what good is the appeal? It may also prejudice the litigant insofar as they file an ADA appeal, rather than an appeal of the actual court order, assuming they might have a remedy.

- 2) Who pays for ADA accommodations?
- 3) Suggest Training for Courts/Clerks to include IT training on any tools we have available, such as Real-Time Closed Captioning, to meet any accommodation requests.



# Wyoming Judicial Branch

## Americans with Disabilities Act Public Access Policy

### I. PURPOSE

The purpose of this Policy is to ensure all individuals have equal access to and full participation in judicial programs, court services, and court activities and to prohibit discrimination against any individual on the basis of physical or mental Disability.

### II. APPLICABILITY

This Policy (ADA Policy) shall apply to the Wyoming Judicial Branch, including the Wyoming Supreme Court, District Courts, Chancery Court, Circuit Courts, their employees and any county or elected officials supporting the Wyoming Judicial Branch, pursuant to law.

### III. AUTHORITY

- A. Pursuant to the Wyoming Constitution, the Order of the Wyoming Supreme Court and the resolution of the Wyoming District Courts, the Wyoming Judicial Council exercises general superintending control over the Judicial Branch for administrative policy-making and planning purposes.
- B. All administrative policies shall be binding on all judicial branch judges and employees. County employees and elected officials serving the Wyoming Judicial Branch, pursuant to law, shall also adhere to administrative policies which are relevant to them, and are adopted by the Wyoming Judicial Council. *Rules and Procedures Governing the Wyoming Judicial Council Rule 13.*

### IV. DEFINITIONS

- A. "Applicant" means an individual who submits a Request for Modification either in writing or orally.
- B. "Auxiliary Aids" means services or devices enabling persons with impaired sensory, manual or speaking skills to have an equal opportunity to participate in a Judicial Proceeding. Auxiliary Aids may (but do not necessarily) include such services or devices as qualified interpreters (See Appendix D, *Sign Language Interpreters*), assistive listening headsets, television captioning and decoders, telecommunications devices including artificial intelligence captioning for deaf persons (TDDs), videotext displays, readers, taped texts, brailled materials, and large print materials. Examples of Auxiliary Aids or services of a personal nature not covered by this Policy include, without limitation, the following: prescription eyeglasses, hearing aids, wheelchairs, and/or personal medical or attendant care.

- C. “Disability” with respect to an individual, means a physical or mental impairment that substantially limits one or more of the Major Life Activities of such individual; a record of such an impairment; or being regarded as having such an impairment.
- D. “Facility” means all or any portion of buildings housing Judicial Branch employees or courthouses, which includes structures, sites, complexes, equipment, roads, walks, passageways, parking lots, or other real or personal property, including the site where the building, property, structure, or equipment is located. County courthouses are provided and maintained by each individual county pursuant to Wyo. Stat. Ann. § 18- 2-103.
- E. “Individual with a Disability” means a person who has a “Disability,” as that term is defined herein.
- F. “Court Proceeding” means any hearing, trial, or other appearance before the Circuit Courts, Chancery Court, District Courts and the Wyoming Supreme Court in an action, appeal, or other proceeding, including any matter conducted by a Judicial Officer.
- G. “Judicial Officer” means a justice, judge, commissioner, or magistrate authorized to preside over a Court Proceeding.
- H. “Major Life Activities” includes functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.
- I. “Qualified Individual with a Disability” means an Individual with a Disability who, with or without Reasonable Modification to rules, policies, or practices, the removal of architectural, or communication barriers, or the provision of Auxiliary Aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the Wyoming Judicial Branch.
- J. “Reasonable Modification” means modifications to court rules, policies, practices or procedures, or the removal of architectural, or communication barriers to make court services and programs readily accessible to and useable by, Individuals with Disabilities so long as the modification would not result in a fundamental alteration of the nature of a service, program, or activity or cause undue financial or administrative burden.
- K. “Request for Modification” means a request provided to the Statewide ADA Coordinator by an Applicant requesting a modification to court rules, policies, practices or procedures, or the removal of architectural, or communication barriers to make court services and programs readily accessible to, and useable by, the Applicant.
- L. “Service Animals” includes:
  - 1. Dogs that are individually trained to do work or perform tasks for Individuals with Disabilities. Service Animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person’s Disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as Service Animals.

2. Miniature horses pursuant to Wyo. Stat. Ann. § 35-13-205, that have been individually trained to do work or perform tasks for Individuals with Disabilities.

**M.** “Statewide ADA Coordinator” means an employee of the Wyoming Administrative Office of the Courts (AOC) responsible for addressing Requests for Modification to access judicial programs, activities, and services under the Americans with Disabilities Act within the Judicial Branch, overseeing the administration, compliance, training and any complaints associated with issues raised by this Policy. When the Statewide ADA Coordinator is unavailable, a designee within the AOC shall act as the Statewide ADA Coordinator.

## **V. THE AMERICANS WITH DISABILITIES ACT OF 1990**

- A.** The Americans with Disabilities Act of 1990 (ADA) was enacted to prohibit discrimination against people with disabilities. Under Title II of the Act, no Qualified Individual with a Disability shall, by reason of such Disability, be excluded from participation in or be denied the benefits of services, programs or activities of a public entity. This Policy aims to give Individuals with Disabilities an equal opportunity to access, use, and fully participate in Court Proceedings, and court services and programs
- B.** Whenever reasonable, policies, practices or procedures must be modified to make court services and programs readily accessible to, and useable by, Individuals with Disabilities. This includes removing architectural barriers by altering existing facilities where feasible or relocating services to an accessible site. It also includes removing communication barriers by providing Auxiliary Aids and services which would allow an Individual with a Disability to effectively work in the courts, represent a client, be a party in a lawsuit, testify as a witness, serve on a jury, or observe a hearing or trial.
- C.** In providing Reasonable Modifications, the Wyoming Judicial Branch will give primary consideration to the modification requested by the Applicant. However, an alternative modification may be implemented if equally effective. Every effort shall be made to meet the specific needs of the Applicant. However, the Wyoming Judicial Branch is not required to make modifications that would fundamentally alter the service or program or cause undue financial or administrative burden.

## **VI. REQUESTS FOR MODIFICATION**

- A.** A person requiring a modification to obtain access to Court Proceedings, programs, services, court records, or activities at the Wyoming Supreme Court, Chancery Court, any District Court or any Circuit Court should contact the Statewide ADA Coordinator.
- B.** A written Request for Modification is preferred. However, the request may be made by telephone to the Statewide ADA Coordinator. In such instances the Statewide ADA Coordinator shall commit such request to writing.
  1. The Statewide ADA Coordinator shall maintain a record of all Requests for Modification and the actions taken thereon for three (3) years.

2. The *ADA Modification Request Form*, which is attached hereto as Appendix A, and can be found on the Wyoming Judicial Branch website, may be obtained from the Statewide ADA Coordinator, the Supreme Court Clerk’s Office, the Chancery Court Clerk’s Office, any District Court judicial assistant, and any Circuit Court Clerk’s Office.
  3. If appropriate, or upon request, the Statewide ADA Coordinator will provide assistance with writing and submitting the written Request for Modification.
    - a. Large print or other accessible formats of the *Request for Modification Form* are available upon request.
    - b. If appropriate, other personnel associated with the judicial program, service or activity may assist the Applicant in the submission of a completed Request for Modification to the Statewide ADA Coordinator.
- C.** A Request for Modification shall include:
1. A description of the person’s Disability;
  2. The role of the person in the Court Proceeding;
  3. The modification sought;
  4. The date and time of the modification requested; and
  5. The Court Proceeding, program, service, or activity for which the modification is sought.
- D.** A Request for Modification may be submitted by any lawyer, party, witness, juror, or other individual interested in attending any Court Proceeding, program, activity or service or another person on behalf of such interested person.
- E.** The Request for Modification should be submitted to the Statewide ADA Coordinator with as much advance notice as possible, but in any event should be made no less than five (5) business days prior to the date for which the modification is sought. If a Request for Modification is not received five (5) business days prior to the date for which the modification is sought, it will be deemed untimely and addressed as set forth in Section VII of this Policy.

## **VII. UNTIMELY REQUESTS FOR MODIFICATION**

- A.** If an untimely Request for Modification is made by a participant (party, witness, etc.), and a Reasonable Modification cannot be made without delay, the court shall postpone, reschedule, or otherwise delay the Court Proceeding, judicial program, service, or activity affected until a Reasonable Modification can be achieved. The court must ensure the delay will not infringe on other protected rights. Under such circumstances, the Applicant shall be required to immediately submit a written request. If appropriate or upon request, court personnel will provide assistance with writing and submitting the Request for Modification.
- B.** If an untimely Request for Modification is made by a non-participant (public, media, family member, etc.), and a Reasonable Modification cannot be made without delay, the court shall not be required to postpone, reschedule, or otherwise delay the Court Proceeding, judicial program, service, or activity affected. Under such circumstances, the Applicant should immediately submit a written request. If appropriate or upon request, court personnel will provide assistance with writing and submitting the Request for Modification.

- C. If an untimely Request for Modification is made, and a Reasonable Modification can be made without delay, the court shall immediately grant such modification without requiring an advance written request. In such a case, a *Request for Modification Form* shall be completed by either the person requesting the modification or court personnel. The *Request for Modification Form* and the action taken shall be provided to the Statewide ADA Coordinator to maintain in accordance with this Policy.

