WYOMING JUDICIAL COUNCIL

MINUTES
Wyoming Supreme Court Building, Room 237
June 8, 2026

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: Justice John Fenn, Justice Bridget Hill, Judge Benjamin Kirven, Judge Jefferson Coombs, Elisa Butler, and Claire Smith

WJC BUSINESS

1. Approval of Minutes The Wyoming Judicial Council approved the minutes from the March 10, 2026 Council Meeting. Attachment 1.1 – Draft March Minutes	The Council reviewed the minutes from the meeting on March 10, 2026. Judge Bluemel moved to approve the minutes, with a second from Judge Snyder. There were no further discussions. The motion passed unanimously on voice vote.
2. Education Committee Attachment 2.1 – Draft Judicial Conference Agenda	Judge Kirven reviewed the draft agenda for the upcoming Judicial Conference. Presentations on the first day will cover a variety of topics, including management training, the benefits and potential drawbacks of artificial intelligence for judges, and other timely issues. Breakout sessions will include retired judges who will share insights on staff management, effective supervision, and related topics. The first day will conclude with a legislative update on the most recent session presented by the State Court Administrator. The second day will begin with the CJP breakfast, followed by breakout sessions. The district court conference will focus on discovery issues in civil litigation, a refresher on best practices for guardianships and conservatorships, and a presentation on the Indian Child Welfare Act. The circuit court conference will begin with a presentation on extradition, followed by sessions on protection orders and small claims. The conference will conclude with a presentation by Justin Osmond on overcoming significant challenges. Judge Kirven invited questions from the Council. Justice Gray asked whether staff attorneys would be able to attend the presentations virtually. Chief Justice Boomgaarden responded that, as in previous years, staff attorneys will be permitted to attend the general sessions by video but not the breakout sessions. She noted that a communication will be sent approximately one to one and a half weeks before the conference to remind staff attorneys throughout the state that they may receive CLE credit for attending general sessions. Chief Justice Boomgaarden also announced that the second-day luncheon

	will feature David Earnest, Dean of the College of Arts, Humanities and Social Sciences at South Dakota State University. Dean Earnest will present on public trust, confidence, and the consumption of information and media. She noted that he has previously presented to the Eighth Circuit. Chief Justice Boomgaarden further advised that the Wyoming State Bar will not host a Young Lawyers Reception on Thursday evening. She expressed hope that judges and justices would still attend the conference welcome reception, as it will provide the primary opportunity for bench-bar socialization during the conference.
3. Technology Committee Attachment 3.1 – Technology Committee Spending Priority Summary Attachment 3.2 – Technology Spending Priority Recommendations Attachment 3.3 – Courtroom Technology Update Options Attachment 3.4 – Customization List Attachment 3.5 – eFiling Committee Customization Prioritization Recommendations	Justice Hill reported that the Technology Committee recently welcomed Judge Burningham as its newest member, adding the chancery court perspective to the Committee's discussions. Justice Hill then provided an overview of Attachment 3.1, the Technology Spending Priority Summary. She emphasized that the attachment is not a funding recommendation but rather a prioritized list of anticipated technology upgrades and replacements for the upcoming biennium. The Committee's charge was to prioritize potential expenditures for the Council's consideration, recognizing the current budget constraints. Justice Hill explained that the Committee's primary guiding principle was to maintain the functionality of the Judicial Branch and the services it provides. While some nonessential features could be reduced, the Committee sought to ensure that judicial officers and staff would continue to have the tools necessary to perform their work effectively. The Committee also looked for opportunities to achieve cost savings while maintaining the same level of core functionality. Turning to Attachment 3.1, Justice Hill noted that the Committee identified courtroom technology as its highest priority. She referred the Council to Attachment 3.3, which outlines eight (8) options for courtroom technology replacements and upgrades. After reviewing the available options, the Committee recommended Option 3, which would preserve current functionality while eliminating certain nonessential features and providing cost savings to the Branch. She clarified that the funding figures reflected in Attachment 3.1 should be used by the Council, as those estimates were refined with vendors after the Committee met. The Committee's recommendations were based on the level of functionality each option would provide, while funding decisions would ultimately rest with the Council. Justice Hill explained that the remaining priorities largely reflected recommendations developed by the eFiling Committee. Because many members serve on both committees, the Technology Committee chose not to reorder the eFiling Committee's prioritized list and accepted it as presented. She further noted that three expenditures were outside the eFiling Committee's scope and were therefore evaluated solely by the Technology Committee. These items were placed as priorities six (6) through eight (8)

	and included document ordering and email notification enhancements, a jury management system upgrade, and case management system customizations to enhance eFiling. Chief Justice Boomgaarden explained that the Council's discussion would focus first on understanding the Technology Committee's recommendations before using the funding decision tree to determine which projects should be funded. Justice Hill acknowledged that the Committee discussed whether technology upgrades were appropriate during the current budget crisis. She stated that the Committee concluded that, although the Branch faces significant financial constraints, it must continue investing in essential technology using the Judicial System Automation (JSA) funds, while pursuing additional funding sources. Chief Justice Boomgaarden expressed her appreciation for the Committee's thoughtful analysis. Chief Justice Boomgaarden further noted that the Council's discussion should also consider the upcoming supplemental budget request and the Branch's strategic plan, developed the previous year. She observed that the Council had previously recognized the need to move beyond temporary solutions and that continued underfunding could ultimately create serious operational challenges for the Branch. Justice Gray asked whether the Technology Committee's recommendations should be considered alongside the JSA funding projections presented later in the agenda. Chief Justice Boomgaarden confirmed that they should. Judge Snyder questioned whether all courtroom technology refreshes needed to occur within a single biennium rather than being phased over multiple budget cycles. Chief Justice Boomgaarden explained that the primary driver is the Microsoft Hubs reaching end-of-life during the biennium, requiring replacement to maintain the ability to hold remote hearings and use technology in the courtroom. Elisa Butler added that the Microsoft Hubs are scheduled to reach end-of-life in 2028. Although the original plan called for refreshing courtroom technology over several biennia, staff recommended replacing the audio components at the same time as the required video upgrades to reduce overall installation costs. She noted that the Council could instead choose to phase the project and address only the video components during this biennium if it determined that approach was more appropriate; however, that would significantly increase installation costs.
4. Technology Funding/Spending The Wyoming Judicial Council approved the expenditure of ARPA funds to pay for four (4) eFiling customizations. The Wyoming Judicial Council approved spending within the JSA for	<u>Overview</u> Elisa Butler reviewed Attachment 4.1, explaining that it organizes the Technology Committee's priorities by funding source. She highlighted that remaining American Rescue Plan Act (ARPA) funds could be used to complete four (4) eFiling enhancements before the end of the year, including three judicial workflow improvements and an enhancement allowing attorneys to associate with multiple law firms. Utilizing the remaining ARPA funds for these projects would reduce the impact on the

the priorities recommended by the Technology Committee, pushing out the expenditures for the hardware refresh and jury management system upgrade to FY29. Attachment 4.1 – Technology Spending Priority Recommendation (Sorted) Attachment 4.2 – JSA Projections Based on Current Spending/Projects Attachment 4.3 – JSA Spending Decision	Judicial System Automation (JSA) fund. Elisa noted that courtroom technology remains the highest spending priority and advised that negotiations with the vendor significantly reduced the original project cost. She also informed the Council that a Branch-wide computer hardware refresh had been inadvertently omitted from the Technology Committee's prioritization, as it was included in the BFY 2027 budget, and would require separate Council consideration. In response to questions from the Council, staff explained that the remaining ARPA funds would be nearly exhausted by the proposed enhancements and other expenses that could be moved out of the JSA budget and into the ARPA funding. Any unused ARPA funds would revert to the Legislative Service Office for possible reappropriation. Claire Smith then reviewed the JSA fund projections. She explained that the current fund balance is higher than normal because recent technology purchases were funded through CARES Act and ARPA funds, allowing the JSA fund to build. She cautioned, however, that without additional funding, future technology replacement cycles will continue to deplete the fund. Claire recommended maintaining a minimum reserve sufficient to cover one year of salary and benefits for staff to provide stability in the event of revenue shortfalls or unexpected technology needs. She further noted that delaying individual projects would not resolve the long-term funding challenge. Claire presented updated projections reflecting the Technology Committee's recommendation for courtroom technology and delaying the Branch-wide computer refresh until the following biennium. Staff noted that the delay would still keep the equipment within its warranty period. Judge Snyder asked about the anticipated lifecycle of the trial court case management and eFiling systems. Elisa explained that the case management system is expected to have a ten- (10) to fifteen-(15) year lifecycle, while the Software as a Service (SaaS) eFiling system does not have a defined end-of-life and will continue through future contract renewals. Chief Justice Boomgaarden concluded by observing that the Judicial Branch faces the same technology replacement challenges as other branches of government and that there are relatively few vendors that provide court-specific technology solutions. <u>ARPA Funding Eligible Customizations</u> Elisa reviewed the proposed eFiling customizations outlined in Attachment 4.1 and explained that cost estimates are preliminary and will be refined as statements of work are developed. Elisa also identified the four (4) customizations that are eligible to be funded with the remaining ARPA funds, including judicial workflow enhancements and improvements allowing attorneys to manage multiple law firm affiliations within the eFiling system. Judge Snyder cautioned that requests for system customizations should

	continue to be carefully evaluated over time to ensure they address longstanding, widespread needs rather than isolated user preferences. Elisa explained that the proposed enhancements reflect recurring issues identified by stakeholders and reviewed through the eFiling Committee. Chief Justice Boomgaarden recommended that the Council first consider the four (4) customizations eligible for ARPA funding, and inquired if there was any objection. Justice Gray stated that she wanted to ensure the motion reflected the Council's intent to fully utilize any remaining ARPA funds if additional eligible projects could be identified. Judge Bluemel noted he would second that motion. Chief Justice Boomgaarden agreed, noting that the four (4) identified customizations were the only projects currently eligible to be completed within the ARPA deadline but that any remaining eligible funds should be fully utilized if possible. Claire Smith advised that the Branch would need to report any remaining ARPA balance to the Governor's Office and the Budget Department in the coming weeks so those funds could be considered for reallocation. Upon motion by Justice Gray, seconded by Judge Bluemel, the Council unanimously approved using the remaining ARPA funds for customization priorities 2, 3, 4, and 9, with the understanding that any additional eligible ARPA funds should also be expended, if possible. The motion passed unanimously on voice vote. <u>JSA Spending Decisions</u> Chief Justice Boomgaarden directed the Council to Attachment 4.3, Appendix A, explaining that it incorporated the Technology Committee's recommendations and the funding projections previously presented. She noted that the Council's threshold decision was whether to approve the recommended spending priorities, including Option 3 for the courtroom technology refresh at the revised cost negotiated with the vendor. Justice Gray moved to adopt the funding option presented electronically to the Council, including the Technology Committee's recommendations, the courtroom technology refresh in the amount of $6.4 million, all recommended customizations, and deferring the Branch-wide computer hardware refresh ($807,500) and jury management system upgrade ($178,000) to FY29. Judge Stipe seconded the motion. During discussion, Judge Bluemel expressed concerns regarding the functionality of the current jury management system, particularly inconsistent juror notifications. While he supported continued evaluation of system improvements, he questioned whether an upgrade alone would resolve the underlying issues. In response to questions from Chief Justice Boomgaarden, Elisa explained that any future replacement or upgrade of the jury management system would require a formal procurement process, including development of a request for proposals (RFP), which would provide the Branch an opportunity to define the desired functionality and evaluate available options. Chief Justice Boomgaarden noted that the Council would have the opportunity to further evaluate the value and scope of any future system replacement.

