

REQUEST FOR INFORMATION

Wyoming Judicial Branch
2301 Capitol Avenue
Cheyenne, WY 82002

Inquiry Number: 2026-WJB-01



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SECTION 1. INTRODUCTION

The Wyoming Judicial Branch (“WJB”) is issuing this Request for Information (“RFI”) to solicit information from qualified vendors regarding solutions, services, and pricing related to the implementation of a Remote Public Access (“RPA”) system for court records, audio recordings, and information within Wyoming’s district, chancery, and circuit courts. This initiative aligns with the WJB’s Strategic Plan (FY 2025-2028):

- Pillar 1 – Judicial Branch Excellence and Innovation; Goal 4 – Promote secure, effective and innovative use of technology; Objective 4(d) – Optimize functionality and management of the court’s automated systems; and
- Pillar 2 – Public Trust and Accountability; 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; Objective 1(a) – Ensure accuracy, transparency and accessibility of key trial court decisions, data and proceedings.

The WJB is evaluating options to enhance public access to district, chancery, and circuit court information while maintaining compliance with applicable laws, court rules and policies, confidentiality requirements, and data governance standards. The optimal solution should support secure, user-friendly, and reliable access to authorized court records, audio recordings, and information for members of the public, justice partners, private companies, and other authorized users, as applicable.

Through this RFI, the WJB seeks to gain information regarding available technologies, implementation approaches and timelines, hosting models, paid platforms, security considerations, integration capabilities, and industry best practices associated with RPA solutions. Information received may be used to assist the WJB in evaluating potential solutions, refining project requirements, developing future procurement documentation, and supporting long-term planning and budgeting efforts related to an RPA system.

The WJB understands that details may be subject to change upon Respondent recommendations or research of more optimal solutions. It is the intent of the WJB to solicit responses to this RFI in accordance with specifications within this document. The issuance of this RFI does not obligate the WJB in any way to issue a Request for Proposal (“RFP”) for the solution, materials, and services described herein.

1.1 Background

Currently, the WJB offers remote public access in two jurisdictions. Wyoming’s chancery court offers a paid remote public access system through File & ServeXpress. The Wyoming Supreme Court offers a free public access system through the Appellate C-Track and Electronic Filing Portal (“CTEF”) provided by Thomson Reuters. Recent discussions regarding remote public access to court records and information within Wyoming, including proposed legislation considered during the 2026 legislative session (<https://www.wyoleg.gov/Legislation/2026/HB0093>), have further emphasized the importance of evaluating long-term approaches for secure, reliable, and appropriately governed access to court information within the judicial environment.

The WJB is exploring options for the implementation of an RPA system to enhance public access to Wyoming’s district and circuit court records, and to improve transparency and efficiency by moving toward a single statewide system for accessing all trial court records. Currently, public access to district and circuit

court information is provided at courthouses throughout the state through multiple avenues, including attendance at open court hearings, in-person review of case files and documents at clerks' offices, and the use of the WJB's public access system ("PASS") through terminals in each courthouse. These terminals provide public access to searchable statewide case information.

1.2 Objective

The purpose of this RFI is to solicit information regarding available RPA solutions and related services capable of supporting secure, reliable, and user-friendly access to district, chancery, and circuit court records, audio recordings, and related case information. Information obtained through this process may assist the WJB in evaluating available options and gaining a better understanding of available technologies, implementation approaches, hosting models, paid platforms, integration capabilities, security features, and industry best practices associated with RPA platforms within court or governmental environments, as well as informing future planning, procurement, budgeting, and policy considerations.

Through this RFI, the WJB seeks to gain insight into RPA platforms that provide functionality and ease of access. Specific areas of interest include:

- A. Statewide public search functionality, mobile responsiveness, and accessibility standards compliance, including support for applicable WCAG requirements;
- B. Identity verification, authentication methods, user account management, and log-in portal capabilities;
- C. Payment capabilities and associated payment processing considerations;
- D. Cloud-hosted deployment options, hosting environments, system availability, resiliency, and associated security considerations;
- E. Integration capabilities with case management systems and other court technologies, including available APIs, web services, and data integration or synchronization methods;
- F. Cybersecurity, auditing, compliance, confidentiality, public access governance, and redaction capabilities;
- G. Data ownership, portability, transition, and retention capabilities;
- H. System availability, resiliency, backup, and disaster recovery capabilities;
- I. Automated access controls, rate limiting, and protections against unauthorized data scraping or harvesting;
- J. Scalability, reliability, long-term sustainability considerations, and support for statewide public access;
- K. Implementation methodologies, project timelines, support models, training approaches, change management strategies, and administrative functionality;
- L. End user support, administrative tools, and operational support capabilities; and
- M. Industry best practices, lessons learned, and vendor experience supporting judicial, governmental, or other highly regulated public-sector environments.