## VIII. DECISIONS ON REQUESTS FOR MODIFICATION

- A. Once a Request for Modification has been received, the Statewide ADA Coordinator will, as soon as practicable, notify the Applicant of the decision on the request and, if granted, of the modification to be provided. An alternate modification may be offered instead of the requested modification if the Statewide ADA Coordinator or the court determines another equally effective modification is available.
  - 1. If necessary, the Statewide ADA Coordinator may require the Applicant to provide additional information about the Disability to determine the appropriate modification to meet the Applicant's needs.
  - 2. Under no circumstances will the Statewide ADA Coordinator be permitted to request information regarding the Applicant's Disability that is not necessary for the evaluation of the modification requested.
- B. If the Statewide ADA Coordinator determines additional time may be necessary to make a modification, the Statewide ADA Coordinator shall notify the judge presiding over the matter, who will determine an appropriate course of action.
- C. A Request for Modification may be denied only if the Statewide ADA Coordinator finds that:
  - 1. The person making the request is not a Qualified Individual with a Disability; or
  - 2. The requested modification would create an undue financial or administrative burden; or
  - 3. The requested modification would fundamentally alter the nature of the Court Proceeding, judicial program, service or activity; or
  - 4. The Applicant has refused to comply with this Policy after being notified of its terms; or
  - 5. The Applicant's failure to comply with this Policy makes it impossible or impracticable the ability to provide the requested modification.
- D. The Applicant shall be notified of the decision to grant, deny, or provide an alternative modification when a Request for Modification is received as soon as possible. Such notification shall be made in writing by the Statewide ADA Coordinator. The notice may also be provided orally, by the court, if necessary to avoid delay.
- E. No employee of the Judicial Branch shall retaliate against any person who exercises their rights under the ADA or who requests modification pursuant to this Policy.

## IX. APPEAL PROCEDURE

- A. If a Request for Modification is denied or the offered alternate modification is unsatisfactory to the Applicant, the Applicant may appeal the decision of the Statewide ADA Coordinator to the Chief Legal Officer of the AOC within ten (10) days of receiving a written notification of the decision made.

- B.** A written appeal on a modification decision is preferred. However, the appeal may be made orally to the Chief Legal Officer. In such instances the Chief Legal Officer shall commit the appeal to writing.
  - 1.** An *Appeal from a Modification Decision Form*, which is attached hereto as Appendix B, and can be found on the Wyoming Judicial Branch website, may be obtained from the Statewide ADA Coordinator, the Supreme Court Clerk’s office, the Chancery Court Clerk’s office, any District Court judicial assistant, or any Circuit Court Clerk’s office.
  - 2.** If appropriate, or upon request, the Chief Legal Officer shall assist in writing and submitting the written appeal.
    - a.** Large print or other accessible formats of the *Appeal from a Modification Decision Form* are available upon request.
    - b.** If appropriate, other personnel associated with the judicial program, service, or activity may assist the Applicant in the submission of a completed *Appeal from a Modification Decision Form* to the Chief Legal Officer.
- C.** A submitted *Appeal from a Modification Decision Form* shall include:
  - 1.** The reason for disagreement with the previous determinations; and
  - 2.** The remedy sought.
- D.** The Chief Legal Officer shall provide a decision on the appeal in writing as expeditiously as possible, but in no event, no more than sixty (60) days from the date of appeal. In resolving appeals, the Chief Legal Officer is authorized to independently investigate the facts surrounding the appeal and has the discretion to utilize appropriate dispute resolution processes or other methods, including but not limited to, designating an appropriate neutral to assist in resolving the issues in controversy.
- E.** All appeals received by the Chief Legal Officer and the corresponding responses to the appeals shall be maintained by the Administrative Office of the Courts for three (3) years.

**X. SERVICE ANIMALS**

- A.** Reasonable Modifications shall be made to the court’s policies, practices, and procedures to permit the use of Service Animals by Individuals with Disabilities. Service Animals are permitted to accompany Individuals with Disabilities in all areas of the Facility where the public is normally permitted. Service Animals must be under the control of their handlers at all times. Service Animals must be harnessed, leashed, or tethered, unless these devices interfere with the Service Animal’s work or the handler’s Disability prevents using these devices. In that case, the handler must maintain control of the animal through voice, signal, or other effective controls. Service Animals must be housebroken.
- B.** Individuals with Service Animals may be asked if the animal is a Service Animal and inquire into the service the animal provides and into the training the animal has received. However, an individual shall not be required to show identification or certification of the Service Animal’s status or of the individual’s Disability.
- C.** Animals whose sole function is to provide comfort or emotional support do not qualify as Service Animals. The use of an emotional support animal will be reviewed on a case- by-case basis and at

the discretion of the presiding judge.

## **XI. PUBLIC NOTICE**

- A.** A public notice in the same form as Appendix C, which is attached to this Policy, shall be posted in visible places at each Facility where Court Proceedings, programs, services, or activities are held. The public notice shall be posted, at a minimum, in the following locations: the Supreme Court Clerk's office, the Chancery Court Clerk's office, each District Court, and each Circuit Court Clerk's office. The public notice shall identify the Statewide ADA Coordinator and the State Court Administrator. Such public notice shall also provide a website address where a copy of this Policy, implementation guidance, and forms may be obtained electronically.
- B.** If the courthouse Facility within which Court Proceedings, programs, services, or activities are provided are inaccessible, a public notice shall be posted on the outside of the building or at another such location at or near the building that is readily accessible.

## **XII. RESERVATION OF RIGHTS**

- A.** The Wyoming Judicial Branch reserves the right to interpret, change, or rescind this Policy in whole or in part, at any time without prior notice.
- B.** The Wyoming Judicial Branch expressly reserves sovereign immunity and specifically retains all immunities and defenses available to it as a sovereign.



# Appendix A

## Wyoming Judicial Branch

### ADA Modification Request Form

Please fill out this form to request a modification under the Americans with Disabilities Act (ADA). Submit your completed form with as much advance notice as possible, but in any event the request should be made no less than five (5) business days before the date for which the modification is sought. You may submit a paper copy or email this form. All requests for modifications will be given due consideration and if necessary, may require an interactive process between the requester and the Statewide ADA Coordinator to determine the best course of action.

Enter the first Date the modification is needed: \_\_\_\_\_

Enter the final date the modification is needed: \_\_\_\_\_

Court location where the modification is needed (required): \_\_\_\_\_

Case name or court case number (if known): \_\_\_\_\_

**The information below is required unless otherwise stated.**

Name of person requesting accommodation, (first, middle and last names): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP code: \_\_\_\_\_

Phone number: \_\_\_\_\_ Cell number (if any): \_\_\_\_\_

Email address: \_\_\_\_\_

The person requesting accommodation(s) is a:  Plaintiff  Defendant  Juror  Witness

Other: \_\_\_\_\_ in this case.

What specific accommodation(s) are you requesting?

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Please provide any additional information that might be useful in reviewing your accommodation request.

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This form is being completed by:  the person requesting the accommodation(s).  
 someone other than the person requesting accommodation(s).

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Please provide your relationship to the person requesting the accommodation: \_\_\_\_\_

Note: If you DO NOT have an EMAIL ADDRESS you can print a copy of this ADA request form.  
Please copy and send the completed request form to the Statewide ADA Coordinator.

**Wyoming Judicial Branch Statewide ADA Coordinator**

Wyoming Supreme Court  
c/o ADA Coordinator  
2301 Capitol Ave.  
Cheyenne, WY 82002  
(307) 777-6487  
[ada@courts.state.wy.us](mailto:ada@courts.state.wy.us)



# Appendix B

## Wyoming Judicial Branch

### ADA Appeal from a Request for Modification

Chief Legal Officer Review requested. (Specify reason and the remedy you want):

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DATE: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Person Requesting Review)

#### **CHIEF LEGAL OFFICER REVIEW**

I have reviewed the original request for modification, the offer of alternate modification OR the denial of modification and the reason for the denial, and the reason that this review has been requested and find as follows:

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DATE: \_\_\_\_\_

\_\_\_\_\_  
CHIEF LEGAL OFFICER



# Appendix C

## Wyoming Judicial Branch

### Public Notice

The Americans with Disabilities Act prohibits discrimination against any qualified individual with a disability. The Wyoming Judicial Branch does not permit discrimination against any individual on the basis of physical or mental disability in accessing its judicial programs. In accordance with the Americans with Disabilities Act, the Wyoming Judicial Branch will provide reasonable accommodations to allow qualified individuals with disabilities to access all of its programs, services and activities.

If you need assistance, have questions or need additional information, please contact the Statewide ADA Coordinator:

#### **Wyoming Judicial Branch Statewide ADA Coordinator**

Wyoming Supreme Court  
c/o ADA Coordinator  
2301 Capitol Ave.  
Cheyenne, WY 82002  
(307)777-6487  
[ada@courts.state.wy.us](mailto:ada@courts.state.wy.us)

If you need assistance, have questions or need additional information, you may also contact the Administrative Office of the Courts, Chief Legal Officer by mail, telephone, or email as follows:

**Ben Burningham, Chief Legal Officer**  
2301 Capitol Ave  
Cheyenne, WY 82001  
(307) 777-6565  
[bburningham@courts.state.wy.us](mailto:bburningham@courts.state.wy.us)

The Wyoming Judicial Branch Americans with Disabilities Act Policy Regarding Access to Judicial Programs, and relevant forms may be found online at [www.courts.state.wy.us](http://www.courts.state.wy.us).



# Appendix D

## Wyoming Judicial Branch

### Sign Language Interpreters

This Appendix governs sign language interpretation in the courts in accordance with the ADA Policy. For spoken language interpretation please refer to the Spoken Language Interpreter Policy.