	There being no further discussion, the motion passed unanimously by voice vote.
5. Exception Requests Attachment 5.1 – BFY27 Potential Supplemental Budget Requests	Claire Smith presented a list of potential exception requests the Branch could request during the supplemental budget. She reminded the Council that the expectation of the Joint Appropriations Committee and the Legislature is that supplemental budget requests should be emergency in nature. Chief Justice Boomgaarden noted that, with the upcoming general election, the discussion was theoretical pending the election outcome. Claire reviewed Attachment 5.1 with the Council. The first potential general fund request was a Branch-wide computer refresh. She explained that this item was included because there appeared to be interest from the Council during the March meeting. Based on the Council's discussions earlier in the meeting, Claire suggested removing this item from consideration. The Council agreed. The next potential request involved work to ensure the Branch complies with the new ADA Title II regulations. Elisa Butler explained that while she had reviewed the regulations, she had not yet fully evaluated their impact. She stated that the regulations require government agencies providing public services to ensure their websites, applications, PDFs, fillable forms, videos, and other digital content comply with updated ADA accessibility standards by April 2027. This item was included because the Executive Branch submitted a similar request during the previous budget session, and the Legislative Service Office (LSO) is currently contracting with a consultant to conduct an accessibility audit. Elisa suggested that the Branch pursue a similar approach to better understand the scope of work and associated costs before submitting an exception request. She noted that obtaining an expert assessment would provide a clearer understanding of what would be required. There is no cost associated with this item at this time. Claire then discussed the possibility of developing an intranet site. She explained that this topic would be discussed later in the agenda and that the Council's decision would determine whether an exception request would be necessary. The final potential request involved additional spending authority within the JSA fund. Claire explained that when the current budget was developed, the courtroom refresh project was expected to occur over several years. Since the project is now moving forward more quickly, additional spending authority will be needed to cover the full cost. She noted that the amount requested will likely be lower than the preliminary estimate because the Branch has spending authority remaining in the current budget that can be used to begin the project. Those funds can be encumbered, reducing the amount needed in the next biennium. She added that the final request amount will be known after the current budget cycle closes. Chief Justice Boomgaarden observed that the discussion would be more

	productive at the September meeting, after additional research has been completed, decisions have been made by the Council, and the JSA spending authority needs are finalized following the close of the current budget cycle. The Council agreed.
6. Legislative Update	Elisa Butler reported that the Joint Judiciary Committee (JJC) met May 12–13 and will consider numerous bill drafts during its August 10–11 meeting. Materials will be shared with the Legislative Relations Committee for review and comment once available. Three (3) working groups were created, with two (2) examining whether Title 6 penalties are proportionate and consistent, and one reviewing adult guardianships, with Beth Lance serving as the subject matter expert. Updates are expected at the August meeting. A significant portion of the May JJC meeting focused on remote public access. Judicial Branch representatives, judges, and district court clerks provided testimony. The JJC decided to use last session's judicial transparency bill as the starting point for further discussion in August. To better inform the committee, the AOC has issued a Request for Information (RFI) to estimate both initial and long-term costs of a remote public access system. The Legislative Relations Committee will review the RFI responses and related talking points. Chief Justice Boomgaarden added that the JJC also requested information on the historical and ongoing costs of major court technology projects, including the case management and eFiling systems. She encouraged Council members and the conferences to provide feedback on workflow and staffing impacts to help inform future discussions. Elisa also updated the Council on the Joint Corporations Committee's discussion regarding fraud as it relates to property and UCC filings. The committee directed the Legislative Service Office to draft legislation that would allow property owners to file a notice preventing unauthorized encumbrances on their property for a period of time, subject to exceptions for valid filings. Finally, Elisa reported that the Joint Appropriations Committee will consider statutory salaries during its June meeting. Chief Justice Boomgaarden explained that broader discussions have focused on creating a mechanism to adjust judicial salaries by linking them to federal judicial salaries rather than relying on periodic legislative action. While the initial proposal was not well received and the committee intends to focus primarily on county attorney salaries, Elisa will attend the meeting to answer questions if any arise.
7. HR Committee The Wyoming Judicial Council approved the proposed compensation recommendation and the revisions to the Wyoming Judicial Branch Classification Structure.	Judge Coombs presented the Human Resources Committee's recommendations regarding employee compensation and updates to the Wyoming Judicial Branch Classification Structure. The Committee recommended moving all Judicial Branch employees to ninety-four and a half percent (94.5%) of the 2024 Executive Branch pay tables. Employees already at or above that level would receive a three-thousand-dollar ($3,000) bonus in lieu of an adjustment. The proposal

Attachment 7.1 – Proposed Employee Compensation Allocation Attachment 7.2 – Proposed Amendment to the Wyoming Judicial Branch Classification Structure	provides an average salary increase of approximately six-thousand-dollar ($6,000), or about eight percent (8%), while maintaining the Judicial Branch's competitiveness with Executive Branch compensation. The Council also discussed the continued use of the longevity pay program to recognize long-term employees and preserve salary compression. Claire Smith provided additional information regarding the impact of the proposed adjustments, including how longevity pay is calculated and the anticipated salary increases for court reporters. She also explained that judges would retain discretion over granting salary increases within the approved framework but could not redistribute unused funds among other employees. Judge Coombs also reviewed proposed revisions to the Wyoming Judicial Branch Classification Structure. The revisions primarily clarify and streamline the document, with the most significant substantive update being the incorporation of the 2024 Executive Branch pay tables as the compensation benchmark. The Council approved the Human Resources Committee's compensation recommendation, including the employee salary adjustments and bonus structure, as well as the proposed revisions to the Wyoming Judicial Branch Classification Structure. Judge Snyder moved approval, Judge Stipe seconded the motion, and it passed unanimously by voice vote.
8. Court Security Funding The Wyoming Judicial Council approved the court security grant award implementation plan. The Wyoming Judicial Council approved reimbursement of eligible expenses, as defined by the Council, made before the July 1 funding was received. Attachment 8.1 – Draft Court Security Grant Award Implementation Plan	<u>Implementation Plan</u> Elisa Butler reviewed the proposed implementation plan for distributing the court security funding appropriated this year. The Court Security Commission discussed the funding process in May and outlined expectations for counties applying for grant funding. Applications will be accepted through the end of August, with a working group reviewing submissions in early September. The proposed working group includes the Chair of the Court Security Commission, the State Court Administrator, the Chief Fiscal Officer, the Security Operations Manager, and appropriate staff, with IT staff participating as needed. Award letters are expected to be issued in mid-September. Grant funding will be provided on a reimbursement basis, with counties completing projects and being reimbursed for eligible costs, less the required ten-percent (10%) county match. The fiscal team will track grant balances, and in February the working group will review any unspent funds and make recommendations to the Council regarding potential reallocation. Counties will be required to submit grant applications and quarterly reimbursement requests, including an anticipated project completion date to assist with future funding decisions. The Council approved the proposed implementation plan and grant allocation process for the court security funding appropriation. Judge Bluemel moved approval, Judge Prokos seconded the motion, and it passed unanimously by voice vote. <u>Reimbursement Policy</u>

	Claire also presented a policy question regarding counties that had already begun implementing security improvements identified in their National Center for State Courts (NCSC) assessments before grant funding became available on July 1. Staff recommended allowing reimbursement for eligible expenses identified in the assessment reports but not allowing those prior expenditures to count toward the required ten-percent (10%) local match. The Council approved allowing reimbursement of eligible pre-July 1 expenses identified in a county's NCSC assessment, and only after the NCSC assessment was issued, while requiring the ten-percent (10%) county match to be met separately, and to include robust documentation. Judge Peasley moved approval, Judge Stipe seconded the motion, and following discussion, the motion passed unanimously by voice vote.
9. Judicial Performance Evaluation Committee The Wyoming Judicial Council approved the purpose and objectives of the judicial performance evaluation program and tool. The Wyoming Judicial Council approved the issuance of an RFI, pending Judicial Performance Evaluation Committee approval, regarding a judicial performance evaluation consultant. Attachment 9.1 – Recommendation of the Judicial Performance Evaluation Committee	<u>Purpose and Objectives</u> Chief Justice Boomgaarden reported that the Judicial Performance Evaluation Committee has met twice since its creation. The Committee received a presentation from the National Center for State Courts (NCSC) on judicial performance evaluation models and discussed the balance between promoting professional development and providing public transparency. Before designing an evaluation system, the Committee determined it was necessary to clearly define the program's purpose and objectives. The Committee recommended a purpose statement establishing a judicially administered, role-specific evaluation program designed to assess judicial performance and promote judicial excellence. The proposed objectives include supporting professional growth through coaching and education, providing fair and informed evaluations with broad stakeholder input, and furnishing meaningful information to the public for judicial retention elections. The Committee also recommended issuing a Request for Information (RFI) to identify a consultant with the expertise to assist in developing and implementing the evaluation program. Chief Justice Boomgaarden noted the importance of maintaining the project timeline, as the Wyoming State Bar will be completing its final judicial survey in the coming months and a new evaluation tool will be needed before the next retention election cycle. Funding options, including a State Justice Institute (SJI) grant, are being explored, and the Council will remain involved in future procurement decisions. The Council approved the Judicial Performance Evaluation Committee's proposed purpose statement and objectives. Judge Chambers moved approval, Judge Snyder seconded the motion, and it passed unanimously by voice vote. <u>Next Steps</u> The Council approved issuance of the proposed RFI, contingent upon final approval by the Judicial Performance Evaluation Committee. Judge

	Stipe moved approval, Judge Prokos seconded the motion, and the motion passed unanimously by voice vote.
10. SJI Grant Priorities The Wyoming Judicial Council approved prioritization of the evaluation to implement judicial performance for the next SJI grant submitted by the Branch.	Elisa Butler updated the Council on discussions with the State Justice Institute (SJI) regarding the three (3) grant priorities previously identified by the Council: develop and maintain standardized user-fillable forms, including the use of guided form completion technologies; evaluate implementation of judicial performance; and work with counties to implement security assessment recommendations where feasible and evaluate additional assessments in other locations. Based on discussions with SJI staff, Elisa advised that the Branch should prioritize grant applications rather than pursue multiple requests within the same federal funding year. SJI indicated that judicial performance evaluation and standardized forms should receive the highest priority, while additional court security funding should be a lower priority given the recent grant awarded for that work. Elisa also advised that staff continue to research technology options for standardized forms, including guided interviews and artificial intelligence tools, before moving forward with a grant application in that area. Chief Justice Boomgaarden noted that the immediate decision before the Council was whether to pursue an SJI grant for the judicial performance evaluation project during the upcoming grant cycle. The Council approved prioritizing the Judicial Performance Evaluation project as the Branch's next State Justice Institute (SJI) grant application. Justice Gray moved approval, Judge Snyder seconded the motion, and it passed unanimously by voice vote.
11. Social Media Plan The Wyoming Judicial Council approved the proposed social media strategy. Attachment 11.1 – Proposed Social Media Strategy	Jacob reminded the Council that it approved the Branch's Strategic Communications Plan in December and noted that the proposed social media rollout had been delayed allowing for a more measured implementation. He explained that expanding into social media will provide another avenue for communicating with the public, building trust, and reaching audiences who increasingly obtain information through social media. His research found that thirty-nine (39) state judiciaries, including every neighboring state, except Montana, maintain at least one active social media account. The proposed rollout includes LinkedIn, Facebook, and YouTube, with Facebook serving as the primary platform. Instagram, originally included in the communications plan, will be reevaluated after the initial launch. Three (3) AOC staff members will be given administrative privileges for the accounts, but maintenance of those accounts will lie primarily with Jacob. The planned launch is scheduled for the end of June to coincide with several major Branch initiatives, including activities surrounding America's 250th anniversary. Jacob reported that he consulted communications staff from several state judiciaries regarding best practices. The proposed plan includes published terms and conditions governing public comments, documentation of any