The objectives of this RFI are to:

- A. Collect information the WJB can use to develop a conceptual approach to addressing its functional requirements;
- B. Identify approaches and tools that have been successfully used for other RPA platforms to address similar requirements; and
- C. Produce criteria to assist the WJB in creating an initial funding request, and support plan for long-term funding, to include future appropriation requests related to the system and its maintenance.

It is important that potential Respondents understand the WJB is seeking information from vendors that have direct experience with public service. Although not required, experience with court systems is also sought.

1.3 Definitions

“AOC” means the Wyoming Judicial Branch’s Administrative Office of the Courts.

“Submission” means the Respondent’s written response with attached materials in response to this RFI. The singular or plural form of this term may be used interchangeably.

“RFI” means this Request for Information.

“RPA” means remote public access, a system or platform that provides users with secure, electronic access to court records, case information, and audio recordings of court proceedings, as permitted by applicable law, rule, or policy.

“Respondent” means any legal entity or individual that responds to this RFI. The singular or plural form of this term may be used interchangeably.

“WJB” means the Wyoming Judicial Branch.

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SECTION 2. REQUEST FOR INFORMATION PROCEDURE

2.1 RFI Responses

Respondents interested in submitting information shall respond to this RFI in accordance with the instructions and provisions set forth herein. The WJB will accept a written response and any additional materials the Respondent would like to attach to highlight their service offerings. **Written responses and any additional materials must be received at the WJB, 2301 Capitol Avenue, Cheyenne WY 82002, or via that Issuing Officer’s email found in Section 2.3 no later than 5:00 p.m. Mountain Time (“MT”) on July 8, 2026.**

2.2 Relevant Dates

Any changes to the dates up to the closing date of the RFI will be publicly posted prior to the closing date and time of the RFI at the WJB’s web address: <https://www.wyocourts.gov/court-administration/#rfp>

Event	Date	Time
Issuance of RFI	June 3, 2026	5:00 p.m. MT
Question Period	June 16, 2026	5:00 p.m. MT
Submission Deadline	July 8, 2026	5:00 p.m. MT

2.3 Issuing Officer

Cierra Hipszky
Project Manager
Wyoming Judicial Branch
Administrative Office of the Courts
2301 Capitol Ave | Cheyenne, WY | 82002
chipszky@courts.state.wy.us

2.4 Submitting Questions

All questions concerning this RFI must be submitted in writing via e-mail to the Issuing Officer identified in Section 2.3 of this RFI. All questions must be submitted by the deadlines identified in Section 2.2 for submitting questions.

2.5 Review of RFI Responses

This RFI is designed to provide Respondents with the information necessary for the preparation of informative responses. This RFI process is for the WJB’s informational benefit. The RFI is not intended to be comprehensive, and each Respondent is responsible for determining all factors necessary for Submission.

The RFI response will not be subject to an RFP type evaluation. The WJB will only review the Respondent’s suggested solution, pricing, and approach in addressing the WJB’s specific areas of interest.

2.6 Oral Presentations for Clarifications

The WJB may convene oral presentations for clarification to Submissions. If oral presentations are deemed necessary, invitations will be extended only to Respondents whose Submissions the WJB determines to be meritorious.

2.7 No Obligation to Issue RFP or Contract

Issuance of this RFI does not obligate the WJB in any way to issue an RFP or any other procurement for the solution, materials, and services described in this RFI. Issuance of this RFI in no way constitutes a commitment by the WJB to issue an RFP or award a contract.

2.8 The WJB's Right to Amend and/or Cancel the RFI

The WJB reserves the right to amend or cancel this RFI at any time. Respondents are encouraged to frequently check the WJB's website (<https://www.wyocourts.gov/court-administration/#rfp>) for additional information.

2.9 Cost and Expenses

Each Respondent is responsible for its own costs and expenses related to the RFI process, including costs and expenses associated with preparing and providing a Submission to this RFI. No costs related to this RFI will be reimbursed by the WJB.

2.10 Procedures for Securing Confidentiality of Respondent Data

If Respondent considers any portion of the Submission to this RFI to be confidential, trade secrets, or otherwise not subject to public disclosure, the Respondent must, in addition to the Submission, provide the WJB with a separate, redacted copy of its Submission on a thumb or zip drive in PDF format, marked clearly as a "REDACTED COPY," and briefly describe the redacted item in a separate writing and the grounds for claiming exemption from public disclosure. This redacted copy shall be provided to the WJB at the same time as the Respondent enters its Submission and must exclude or redact only those exact portions that are claimed confidential, trade secret, or otherwise not subject to disclosure.