#### I. DEFINITIONS

The definitions in the ADA Policy shall apply to this Appendix. In addition, the following terms have the meanings set forth below:

- A. “Auditory Device” means any device that can be used to create a sound that can be heard by Hard-of-Hearing Persons, such as a hearing aid or FM system.
- B. “Deaf Person” means a person who has hearing loss so severe there is little or no functional hearing.
- C. “Hard-of-Hearing Person” means a person who has hearing loss but has enough residual hearing that an Auditory Device enables the person to process speech.
- D. “Mute Person” means a person who is unable to speak.
- E. “Professionally Certified Sign Language Interpreter” means a Sign Language Interpreter who has achieved the Professionally Certified designation on the Roster by completing the steps set forth in Section II(B).
- F. “Qualified Sign Language Interpreter” means a Sign Language Interpreter who is not Professionally Certified or Registered, as defined herein, but has been qualified by the local judge.
- G. “Real Time Captioning” means a method in which captions are simultaneously prepared and transmitted at the time of origination by a software application or a court reporter using a software application.
- H. “Registered Sign Language Interpreter” means a Sign Language Interpreter who has not achieved certification but has met minimum professional competency standards as outlined in Section II(C) of this Appendix.
- I. “Sign Language Interpreter” means an independent contractor as defined by IRS Revenue ruling 87-41 who is authorized to provide sign language interpreter services for the Wyoming Judicial Branch as set forth in this Appendix. A Sign Language Interpreter may be Professionally Certified, Registered, or Qualified as defined herein.
- J. “Wyoming Interpreter Roster (Roster)” means a list of language interpreters as described in Section II of this Appendix.

#### II. WYOMING INTERPRETER ROSTER

- A. There shall be a Wyoming Interpreter Roster (Roster) maintained by the Wyoming Administrative Office of the Courts (AOC) and posted on the Wyoming Judicial Branch website. Professionally Certified Sign Language Interpreters and Registered Sign Language Interpreters shall be included on the Roster. Qualified Sign Language Interpreters shall not be included on the Roster.
- B. To receive the designation of a Professionally Certified Sign Language Interpreter in the State of Wyoming, the Sign Language Interpreter shall:
  - 1. Attend the two (2) day Wyoming interpreter orientation with a minimum of eighty percent (80%) attendance of the entire orientation, and one hundred percent (100%) attendance of the Wyoming specific component;
  - 2. Complete and return the *Wyoming Interpreter Service Provider Interest Form*, which is attached hereto as Attachment A, and can be found on the Wyoming Judicial Branch website;
  - 3. Pass the Wyoming interpreter written exam with a score of eighty percent (80%) or higher. A score lower than eighty percent (80%) requires the Sign Language Interpreter to complete the two (2) day Wyoming interpreter orientation again;
  - 4. Provide evidence of holding at least one of the following sign language interpreter credentials from the Registry of Interpreters for the Deaf (RID): SC:L, NIC, NIC- A, NIC- M, CI, CT, NAD V, and /or CDI or a similar credential deemed appropriate by the Statewide ADA Coordinator; and
  - 5. Take the *Wyoming Sign Language Interpreter Oath*, which is attached to this Appendix as Attachment B, and can be found on the Wyoming Judicial Branch website.
- C. To receive the designation of a Registered Interpreter in the State of Wyoming, the Language Interpreter shall:
  - 1. Attend the two (2) day Wyoming interpreter orientation with a minimum of eighty percent (80%) attendance of the entire orientation, and one hundred percent (100%) attendance of the Wyoming specific component;
  - 2. Complete and return the *Wyoming Interpreter Service Provider Interest Form*, which is attached hereto as Attachment A;
  - 3. Pass the Wyoming interpreter written exam with a score of eighty percent (80%) or higher. A score lower than eighty percent (80%) requires the Sign Language Interpreter to complete the two (2) day Wyoming interpreter orientation again;
  - 4. Provide evidence of holding at least one of the following sign language interpreter credentials from RID: NAD III, NAD IV, or a similar credential deemed appropriate by the Statewide ADA Coordinator; and
  - 5. Take the *Wyoming Sign Language Interpreter Oath* (Attachment B).

### III. APPOINTMENT OF SIGN LANGUAGE INTERPRETERS

- A. The court shall appoint, and pay for, a Sign Language Interpreter when a Request for Modification is submitted, and it is determined by the court or the Statewide ADA Coordinator that a Sign Language Interpreter is the appropriate modification for the Applicant in accordance with the ADA Policy.

- B. If the court or the Statewide ADA Coordinator determines, in consultation with the Deaf, Mute, or Hard-of Hearing Person, that an alternate form of communication will effectively translate Court Proceedings, the court may utilize an alternate modification such as an Auditory Device or Real-Time Captioning to communicate the Court Proceedings to a Deaf, Mute, or Hard-of Hearing Person.

#### **IV. QUALIFICATIONS OF SIGN LANGUAGE INTERPRETERS**

- A. All Sign Language Interpreters provided by the courts shall sign an oath to abide by the *Interpreter's Code of Ethics*, which is attached to this Appendix as Attachment C, and can be found on the Wyoming Judicial Branch website.
- B. To ensure that Court Proceedings are interpreted as accurately as possible, courts are strongly encouraged to appoint a Sign Language Interpreter according to the following preference list: (1) Professionally Certified Sign Language Interpreters; (2) Registered Sign Language Interpreters; and (3) Qualified Sign Language Interpreters.
- C. When a Sign Language Interpreter is not listed on the Roster, the court shall conduct a *voir dire* inquiry of the Sign Language Interpreter to determine the Sign Language Interpreter's credentials prior to utilizing the services of the Sign Language Interpreter in a Court Proceeding. The *voir dire* inquiry applies to family members and friends of parties involved in the case used as Sign Language Interpreters. The court shall make the following findings in open court on the record:
  - 1. A summary of the unsuccessful efforts made to obtain a Professionally Certified Sign Language Interpreter or Registered Sign Language Interpreter; and
  - 2. A finding that the proposed Sign Language Interpreter appears to have adequate language skills, knowledge of sign language interpreting techniques, and familiarity with interpreting in a court setting; and
  - 3. A finding that the proposed Sign Language Interpreter has read, understands, and will abide by the *Interpreter's Code of Ethics* (Attachment C).

#### **V. COURT RESPONSIBILITIES WHEN APPOINTING SIGN LANGUAGE INTERPRETERS**

- A. Absent exigent circumstances, the court should arrange, provide, and pay for two (2) or more Sign Language Interpreters during Court Proceedings scheduled to last more than one (1) hour to prevent interpreter fatigue and the concomitant loss of accuracy in interpretation.
- B. When two (2) Sign Language Interpreters are used, one Sign Language Interpreter will act as the proceedings interpreter and the other a support interpreter. The proceedings interpreter provides language interpretation services for all Deaf, Mute, or Hard-of Hearing Persons, while the support interpreter is available to assist with research, vocabulary, equipment, or other issues. The proceedings interpreter and the support interpreter should, when possible, alternate roles every thirty (30) minutes.
- C. If two (2) Sign Language Interpreters are not reasonably available as set forth in Section V(A), the Sign Language Interpreter should be given no less than a ten (10) minute break for every fifty (50) minutes of interpreting, when possible.

#### **VI. UTILIZATION OF SIGN LANGUAGE INTERPRETERS**

- A. The following guidelines and limitations apply to the utilization of Sign Language Interpreters:
  - 1. Sign Language Interpreters are bound by an oath of confidentiality and impartiality, and serve as officers of the court; therefore, the use of one Sign Language Interpreter by more than one individual in a case is permitted.
  - 2. The court is not obligated to appoint a different Sign Language Interpreter when a Sign Language Interpreter has previously provided interpretation services during a Court Proceeding for another individual in the same case or in a different case.
  - 3. Any individual may provide and arrange for interpretation services to facilitate attorney-client communication if interpretation services exceeding those provided by the court are desired.

## **VII. USE OF COURT PERSONNEL AS SIGN LANGUAGE INTERPRETERS**

- A. A court employee may not interpret Court Proceedings except as follows:
  - 1. Prior to using a court employee as a Sign Language Interpreter, the court shall make findings in open court on the record summarizing the unsuccessful efforts made to obtain a Sign Language Interpreter who is not a court employee; and
  - 2. The court employee will not be paid wages or benefits in addition to the employee's regular compensation as a court employee. The court employee will not receive any interpreter service fees established in this Appendix or its Attachments.

## **VIII. INVESTIGATION OF COMPLAINTS AND IMPOSITION OF SANCTIONS**

- A. An interpreter should be one whose record of conduct justifies the trust of the courts, witnesses, jurors, attorneys, parties, and the public.
- B. Sign Language Interpreters are not entitled to interpret on behalf of the courts or in Court Proceedings. Instead, the provision of interpretation services by Sign Language Interpreters rests within the discretion of each Judicial Officer and the Statewide ADA Coordinator.
- C. Professionally Certified Sign Language Interpreters and Registered Sign Language Interpreters are not entitled to have their names included on the Roster. The Roster is maintained at the discretion of the Wyoming Judicial Branch.
- D. The AOC shall investigate complaints and impose sanctions against Sign Language Interpreters to protect the integrity of Court Proceedings and the safety of the public.
- E. Sanctions may be imposed upon a Sign Language Interpreter when:
  - 1. The Sign Language Interpreter is unable to adequately interpret the Court Proceedings;
  - 2. The Sign Language Interpreter knowingly makes a false interpretation;
  - 3. The Sign Language Interpreter knowingly discloses confidential or privileged information obtained while serving as a Sign Language Interpreter;
  - 4. The Sign Language Interpreter knowingly fails to disclose a conflict of interest;
  - 5. The Sign Language Interpreter fails to appear as scheduled without good cause; or

6. An alternate sanction is deemed appropriate in the interest of justice.

#### **F. Complaints.**

1. A complaint against a Sign Language Interpreter must be in writing, signed by the complainant, and delivered via mail or email to the Statewide ADA Coordinator at:

Wyoming Supreme Court  
c/o ADA Coordinator  
2301 Capitol Ave.  
Cheyenne, WY 82002  
(307) 777-6487  
[ada@courts.state.wy.us](mailto:ada@courts.state.wy.us)

2. The complaint shall state the date, time, place, and nature of the alleged improper conduct. The complaint shall include the names, titles, and telephone numbers of possible witnesses. If the complainant is unable to communicate in written English, the complainant may submit the complaint in his/her primary language.
3. The Statewide ADA Coordinator may take immediate action, upon receipt and review of the complaint, if deemed necessary to protect the integrity of the courts, including immediately removing the Professionally Certified Sign Language Interpreter or Registered Sign Language Interpreter from the Roster for the pendency of the investigation. In any case where the Statewide ADA Coordinator deems it necessary to remove the Professionally Certified Sign Language Interpreter or Registered Sign Language Interpreter from the Roster, notice shall be sent by certified mail to the Sign Language Interpreter.