	removed comments, and the ability to disable comments on individual posts or entirely if needed. Based on the experience of other states, he anticipates relatively limited public engagement except during significant cases or events and believes current staff can manage the workload. Council members discussed concerns regarding staff time, and moderation responsibilities. Jacob emphasized that the purpose of the accounts is to tell the Judiciary's story through educational, informational, and behind-the-scenes content, including job announcements, court closures, Judicial Nominating Commission announcements, and highlighted stories. Chief Justice Boomgaarden noted the initiative would remain within the Judicial Code of Conduct and Ethics while providing an effective way to educate the public. She also observed that social media has become a more effective communication tool than traditional websites, citing recent recruitment efforts that generated substantially greater interest after being shared on Facebook. The Council discussed several approaches to managing comments, including disabling comments initially or limiting comments on posts featuring individual judges or employees. Members generally agreed the strategy would improve public accessibility and transparency while allowing the Branch to control its own messaging. Judge Chambers moved to approve the proposed Social Media Strategy, with the understanding that the Council may revisit and modify the strategy as needed and review its implementation in September. Judge Snyder seconded the motion. The motion carried by majority voice vote. Judge Prokos voted in opposition to leaving public comments enabled. Chief Justice Boomgaarden directed Jacob to provide an implementation update at the September Council meeting.
12. Intranet Site Attachment 12.1 – Intranet Functionality Options	Elisa Butler presented information regarding potential intranet functionality options, as outlined in Attachment 12.1. She reminded the Council that the concept of an intranet site was discussed during the March meeting and explained that the goal is to create a centralized location for Branch information, including agendas, minutes, committee calendars, policies, and other resources for judicial officers and, potentially, other internal and external Branch partners. Elisa reported that the AOC gathered input from judicial officers regarding desired functionality and found there were differing expectations about the purpose and scope of an intranet. Before determining whether the project should be developed internally or through a vendor, staff requested guidance from the Council regarding the desired functionality and overall direction. The Council reviewed three potential options: utilizing Microsoft SharePoint, leveraging the existing ClayHR platform, or purchasing an off-the-shelf intranet solution. Elisa noted that while SharePoint is already available through the Branch's Microsoft subscription and is widely used by government agencies, any solution would require ongoing governance and maintenance. She cautioned that expanding the scope beyond core functionality could become unsustainable for AOC staff.

	Chief Justice Boomgaarden recommended working through several policy questions to provide staff with direction for further evaluation. Discussion included user access, whether confidential materials should be housed on the intranet, potential discovery and public records implications, funding options, staffing requirements, and the relative advantages of the three (3) platform options. Judge Chambers expressed a preference for using an existing platform rather than adding another standalone system requiring a separate login. Elisa advised that implementation costs cannot be estimated until the desired functionality is defined but indicated that staff would develop preliminary cost estimates, evaluate staffing needs, and return to the Council with additional information at the September meeting.
13. Executive Committee The Wyoming Judicial Council approved the recommendation from the Executive Committee to adopt the draft procurement policy. The Wyoming Judicial Council approved the recommendation from the Executive Committee to be a gold level sponsor for the 2026 Wyoming State Bar Conference. The Wyoming Judicial Council approved the recommendation from the Executive Committee to include transcript compensation paid from district court budgets in the calculation of retirement benefits for court reporters. Attachment 13.1 – Draft Procurement Policy Attachment 13.2 – WSB Sponsor Benefits Attachment 13.3 – Court Reporter Retirement Memo	Chief Justice Boomgaarden presented the following recommendations from the Executive Committee for Council consideration. <u>Draft Procurement Policy</u> Chief Justice Boomgaarden explained that the Administrative Office of the Courts and, to a greater extent, the circuit courts have long followed an internal procurement policy. The Executive Committee recommends formally adopting and updating the policy for application across the entire Judicial Branch. Claire noted the policy promotes fiscal responsibility and accountability in the expenditure of public funds. Judge Snyder recommended approval of the policy, subject to a minor formatting revision. Justice Jarosh seconded the recommendation. The Council unanimously approved the adoption of the draft procurement policy on voice vote. <u>WSB Sponsor Benefits</u> Chief Justice Boomgaarden presented the Executive Committee's recommendation that the Judicial Branch become a Gold Sponsor of the Wyoming State Bar Annual Conference by contributing one-thousand-dollar ($1,000). She explained that because the Judicial Conference will be held at a separate venue this year, the Branch will incur additional conference expenses, making its historical sponsorship level less appropriate. However, the Executive Committee believed maintaining some level of sponsorship remained important. Judge Chambers moved to maintain the Platinum Sponsorship while reducing the contribution to two-thousand-five-hundred-dollars ($2,500) to preserve continuity with prior years. Following discussion, that motion failed on voice vote. The Council unanimously approved, on voice vote, the Executive Committee's recommendation to sponsor the Wyoming State Bar Annual Conference at the Gold level with a one-thousand-dollar ($1,000) contribution. <u>Court Reporter Retirement Memo</u>

	Judge Snyder presented the Executive Committee's recommendation regarding retirement contributions for district court reporters. She explained that transcript fees paid from district court budgets for statutorily authorized or court-requested transcripts are currently not included in retirement calculations. The recommendation would include those earnings in retirement calculations beginning January 1, provided the Wyoming Retirement System obtains an Attorney General's opinion confirming there are no legal or IRS concerns. The change would apply only to transcript compensation paid from district court budgets and would not include civil transcript fees. Claire Smith noted that district court budgets can absorb the additional retirement costs for the current biennium and that future budgets would include the associated funding. The Council unanimously approved on voice vote the Executive Committee's recommendation and directed Claire to work with the Wyoming Retirement System to obtain an Attorney General's opinion before implementation.
14. Lehman Award The Wyoming Judicial Council approved the nomination of Judge Greer as this year's Lehman Award recipient.	Chief Justice Boomgaarden reminded the Council that the Lehman Award is presented in memory of Larry Lehman to recognize a judicial officer for tireless efforts to improve the operation of the court system and expand access to justice for the citizens of Wyoming. She noted that last year's recipients were Judges Lavery and Sharpe for their work establishing the chancery court. The Executive Committee requested nominations from the judicial conferences and received one (1) nomination. Judge Forgey nominated Judge Greer. Chief Justice Boomgaarden called for any additional nominations. Justice Gray reminded the Council that the award is not intended solely for retiring judicial officers and that all sitting judges and justices are eligible for consideration. The Council unanimously approved Judge Greer as the 2026 recipient of the Lehman Award by voice vote.
WJC BUSINESS	
15. Rules and Procedures Governing the Wyoming Judicial Council The Wyoming Judicial Council approved proposed amendments to the Wyoming Rules for Electronic Filing and Service.	Chief Justice Boomgaarden introduced the proposed changes and provided that the amendments were developed in response to concerns raised at the March meeting. The proposed amendment to the Rules and Procedures Governing the Wyoming Judicial Council was approved on voice vote.
16. eFiling Committee The Wyoming Judicial Council approved proposed amendments to the Rules and Procedures Governing the Wyoming Judicial Council.	The proposed amendments to the Wyoming Rules for Electronic Filing and Service were approved on voice vote.

Attachment 16.1 – Proposed Amendment to the Wyoming Rules for Electronic Filing and Service	
17. PRAC – Civil Rules Division The Wyoming Judicial Council approved proposed amendmentss to the Wyoming Rules of Civil Procedure. Attachment 17.1 – Proposed Amendment to WRCP 4 Edited Version Attachment 17.2 – Proposed Amendment to WRCP 4 Clean Version Attachment 17.3 – Proposed Amendment to WRCP 41	The proposed amendments to WRCP 4 and WRCP 41 were approved on voice vote.
18. PRAC – Criminal Rules Division The Wyoming Judicial Council approved proposed amendments to the Wyoming Rules of Criminal Procedure, including a revision to Rule 3(b)3(D). Attachment 18.1 – Memo re Proposed Amendments to WRCrP Attachment 18.2 – Proposed Amendments to WRCrP	Justice Fenn presented the proposed amendments to the Wyoming Rules of Criminal Procedure. He explained that the proposals included three (3) primary changes: extending the time for juvenile citation appearances from fourteen (14) to forty-five (45) days to accommodate the single point of entry process, making housekeeping updates to rule references and appendices, and amending the citation provisions to allow up to five (5) charges on a single citation at the recommendation of the Bond Committee. Judge Stipe requested separate consideration of the proposed amendment to Rule 3(b)(3)(D). She explained that while the new electronic citation repository will allow up to five (5) charges on a single citation, there was a strong preference from the circuit court conference to keep handwritten citations at one (1) charge per citation for readability and practical administration. Justice Fenn advised that the Criminal Rules Division had considered that proposal following input from the Circuit Court Judges Conference but ultimately recommended retaining the rule as drafted. The Committee concluded that the rule should remain permissive and not distinguish between electronic and handwritten citations. Judge Stipe moved to amend Rule 3(b)(3)(D) to limit the five (5) charge provision to electronic citations while providing that handwritten citations remain limited to one (1) charge. Judge Chambers seconded the motion and proposed revised language clarifying that each handwritten citation shall contain only one (1) charge. Judge Stipe accepted the revision as a friendly amendment. During discussion, Elisa Butler noted that differing citation practices could result in varying assessments of fines and fees but advised that any resulting issues could be addressed through clerk training and

	consolidation procedures when appropriate. The Council approved the amendment to Rule 3(b)(3)(D) by majority voice vote. Chief Justice Boomgaarden and Justice Gray voted in opposition.
CONSENT LIST	
19. Consent List The Wyoming Judicial Council approved the consent list, including the proposed probate forms and conforming amendments to the Wyoming Rules of Chancery Court. Attachment 19.1 – Proposed Probate Forms Attachment 19.2 – Proposed Amendment to WRCPChC 4 Attachment 19.3 – Proposed Amendment to WRCPChC 41	Chief Justice Boomgaarden noted the consent agenda included the proposed probate forms recommended by the Forms Committee and conforming amendments to the Wyoming Rules of the Chancery Court to align with previously approved amendments to the Wyoming Rules of Civil Procedure. No items were removed from the consent agenda. The Council unanimously approved the consent agenda by voice vote.
RATIFICATION	
20. Ratification of Executive Committee Action Attachment 20.1 – URDC Amendment Attachment 20.2 – URChC Amendment Attachment 20.3 – Peer Review Implementation Plan Attachment 20.4 – Needs Assessment Implementation Plan	Chief Justice Boomgaarden presented four (4) items for ratification: proposed amendments to the Uniform Rules for District Courts, conforming amendments to the Uniform Rules for Chancery Court, the Peer Review Implementation Plan for treatment courts, and the Needs Assessment Implementation Plan for Equal Justice Wyoming. Judge Bluemel moved to ratify the proposed actions. Judge Stipe seconded the motion. The Council unanimously ratified all four items by voice vote.
MEETING CLOSE	
Council Check-In	
For the Good of the Order	The Council approved June 14, 2027, as the date of its second-quarter meeting.
Adjourn	Chief Justice Boomgaarden

