

# REQUEST FOR INFORMATION

Wyoming Judicial Branch  
2301 Capitol Avenue  
Cheyenne, WY 82002

Inquiry Number: 2026-WJB-02



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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 exhibit and evidence management solutions capable of supporting the secure intake, management, tracking, storage, retrieval, sharing, presentation, retention, and disposition of digital and physical exhibits and evidence associated with court proceedings. 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 for an Electronic Evidence Management System (“EEMS”) to support the secure electronic submission, management, storage, retrieval, sharing, presentation, retention, and disposition of digital evidence and exhibits associated with court proceedings. The optimal solution should support secure, user-friendly, and reliable access for judicial officers, court staff, attorneys, justice partners, and other authorized users while maintaining compliance with applicable laws, court rules, policies, confidentiality requirements, and data governance standards.

Through this RFI, the WJB seeks to gain information regarding available technologies, implementation approaches and timelines, hosting models, security considerations, integration capabilities, reporting and administrative functionality, and industry best practices associated with EEMS 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 EEMS.

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

The WJB utilizes various electronic systems and processes to manage court operations and case-related information across the State of Wyoming. As court proceedings increasingly rely upon digital documents, photographs, audio recordings, video files, and other forms of digital evidence, the WJB is evaluating potential approaches to support more efficient and standardized management of evidence and exhibits electronically within the court environment. Recent discussions regarding electronic evidence management 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 the digital management of evidence and exhibits within the court environment.

The WJB is exploring options for an EEMS capable of supporting the electronic submission, review, management, storage, sharing, presentation, retention, and disposition of evidence and exhibits associated with court proceedings. The WJB is interested in solutions that promote operational efficiency, accessibility, reliability, data security, and long-term sustainability while supporting the needs of judicial officers, court staff, attorneys, justice partners, and other authorized end users.

## **1.2 Objective**

The purpose of this RFI is to solicit information regarding available technologies, functional capabilities, implementation considerations, integration options, governance and administrative considerations, and industry best practices associated with EEMS solutions. Information obtained through this process may assist the WJB in evaluating available options and gaining a better understanding of available technologies, functional capabilities, implementation approaches, hosting models, integration capabilities, security features, and industry best practices associated with EEMS solutions 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 an EEMS that provides functionality and ease of access. Specific areas of interest include:

- A. Electronic submission, intake, storage, management, retrieval, sharing, and presentation of evidence and exhibits;
- B. Support for multiple file types, including documents, photographs, audio recordings, video files, and other forms of evidence;
- C. Workflow management, exhibit review, approval processes, and administrative functionality;
- D. User permission management, confidentiality protections, redaction capabilities, and audit functionality;
- E. Integration capabilities with other court technologies, such as case management systems, eFiling systems, public access systems, databases, including available APIs, web services, and data integration or synchronization methods;
- F. Cybersecurity, auditing, compliance, confidentiality, data governance, and data ownership capabilities and considerations;
- G. Data portability, retention, archival, disposition, backup, and disaster recovery capabilities;
- H. Cloud-hosted deployment options, hosting environments, system availability, resiliency, and associated security considerations;
- I. Scalability, reliability, accessibility standards compliance, including support for applicable WCAG requirements, and long-term sustainability considerations;
- J. Implementation methodologies, project timelines, support models, training approaches, change management strategies, and end user support capabilities;
- K. Courtroom presentation, evidence display, exhibit management, and related operational capabilities; and
- L. 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 EEMS 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.

“EEMS” means a solution capable of supporting the intake, management, storage, tracking, retrieval, sharing, presentation, retention, and disposition of evidence and exhibits associated with court proceedings.

“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.

“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](mailto: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 businesses 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. 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 Administrative Office of the Courts and their respective judicial officers and staff.

The Wyoming Supreme Court hears appeals from decisions of the district courts, it also hears petitions for extraordinary relief from lower court decisions, and it occasionally answers questions certified to it from federal courts. The Supreme Court sets forth definitive statements on Wyoming law which are binding upon all other courts and state agencies unless changed by legislative action. District courts serve as courts of general jurisdiction and hear a broad range of civil, criminal, juvenile, probate, and domestic relations matters. The chancery court is a court of limited jurisdiction that primarily hears business, commercial, and trust-related disputes as authorized by Wyoming law. Circuit courts are courts of limited jurisdiction and hear misdemeanor criminal matters, specified civil cases, traffic matters, small claims, and preliminary proceedings in felony cases.