#### **G. Investigation and Report.**

1. Upon receipt by the Statewide ADA Coordinator of a written complaint against a Sign Language Interpreter, or upon its own initiative based on suspicion of misconduct, the Statewide ADA Coordinator shall investigate the alleged improper conduct of the Sign Language Interpreter.
2. The Statewide ADA Coordinator shall seek and receive such information and documentation as is necessary for the investigation.
3. The rules of evidence do not apply, and the Sign Language Interpreter is not entitled to representation by counsel.
4. The Statewide ADA Coordinator shall provide a written report of the investigation results, along with a recommendation on any action to be taken, to the State Court Administrator within sixty (60) days of the complaint or start of the investigation.
5. The report and recommendation shall be provided to the Sign Language Interpreter by certified mail at the same time it is provided to the State Court Administrator. The Sign Language Interpreter shall have fifteen (15) days from receipt to respond to the report and recommendation of the Statewide ADA Coordinator.

#### **H. Findings and Possible Sanctions.**

1. Upon receipt of the report and recommendations of the Statewide ADA Coordinator and the Sign Language Interpreter's response, if any, the State Court Administrator may take any of the following actions to protect the integrity of the courts and the safety of the public:
  - a. Dismiss the complaint;
  - b. Issue a written reprimand against the Sign Language Interpreter;
  - c. Specify corrective action with which the Sign Language Interpreter must fully comply in order to remain on the Roster, including, but not limited to, the completion of educational courses and/or retaking one or more parts of the of the Wyoming interpreter orientation or written exam;
  - d. Suspend the Sign Language Interpreter from the Roster for a specified period of time, or until corrective action is completed; or
  - e. Remove the Sign Language Interpreter from the Roster indefinitely.
2. Written notice of any action taken by the State Court Administrator will be sent via certified mail to the Sign Language Interpreter and the complainant. Written notice will also be provided to Judicial Officers and court staff if sanctions are imposed against the Sign Language Interpreter.

## **IX. REMOTE INTERPRETING**

- A. Remote interpretation may be utilized to facilitate access to the courts by Deaf, Mute, and Hard-of-Hearing Persons as may be determined by the court.

## **X. PAYMENT**

- A. Guidance for payment of Sign Language Interpreters is contained in Attachment D of this Appendix. Attachment D may be amended from time to time as necessary. Amendments to Attachment D may be made without requiring the reissuance of this Appendix or the ADA Policy.



# Attachment A

## Wyoming Judicial Branch

### Court Sign Language Interpreters Interest Form

#### SECTION 1: PERSONAL INFORMATION

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
M.I.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Home Phone Number

\_\_\_\_\_  
Cell Phone Number

\_\_\_\_\_  
Other Phone Number

\_\_\_\_\_  
Personal Email Address

\_\_\_\_\_  
List locations you are available to provide interpreter services

or  Check for Statewide

#### SECTION 2: INTERPRETING EXPERIENCE

\_\_\_\_\_  
Native Language

\_\_\_\_\_  
Languages for which you interpret

\_\_\_\_\_  
List any courts where you are currently providing sign language interpreting services

#### SECTION 3: ACKNOWLEDGEMENT

I hereby certify that the information in this document is accurate. I understand that any false statements, omissions, or misrepresentations that I indicate on this form may be grounds for immediate suspension of interpreting services within the Wyoming Court System as well as removal from the roster of registered court interpreters in Wyoming.

\_\_\_\_\_  
Signature of Sign Language Interpreter

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name





# Attachment C

## Wyoming Judicial Branch

### Sign Language Interpreter's Code of Ethics

#### **Canon 1: Accuracy and Completeness**

Sign Language Interpreters shall render a complete and accurate interpretation or sight translation, without altering, omitting, or adding anything to what is stated or written, and without explanation.

#### **Canon 2: Representation of Qualifications**

Sign Language Interpreters shall accurately and completely represent their certifications, training, and pertinent experience.

#### **Canon 3: Impartiality and Avoidance of Conflict of Interest**

Sign Language Interpreters shall be impartial, unbiased and shall refrain from conduct that may give an appearance of bias. Sign Language Interpreters shall disclose any real or perceived conflict of interest.

#### **Canon 4: Professional Demeanor**

Sign Language Interpreters shall conduct themselves in a manner consistent with the dignity of the court and shall be as unobtrusive as possible.

#### **Canon 5: Confidentiality**

Sign Language Interpreters shall keep confidential all matters interpreted and all conversations overheard between counsel and client. Interpreters should not discuss a case pending before the court.

#### **Canon 6: Restriction of Public Comment**

Sign Language Interpreters shall not publicly discuss, report, or offer an opinion concerning a matter in which they are or have been engaged, even when that information is not privileged or required by law to be confidential.

#### **Canon 7: Scope of Practice**

Sign Language Interpreters shall limit themselves to interpreting and translating, and shall not give legal advice, express personal opinions to individuals for whom they are interpreting, or engage in any other activities which may be construed to constitute a service other than interpreting or translating while serving as an interpreter.

**Canon 8: Assessing and Reporting Impediments to Performance**

Sign Language Interpreters shall assess their ability to deliver services for which they are contracted at all times. When Sign Language Interpreters have any reservation about their ability to satisfy an assignment competently, they shall immediately convey that reservation to the appropriate Judicial Officer.

**Canon 9: Duty to Report Ethical Violations**

Sign Language Interpreters shall report to the proper authority any effort to impede their compliance with any law, any provision of this Code, or any other official policy governing court interpreting and legal translating.

**Canon 10: Professional Development**

Sign Language Interpreters shall continually improve their skills and knowledge and advance the profession through activities such as professional training and education and interaction with colleagues and specialist.



# Attachment D

## Wyoming Judicial Branch

### Sign Language Interpreter Payment

#### I. PAYMENT OF SIGN LANGUAGE INTERPRETERS AND OTHER RELATED SERVICES

A. **Compensation Rate for Sign Language Interpreters.** Sign Language Interpreters should be compensated at the following rate, where possible:

1. Professionally Certified: \$55/hr.
2. Registered: \$40/hr.
3. Qualified: \$25/hr.

The Sign Language Interpreter's certification status and availability in the judicial district and the state may require a higher compensation rate.

B. **Minimum Time Compensation.** Unless otherwise agreed to, Sign Language Interpreters shall be paid a thirty (30) minute minimum. Sign Language Interpreters shall be paid by the hour in thirty (30) minute increments. Time shall be determined by using the next highest thirty (30) minute increment (i.e., 2 hours 4 minutes equals 2 hours 30 minutes). This time shall include any pre-assignment prep time (i.e., remote interpretation) in which the court has requested of the Sign Language Interpreter.

C. **Payment for Travel Time.** At the discretion of the court, a Sign Language Interpreter may be paid the State of Wyoming's allowable mileage reimbursement rates or half the hourly Sign Language Interpreter rate for travel time. In extraordinary circumstances, the Sign Language Interpreter may be paid the full hourly Sign Language Interpreter rate for travel when round-trip travel exceeds one hundred fifty (150) miles.

D. **Overnight Travel.** In the case of trials or hearings exceeding one (1) day duration, Sign Language Interpreters may be compensated for food and lodging at the state rate when round-trip travel of one hundred twenty (120) miles or greater is required to secure the best qualified Sign Language Interpreter. To receive reimbursement for food or lodging expenses, the Sign Language Interpreter must receive written authorization from the court for the expenses. Reimbursement of allowed food and lodging expenses will be made only if itemized receipts are provided and expenses are within the allowable ranges as defined by the State of Wyoming fiscal procedures.

E. **Cancellation Policy.** A Sign Language Interpreter whose assignment is cancelled within seventy-two (72) hours of the assigned start time shall be paid for the scheduled time up to a maximum of sixteen (16) hours as determined by the presiding judge in the cancelled matter. If the assignment is cancelled with more than seventy-two (72) hours' notice, the scheduling court shall not pay a cancellation fee.

## Attachment 4.1

### Grant Recommendation Summary

To support the WJC's decision-making on grant award recommendations, the following information is proposed for presentation at the March WJC meeting for both EJW and Treatment Court grant awards. The final materials may vary slightly as the respective committees progress through the grant review process.

#### Executive Summary:

- Eligibility criteria;
- Standards and expectations for grantees; and
- Additional factors considered in the evaluation process.

#### Spreadsheet of Grant Awards:

- Applicant name;
- FY26 Award;
- FY27 Request;
- FY27 Recommendation;
- Comments specific to each recommendation; and
- Potential inclusion of overall budget, and total funding.