WYOMING JUDICIAL COUNCIL

BUSINESS MEETING MINUTES
Vee Bar Ranch
March 10, 2026

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: Justice Bridget Hill, Judge Matthew Castano, Judge Benjamin Burningham, Elisa Butler, Claire Smith, Kurt Zunker, Katie Hogarty, Cathy Duncil

WJC BUSINESS

1. Approval of Minutes The Wyoming Judicial Council approved the minutes from the December 15, 2025 Council Meeting. Attachment 5.1 – Draft December Minutes	The Council reviewed the minutes from the meeting on December 15, 2025. Justice Jarosh moved to approve the minutes, with a second from Judge Prokos. Without further discussion, the motion passed unanimously on voice vote.
2. Equal Justice Wyoming Grants The Wyoming Judicial Council approved the grant allocation as recommended by the EJW Advisory Committee. Attachment 6.1 – EJW Committee Grant Recommendation Executive Summary Attachment 6.2 – Provider Grant Recommendations	Chief Justice Boomgaarden noted that the Council had been provided with the recommendations, executive summary, factors considered, and supporting spreadsheet from the EJW Advisory Committee regarding the recommendation for allocation of grant funding. She then turned to the Committee co-chairs – Katie Hogarty and Cathy Duncil – for a high-level overview of the grant recommendations. Katie Hogarty emphasized that funding decisions have a direct impact on Wyomingites, particularly families and individuals most in need. In making its recommendations, the Committee considered the constraints of limited and declining funding alongside increasing need, with a focus on achieving the strongest return on investment. The Committee prioritized funding for Legal Aid of Wyoming and the Coalition, recognizing that these entities serve the greatest number of individuals across the broadest geographic areas. Discussion also included the Children's Law Center, with interest expressed in conducting a deeper review of its data and outcomes in the next year. Chief Justice Boomgaarden noted the reduction in available funds and inquired whether the Committee needed to utilize reserve funds for the current grant cycle to fully fund the recommendation. Cathy Duncil reported that reserves were not used. It was further noted that, based on the information provided, the Committee funds approximately seventeen percent (17%) of Legal Aid of Wyoming. Historically, the majority of that program's funding was provided through national sources, specifically the Legal Services Corporation. Chief Justice Boomgaarden asked whether that funding had

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	remained static, and it was confirmed that this remained the general understanding. Judge Snyder asked about the cause of decreased funding levels. Cathy Duncil explained that grant funds are generated primarily through a ten-dollar ($10) court fee, particularly traffic citations. As citation volume is tied to law enforcement activity, lower issuance rates have contributed to reduced funding. Following Council discussion, Judge Chambers moved to approve the grant allocation recommendation from the EJW Advisory Committee, with a second from Judge Blumel. The motion passed unanimously on voice vote.
3. Treatment Court Grants The Wyoming Judicial Council approved the grant allocation as recommended by the Behavioral Health Committee. Attachment 7.1 – Behavioral Health Committee Grant Recommendation Executive Summary Attachment 7.2 – Treatment Court Grant Recommendations	Chief Justice Boomgaarden noted that the Council was provided with the recommendations, and the executive summary from the Behavioral Health Committee regarding the Committee's recommendation on allocation of grant funding. She turned to Judge Castano for an overview of the grant recommendations by the Behavioral Health Committee. Judge Castano explained that this was the first round of funding allocation following the program's transition from the Department of Health (DOH). The Committee developed application materials, which were distributed and received in mid-December, and subsequently reviewed. The recommendations before the Council reflect the outcome of that review process. A total of six-point-two million dollars ($6.2M) was available for allocation across seventeen treatment courts for the biennium. In its review, the Committee considered both requested funding amounts and the historic funding model, which has been based on program capacity, or "seats." Of the total amount, four-hundred thousand dollars ($400,000) was derived from surcharge funds associated with the Court Supervised Treatment Fund. In several instances, recommended awards were lower than requested amounts, based on prior trends showing that certain programs had historically reverted unused funds at the end of the biennium. Following allocations, approximately three-thousand seven-hundred dollars ($3,700) remained unallocated. Judge Castano discussed the allocation of surcharge funds, which the Committee considered separately. These funds were distributed to support training and travel, program expansion, including requests related to mental health diversion, and incentives. It was further noted that, historically, surcharge funding administered through the DOH had been restricted to specific line items. Under the current model, those restrictions have been removed, and funds are now provided as block grants, allowing programs greater flexibility to adjust expenditures as needed throughout the biennium. Judge Castano advised that the Committee has developed program standards and is working toward implementing a formal certification process. Future funding considerations may be tied to compliance with these standards to ensure programs meet established performance

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	benchmarks. Chief Justice Boomgaarden invited questions from the Council. Judge Chambers asked about the amount of surcharge funding collected annually or per biennium, as well as trends over time. Judge Castano replied that four-hundred thousand dollars ($400,000) had been collected for the current biennium. Claire Smith indicated that more detailed historical data was not immediately available but is being tracked moving forward. Justice Gray asked to clarify that surcharge funds represent a distinct funding source. Claire confirmed that was correct. Most of the funding is derived from tobacco settlement funds, supplemented by general funds. Circuit courts were identified as the primary generators of surcharge revenue. Judge Castano emphasized that this has been a significant year for program development, particularly with the implementation of a peer review process through the Committee. This effort was described as a reestablishment of a similar process that had existed in prior years. Judge Chambers shared that his program participated in the initial peer review and described the experience as highly beneficial. Chief Justice Boomgaarden noted that, while funding sources have remained consistent following the program's transition from DOH, administrative oversight has strengthened through the adoption of standards and the implementation of peer review. Overall, it was expressed that the program is in a strong position, with continued opportunities for improvement. Justice Jarosh asked about the peer review process, and what that entailed. Judge Castano explained that programs are paired together, with the reviewing program conducting an on-site visit, engaging in stakeholder interviews, and observing program operations. The process provides an opportunity for collaboration and feedback among peers. A report is then generated, including findings and recommendations. Following Council discussion, Judge Prokos moved to approve the grant allocation recommendation from the Behavioral Health Committee, with a second from Judge Snyder. The motion passed unanimously on voice vote.
4. URDC 909 The Wyoming Judicial Council recommends adoption of amendments to URDC 909 to the Wyoming Supreme Court. Attachment 8.1 – Rationale for URDC 909 Amendment Attachment 8.2 – Proposed Amendment to URDC 909	Judge Snyder presented the proposed rule change to the Uniform Rules of District Court. An issue pertaining to URDC 909 was initially brought to the attention of the District Court Conference from an attorney. The attorney expressed concern that the Rule is in conflict with a 2025 statutory change. Upon review, the conference determined that there was no substantial conflict, but that the Rule could benefit from a few minor changes to ensure the Rule is in line with state statute pertaining to settlements for minors. The proposed amendment is set forth in Attachment 8.2, with the primary amendment changing the term "conservator" to "representative." Following Council discussion, Judge Bluemel moved to recommend adoption of the amendment by the Wyoming Supreme Court, and Judge Prokos seconded the motion. The motion passed unanimously on voice vote.

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WJC AND OTHER COMMITTEES	
5. Judicial Performance Evaluation Committee The Wyoming Judicial Council approved the Purpose and Structure of the Judicial Performance Evaluation Committee. Attachment 9.1 – Proposed Purpose and Structure for the JPE Committee	Chief Justice Boomgaarden presented the recommended purpose and structure of the Judicial Performance Evaluation Committee. The Committee members appointed by their court conferences met to discuss and provide a recommended purpose and structure for the newly created Judicial Performance Evaluation Committee. That discussion resulted in Attachment 9.1. Discussion from the Council centered around membership of the Committee. The Council discussed involvement of the Chancery Court Judge as a member of the Committee to ensure input from all jurisdictional levels. All members agreed that the Chancery Court Judge should be a member of the Committee. Some members voiced concern about including attorneys as members, indicating that some may have motives that could impede the work of the Committee. Following discussion, the Council decided that input from attorneys is imperative to ensure a well-rounded evaluation tool; however, it opted to make attorneys non-voting members of the Committee to maintain decision-making by members of the Branch. Following Council discussion, Judge Chambers moved to approve the purpose and structure of the Judicial Performance Evaluation Committee with the discussed amendments. Judge Snyder seconded the motion. The motion passed unanimously on voice vote.
6. Technology Committee The Wyoming Judicial Council tabled the vote on the Draft Identification and Authentication Policy to a future meeting. Attachment 10.1 – Draft Identification and Authentication Policy	Justice Hill presented the draft Identification and Authentication Policy, explaining that it stems from the Technology Committee's earlier work to identify governance needs and develop a series of policies for Council review. The policy outlines how users and devices verify identity, how system access is granted and managed, and incorporates best practices from National Institute of Standards and Technology and the Cybersecurity and Infrastructure Security Agency. Most provisions reflect existing Judicial Branch practices, with notable updates to password length, multi-factor authentication requirements, and VPN login procedures. The policy also emphasizes granting only the minimum access necessary for each role and coordinating access changes between the HR and IT divisions of the Administrative Office of the Courts (AOC). During questions, Judge Prokos asked whether password-change prompts will specify required length and characters. Justice Hill will follow up. Chief Justice Boomgaarden added a solution may be to notify users when a password fails and why. Judge Peasley raised concerns about judges not being included in "any access requests." Justice Hill clarified the policy addresses changes in access level, not troubleshooting. The Council discussed potential overlap with the Device Security and Acceptable Use Policy. Elisa Butler noted the new policy is broader and may need consolidation with the earlier policy. Chief Justice Boomgaarden highlighted apparent redundancies and inconsistencies, such as conflicting provisions on whether access requests

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	must originate only from the HR Division. She suggested a consistency review and revisiting December's decision to broaden access, including changes to phrasing around access "based on job performance." Judge Bluemel reiterated ongoing access challenges when judges handle cases from other jurisdictions. The Council emphasized ensuring the policy does not contradict the December access expansion, and to ensure appropriate implementation of that access expansion. Justice Gray noted the distinction between access and system authorization. Justice Hill agreed clarification is needed, especially regarding the IT Division's ability to troubleshoot for district courts. Chief Justice Boomgaarden concluded that the policy is not ready for a vote. Justice Hill will return it to the Technology Committee for a consistency review, possible consolidation with related policies, clarification on password-requirement messaging, and confirmation that the policy does not impede IT troubleshooting.
7. PRAC – Chancery Court Division The Wyoming Judicial Council approved the proposed amendment to the Chancery Court Rules, making the recommendation to the Wyoming Supreme Court for adoption. Attachment 11.1 – Memo and proposed Amendment to the Wyoming Rules of Civil Procedure for Chancery Court	Judge Burningham presented the proposed amendment to the Chancery Court opt-out rule, following last year's comprehensive review by the Chancery Court Division of the Permanent Rules Advisory Committee. He explained that the current rule allows any defendant to unilaterally opt out before the answer deadline, unless a valid forum-selection clause designates chancery court, requiring automatic dismissal of the case. This automatic dismissal has been criticized for undermining chancery's purpose of timely, cost-effective resolution, as plaintiffs must refile and repay fees. He further noted that the dismissal requirement conflicts with statute, which contemplates removal to district court rather than mandatory dismissal. The division considered several alternatives, including eliminating opt-out entirely, requiring good cause, or tying opt-out to a jury demand. Ultimately, the division recommends a narrower change: retaining unilateral opt-out but replacing automatic dismissal with removal to district court. This compromise preserves a defendant's ability to seek a jury trial while preventing delay and unnecessary duplicative costs for plaintiffs. Chief Justice Boomgaarden thanked Judge Burningham and asked whether the division had considered procedural logistics. He confirmed that they had, noting discussions with the district court clerk representative and that procedural mechanics are reflected in Rule 40.1(c). Under the proposal, existing answer and motion deadlines would transfer to district court upon removal. Alternatively, the removal order could set new deadlines if needed. Regarding communication, Judge Burningham stated that the division intends to publish an article in the *Wyoming Lawyer* and could also incorporate the update into ongoing CLE presentations if needed. There being no further questions, Judge Burningham was excused. Following Council discussion, Judge Bluemel moved to recommend adoption of the amendment the Chancery Court Rules to the Wyoming

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	Supreme Court for adoption, with a second from Judge Prokos. The motion passed unanimously on voice vote.