Respondent shall be responsible for defending its determination that the redacted portions of its Submission are confidential, trade secrets, or otherwise not subject to disclosure.

Furthermore, Respondents shall protect, defend, and indemnify the WJB for any and all claims arising from or relating to the Respondent's determination that the redacted portions of its Submission are confidential, trade secret, or otherwise not subject to disclosure. All the above shall be acknowledged in the Respondent's separate writing that must accompany the redacted copy.

If a Respondent fails to submit a redacted copy with its Submission, the WJB is authorized to disclose the entire document(s), data, and/or records submitted by the Respondent.

By providing a Submission, the Respondent consents to such copying and warrants that such copying will not violate the rights of any third-party. The Respondent shall grant the WJB the right to use ideas or adaptations of ideas presented in its Submission.

In addition, Respondents acknowledge that the WJB will be required to share aggregated or non-vendor-specific information, including pricing ranges or generalized cost figures, with Wyoming's Legislature for budgeting and informational purposes. While the WJB will not disclose vendor names or any information that could reasonably identify a specific Respondent, the WJB must retain the ability to use and present non-identifying information derived from Submissions.

2.11 Public Disclosure of Responses

Materials submitted in response to this RFI may be subject to public disclosure in accordance with applicable laws, rules, and policies. Respondents should be aware that responses, supporting materials and documentation, questions or requests for clarification submitted during the RFI process, and other information provided in connection with this RFI may be publicly shared, distributed, or otherwise made available by the WJB, except for information properly identified and protected as confidential pursuant to Section 2.10 of this RFI.

Any information the Respondent considers confidential, proprietary, or otherwise exempt from public disclosure must be clearly identified in accordance with the procedures set forth in Section 2.10. The WJB reserves the right to make all determinations regarding the disclosure or withholding of submitted materials in accordance with applicable law, rule, and policy.

Additionally, Respondents should be aware that the WJB will be required to disclose aggregate or non-vendor specific information, including pricing ranges or generalized cost figures, with Wyoming's Legislature for budgeting and informational purposes. Vendor names and any information that could reasonably identify a specific Respondent will not be disclosed.

2.12 No Discrimination

The WJB will ensure that minority business will be afforded full opportunity to provide a Submission. The WJB will not discriminate on the grounds of age, race, color, sex, creed, national origin, or disability status.

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SECTION 3. GENERAL INFORMATION

3.1 Organization

The following is a brief summary of the WJB and its district, chancery, and circuit courts. This summary is intended to provide a general overview of the WJB and does not include all programs, functions, groups, or activities. More detailed information is available upon request or can be found on the WJB website: <https://www.wyocourts.gov/>

3.1.1 Wyoming Judicial Branch

The WJB is responsible for the administration of justice throughout the State of Wyoming. The WJB includes the Wyoming Supreme Court, district courts, chancery court, circuit courts, the AOC, and their respective judicial officers and staff. District and circuit courts exist in all of Wyoming's twenty-three (23) counties, and the counties are organized into nine (9) judicial districts. Wyoming's one (1) chancery court is located centrally within Wyoming, and is authorized to hold in-person proceedings in any appropriate venue.

3.1.2 District Courts

The district courts are the trial courts of general jurisdiction in the state. The jurisdiction of the district courts is unlimited except for civil cases under fifty thousand dollars (\$50,000.00), small claims cases, forcible entry and detainer cases, and misdemeanors, which are heard in the circuit courts. The district courts also hear appeals from lower court decisions.

The clerk of district court is the elected county official who keeps the court record. The clerk maintains electronic case files, which include all records of a case-complaint, answers, motions, orders, judgment, and written opinions. In addition, the clerk keeps a docket showing all cases filed and decided in the court.

These courts utilize FullCourt Enterprise as the case management system, and File & ServeXpress as the electronic filing and service platform.

In Fiscal Year 2025, approximately thirteen thousand (13,000) cases and four hundred eighty-five thousand (485,000) documents were filed in the district courts statewide. There were approximately nine thousand (9,000) audio recordings within the district courts for calendar year 2025. This case-related information would be expected to fall within the scope of an RPA system and serves as a baseline estimate of the data that such a system must be capable of securely storing and delivering.