# Attachment 5.1

## Wyoming Judicial Branch

Last Updated August 2025

Proposed Priority	Wyoming Judicial Branch							
	<u>Objective</u>	<u>Description</u>	<u>Timeline</u>	<u>Admin Assignment</u>	<u>Responsible Entity</u>	<u>Priority</u>	<u>Status</u>	<u>Tasks/Projects</u>
Priority #3	<b>Pillar 1 - Judicial Branch Excellence and Innovation</b>							
3	<b>Goal 1 - Promote judicial readiness and leadership development</b>							
	Goal 1 - Promote judicial readiness and leadership development	Goal 1(a) - Designate Judicial Branch Champions to lead internal and external engagement around strategic priorities	Ongoing	Admin	Wyoming Judicial Council	High		<ul style="list-style-type: none"> <li>* Develop a process for identifying Judicial Branch Champions.</li> <li>* Determine how to effectively communicate with champions - meetings, talking points, etc.</li> </ul>
	Goal 1 - Promote judicial readiness and leadership development	Goal 1(b) - Strengthen committee orientation to enhance member engagement and effectiveness	Ongoing	All Committee Staff	All Committees	Medium		<ul style="list-style-type: none"> <li>* Distribute checklists and purpose/structure document to new chairs and members.</li> <li>* Schedule a short discussion on the committee for new members from chairperson or staffer.</li> <li>* Evaluate WJC orientation and determine expansion for other Committees.</li> </ul>
	Goal 1 - Promote judicial readiness and leadership development	Goal 1(c) - Foster professional development through mentoring of, and integration for judicial officers and staff	4th Quarter 2026	HR/Education	Education Committee	Medium		<ul style="list-style-type: none"> <li>* Improve judicial orientation.</li> <li>* Refine a chief clerk mentoring program, and secure approval for ongoing implementation.</li> <li>* Explore methods for professional development for other Judicial Branch employees (staff attorneys, judicial assistants, court reporters).</li> <li>* Continue new clerk training, and look for ways to improve.</li> <li>* Explore methods for professional development for AOC Staff.</li> <li>* Investigate, and possibly implement, peer coaching for judicial officers through NCSC resources.</li> </ul>
	Goal 1 - Promote judicial readiness and leadership development	Goal 1(d) - Implement focused recruitment to secure quality candidates for judicial appointments, emphasizing the benefits of becoming a judge	Quarter 1 2026	Admin HR/Education		High		<ul style="list-style-type: none"> <li>* Enhance the current judge openings page on website</li> <li>* Explore the possibility of featuring current judge success stories on website</li> <li>* Survey bar members RE road blocks to applying to become a judge</li> <li>* Outgoing judge to do atty roundtables in the community before they retire, or maybe not nearing retirement.</li> </ul>

1 Goal 2 - Improve intra-Branch communication							
Goal 2 - Improve intra-Branch communication	Goal 2(a) - Improve communication between the Administrative Office of the Courts and the broader Judicial Branch to ensure successful implementation of Branch-wide projects	Ongoing	Admin IT Apps			Medium	<ul style="list-style-type: none"> <li>* Revisit/Revamp GovDelivery communication</li> <li>* Create implementation plans for major changes/projects, and review with the appropriate committee.</li> <li>* Survey Branch to gather input on where clarity or coordination is lacking</li> </ul>
Goal 2 - Improve intra-Branch communication	Goal 2(b) - Enhance communication with the chancery court to support docket development, presence and support	3rd Quarter 2026 Ongoing	Admin	Chancery Court		Medium	<ul style="list-style-type: none"> <li>* Establish a regular check-in call or meeting between chancery court judge and staff and the AOC</li> <li>* Continue public outreach campaign for chancery court</li> <li>* Refine chancery court rules to remove barriers to filing</li> <li>* Explore giving the chancery court judge a judicial council seat</li> <li>* Improve chancery-district court bench relations</li> </ul>
Goal 2 - Improve intra-Branch communication	Goal 2(c) - Clarify roles and enhance collaboration with the elected Clerks of District Court	1st Quarter 2026	Admin			Medium	<ul style="list-style-type: none"> <li>* Draft an MOU that clarifies the roles/responsibilities of the clerks and the AOC.</li> <li>* Finalize the Clerk-AOC Communication Plan</li> <li>* Survey Clerks annually to gather input on where clarity or coordination is lacking</li> <li>* Provide an annual report on the costs/benefits of AOC support to be distributed to the clerks of district court.</li> </ul>
Goal 2 - Improve intra-Branch communication	Goal 2(d) - Build framework for intra- and inter-conference communications	NEED WJC FEEDBACK					<ul style="list-style-type: none"> <li>* Launch an intranet site</li> </ul>
Goal 2 - Improve intra-Branch communication	Foster meaningful, two-way communication between Judicial Branch Committee members, judges, stakeholder groups, and staff to improve awareness, collaboration, and feedback	NEED WJC FEEDBACK	All Committee Staff	All Committees		High	<ul style="list-style-type: none"> <li>* Develop Committee summaries or briefs to be shared after each committee meets</li> </ul>
4 Goal 3 - Foster a quality workplace							
Goal 3 - Foster a quality workplace	Goal 3(a) - Support continuous learning and development for judges and staff	Quarter 2 2026	HR/Education	Education Committee		Low	<ul style="list-style-type: none"> <li>* Enhance the use of the learning management system by developing a variety of on-line learning experiences</li> <li>* Talk to each stakeholder group RE LMS and what needs to be in there and what priorities are.</li> </ul>

Goal 3 - Foster a quality workplace	Goal 3(b) - Create an employee onboarding program for the branch	Quarter 3 2026	HR/Education Fiscal	Education Committee	Medium		<ul style="list-style-type: none"> <li>* Finalize the AOC onboarding program</li> <li>* Evaluate AOC onboarding and explore expansion to other Branch groups.</li> <li>* Create a feedback survey for new hires after 60 and 180 days to refine the onboarding process.</li> </ul>
Goal 3 - Foster a quality workplace	Goal 3(c) - Work with counties to implement security assessment recommendations where feasible and evaluate additional assessments in other locations	Quarter 4 2026	Admin	Court Security Commission	Medium		<ul style="list-style-type: none"> <li>* Include an exception request for BFY27 for security funding for courthouses.</li> <li>* Maintain annual progress check-ins with counties to track completed items and determine new concerns.</li> <li>* Encourage judges to convene their court security committees in each county, regularly</li> </ul>
Goal 3 - Foster a quality workplace	Goal 3(d) - Develop and provide education and resources that support the well-being of judges and staff, including addressing secondary trauma experienced by judges, staff, and jurors	Quarter 4 2026	HR/Education Fiscal	HR Committee	Medium		<ul style="list-style-type: none"> <li>* Finalize EAP contract</li> <li>* Implement EAP</li> <li>* Review usage quarterly</li> </ul>
Goal 3 - Foster a quality workplace	Goal 3e - Explore the creation of a court services division within the Administrative Office of the Courts					COMPLETE	
2 Goal 4 - Promote secure, effective and innovative use of technology							
Goal 4 - Promote secure, effective and innovative use of technology	Goal 4(a) - Develop clear parameters and procedures for the responsible use of artificial intelligence (AI) to promote public trust and ensure appropriate application with the Branch	Quarter 1 2027	Admin IT Apps	Technology Committee	Low		<ul style="list-style-type: none"> <li>* Provide education around appropriate use of AI</li> <li>* Explore how other judicial branches have used AI, along with resources available from the NCSC</li> <li>* Develop an AOC Knowledge Base utilizing AI</li> <li>* Explore Enterprise Level AI (ChatGPT Enterprise)</li> <li>* Create a policy document defining acceptable and prohibited uses of AI</li> </ul>
Goal 4 - Promote secure, effective and innovative use of technology	Goal 4(b) - Implement appropriate technology and provide targeted technology training to help internal and external stakeholders confidently navigate systems	Quarter 4 2026	Admin IT Apps Court Services Education Fiscal	Technology Committee	Medium to High		<ul style="list-style-type: none"> <li>* Courtroom Technology Refresh</li> <li>* Launch a Tech "Lunch &amp; Learn" webinar series covering updates, tips, and new tools.</li> <li>* Explore the replacement of the Help Desk</li> <li>* Explore the replacement of Schoox</li> <li>* Replace public access terminals statewide</li> </ul>

	Goal 4 - Promote secure, effective and innovative use of technology	Goal 4(c) - Maintain cybersecurity resilience through ongoing review of protocols	Quarter 3 2026	Admin IT Apps	Technology Committee	High		<ul style="list-style-type: none"> <li>* Draft branch-wide cybersecurity incidence response plan (cybersecurity COOP)</li> <li>* Continue review and implementation of cybersecurity policies</li> <li>* Replacement of Meraki infrastructure</li> <li>* Annual Penetration Testing</li> <li>* Continue to invest in Cybersecurity</li> <li>* Annually test and/or Audit 20% of resources for Disaster Recovery of Azure/Remote</li> </ul>
	Goal 4 - Promote secure, effective and innovative use of technology	Goal 4(d) - Optimize functionality and management of the court's automated systems	Quarter 4, 2026	Admin IT Apps	eFiling Committee Technology Committee Court Conferences	Medium to High		<ul style="list-style-type: none"> <li>* Rebuild eCitation Repository</li> <li>* Shift management of Treatment Court CMS to Apps team</li> <li>* Finalize implementation of eFiling in circuit courts</li> <li>* Improve performance and functionality of eFiling</li> <li>* Explore the replacement of the jury management system.</li> <li>* Implement C-Track Enterprise</li> </ul>
<b>Priority #1</b>	<b>Pillar 2 - Public Trust and Accountability</b>							
1	Goal 1 - Strengthen public confidence in the justice system by delivering fair, impartial, and continuously improving services that meet or exceed public expectations, while ensuring every individual is treated with dignity and respect							
	Goal 1 - Strengthen public confidence in the justice system by delivering fair, impartial, and continuously improving services that meet or exceed public expectations, while ensuring every individual is treated with dignity and respect	Goal 1(a) - Ensure accuracy, transparency and accessibility of key trial court decisions, data and proceedings	4th Qtr. 2026	Admin Court Services Applications	Wyoming Judicial Council Technology Committee	High		<ul style="list-style-type: none"> <li>* Create Data Training Plan</li> <li>* Create Data Audit Plan</li> <li>* Explore implementation of remote public access</li> <li>* Develop high-profile case communications plan</li> </ul>
	Goal 1 - Strengthen public confidence in the justice system by delivering fair, impartial, and continuously improving services that meet or exceed public expectations, while ensuring every individual is treated with	Goal 1(b) - Conduct public surveys to better assess perceptions of the Judicial Branch and identify opportunities to strengthen public confidence	1st Quarter 2027	Admin	Wyoming Judicial Council	Low		<ul style="list-style-type: none"> <li>* Hold community listening sessions or forums in communities to gather in-person qualitative feedback</li> <li>* Create surveys for litigants and jurors providing feedback on their experiences</li> </ul>
	Goal 1 - Strengthen public confidence in the justice system by delivering fair, impartial, and continuously improving services that meet or exceed public expectations, while ensuring every individual is treated with	Goal 1(c) - Evaluate implementation of a judicial performance review process.	WJC Feedback Needed					