FUTURE WJB MEETING DATES:	
	Monday, June 8, 2026 @ a.m. to Noon in Cheyenne, WY
	Monday, September 14, 2026 @ 1 p.m. to 5 p.m. in Casper, WY
	Monday, December 14, 2026 – virtual meeting
	Monday, March 15th and Tuesday, March 16th, 2027 – location TBD (circuit court conference selection)

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WYOMING JUDICIAL BRANCH

Judicial Conference

September 15-16, 2026

Wyoming Ford Center – Casper, Wyoming

Tuesday, September 15	
8:00 – 8:15 am	**Welcoming Remarks** *Honorable Lynne Boomgaarden, Chief Justice, Wyoming Supreme Court*
8:15 – 9:15 am	*Leadership Truth Bombs: What Your Team Wants You to Know but Isn't Telling You* **Indie Bollman, Keynote Speaker | Best Selling Author | Coach**
9:15-9:30 am	**Break**
9:30 – 10:30 am	*Supervision From the Bench: Practical Leadership, Staff Management, and Courtroom Culture for Wyoming Judges* **El Cameron, Consultant | Facilitator | Communications Strategist**
10:30 – 11:30 am	**BREAK-OUT: Judge Panel – Effective Supervision Discussion**
11:30 – 1:00 pm	**Catered Lunch**
1:00 – 2:30 pm	*AI Readiness for Courts: A Judges Guide to AI Best Practices* **Diane Robinson, CourtPartner, LLC**
2:30 – 2:45 pm	**Break**
2:45 – 3:45 pm	*Branch AI Usage* **Nate Goddard, Chief Technology Officer and Elisa Butler, State Court Administrator**
3:45 – 4:00 pm	**Break**

4:00 – 5:00 pm	*Legislative Update* **Elisa Butler, State Court Administrator**
5:15 p.m.	Flag Football OR Softball – we have the use of the Wyoming Sports Ranch indoor turf.
Wednesday, September 16	
7:30 – 8:45 am	**CJP Breakfast** **ICWA presented by Sheldon Spotted Elk**
8:45 - 9:00 am	**Break**
9:00 am – 11:45 am Need to include a Break	**Break-Outs** (2.5 hours of content) District Court: 1. *Discovery Disputes in Civil Litigation* – 60 minutes - Retired Judge Panel 2. *Guardianships and Conservatorships: Judicial Tools for Limiting Scope and Strengthening Oversight* – 60 minutes - Diane Robinson 3. *ICWA: A Benchcard Perspective* – 30 minutes– Lisa Finkey Circuit Court: 1. *Extraditions* – 60 minutes - Sam Williams 2. *Protection Orders* - TBD 3. *Small Claims* - TBD
11:45 – 1:30 pm	**Judicial Luncheon: TBD** **Wyoming Sports Ranch**
1:30 – 2:30 pm	**Closing Keynote Speaker** *Don't Limit Your Challenges... Challenge Your Limits.* **Justin Osmond, Keynote Speaker**
2:30 – 2:45 pm	**Break**
2:45 – 5:00 pm	**Conference Meetings** ➢ Same meeting rooms as breakout sessions
5:00 pm	**Welcome Reception: 2026 Wyoming State Bar Conference**

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Attachment 3.1

Technology Spending Priority Summary				
Priority	**Cost**	**Type/Jurisdiction**	**Title**	**Description**
1	$6,441,000	**Technology** All	Courtroom Technology	Full Refresh of audio and video systems with some reduction in components from current standards. The technology committee selected option 3 from the options presented with a 2nd choice of option 4.
2	$90,900	**eFiling** District, Circuit & Chancery	Judicial Workflow Enhancements (Bundle 1)	Provides functionality for Chambers staff to assist Judges with workflow through notes, and customizable workqueues
3	$18,000	**eFiling** District, Circuit & Chancery	Judicial Workflow Enhancements Cont. (Bundle 2)	Prevents an order from being processed into a case that has not yet been assigned a case number and allows for routing of orders without a clerk review process
4	$46,000	**eFiling** District, Circuit & Chancery	Judicial Workflow Enhancements Cont. (Bundle 3)	Provides a new level of security access allowing chambers staff to view "In Camera" documents in FSX
5	$65,000	**FCE/eFiling** District, Circuit & Chancery	Updates to the Integration between FCE & FSX	Provides for enhanced levels of confidentiality. Important step towards Public Access.
6	$100,000	**FCE** District, Circuit & Chancery	Document Ordering & Email Notification Enhancements	Enhances FCE to allow for clerk control of the order of documents in FCE and for an Address Book for common emails
7	$178,000	**Software Applications** District & Circuit	Jury Management Upgrade	Upgrade the Jury Management system to current technology standards and improve functionality
8	$279,378	**FCE** District & Circuit	FCE Enhancements to CR and eFiling Functionality	Neumo (the case management system vendor) proposes a single project with all the requested customizations related to enhancing eFiling together in one bundle. The estimated cost from the vendor is a range from $279,378 to $895,542
9	$56,000	**eFIling** District, Circuit	Dual Role Attorney Accounts	Enhanced functionality for attorneys in FSX to separate case loads between multiple firm affiliations.
10	$85,000	**eFiling** District, Circuit	Non-Party eFilings	Allows attorneys representing individuals who are not parties to a case to eFile documents
11	$28,000	**eFIling** District, Circuit	Notifiation of Traditionally Filed Documents	Provides for email notification to attorneys when a document is filed over the counter rather than through eFiling
12	$250,000	**Software Applications** District, Circuit & Chancery	Remote Public Access	This is the estimated cost for the first year to implement Remote Public Access. The ongoing cost I estimated to be substantial.

Attachment 3.2

Technology Spending Priority Recommendations

Priority No. 1 – Courtroom Technology
$7,030,000

- Full refresh of both audio and video systems with a deliberate reduction in hardware components (e.g., fewer cameras and monitors). This option maintains system reliability and fully replaces aging infrastructure but reduces flexibility and redundancy in courtroom operations. A small number of use cases may be more constrained. However, it remains a stable, supportable long-term solution with meaningful cost savings

Priority No. 2 - Judicial Workflow Enhancements
$90,900

FSX proposes bundles of changes grouping some requested customizations together to streamline development.

- Bundle #1:
    - Allows chamber staff members to be assigned to an item in the judge's review queue.
    - Allows chamber staff members to provide notes for the judge in the judge's review queue.
    - Provides notifications to chamber staff members when they are assigned to a judge review item.
    - Provides the ability to use custom tags for judge review items.
    - Provides the ability for clerk to add a note for the judge when a document goes from clerk review to judge review (circuit court only).

Priority No. 3 – Judicial Workflow Enhancements Cont.
$18,000

- Bundle #2:
    - Provides a mechanism to prevent a judge from eFiling into a case that has not yet been assigned a case number.
    - Allows a filing (i.e., proposed order) to be routed to a judge review queue without clerk review access (district court only).

Priority No. 4 – Judicial Workflow Enhancements Cont.
$46,000

- Bundle #3:

- Provides a new level of access for chamber staff members, which allows chambers to see documents filed "in camera" without allowing others to view those documents.

Priority No. 5 – Updates to the Integration between FCE and FSX
$65,000

- Provides enhanced levels of confidentiality and access to different users within the eFiling system. Within the current functionality, attorneys alert the clerk of a confidential filing through a note. This customization would allow for attorneys to alert clerks to confidential filings through drop-down or button level selections and would provide multiple options for varying levels of access for each filing.

Priority No. 6 – Document Ordering & Email Notification Enhancements
$100,000

- Document Ordering Enhancement will allow clerks to maintain a specific document order sequence in both the FCE ROA screen and when extracting documents from FCE for things like bind overs.
- Email Notification Enhancements will provide an Address Book to house common email addresses that are not associated with a litigant on a specific case (Agencies, Law Enforcement, other outside entities, etc.).

Priority No. 7 - Jury Management Upgrade
$178,000

- The current jury management system is approaching end of life (no specific date given, but vendor indicates it will be in the next 3 or 4 years). The system has already suffered some functionality loss due to its reliance on aging technology. This upgrade would bring the jury management system to current standards and provide additional functionality.

Priority No. 8 – Neumo (the case management system vendor) proposes a single project with all the requested customizations related to enhancing eFiling together in one bundle.
$279,378 – $895,542

Changes Include:

- Updates to the integration between FCE and FSX to accommodate confidentiality changes in FCE. (Need customization at FSX as well).
- Allowing attorneys representing individuals who are not parties to a civil case to eFile documents. (Need customization at FSX as well).
- Allowing attorneys representing individuals who are interested parties

to a criminal case to eFile documents.

- Providing a mechanism to ensure the ROA (filing date) in FCE matches the date in FSX (in some instances the dates are different).
- Allowing the clerk to enter multiple counts of criminal charges in the initial screen in FCE when reviewing the eFiling rather than navigating elsewhere in FCE after the initial review to add more counts.
- Allowing for multiple defendants on a criminal case eFiling.
- Providing for fee collection in criminal eFilings (appeals and expungements).
- Providing for email notification to attorneys when a document is filed over the counter rather than through eFiling. (Need customization at FSX as well).

Priority No. 9 – Dual Role Attorney Accounts

$56,000

- Allows attorneys to separate their caseloads between multiple firms (i.e., contract public defenders). Currently management of additional accounts for attorneys to accomplish the separation of their cases requires significant manual management. Due to limited AOC resources, the approval of 2nd attorney accounts has been limited.

Priority No. 10 – Non-Party eFilings

$85,000

- Allows attorneys representing individuals who are not parties to a civil case to eFile documents (Need customization to FCE as well – see above).

Priority No. 11 – Notification of Traditionally Filed Documents

$28,000

- Provides for email notification to attorneys when a document is filed over the counter rather than through eFiling. (Need customization at FCE as well).

Priority No. 12 – Remote Public Access

$250,000

- Estimated cost or first year of building this application. Ongoing costs are estimated to be substantial.

Courtroom Technology Update Options

Option 1

Full replacement of both audio and video systems using the current courtroom standard. This option establishes a consistent, fully modernized environment across all courtrooms and eliminates reliance on aging infrastructure. It provides the highest level of reliability for core functions including in-room proceedings, live streaming, recording, and remote appearances. This approach minimizes support effort, reduces the likelihood of disruptions during proceedings, and positions the Branch for long-term stability and supportability.