3.1.3 Chancery Court

There is one (1) chancery court in the state. The chancery court is a specialized court of limited jurisdiction that resolves commercial, business, and trust cases on an expedited basis. The chancery court has jurisdiction to decide actions seeking declaratory or injunctive relief and actions seeking money recovery over fifty thousand dollars (\$50,000.00) that arise from claims including breach of contract, breach of fiduciary duty, fraud, derivative actions, the Uniform Commercial Code, and the Uniform Trust Code.

This court utilizes FullCourt Enterprise as the case management system, and File & ServeXpress as the electronic filing and service platform and public access system.

In Fiscal Year 2025, forty-nine (49) cases and seven hundred thirty-five (735) documents were filed in the chancery court. There were approximately forty (40) audio recordings within the chancery court for calendar year 2025. This case-related information would be expected to fall within the scope of an RPA system and serves as a baseline estimate of the data that such a system must be capable of securely storing and delivering.

3.1.4 Circuit Courts

The circuit courts are limited jurisdiction courts. The civil jurisdiction of the circuit courts covers small claim cases and civil cases in which the damages or recovery sought do not exceed fifty thousand dollars (\$50,000.00). Circuit courts also hear family violence, stalking, and sexual assault protection order cases. Further, they hear forcible entry and detainer cases. The criminal jurisdiction of the circuit courts covers all misdemeanor cases. Finally, the circuit courts may set bail for people accused of crimes, and they may conduct preliminary hearings in felony cases.

The court maintains electronic case files, which include all records of a case-complaint, answers, motions, orders, judgment, and written opinions. In addition, the court keeps a docket showing all cases filed and decided in the court. Chief circuit court clerks and clerk staff are WJB employees, in contrast to the elected clerks of district court.

These courts utilize FullCourt Enterprise as the case management system, and File & ServeXpress as the electronic filing and service platform.

In Fiscal Year 2025, approximately one-hundred and six thousand (106,000) cases and eight hundred thirty thousand (830,000) documents were filed in the circuit courts statewide. There were approximately five thousand five hundred (5,500) audio recordings within the circuit courts for calendar year 2025. This case-related information would be expected to fall within the scope of an RPA system and serves as a baseline estimate of the data that such a system must be capable of securely storing and delivering.

Additional technical information may be provided during any future procurement process, as applicable.

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SECTION 4. RFI REQUIREMENTS

This section contains the requirements for a Submission by a Respondent to this RFI, namely, to provide information for solutions, implementation approaches, and pricing associated with a potential RPA system for court records, audio recordings, and information within Wyoming's district, chancery, and circuit courts.

4.1 Executive Summary

Respondents shall prepare a summary of the response to the requirements described in Section 4.3. The executive summary shall condense and highlight the contents of the requirements in such a way that the WJB can quickly become acquainted with the response.

4.2 Organization Background

Respondents shall provide a brief description of their company or organization. The background information should include relevant services, organizational history, experience supporting courts, governmental entities, or other public-sector organizations, and examples of similar RPA implementations, integrations, or related services performed for comparable entities, and any other information the Respondent may deem necessary. Respondents are encouraged, but not required, to include contact information for the public entities referenced, where appropriate, to facilitate any follow-up inquiries the WJB may conduct. Respondents shall additionally describe the maturity of the proposed solution, including years in production, number of active customers, major recent enhancements, and anticipated future product roadmap items.

4.3 Solution

Respondents shall provide a high-level description of how their solution addresses the WJB's request for information on the solution, services, and pricing related to the implementation of an RPA system for court records, audio recordings, and information within Wyoming's district, chancery, and circuit courts.

The description should provide information regarding the following areas:

- A. Interface, integration, and interoperability capabilities related to communication with case management systems, the WJB data warehouse, or other court technologies;
- B. Authentication, registration, log-in, and pay-based platform capabilities, including:
 - 1. No registration or log-in required with free access;
 - 2. Registration and log in required with free access; and
 - 3. Registration and log in required with pay-based access;
- C. Payment processing capabilities, including methods for fee collection, remittance, reconciliation, disbursement scheduling, and associated accounting services;
- D. Cloud hosting deployment options, hosting environments, and associated operational considerations;
- E. Accessibility standards compliance, responsive design capabilities, and support for non-PC devices, including mobile and tablet compatibility;

- F. End-user support, troubleshooting services, and administrative support capabilities;
- G. Capabilities, recommendations, or best practices related to preventing or managing unauthorized data scraping, data mining, or automated bulk data harvesting;
- H. Auditing, logging, reporting, analytics, dashboarding, and ad hoc reporting capabilities for internal use;
- I. Search and indexing capabilities, including support for full-text search, optical character recognition (“OCR”), advanced filtering, statewide searches, saved searches, search result relevancy, and performance considerations for large data sets;
- J. Administrative tools available to WJB personnel, including user management, access control administration, fee management, configuration management, auditing, reporting, and workflow administration capabilities;
- K. Support for documents, audio recordings, video recordings, electronic evidence, and other large content types, including any file size limitations, storage constraints, or performance considerations; and
- L. Industry best practices, lessons learned, recommendations, and vendor experience supporting judicial, governmental, or other highly regulated public-sector environments.