	Goal 1 - Strengthen public confidence in the justice system by delivering fair, impartial, and continuously improving services that meet or exceed public expectations, while ensuring every individual is treated with dignity and respect	Goal 1(d) - Enhance public awareness of the role of the Commission on Judicial Conduct and Ethics	4th Quarter 2026	Admin	Wyoming Judicial Council Commission on Judicial Conduct and Ethics	Medium			* Create short informational videos about the ethics process, judge accountability, and how complaints are reviewed * Include Commission materials in public-facing locations like courthouse lobbies
2	Goal 2 - Develop a Branch-wide communication plan with specific goals								
	Goal 2 - Develop a Branch-wide communication plan with specific goals	Goal 2(a) - Increase public awareness by providing key appellate summary information through coordinated communication efforts	4th Quarter 2025	Admin	Wyoming Judicial Council Wyoming Supreme Court	High			* Develop high-profile case communications plan * Create a section of the website that highlights important cases
	Goal 2 - Develop a Branch-wide communication plan with specific goals	Goal 2(b) - Utilize and expand existing informational resources, such as pamphlets on judicial appointment and retention, to enhance public understanding and engagement	Ongoing	Admin	Wyoming Judicial Council Executive Committee Legislative Relations Committee	Medium			* Develop overall communications plan * Create explainer videos as companion pieces to pamphlets, shared via YouTube * Develop a media guide on the courts * One-stop shop page on website about WJB * Update resources over time prioritizing those that are most often used * Conduct a communications audit on existing channels and audiences * Consider communication through social media platforms
	Goal 2 - Develop a Branch-wide communication plan with specific goals	Goal 2(c) - Highlight Branch strengths, transparently acknowledge areas for improvement, and implement targeted action plans to address identified challenges	WJC Feedback Needed						
	Goal 2 - Develop a Branch-wide communication plan with specific goals	Goal 2(d) - Collaborate with other branches of government, the bar association and private organizations to provide insight into the work and priorities of the Branch	Ongoing			Medium			* Distribute quarterly Legislative and Partner Updates, summarizing new initiatives, funding impacts, performance data, and judiciary priorities
	<b>Pillar 3 - Predictable and Secure Funding to Uphold Judicial Integrity and Efficiency</b>								
Priority #2	1 Goal 1 - Build strong relationships with legislators to promote understanding of the financial needs and contributions of the Judicial Branch								
	Goal 1 - Build strong relationships with legislators to promote understanding of the financial needs and contributions of the Judicial Branch	Goal 1(a) - Ensure cohesive and aligned messaging from court leadership on Judicial Branch budgetary needs	4th Quarter 2025 Ongoing	Admin Fiscal	Legislative Relations Committee	High			* Develop talking points and one-pagers regarding our standard budget and exception requests * Develop materials regarding our standard budget

Goal 1 - Build strong relationships with legislators to promote understanding of the financial needs and contributions of the Judicial Branch	Goal 1(b) - Develop informational materials to foster greater awareness of Judicial Branch functions among legislator	4th Quarter 2025, where feasible Ongoing	Admin	Wyoming Judicial Council Legislative Relations Committee	High		<ul style="list-style-type: none"> <li>* Develop overall communications plan</li> <li>* Create explainer videos as companion pieces to pamphlets, shared via YouTube</li> <li>* One-stop shop page on website about WJB</li> <li>* Update resources over time prioritizing those that are most often used</li> <li>* Consider creating a workforce report for the Branch</li> </ul>
Goal 1 - Build strong relationships with legislators to promote understanding of the financial needs and contributions of the Judicial Branch	Goal 1(c) - Provide education to legislative committees on the purposes of fees and the responsible use of those fees	4th Quarter 2025	Admin Fiscal	Legislative Relations Committee	High		<ul style="list-style-type: none"> <li>* Identify how to present the imposition and use of fees in the court system.</li> <li>* Run JSA increase bill during 2026 legislative session.</li> </ul>
Goal 1 - Build strong relationships with legislators to promote understanding of the financial needs and contributions of the Judicial Branch	Goal 1(d) - Promote the concept that investment in technology is essential to maintaining accessible and reliable court services for the public	4th Quarter 2025 Ongoing	Admin Fiscal	Legislative Relations Committee	High		<ul style="list-style-type: none"> <li>* Develop materials educating on the standard technology budget for the Branch</li> <li>* Identify key areas where the lack of resources will lead to decreased access to the courts, i.e., courtroom technology, remote public access, etc.</li> </ul>
Goal 1 - Build strong relationships with legislators to promote understanding of the financial needs and contributions of the Judicial Branch	Goal 1(e) - Maintain updated and accurate trial court data and statistical information to provide reliable information to the legislature highlighting the work of the trial courts	2nd Quarter 2025	Admin Fiscal Court Services	HR Committee Legislative Relations Committee Circuit/District Court Conferences	Medium		<ul style="list-style-type: none"> <li>* Update circuit court workload numbers annually</li> <li>* Provide additional information to District Court Judges Conference on workload study; meet with DJs in September</li> <li>* Create data training plan.</li> <li>* Create data audit plan.</li> <li>* Focus on data training/auditing/reporting/configuration on key areas of interest, i.e., self-represented litigants.</li> </ul>
2 Goal 2 - Goal 2 Prioritize competitive pay for judges and Judicial Branch employees							
Goal 2 - Prioritize competitive pay for judges and Judicial Branch employees	Goal 2(a) - Engage in proactive planning and communication to advocate for competitive compensation for judges and Judicial Branch staff	3rd Quarter 2026	Fiscal HR/Education	HR Committee Legislative Relations Committee	Medium		<ul style="list-style-type: none"> <li>* Research salary information for private attorneys in the state and region</li> <li>* Create materials related to the pay of judicial officers in Wyoming in relation to other states and professional fields</li> </ul>
Goal 2 - Prioritize competitive pay for judges and Judicial Branch employees	Goal 2(b) - Maintain salary data for positions with comparable qualifications and responsibilities across state judiciaries, other state agencies, and relevant private sector roles	Ongoing	Fiscal HR/Education	HR Committee	Medium		<ul style="list-style-type: none"> <li>* Maintain the Judicial Branch classification system</li> </ul>

Goal 2 - Prioritize competitive pay for judges and Judicial Branch employees	Goal 2(c) - Collaborate with the Executive Branch to maintain a Judicial Branch employee classification structure that supports the recruitment and retention of high-quality staff	Ongoing	Fiscal HR/Education	HR Committee	Medium		<ul style="list-style-type: none"> <li>* Maintain the Judicial Branch classification system</li> <li>* Periodically collaborate with A&amp;I HRD on their class family reviews</li> </ul>
3 Goal 3 - Explore and prioritize opportunities for external funding as it relates to Judicial Branch initiatives and priorities							
Goal 3 - Explore and prioritize opportunities for external funding as it relates to Judicial Branch initiatives and priorities	Goal 3(a) - Research funding opportunities to conduct a statewide civil legal needs assessment	4th Quarter 2025	Fiscal/EJW	EJW	Low		<ul style="list-style-type: none"> <li>* Issue RFP to determine cost of assessment.</li> <li>* Research possible funding opportunities.</li> </ul>
Goal 3 - Explore and prioritize opportunities for external funding as it relates to Judicial Branch initiatives and priorities	Goal 3(b) - Partner with counties to pursue grant opportunities for improving court security and expanding treatment court programs	Ongoing	Admin Fiscal Court Services	Court Security Commission Behavioral Health Committee	Low		<ul style="list-style-type: none"> <li>* Collaborate with the Budget Division Grants Assistance Program for funding opportunities</li> <li>* Collaborate with Dept of Homeland Security for grant opportunities</li> <li>* Regularly review grant opportunities through federal information</li> </ul>

## Attachment 7.1

### Rule 7. Electronic service of documents.

(a) *Mandatory eService.* In courts where eFiling is mandatory, every eFiled document must be eServed upon Registered Users, unless the court orders otherwise or the document is subject to the exceptions set forth in Rule 5(a)(2) or requires personal service pursuant to Rule 4 of the applicable procedural rules.

(b) *Service on Non-Registered Parties.* All participants in a case who are required to be served and who are not Registered Users must be served outside the EFS consistent with the applicable procedural rules.

(c) *Time and completion of service.*

(1) ~~For party filings, w~~When a Registered User eServes a document, the EFS will generate a notification to the Online Inbox of the parties served if they are Registered Users who have appeared in the action. Generation of the notice in the Online Inbox of the Registered User constitutes service, and paper service is unnecessary.

(2) For orders and judgments in district court –

(i) In accordance with Wyoming Rule of Civil Procedure 77, service of order and judgments in district court shall be the responsibility of the clerk of district court.

(ii) When a judge's chambers sends a document through the EFS, the EFS will generate a notification to the Online Inbox of the Registered User to whom the document is sent, and will designate the judge as the authorizer. This does not constitute service of the order in district court and shall only be considered a courtesy copy.

(iii) When the clerk of district court eServes a document, the EFS will generate a notification to the Online Inbox of the attorneys to whom the document is eServed and will designate the clerk of district court as the authorizer. Generation of the notice in the Online Inbox of the Registered User constitutes service in district court, and paper service is unnecessary.

(2) All NEFs are considered a courtesy. NEFs shall not constitute service and are provided solely as a convenience.