Option 2

Replaces both audio and video systems while deferring replacement of select peripheral components (e.g., microphones and smaller monitors), which can be replaced as needed. Core system infrastructure is modernized, but some aging components remain in place. This introduces moderate risk, as deferred components may continue to require support or replacement over time. While this reduces upfront cost, it may result in incremental future expenses and a less consistent courtroom experience across locations.

Option 3

Full refresh of both audio and video systems with a deliberate reduction in hardware components (e.g., fewer cameras and monitors). This option maintains system reliability and fully replaces aging infrastructure, but reduces flexibility and redundancy in courtroom operations. A small number of use cases may be more constrained. However, it remains a stable, supportable long-term solution with meaningful cost savings.

Option 4

Combines a reduced hardware configuration with deferral of select components such as microphones and monitors. While core systems are refreshed, this option introduces multiple layers of compromise—both in reduced capability and continued reliance on some aging equipment. This increases the likelihood of inconsistent performance across courtrooms and may result in higher support demands. Cost savings are achieved, but with a noticeable impact to both user experience and long-term consistency.

Option 5

Combines a reduced hardware configuration with deferral of select components such as microphones and monitors. While core systems are updated, this option introduces multiple layers of compromise—both in reduced capability and continued reliance on some aging equipment. This increases the

likelihood of inconsistent performance across courtrooms and may result in higher support demands. Cost savings are achieved, but with a noticeable impact to both user experience and long-term consistency.

Option 6

Replaces video infrastructure while retaining the existing audio system. While this option reduces upfront cost and modernizes visual components, it does not address the primary source of current A/V issues—aging audio infrastructure. Because courtroom audio supports multiple critical functions (streaming, recording, and remote participation), this option carries elevated risk of continued disruptions. It may also lead to increased troubleshooting time and ongoing maintenance challenges.

Option 7

Provides a reduced video update while continuing to rely on existing audio systems. This option combines lower cost with increased operational risk, as it both limits system capability and retains aging audio components. The likelihood of ongoing issues remains high, and the reduced hardware footprint may further constrain courtroom functionality. This option is likely to result in continued service calls, inconsistent performance, and diminished user experience.

Option 8

Replaces only the primary camera component while leaving the remainder of the A/V system unchanged, including all audio and supporting infrastructure. This option represents a minimal investment and does not address any of the underlying system deficiencies. Existing issues related to audio, connectivity, and reliability will persist. This approach should be considered a temporary or stopgap measure only, as it does not provide a viable long-term solution for courtroom operations.

Option	Video Updated	Audio Updated	Hardware Included	Notes	Total Cost	Average Cost	RISK
Option 1	All	All	Current standard		$8,070,848	$109,000/ courtroom	**LOW**
Option 2	90%	90%	Current standard, except: • No replacement of microphones (wired or not wired); and • No replacement of 22' monitors.	Items can be replaced as needed.	$7,400,000	$100,00/ courtroom	**MED**
Option 3	All	All	Current standard, except: • One less point-tilt-zoom (PTZ) camera; and • One less gallery monitor.	Would result in one PTZ camera and 1 to 2 gallery monitors in each courtroom.	$7,030,000	$95,000/ courtroom	**LOW**
Option 4	All	All	Current standard, except: • One less PTZ camera; • One less gallery; monitor • One less control panel; and • One less wireless microphone: and • One less wired microphone from each counsel table.	Would result in one PTZ camera, 1 to 2 gallery monitors, one control pane, one wireless microphone, and one wired microphone at each counsel table in each courtroom.	$6,882,000	$93,000/ courtroom	**LOW**
Option 5	All	All	Current standard, except: • One less PTZ camera; • One less gallery monitor; • One less control panel; • One less wireless microphone; and • One less wired microphone from each counsel table; • No replacement of microphones (wired or not wired); and • No replacement of 22' monitors.	Would result in one PTZ camera, 1 to 2 gallery monitors, one control pane , one wired microphone at each counsel table, and one wireless microphone in each courtroom. Items not replaced initially can be replaced as needed.	$6,660,000	$90,000/ courtroom	**MED**
Option 6	All	None	Current video standard, with no audio update.		$6,290,000	$85,000/ courtroom	**HIGH**
Option 7	All	None	Current video standard, except: • One less PTZ camera; and • One less gallery monitor.	Would result in one PTZ camera and 1 to 2 gallery monitors in each courtroom. Audio would not be updated.	$5,402,000	$73,000/ courtroom	**HIGH**
Option 8	10%	None	The Hub would be replaced by a PTZ camera in each courtroom. No other update (either video or audio) would be completed.		$1,480,000	20K	**VERY HIGH**

Low Risk - Modern, fully supported solution that addresses known issues and minimizes the likelihood of operational disruption. Provides the most predictable support, long-term stability, and consistency across courtrooms	**High Risk** - Retains aging or failure-prone components and does not address primary sources of current A/V issues. Increased likelihood of operational disruptions, higher support burden, and potential impact to critical courtroom functions such as streaming, recording, and remote participation.
Medium Risk – Partially modernized solution that addresses core system components but retains or defers some elements. May result in occasional operational disruptions, incremental support needs, or inconsistent user experience across courtrooms. Represents a balance between cost savings and long-term reliability, with some potential for future remediation or add-on costs.	**Very High Risk** - Fails to address core system deficiencies and relies heavily on aging infrastructure. High likelihood of continued or worsening failures and disruptions. Not a viable long-term solution and should be considered temporary or stopgap only.

Customization List

NEUMO* CUSTOMIZATION REQUESTS

Impacts to FCE Only

- EMAIL NOTIFICATION ENHANCEMENT – *EST. COST $50,000*
  - Provides for an Address Book to house common email addresses that are not associated with a litigant on a specific case (Agencies, Law Enforcement, other outside entities, etc.).
  - **Benefit of Customization**: Increases efficiency in communication with Attorneys and Agencies via FCE.
  - **Risk without Customization:** No realization of potential efficiencies.
- DOCUMENT ORDERING – *EST. COST $50,000*
  - Would allow clerks to maintain a specific document order sequence in both the FCE ROA screen and when extracting documents from FCE for things like bind overs.
  - **Benefit of Customization:** Simplifies the Bind Over process.
  - **Risk without Customization:** No realization of potential efficiencies.
- CRIMINAL CASE PARTICIPANT SUMMARY – *EST. COST $20,000 - $30,000*
  - Dependent on Other Party Functionality included in the Neumo eFiling proposal.
  - Display case litigants on the main Criminal case page in a similar manner as in the main Civil case page.
  - **Benefit of Customization:** This would provide a better view of case participants in the Criminal case.
  - **Risk without Customization:** No realization of potential efficiencies.

NOTE: The eFiling Committee (EFC) has provided their prioritization of the eFiling customization requests (the remaining customizations on this list) to this Committee and will be noted in the following pages.

* Neumo is the vendor that maintains FCE.

Impacts to eFiling and FCE

- ***(Includes EFC Priority Nos. 5 & 9)*** Neumo proposes a single project with all the requested customizations related to enhancing eFiling together in one bundle. *Est. Cost $279,378 - $895,542.*
    - Changes Include:
        - Updates to the integration between FCE and FSX to accommodate confidentiality changes in FCE. (Need customization at FSX as well).
        - Allows attorneys representing individuals who are not parties to a civil case to eFile documents. (Need customization at FSX as well).
        - Allows attorneys representing individuals who are interested parties to a criminal case to eFile documents.
        - Provides a mechanism to ensure the ROA (filing date) in FCE matches the date in FSX (in some instances the dates are different).
        - Allows the clerk to enter multiple counts of criminal charges in the initial screen in FCE when reviewing the eFiling rather than navigating elsewhere in FCE after the initial review to add more counts.
        - Allows for multiple defendants on a criminal case eFiling.
        - Provides for fee collection in criminal eFilings (appeals and expungements).
        - Provides for email notification to attorneys when a document is filed over the counter rather than through eFiling. (Need customization at FSX as well).
    - **Benefits of Customization:** Provides efficiency in some circumstances and enhanced performance of the system. Allows attorneys to eFile rather than traditionally file more types of documents. Sets the stage to allow for other eFilers (in addition to attorneys) in the future.
    - **Risk without Customization:** No improvement of performance. Maintain the status quo without possible expansion of eFiling.

FSX CUSTOMIZATION REQUESTS

Impacts to eFiling

- JUDICIAL WORKFLOW ENHANCEMENTS – *EST. COST $154,900*
  FSX proposes bundles of changes grouping some requested customizations together to streamline development.
    - Bundle #1 Includes:
        - Allows chamber staff members to be assigned to an item in the judge's review queue.
        - Allows chamber's staff members to provide notes for the judge in the in judge's review queue.
        - Provides notifications to chamber's staff members when they are assigned to a judge review item.
        - Provides for the ability to use custom tags for judge review items.
        - Provides for the ability for clerk to add a note for the judge when a document goes from clerk review to judge review (circuit court only).
    - ***(EFC Priority No. 1)*** *EST. COST OF BUNDLE #1 $90,900*
    - Bundle #2 includes:
        - Provides a mechanism to prevent a judge from eFiling into a case that has not yet been assigned a case number.
        - Allows a filing (i.e., proposed order) to be routed to a judge review queue without clerk review access (district court only).
    - ***(EFC Priority No. 2)*** *EST. COST OF BUNDLE #2 $18,000*
    - Bundle #3 includes:
        - A new level of access for chambers' staff, which allows chambers to see documents filed "in camera" without allowing others to view those documents.
    - ***(EFC Priority No. 3)*** *EST. COST OF BUNDLE #3 $46,000*
    - **Benefits of Customization**: Streamlines processes for chambers' staff in eFiling and provides for efficiencies.
    - **Risk without Customization**: Efficiencies are not realized. Status quo. Would not be able to expand FSX clerk review functionality to District Clerks.

Impacts to eFiling and FCE

- ***(EFC Priority No. 4)*** UPDATES TO THE INTEGRATION BETWEEN FCE AND FSX – *EST. COST $65,000*
  - Provides enhanced levels of confidentiality and access to different users within the eFiling system. Within the current functionality, attorneys alert the clerk of a confidential filing through a note. This customization would allow for attorneys to alert clerks to confidential filings through drop-down or button level selections and would provide multiple options for varying levels of access for each filing.
  - **Benefit of Customization**: Provides for an important step toward remote public access.
  - **Risk without Customization**: Maintain the status quo. May inhibit the move toward remote public access to documents.

- SANITIZE SPECIAL CHARACTERS DURING eFILING – *EST. COST $16,200*
  - Provides a mechanism to correct special characters used by attorneys when eFiling that prevent eFilings from being processed in FCE.
  - Currently, when this occurs, the vendor must assist to push eFilings through to FCE.
  - **Benefit of Customization**: Quicker and more efficient process when encountering special characters in eFilings.
  - **Risk without Customization**: Continued errors in filing which could delay processing.

- ***(EFC Priority No. 7)*** NON-PARTY eFILINGS – *EST. COST $85,000*
  - Allows attorneys representing individuals who are not parties to a civil case to eFile documents (Need customization to FCE as well – see above).
  - **Benefits of Customization:** Allows attorneys to eFile rather than traditionally file more types of documents. Sets the stage to allow for other eFilers (in addition to attorneys) in the future.
  - **Risk without Customization:** No improvement of performance. Maintain the status quo without possible expansion of eFiling.