Respondents shall additionally provide general information regarding timelines around a project of similar size and requirements from contract execution to implementation.

4.4 Security, Compliance, and Data Protection

Respondents shall describe the security, compliance, and data protection capabilities associated with their proposed solution, including but not limited to:

- A. Identify verification and authentication methods;
- B. Multi-factor authentication (MFA) support;
- C. Role-based access controls and permission management;
- D. Encryption standards for data at rest and in transit;
- E. Audit logging, monitoring, and retention capabilities;
- F. Compliance certifications, standards, or frameworks (SOC 2, CJIS, FedRAMP, NIST, etc.);
- G. Vulnerability management, patch management, and penetration testing practices;
- H. Incident response and breach notification procedures;
- I. Data ownership, retention, backup, and residency practices;
- J. Describe capabilities related to automated access controls, rate limiting, prevention of unauthorized data scraping, and support for authorized bulk data requests;
- K. Any additional security or compliance features relevant to public-facing court record systems;
- L. Describe whether customer data, metadata, court records, audit logs, or user activity are used for artificial intelligence, machine learning, analytics model training, or product improvement purposes.

Identify any available opt-in or opt-out controls; and

- M. Describe capabilities supporting redaction, sealing, expungement, suppression, restricted access, and correction of records, including workflow controls and audit capabilities associated with those actions.

4.5 Data Integration and Transfer

Respondents shall describe how data would be exchanged, synchronized, or transferred between the proposed solution and external systems, including but not limited to case management systems, electronic filing systems, payment platforms, identity providers, and reporting systems.

The description should include information regarding, but is not limited to:

- A. Describe available integration capabilities and supported integration methods, including APIs, web services, webhooks, software development kits (“SDKs”), Secure File Transfer Protocol (“SFTP”), batch processing, and any associated licensing, technical, or usage limitations;
- B. Real-time versus scheduled synchronization capabilities;
- C. Data validation and error handling processes;
- D. Encryption and security controls associated with data transfer;
- E. Logging, monitoring, and auditing of data exchanges;
- F. Handling of system outages or failed transactions;
- G. Data ownership and retention considerations during transfer; and
- H. Any third-party middleware or integration dependencies required.

4.6 System Availability and Disaster Recovery

Respondents shall describe the availability, resiliency, backup, and disaster recovery capabilities associated with their proposed solution.

The description should include information regarding, but is not limited to:

- A. Expected system uptime and service level commitments;
- B. Redundancy and high-availability architecture;
- C. Backup frequency and retention practices;
- D. Disaster recovery and business continuity capabilities;
- E. Recovery Time Objectives (“RTO”) and Recovery Point Objectives (“RPO”);
- F. Planned maintenance procedures and outage notification processes; and
- G. Historical availability metrics, if available.

4.7 Data Ownership, Portability, and Transition

Respondents shall describe data ownership, portability, and transition capabilities associated with their proposed solution.

The description should include information regarding, but is not limited to:

- A. Ownership rights related to court records, metadata, audit logs, and associated system data;
- B. Available methods and formats for exporting data;
- C. Procedures for returning or transferring WJB data upon contract termination or transition to another provider;
- D. Any limitations, costs, or dependencies associated with data extraction or migration;
- E. Retention and destruction practices following termination of services; and
- F. Availability of transition assistance or migration support services.

4.8 Cost Structure

Respondents shall provide information regarding the overall cost structure associated with the solution, including both initial and ongoing costs of an RPA system. The response should also include any costs, fees, or charges that can be passed on to end users for access to records, searches, document retrieval, subscriptions, transactions, payment processing, or other related services. Responses should also include information regarding payment collection methods, remittance processes, disbursement schedules, and any configurable fee or pricing options available within the platform.

Respondents shall provide information about cost components or cost models that have been applied to similar requested services. Respondents shall also provide an estimated total cost for all services contained within this RFI. Breakouts of the cost structure, including implementation, licensing, hosting, maintenance, support, transaction-based fees, and optional services, are encouraged.