#### 3.1.2 Existing Court Technology Environment

The WJB currently utilizes multiple case management and electronic filing systems across various court jurisdictions within the State. The Wyoming Supreme Court leverages the Appellate C-Track and Electronic Filing Portal (“CTEF”) provided by Thomson Reuters. This system additionally acts as a remote public access system.

The district, chancery, and circuit courts currently use FullCourt Enterprise as their case management system and File & ServeXpress as their electronic filing system. The electronic filing system additionally acts as the remote public access system for the chancery court.

Existing systems support case processing, electronic filing, document management, and related court operations. Respondents should assume that any proposed EEMS may require consideration of interoperability, integration capabilities, data exchange methods, authentication services, and operational workflows associated with existing court technologies.

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, services, implementation approaches, and pricing associated with a potential EEMS for the management of digital evidence and exhibits within Wyoming's 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 EEMS 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 EEMS for the management of digital evidence and exhibits within Wyoming's courts.

The description should provide information regarding the following areas:

- A. Electronic submission, intake, storage, management, retrieval, sharing, and presentation of evidence and exhibits;
- B. Support for multiple file types, including documents, photographs, audio recordings, video files, and other forms of evidence;
- C. Workflow management, exhibit review, approval processes, and administrative functionality;
- D. Courtroom presentation, evidence display, and exhibit management capabilities;
- E. Integration capabilities with case management systems, electronic filing systems, public access, and other court technologies;
- F. Search, indexing, reporting, audit loggin, and administrative capabilities;
- G. Cloud-hosted deployment options, hosting environments, and associated operational considerations;
- H. Scalability, reliability, accessibility standards compliance, including support for applicable WCAG

requirements, and long-term sustainability considerations;

- I. Vendor experience supporting judicial, governmental, or other highly regulated public-sector environments; and
- J. Industry best practices, lessons learned, and recommendations based upon comparable court or governmental implementations.

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

#### **4.4 File Formats, Evidence Review, and Exhibit Management**

Respondents shall describe the file formats, evidence review capabilities, and exhibit management functionality supported by the proposed EEMS.

The description should provide information regarding the following areas:

- A. Supported file formats for the submission, storage, review, sharing, and presentation of digital evidence and exhibits, including any limitations related to file types, file sizes, or storage thresholds;
- B. Support for common evidence types, including but not limited to:
  - 1. Photographs and images;
  - 2. Documents, including PDF and Microsoft Office file formats;
  - 3. Audio recordings;
  - 4. Video recordings;
  - 5. Body-worn camera footage;
  - 6. Dash camera footage;
  - 7. Surveillance video;
  - 8. Mobile device extraction reports; and
  - 9. Other specialized law enforcement, forensic, or investigative file format.
- C. Evidence review capabilities available within the platform, including functionality such as video playback, image zooming, annotation, searching, transcription, playback controls, timeline navigation, or other available review tools;
- D. Courtroom presentation and exhibit display capabilities, including whether evidence may be presented directly from the platform during hearings or trials without requiring files to be downloaded locally;
- E. Exhibit management capabilities, including exhibit organization, exhibit numbering, labeling, categorization, status tracking, hearing- or trial-specific exhibit collections, and administrative controls;
- F. Accessibility, search, and advanced functionality, including optical character recognition (“OCR”), transcription, translation, closed captioning, artificial intelligence (“AI”) functionality, automated categorization, redaction capabilities, metadata searching, or other related features; and

- G. Whether submitted evidence is converted, transformed, transcoded, compressed, or otherwise processed by the platform in any manner and, if so, how evidentiary integrity, metadata preservation, audit history, and chain of custody are maintained throughout those processes.

#### **4.5 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. Any additional security or compliance features relevant to electronic evidence systems;
- K. 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
- L. Describe capabilities supporting redaction, sealing, expungement, suppression, restricted access, and correction of records, including workflow controls and audit capabilities associated with those actions.

#### **4.6 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, public access systems, 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.

#### **4.7 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.

#### **4.8 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.

#### **4.9 Cost Structure**

Respondents shall provide information regarding the overall cost structure associated with the solution, including both initial and ongoing costs of an EEMS system.

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, and optional services, are encouraged.