- ***(EFC Priority No. 6)*** DUAL ROLE ATTORNEY ACCOUNTS – *EST. COST $56,000*
    - This would allow for attorneys to separate their case loads between multiple firms (i.e., contract public defenders). Currently management of additional accounts for attorneys to accomplish the separation of their cases requires significant manual management. Due to limited AOC resources, the approval of 2nd attorney accounts has been limited.
    - **Benefits of Customization**: Eases burden on attorneys with multiple roles (i.e., contract public defenders) and provides separation of access for attorneys' staff and firm between those roles.
    - **Risk without Customization:** Continued inefficiencies for attorneys to manage cases between multiple firm affiliations.

- ***(EFC Priority No. 8)*** NOTIFICATION OF TRADITIONALLY FILED DOCUMENTS – *EST. COST $28,000*
    - Provides for email notification to attorneys when a document is filed over the counter rather than through eFiling. (Need customization at FCE as well).
    - **Benefit of Customization**: Efficiency and convenience for attorneys.
    - **Risk without Customization**: No realization of potential efficiencies. Status quo maintained.

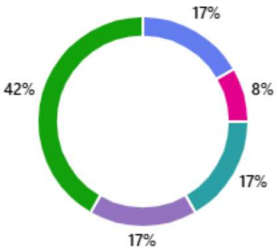
Responses Overview Closed

Attachment 3.5

Responses	Average Time	Duration
12	290:17	20 Days

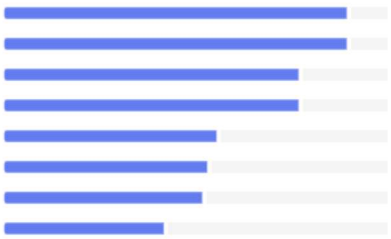
1. Please identify your stakeholder group.

Attorney	2
Circuit Court Chief Clerk	1
District Court Chambers' Staff	2
District Court Clerk	2
Justice/Judge	5



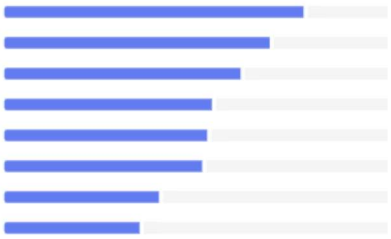
2. Please rank the proposed customizations for your conference, association, or stakeholder group. **The items below are listed in no particular order. Select an item and use the up/down arrows on the right to adjust its position based on your preferences.**

1	**Judicial Workflow** *($145,000-$165,000)* - See additional information in Question #3.
2	**FSX integration with FCE version 10.x** *($65,000)* - Important step toward remote public access.
3	**Match dates in FCE and FSX** *(cost unknown)* - Currently, in some documents, the date reflected in...
4	**Dual role attorney accounts** *($56,000)* - Attorneys are generally permitted to have only one FSX...
5	**Non-party eFilings** *($85,000 to unknown)* - This customization will allow attorneys to eFile into a...
6	**Notification to attorneys for traditionally filed documents** *($28,000 to unknown)* - This...
7	**Update criminal functionality in FCE for eFiling.** *(with other FCE customizations $140,000)* - This...
8	**Backload cases into FSX** *($10,000/court)* - Currently, to see all of the documents on a case that has not...



3. In terms of customizing the overall Judicial Workflow, how would your conference, association, or stakeholder group rank the following items? **Note that items in the same color should be developed together, and the cost reflects the total development cost for those items.**

1	**Assignment of chambers staff (including chief clerks) to judge review.** *($90,900)*
2	**Ability of chambers' staff (including chief clerks) to provide document notes in the judge review...**
3	**Prevent a judge from eFiling into a case that does not yet have a case number.** *($18,000)*
4	**Allow routing to the judge review queue without clerk review access.** *($18,000)*
5	**Ability to use custom tags for judge review items.** *($90,900)*
6	**Ability for clerks to add a note for the judge when a document goes from clerk review to...**
7	**New document security level of "chambers" that provides for visibility only to each chambers'...**
8	**Notification to chambers' staff (including chief clerks) when a new judge review item is assigne...**



Attachment 4.1

Technology Spending Priority Recommendations (Sorted)				
Priority	**Cost**	**Type/Jurisdiction**	**Title**	**Description**
1	$6,441,000	Technology All	Courtroom Technology	Full Refresh of audio and video systems with some reduction in components from current standards. The technology committee selected option 3 from the options presented with a 2nd choice of option 4.
			Customizations for WJC discussion	
5	$65,000	FCE/eFiling District, Circuit & Chancery	Updates to the Integration between FCE & FSX	Provides for enhanced levels of confidentiality. Important step towards remote public access.
6	$100,000	FCE District, Circuit & Chancery	Document Ordering & Email Notification Enhancements	Enhances FCE to allow for clerk control of the order of documents in FCE and for an address book for common emails.
8	$279,378	FCE District & Circuit	FCE Enhancements to CR and eFiling Functionality	Neumo (the case management system vendor) proposes a single project with all the requested customizations related to enhancing eFiling together in one bundle. The estimated cost from the vendor is a range from $279,378 to $895,542.
10	$85,000	eFiling District, Circuit & Chancery	Non-Party eFilings	Allows attorneys representing individuals who are not parties to a case to eFile documents.
11	$28,000	eFIling District, Circuit & Chancery	Notifiation of Traditionally Filed Documents	Provides for email notification to attorneys when a document is filed over the counter rather than through eFiling.
12	?	Software Applications All	Remote Public Access	Costs to be determined
	$557,378	Total		
			Customizations that can be paid for with remaining ARPA funds instead of JSA funds	
2	$90,900	eFiling (ARPA) District, Circuit & Chancery	Judicial Workflow Enhancements (Bundle 1)	Provides functionality for chambers' staff to assist Judges with workflow through notes, and customizable work queues.
3	$18,000	eFiling (ARPA) District, Circuit & Chancery	Judicial Workflow Enhancements Cont. (Bundle 2)	Prevents an order from being processed into a case that has not yet been assigned a case number and allows for routing of orders without a clerk review process.
4	$46,000	eFiling (ARPA) District, Circuit & Chancery	Judicial Workflow Enhancements Cont. (Bundle 3)	Provides a new level of security access allowing chambers' staff to view "In Camera" documents in FSX.
9	$56,000	eFIling (ARPA) District, Circuit	Dual Role Attorney Accounts	Enhanced functionality for attorneys in FSX to separate case loads between multiple firm affiliations.
			Upgrade that can be delayed until BFY29	
7	$178,000	Software Applications District & Circuit	Jury Management Upgrade	Upgrade the Jury Management system to current technology standards and improve functionality
			Costs not included in prioritization	
N/A	$807,500	Computer Equipment	Branchwide computer refresh	A full refresh of all computer equipment for justices, judges, and staff.

JSA Fund Projections

Attachment 4.2

Based on Current Spending/Projects

		BFY27	BFY29	BFY31	BFY33
JSA Beginning Fund Balance		9,349,871	1,245,052	1,276,094	(2,539,583)
		+	+	+	+
Estimated revenue (based on 4-year average)		6,989,200	7,059,092	7,129,683	7,200,980
Fund Balance with Estimated Revenue		16,339,071	8,304,144	8,405,777	4,661,397
Costs:					
Fixed					
Employee salary and benefits		3,719,924	3,774,292	3,850,155	3,927,543
Essential software applications		2,572,070	2,687,782	2,876,255	3,062,945
AV M&S, courthouse remodels, travel, etc.		449,000	399,000	399,000	399,000
Misc replacements (servers, printers, etc)		27,545	116,976	24,119	36,980
Customizations		-	50,000	50,000	50,000
Discretionary	Priority				
Full courtroom technology update	1	6,810,602	-	3,745,831	3,745,831
Branchwide computer update	N/A	807,500	-		-
Jury management upgrade	7	150,000	-		
Remaining customizations (minimum)	5, 6, 8, 10, 11	557,378	-	-	-
		15,094,019	7,028,050	10,945,360	11,222,299
Ending Fund Balance		1,245,052	1,276,094	(2,539,583)	(6,560,902)
Minimum Target Fund Balance		**1,859,962**	**1,887,146**	**1,925,078**	**1,963,772**
Overage/(Shortage) from Target Fund Balance		(614,910)	(611,052)	(4,464,661)	(8,524,674)

NOTE: THIS DOES NOT INCLUDE COSTS FOR REMOTE PUBLIC ACCESS

NOTE: THE FULL COURTROOM TECHNOLOGY UPDATED IS BASED ON THE COST FOR THE CURRENT STANDARD.

* If the Technology Committee's recommdation is adopted the cost would be reduced by $369,602 for a total cost of $6,441,000.

JSA SPENDING DECISION

Does the WJC want to commit to funding all projects on the prioritization list considering the projected deficit in the JSA fund in BFY31, and considering that the projections in Attachment 3.2 do not include potential costs for remote public access?

Yes

↓

See Attachment 3.2 of the WJC materials for the projected budget effect.

No

↓

Move to Appendix A providing options for consideration.

For reference:

BFY25: July 2024 – June 2026. This is the biennium we are currently in.

BFY27: July 2026 – June 2028. This is the budget passed by the Legislature during this year's session.

BFY29: July 2028 – June 2030

APPENDIX A

JSA SPENDING CUTS OPTIONS

** Budget projections will be updated and displayed during the meeting to demonstrate the budget impact of potential decisions for the Council. **

Option #1:

Does the WJC want to delay the Branchwide computer update to the fall of 2028 (BFY29)?

Yes

Cost savings this biennium: $807,500

Effect:

- Replace broken/non-functional hardware only as needed over the biennium.
- Longer timelines between replacement than in other Branches of government.

Risks:

- Increase in broken/non-functional equipment as it ages (would still have warranty support through spring 2029).
- Hardware costs have risen 30% since the last refresh. Delays may result in larger costs down the road.

No

The cost will remain in the BFY27 projections.

Move to option #2 for consideration.

Option #2:

Does the WJC want to delay the upgrade of the jury management system to BFY29?

Yes

Cost savings this biennium: $150,000

Effect:

- Current system is nearing its end-of-life, but there has been no announcement by the vendor regarding the end of support.
- Anticipated end of support is 2029 through 2032.

Risks:

- If end-of-life comes sooner than anticipated, there will be limited time to procure, contract, and implement a new system.

No

This cost will remain in the BFY27 projections.

Move to option #3 for consideration.

Option #3:

Does the WJC want to move forward with the remaining customizations in BFY27?

Yes

These costs will remain in the BFY27 projections.

No

Cost savings this biennium:

Dependent on which customizations are selected.

Effect:

- Functionality requested by different stakeholder groups will be delayed or not realized.
- Current system functionality will remain.

Risks:

- None.

Which customizations does the WJC want to move forward with?

Attachment 5.1

BFY27 Potential Supplemental Budget Exception Requests

For reference:

BFY25: July 2024 – June 2026. This is the biennium we are currently in.

BFY27: July 2026 – June 2028. This is the budget passed by the Legislature during this year's session. The supplemental budget is for the second year of the biennium, which runs from July 2027 – June 2028.

BFY29: July 2028 – June 2030

GENERAL FUND

A. Branchwide Computer Refresh

i. **$807,500 – one-time**

Computer hardware was last refreshed in summer 2024. Under the current four-year replacement cycle, the next refresh would occur in 2028. Maintaining a four-year cycle supports operational reliability, cybersecurity compliance, and replacement before warranty expiration. It also aligns with the Executive Branch Technology Replacement Program.

