

IN THE SUPREME COURT, STATE OF WYOMING

OCTOBER TERM, A.D. 2025

IN THE SUPREME COURT  
STATE OF WYOMING  
FILED

IN THE MATTER OF RULES SUBMISSION )  
IN THE WYOMING SUPREME COURT ) General Order 25-01

APR 20 2026  
*Shawna Goetz*  
SHAWNA GOETZ, CLERK

**GENERAL ORDER AMENDING POLICY ON SUBMISSION OF  
RULE CHANGES TO THE WYOMING SUPREME COURT**

**THIS MATTER** came before the Court on its own motion. The Court finds it should amend its Policy on Submission of Rule Changes to the Wyoming Supreme Court. It is, therefore,

**ORDERED** that the Policy on Submission of Rule Changes to the Wyoming Supreme Court, attached and incorporated by this reference, be, and hereby is, adopted effective January 1, 2026; and it is further

**ORDERED** that effective January 1, 2026, the existing Policy on Submission of Rule Changes to the Wyoming Supreme Court is repealed and General Order 23-02 is of no further effect; and it is further

**ORDERED** that the above-referenced policy is in addition to, and does not supplant, any Rule not in conflict with this policy; and it is further

**ORDERED** that this policy may be revised and/or amended from time to time, as necessary.

**DATED** this 30<sup>th</sup> day of December, 2025.

**BY THE COURT:**



**LYNNE BOOMGAARDEN  
CHIEF JUSTICE**

## **POLICY ON SUBMISSION OF RULE CHANGES TO THE WYOMING SUPREME COURT**

### **A. Submission of Proposed Rules or Amendments**

1. Proposed rules or amendments to the existing rules may be submitted at any time by the Wyoming Judicial Council, a Permanent Rules Advisory Committee, the Wyoming State Bar, any other Judicial Branch committees/commissions or ad hoc working groups, an attorney, or any member of the public.

2. Proposed rules or amendments to the existing rules shall be submitted to the Clerk of Court in the format and manner required by this Policy. However, proposed rules or amendments from Permanent Rules Advisory Committees, the Wyoming Judicial Council or other Judicial Branch committees/commissions shall be submitted directly to the Wyoming Judicial Council.

3. Any submission shall be accompanied by a memorandum explaining the reasoning behind the proposed change along with any other information, including a suggested effective date of the rule or amendment.

4. If proposed changes are considered emergency changes, the memorandum shall indicate the reasons why. If the changes are not emergency changes, the effective date shall conform with Wyo. Stat. Ann. § 5-2-116 (60 days after publication), where application of the statute is appropriate.

5. Send a hard copy of the proposed rules or amendments and memorandum to the Clerk of Court, Wyoming Supreme Court, 2301 Capitol Avenue, Cheyenne, WY, 82002. Proposed rules or amendments may be emailed, with prior approval from the Clerk of Court. Include contact information for the person responsible for answering questions regarding the proposed rules or amendments.

6. Be prepared to meet with the Wyoming Judicial Council and/or the Wyoming Supreme Court for further explanation of the proposed rules or amendments, if necessary.

### **B. Procedures After Submission**

1. After submission, all proposed rules or amendments, except emergency rules and submissions from the Wyoming State Bar, shall be presented to the Wyoming Judicial Council. The Wyoming Judicial Council will review and transmit the proposed rules or amendments, with its written recommendation, to the Clerk of Court for consideration and approval by the Wyoming Supreme Court. The Wyoming Judicial Council may refer the proposed rules or amendments to the appropriate Permanent Rules Advisory Committee or other committee prior to its written recommendation.

2. For proposed emergency rules or amendments, the Clerk of Court shall transmit the proposed emergency rules or amendments to the Executive Committee of the Wyoming Judicial Council. Without undue delay, the Executive Committee shall provide its recommendation and any changes to the Clerk of Court.

3. Proposed non-emergency rules or amendments transmitted to the Wyoming Judicial Council may take up to six (6) months to process based on the Wyoming Judicial Council's meeting schedule. *See* Rule 9, Rules and Procedures Governing the Wyoming Judicial Council.

4. Proposed rules or amendments submitted by the Wyoming State Bar shall be sent to the Clerk of Court for consideration and approval by the Wyoming Supreme Court.

5. Upon receipt of the Wyoming Judicial Council's written recommendation, the Clerk of Court shall provide a copy of the proposed rules or amendments to the Senior Staff Attorney. The Clerk of Court and Senior Staff Attorney shall review for conflicts with other rules or statutes. The Clerk of Court and Senior Staff Attorney shall proofread and make necessary technical corrections or changes. Technical corrections mean changes to punctuation, numbering, and non-substantive typographical errors. Technical corrections may be made to existing rules without comment.

6. The proposed rules or amendments may, at the Wyoming Supreme Court's discretion, be posted on the Court's website for public comment. Any comment received by the Clerk of Court shall be submitted to the Court for its consideration.

7. The Clerk of Court shall distribute copies of memoranda, proposed rules or amendments and comments to the Senior Staff Attorney and the Wyoming Supreme Court for conference. If the proposed rules or amendments cannot be adopted without further information, the Court may request a meeting with the appropriate persons or request more information via a written memoranda. The Court may also refer the proposed rules or amendments back to the appropriate committee or the Wyoming Judicial Council.

### **C. Procedures After Adoption**

1. If the Wyoming Supreme Court adopts the proposed rules or amendments, the Clerk of Court shall file and distribute copies to Judicial Branch personnel, to the Executive Director of the Wyoming State Bar, and to the Executive Director of the Wyoming Commission on Judicial Conduct & Ethics. The Executive Director of the Wyoming State Bar shall provide notice of the rule changes, by email, to their members.

2. The Clerk of Court shall publish all orders adopting or amending rules on the Wyoming Judicial Branch's website: <https://www.wyocourts.gov>

3. The Clerk of Court shall transmit new rules or amendments to the publisher. The new rule or amendment shall also be posted to the Wyoming Judicial Branch's website upon receipt from the publisher.

4. The Clerk of Court shall keep a record of rules submitted and the disposition of submissions.

## **D. Formatting Requirements**

1. Proposed changes to existing rules shall be submitted to the Clerk of Court in underline/strike out format (new language underlined, old language with strike out) on a hard copy and an identical copy emailed to the Clerk of Court in a Word readable format so changes or corrections can be made by the Court if necessary. The Court will not accept documents that use the “track changes” feature. Rule revisions should be sent in the same format as the rules being amended, i.e. the same paragraph and subsection numbering, consistent capitalization, etc. If the proposed changes will completely replace a set of rules, underline/strike out format is not necessary. Rules should be submitted on 8½ x 11-inch paper with no smaller type or font than 12 point.

2. Submitted proposed rules or amendments shall be drafted in the following format, consistent with this Court’s existing rules:

### **Rule 1. Arabic number identifying the rule, in bold.**

- (a) Subsections shall each be identified by lower case letters in parenthesis.
  - (1) Paragraphs within subsections shall be identified with Arabic numbers in parenthesis. Paragraph headings should be in *italic* type.
  - (A) Subparagraphs within paragraphs shall be identified by uppercase letters in parenthesis.
    - (i) Subdivisions within subparagraphs shall be identified by lowercase Roman numerals in parenthesis.

Revisions to existing rules should include changes to formatting to comply with this Policy. The last Rule should state how the rules should be known and cited.

3. The Clerk of Court may refuse to accept for filing any proposed rule or amendment that does not conform to the formats prescribed by this Policy.

## Submission of Proposed Rules or Amendments