(d) *eService of Discovery.* Discovery documents may be eServed through the EFS's "serve only" function but shall not be filed with the court.

## Attachment 9.1

### Rule 6. Procedure and Opinions.

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(e) The committee ~~shall~~may publish its opinions on the Wyoming Supreme Court web site, but the name of the judge requesting the opinion and any other identifying information shall not be included in a published opinion unless the judge consents to such inclusion in writing.

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DRAFT

## Attachment 11.1

### NEW JUDGE ORIENTATION – CIRCUIT COURT

New Judge Orientation begins upon notice of appointment from the Governor. New judges are encouraged to talk to the assigned court judge(s) and observe the court in action. **Formal training begins one week prior to assuming judicial duties (Trainee Week).** The new judge is hired as a trainee and completes an introduction training program which includes job shadowing. At no time is a trainee allowed to make any judicial decisions or sign any orders. The Chief Human Resources and Education Officer will collaborate with the new judge to ensure areas of learning are addressed (as determined through the skills assessment) and schedule all sessions in coordination with the court of appointment. Following formal appointment, the new judge can identify additional on-the-bench training to be arranged during the first year of appointment.

### NEW JUDGE ONBOARDING – PRE-HIRE

1. New Employee Paperwork
2. Benefits Package Review

### TRAINEE WEEK – COMPLETED ONE WEEK PRIOR TO TAKING THE BENCH

SUNDAY: Travel to Cheyenne

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DAY 1: INTRODUCTION TO THE ADMINISTRATIVE OFFICE OF THE COURTS (WYOMING SUPREME COURT)

- 8:00 a.m. Meet and Greet: 30 minutes.
- 8:30 a.m. Overview of the Branch: 45 minutes. Speaker: Chief Justice 9:15 a.m.
- 9:15 a.m. AOC Overview: 15 minutes. Speaker: State Court Administrator and Deputy Administrator
- 9:30 a.m. Administration Division: 1 hour. Speaker: State Court Administrator
- Court Security
  - Legal Issues – Role of General Counsel
  - Library Resources
  - CJP
  - Legislature/Communications
- 10:30 a.m. Break
- 10:45 a.m. Fiscal Division: 30 minutes. Speaker: Deputy Administrator/CFO
- Fiscal Overview
  - Budget
  - Equal Justice Wyoming

11:15 a.m. HR/Education Division: 1 hour. Speaker: Chief HR and Education Officer

- HR Overview – hiring/firing; staff; classification and salaries
- Staff – staff overview; managing staff; employee handbook
- Educational opportunities
- CJE
- Learning Management System
- Retention election information

12:15 p.m. Lunch with the Justices

1:15 p.m. Court Services Division: 1 hour. Speaker: Chief Court Services Officer

- ADA
- Interpreters
- Data
- Behavioral Health Initiatives
- Court Navigator

2:15 p.m. Break

2:30 p.m. IT Division: 1 hour. Speaker: Chief Technology Officer

- Provisions equipment
- Microsoft Suite
- Courtroom Technology
- Cybersecurity and Policies

3:30 p.m. Applications Division: 1 hour. Speaker: Chief Applications Officer

- eFiling Training
- FullCourt Enterprise Training

4:30 p.m. AOC Wrap-up: 30 minutes. Speaker: State Court Administrator and Deputy Administrator

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## DAY 2: TRANSITIONING TO THE BENCH (WYOMING SUPREME COURT) – 4 HOURS

8:30 a.m. Transitioning to the Bench, Conflicts, and Ex Parte Communication: 1 hour

9:30 a.m. What I Wish I Had Known: 1 hour

10:30 a.m. Break

10:45 a.m. Judicial Ethics: 1 hour

11:45 a.m. Virtual Meet and Greet with Conference: 30 minutes

*Travel in afternoon.*

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## DAYS 3 - 5: COURT OF APPOINTMENT TRAINING – JOB SHADOW AND SUBSTANTIVE TRAINING (ON-SITE AT COURT OF APPOINTMENT)

### INTRODUCTION TO SUBSTANTIVE TRAINING (VIRTUAL) – 6 HOURS

*Training sessions will be scheduled when trainers are available, and the court schedule allows, to provide for maximum time shadowing the sitting judge. Training sessions will also be tailored to the incoming judge based on the results of the self-assessment.*

1. Civil Procedure: 1 hours
2. Criminal Procedure: 1 hour
3. Contempt: 1 hour
4. Treatment & Diversion Courts (as applicable): 1 hour
5. Courtroom Technology Training and Refresher for Court Team
6. Citations: 1 hour

JOB SHADOW: Any remaining time is spent at the Court of Assignment shadowing the out-going judge or another selected.

This concludes Trainee Week sessions.

### **ON THE BENCH TRAINING– ADDITIONAL TRAINING SESSIONS AVAILABLE DURING THE FIRST YEAR OF TAKING THE BENCH**

The incoming judge will identify sessions of interest to be coordinated by the AOC Education team.

1. In Person Security Walk-Through
2. Presentation by the Commission on Judicial Conduct and Ethics
3. Evidence
4. Probable Cause, Warrants, Bail, and Felony Sexual Assaults
5. Working with Self-Represented Litigants
6. Small Claims
7. Debt Collection/Garnishment/Attorney Fees
8. Protection Orders
9. Forcible Entry and Detainer
10. Other topic(s) as identified

## Attachment 11.2

### NEW JUDGE ORIENTATION – DISTRICT COURT

New Judge Orientation begins upon notice of appointment from the Governor. New judges are encouraged to talk to the assigned court judge(s) and observe the court in action. **Formal training begins one week prior to assuming judicial duties (Trainee Week).** The new judge is hired as a trainee and completes an introduction training program which includes job shadowing. At no time is a trainee allowed to make any judicial decisions or sign any orders. The Chief Human Resources and Education Officer will collaborate with the new judge to ensure areas of learning are addressed (as determined through the skills assessment) and schedule all sessions in coordination with the court of appointment. Following formal appointment, the new judge can identify additional on-the-bench training to be arranged during the first year of appointment.

### NEW JUDGE ONBOARDING – PRE-HIRE

1. New Employee Paperwork
2. Benefits Package Review

### TRAINEE WEEK – COMPLETED ONE WEEK PRIOR TO TAKING THE BENCH

SUNDAY: Travel to Cheyenne

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DAY 1: INTRODUCTION TO THE ADMINISTRATIVE OFFICE OF THE COURTS (WYOMING SUPREME COURT)

- 8:00 a.m. Meet and Greet: 30 minutes.
- 8:30 a.m. Overview of the Branch: 45 minutes. Speaker: Chief Justice 9:15 a.m.
- 9:15 a.m. AOC Overview: 15 minutes. Speaker: State Court Administrator and Deputy Administrator
- 9:30 a.m. Administration Division: 1 hour. Speaker: State Court Administrator
- Court Security
  - Legal Issues – Role of General Counsel
  - Library Resources
  - CJP
  - Legislature/Communications
- 10:30 a.m. Break
- 10:45 a.m. Fiscal Division: 30 minutes. Speaker: Deputy Administrator/CFO
- Fiscal Overview
  - Budget
  - Equal Justice Wyoming

11:15 a.m. HR/Education Division: 1 hour. Speaker: Chief HR and Education Officer

- HR Overview – hiring/firing; staff; classification and salaries
- Staff – staff overview; managing staff; employee handbook
- Educational opportunities
- CJE
- Learning Management System
- Retention election information

12:15 p.m. Lunch with the Justices

1:15 p.m. Court Services Division: 1 hour. Speaker: Chief Court Services Officer

- ADA
- Interpreters
- Data
- Behavioral Health Initiatives
- Court Navigator

2:15 p.m. Break

2:30 p.m. IT Division: 1 hour. Speaker: Chief Technology Officer

- Provisions equipment
- Microsoft Suite
- Courtroom Technology
- Cybersecurity and Policies

3:30 p.m. Applications Division: 1 hour. Speaker: Chief Applications Officer

- eFiling Training
- FullCourt Enterprise Training

4:30 p.m. AOC Wrap-up: 30 minutes. Speaker: State Court Administrator and Deputy Administrator

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## DAY 2: TRANSITIONING TO THE BENCH (WYOMING SUPREME COURT) – 4 HOURS

8:30 a.m. Transitioning to the Bench, Conflicts, and Ex Parte Communication: 1 hour

9:30 a.m. What I Wish I Had Known: 1 hour

10:30 a.m. Break

10:45 a.m. Judicial Ethics: 1 hour

11:45 a.m. Virtual Meet and Greet with Conference: 30 minutes

*Travel in afternoon.*

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## DAYS 3 - 5: COURT OF APPOINTMENT TRAINING – JOB SHADOW AND SUBSTANTIVE TRAINING (ON-SITE AT COURT OF APPOINTMENT)

### INTRODUCTION TO SUBSTANTIVE TRAINING (VIRTUAL) – 6 HOURS

*Training sessions will be scheduled when trainers are available, and the court schedule allows, to provide for maximum time shadowing the sitting judge. Training sessions will also be tailored to the incoming judge based on the results of the self-assessment.*

1. Juvenile Cases: 1½ hours
2. Probate: 1 hour
3. Criminal Law: 1 hour
4. Civil Law: 1 hour
5. Docket Management: 1 hour
6. Appellate Procedure: 30 minutes
7. Courtroom Technology Training and Refresher for Chambers Team

JOB SHADOW: Any remaining time is spent shadowing the out-going judge or another selected judge.

This concludes Trainee Week sessions.

### **ON THE BENCH TRAINING – ADDITIONAL TRAINING SESSIONS AVAILABLE DURING THE FIRST YEAR OF TAKING THE BENCH**

The incoming judge will identify sessions of interest to be coordinated by the AOC Education team.

1. In Person Security Walk-Through
2. Presentation by the Commission on Judicial Conduct and Ethics
3. Evidence
4. Sentencing
5. Mental Competency and Involuntary Commitments
6. Managing Juvenile Cases
7. Guardianship and Conservatorship
8. Search and Seizure
9. Other topic(s) as identified

## Attachment 12.2

(a) *Family and Medical Leave Act (FMLA).*

The Family Medical Leave Act (FMLA) provides unpaid, job-protected leave to assist eligible employees when they are unable to work because of a qualifying reason. All terms of this section shall be interpreted in accordance with the Family and Medical Leave Act of 1993 (FMLA) of the United States.

Eligibility. The Human Resources Division will verify the employee is eligible for leave under the FMLA. To be eligible, the employee must:

- (1) Be employed by the State of Wyoming for twelve (12) months prior to the need for FMLA leave (this time is not required to be consecutive);
- (2) Have worked a minimum of one thousand two hundred fifty (1,250) hours within the last twelve (12) months; and
- (3) Have a qualifying reason for the leave as defined by the FMLA.

Qualifying reasons include the following:

- (1) An employee's own serious health condition;
- (2) A need to care for a parent, spouse, or child with a serious health condition;
- (3) The birth of a child and to bond with the newborn child;
- (4) Adoption of a child or foster care placement to bond with the child;
- (5) For certain qualifying exigencies when an employee's spouse, child, or parent is on covered active duty or called to covered active duty in the Armed Forces, including the National Guard or Reserves; or
- (6) In certain situations, to care for a current service member or veteran of the employee's family with a serious injury or illness, in which case twenty-six (26) weeks of unpaid leave will be allowed.

Employees who are absent for more than three (3) days due to illness, injury, disability or to care for a parent, spouse or child may qualify for FMLA. Please contact the Human Resources Division to discuss.

Paid FMLA Leave. Eligible employees may receive paid FMLA leave equal to one-half (50%) of their available FMLA entitlement (up to six weeks of paid leave within the 12-week FMLA period). Paid FMLA leave will be compensated at the employee's regular base rate of pay. This paid benefit will run concurrently with FMLA leave and is not in addition to the statutory 12-week allotment. The remaining one-half (50%) of the FMLA leave entitlement (up to six weeks) will be unpaid unless the employee has other earned paid leave (such as annual leave, sick leave, or compensatory time). Some district court staff such as court reporters and some law clerks do not accrue annual Leave. District court law clerks and court reporters should check with their judge regarding the court's paid FMLA policy.

Use of Earned Paid Leave. The WJB requires employees to use any earned sick leave, annual leave, compensatory time, or other available leave while on unpaid FMLA leave, unless the

medical condition is a result of a workers' compensation injury or illness. Paid leave is used along with unpaid FMLA leave so the employee continues to receive a paycheck.

Short Term Disability Benefits. Employees with Short Term Disability benefits may apply for benefits after all paid FMLA and earned leave has been used.

Sick Leave Donations. Employees may request sick leave donations in accordance with the sick leave policy.

Workers' Compensation. Eligible Employees on FMLA leave who are receiving workers' compensation benefits (e.g. Temporary Total Disability) will be placed on unpaid FMLA leave and are not required to use available earned leave while receiving paid benefits from Workers' Compensation.

Use of FMLA Leave. Leave may be taken all at once, intermittently or on a reduced schedule for health conditions, if needed. Intermittent or reduced schedule leave is determined based upon health needs as specified by the healthcare provider. For planned health treatments or procedures, the employee must make a reasonable effort to schedule the treatment so as not to unduly disrupt business operations. Leave for birth, bonding or placement of a child shall not be taken intermittently or on a reduced leave schedule unless the employee and his/her supervisor agree or unless it is medically necessary.

Advance Notice. To take FMLA leave, employees must provide their supervisor with advance notice in writing. Planned events such as surgery or childbirth require at least thirty (30) days advance notice. If an employee learns of a need for leave less than thirty (30) days in advance, the employee must notify their supervisor as soon as possible (generally either the day they learn of the need or the next workday). When the need for FMLA leave is unexpected (for example, if a family member is injured in an accident), the supervisor must be informed as soon as possible.

Notice of FMLA. When a supervisor is put on notice that an employee is experiencing an issue that could qualify for leave under the FMLA, the supervisor must notify the Human Resources Division. Employees may also notify Human Resources Division directly of the need for FMLA leave. Once a supervisor is aware an employee may be eligible for FMLA, even if the employee does not request it directly, the Human Resources Division is required to provide the employee with FMLA information and request completion of FMLA forms.

Eligibility. ~~The Human Resources Division will verify the employee is eligible for leave under the FMLA. To be eligible, the employee must:~~

- ~~(1) Be employed by the State of Wyoming for twelve (12) months prior to the need for FMLA leave (this time is not required to be consecutive);~~
- ~~(2) Have worked a minimum of one thousand two hundred fifty (1,250) hours within the last twelve (12) months; and~~
- ~~(3) Have a qualifying reason for the leave as defined by the FMLA.~~

FMLA Forms. The Human Resources Division must provide the employee with a Notice of Eligibility and Rights and Responsibilities form within five (5) working days of notification of

the need for leave. Employees will be required to return an appropriate medical certification form completed by a health care provider or, in the instance of military or child placement reasons, documentation of the need for leave. Employees who fail to return certification or documentation may be denied FMLA. Once all forms are received and FMLA is approved, the Human Resources Division will provide a Designation Notice form to the employee informing them of their placement on FMLA.

Employees are responsible for providing information regarding the reason for FMLA leave. While employees do not have to provide a diagnosis, they do need to provide information indicating that the leave is due to an FMLA-qualifying condition. If enough information is not provided to know that the leave may be covered by the FMLA, the employee may not be entitled to job-protected leave.

FMLA leave shall not exceed twelve (12) weeks (or four hundred eighty (480) hours for intermittent leave) in a twelve (12) month period for family and health reasons or twenty-six (26) weeks for military-related health reasons.

~~Use of Paid Leave. The WJB requires employees to use any earned sick leave, annual leave, compensatory time, or other available leave while on FMLA leave, unless the medical condition is a result of a workers' compensation injury or illness. Paid leave is used along with FMLA leave so the employee continues to receive a paycheck.~~

~~Employees with Short Term Disability benefits may choose unpaid FMLA leave after all sick leave is exhausted to use those benefits. Employees may also request sick leave donations once all available paid leave is exhausted, upon approval by the employee's supervisor.~~

Health Insurance Coverage. An employee will be retained on the State's health plan under the same conditions that applied before the FMLA leave commenced. To continue health coverage, the employee must continue to make any contributions that he/she made to the plan before taking leave. If the employee has used all leave and is currently on unpaid leave while under FMLA protection, the employee must independently contribute to his/her health insurance. This payment will not be made by the employer or the Human Resources Division on behalf of the employee. Failure of the employee to pay the required share of the health insurance premium may result in loss of coverage.

If the employee fails to return to work after the expiration of the leave, the employee will be required to reimburse the State of Wyoming for payment of health insurance premiums during the FMLA leave, unless the reason the employee fails to return is the existence of a serious health condition which prevents the employee from performing the employee's job or other exigent circumstances beyond the employee's control.

Return to Work. Once the employee no longer needs FMLA leave, the employee must notify the Human Resources Division or the employee's supervisor on the ability to return to work. If an employee wishes to return to work prior to the expiration of an FMLA leave of absence, notification must be given to the employee's supervisor at least five (5) working days prior to the employee's planned return. Employees who return to work prior to exhausting FMLA leave will be returned to their previous position or to a position with equivalent pay, benefits,

and other terms and conditions of employment. Employees on leave for their own health condition will be required to submit a release to return to work from their healthcare provider to the Human Resources Division or the employee's supervisor. The release should also indicate if the employee has any work-related restrictions. The failure of an employee to return to work upon the expiration of an FMLA leave of absence may result in the termination of employment.

Unable to Return to Work. Employees unable to return to work after using all available FMLA leave must contact the Human Resources Division and the matter will be reviewed to determine available options with the employee depending on the specific circumstances of their need for continued leave. An employee may request an extension of unpaid leave due to the continuation, recurrence, or onset of the employee's own serious health condition, or of a serious health condition of the employee's spouse, child, or parent, and must submit a request for an extension, in writing, to the employee's supervisor, who will report that matter to the Human Resources Division. This written request shall be made as soon as the employee realizes that he/she will not be able to return at the expiration of the leave period.

If circumstances arise concerning FMLA, which are not specifically addressed by this policy statement, the employee should consult with his/her supervisor or the Human Resources Division for clarification.

(b) *Sick Leave.*

Sick Leave is available for use when an Employee is ill, injured, or disabled; has scheduled medical, mental health, dental, or optical exams or procedures; where the Employee needs to provide care for a Spouse, Parent, Child or someone in the Employee's direct care due to illness, injury, or; or where the Employee needs to assist a Spouse, Parent, Child or someone in the Employee's direct care with medical, mental health, dental, or optical exams or procedures; Disability for death or illness of a member of the Employee's or the Employee's Spouse's family and such other persons as approved by a Supervisor or Judicial Officer, when bereavement Leave has been exhausted or does not apply; or when an Employee has been exposed to a contagious disease such that attendance at work could jeopardize the health of others. Sick Leave is not eligible for use with absences associated with the illness or care of pets.

Sick Leave must be used in not less than fifteen (15) minute increments.

Accrual. Employees accrue sick Leave according to the number of hours worked in the month, as follows: [Some district court staff such as court reporters and some law clerks do not accrue annual Leave. District court law clerks and court reporters should check with their judge regarding the court's accrual policy.](#)

160 or more hours	8 hours per month
120-159 hours	6 hours per month
80-119 hours	4 hours per month
40-79 hours	2 hours per month

39 or less hours

no accrual

Sick Leave may be accrued without limit, ~~except some district court Employees that do not accrue time.~~

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