In preparing the BFY27 budget request, it was assumed these costs would be covered by the JSA fund. However, due to the anticipated depletion of that fund, this expense could be submitted as a supplemental general fund request. At the time the BFY27 budget was developed, the estimated cost was $750,000. Since then, memory costs have risen significantly due to increased demand from data centers nationwide. IT staff have worked with vendors to develop updated estimates, but vendors are unwilling to guarantee pricing beyond a few weeks. Accordingly, the current estimate includes an assumed xx% increase, although actual costs at the time of purchase may exceed that amount.

An alternative would be to delay the refresh until late 2028 or early 2029, shifting the expense to BFY29. This would allow additional time for passage of a JSA fee bill during the 2027 Legislative Session, which could eliminate the need for a general fund request. If no legislation is enacted to provide relief to the JSA fund, a general fund request could instead be submitted for BFY29.

In addition to $807,500 for computers, the Council may want to consider a refresh of related computer equipment:
200 Scanners = $75,000
830 Monitors = $86,000
260 Webcams = $17,000
260 Speakers = $7,000
70 Fingerprint Readers = $5,500 (judge bench PCs)

B. Website ADA Compliance

i. **$ To be determined - one-time**

ii. In April 2024, the Department of Justice adopted regulations under Title II of the Americans with Disabilities Act ("ADA") requiring web content and mobile applications to meet ADA accessibility standards. The compliance deadline is April 2027. Although last year's redesign of the Branch website was completed in accordance with ADA requirements, some legacy content included on or linked through the website—such as graphics, videos, and PDF documents created prior to the redesign—does not meet current accessibility standards.

The Executive Branch received approximately $5,000,000 in general funds to develop an ADA compliance framework for citizen-facing websites and web applications. However, agencies were also required to pursue grant funding to offset a portion of the costs.

LSO recently hired a vendor to conduct an accessibility audit of its website at a cost of approximately $20,000 and plans to absorb that expense within its existing budget. LSO also intends to use internal staff resources to implement any necessary corrections identified through the audit process.

The vendor that performed the Judicial Branch website redesign is able to conduct a similar audit of content that was not reviewed during the redesign process in order to assess the extent of any remaining compliance issues. Depending on the results of that audit, the Branch may or may not have sufficient internal resources to complete the required remediation efforts.

C. Intranet Site

i. **$ To be determined - one-time**

ii. Pending the Council's discussion on an intranet site, we may need to request funds for an off-the-shelf platform.

JSA FUND

D. Spending Authority

i. **$ To be determine - one-time**

ii. The JSA projections used in developing the BFY27 request were prepared before notification was received that the hubs would reach end-of-life status in 2028. Given the shortened timeline and the need to proceed with replacements, additional JSA spending authority will be necessary.

The amount requested will depend on decisions made at the June WJC meeting; therefore, a final figure will be presented at the September meeting. Current estimates indicate the additional spending authority request could range from approximately $3,500,000 to $6,000,000.

Attachment 7.1

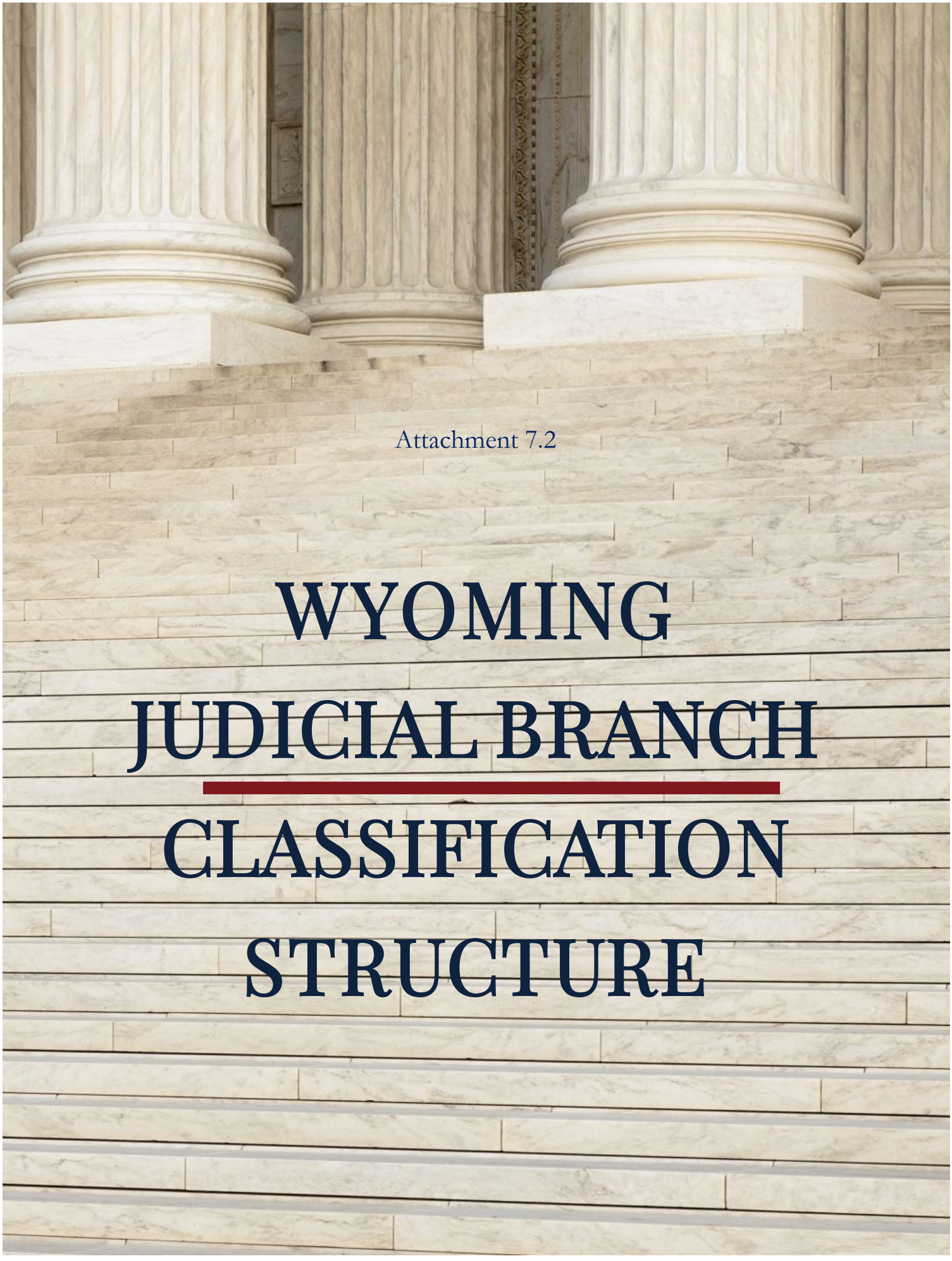
COMPENSATION RECOMMENDATION

ESTIMATES - ACTUAL RESULTS WILL VARY SLIGHTLY WHEN UPDATED FOR JUNE 2026 STAFF

	Move everyone to 94.5% of market and apply longevity adjustments same as last time. Ensure a minimum raise of $3,000	
Branchwide summary after application of scenario:		
Number of employees with no raise	-	
Number of employees at $1,000 raise (or less for Scen. B)	-	
Number of employees at $1,001 - $2,000 raise	-	
Number of employees at $2,001 - $3,000 raise	15	
Average Dollar Increase	$5,943	
Dollar range of increase	$3,000	$13,940
Average % Increase	8.00%	
Compa-Ratio Range	94.50%	110.12%
Number of employees at 100% of MPP	37	
Number of employees at 101% -105% of MPP	3	Long term employees
Number of employees at 106% -110% of MPP	2	Long-term EE and difficult to fill position

Longevity matrix

Years	Years	Percent increase
0	4	0.00%
5	9	2.00%
10	14	4.00%
15	15	6.00%



Attachment 7.2

WYOMING JUDICIAL BRANCH CLASSIFICATION STRUCTURE



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2. CLASS FAMILIES:
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INTRODUCTION

Job evaluation is a basic foundational part of the Wyoming Judicial Branch (Branch) classification system. It provides a consistent, structured way to analyze job duties and group positions into classifications with similar responsibility. It also helps establish how different classifications relate to one another in terms of value and responsibility.

The process begins by reviewing a position's duties and responsibilities to assess its relative value. To ensure fairness and objectivity, the evaluation focuses on the job itself - not the individual performing – and assumes all job requirements are fully met.

The Branch uses the Hay Method of Job Evaluation, one of the most widely used job evaluation systems globally. This method evaluates each job based on three key factors:

- Know-How: The total knowledge, skills, and experience required to perform the job competently.
- Problem Solving: The level of independent thinking needed to identify, analyze, and resolve problems.
- Accountability: The degree to which the job impacts outcomes and results.

Each of these factors is assessed and assigned point values based on specific components. The total points determine the appropriate pay grade for the position (e.g., L, M, N, O, R, S). Positions are evaluated upon hire or when requested. Pay grades may change based on the total points of the evaluation.

Positions are then assigned to a classification based on the evaluation results.

- **Class families:** Groups of jobs that involve similar types of work.
- **Grades**: Levels within a class family that reflect increasing responsibility and complexity. Each grade corresponds to a specific point range.
- **Pay ranges**: Each grade is tied to a pay range based on market data from the State of Wyoming Executive Branch. The listed range reflects the minimum up to the market rate and includes the pay rate currently supported by the Branch budget (compa-rate). The grade maximum is set at 20% above the market rate and is not listed on this document.

Salaries: Annual salaries are based on full-time employment. Part-time employees are paid proportionally based on their percentage of full-time hours (e.g., a 20-hour/week employee earns 50% of the full-time salary). In some cases, certain positions may receive additional compensation. This may occur when market conditions require higher pay for specific roles or when employees take on temporary additional duties. These positions are typically identified with an asterisk (*).

CLASS FAMILIES:
JUDICIAL SERVICES AND OPERATIONS

This family of positions provides a variety of services to promote access to justice through timely, fair, and impartial resolution of legal disputes. Housed in the Supreme, District, Chancery and Circuit Courts, these positions perform legal research; prepare and process court documents; create court records; and manage documents in the court case management systems.

Attorneys

- Positions in this group support a Supreme Court justice, a District Court judge, or a Chancery Court judge. These positions prepare memoranda, opinions, jury instructions, and/or orders. They also support decision-making processes by ensuring information and facts are presented for various legal questions. Work is performed under general to limited supervision. These positions exercise considerable legal judgment and reasoning. A Juris Doctor (JD) is required for this position group as well as admission to the Wyoming Bar. See page 3 for pay range explanation.

Job Title	Pay Grade	Minimum	Pay Range Compa-Rate	Market
Supreme Court Senior Staff Attorney	S	$106,752	$126,101	$133,440
Supreme Court Staff Attorney III	R	$98,263	$116,073	$122,829
District/Chancery Court Staff Attorney III	R	$98,263	$116,073	$122,829
Supreme Court Staff Attorney II	Q	$90,449	$106,843	$113,062
District/Chancery Court Staff Attorney II	Q	$90,449	$106,843	$113,062
Supreme Court Staff Attorney I	P	$83,257	$98,347	$104,071
District/Chancery Court Staff Attorney I	P	$83,257	$98,347	$104,071
Supreme Court Law Clerk	O	$76,636	$90,527	$95,795
District Court Law Clerk	O	$76,636	$90,527	$95,795

*Denotes a premium or add-on pay position

Court Operations

- Positions in this group perform judicial procedures as well as assist with the accounting and financial records of the court. Positions in this group may require secondary education in legal studies or work experience as a paralegal, legal assistant, or executive assistant. Work is performed under limited to direct supervision by a justice/judge or court clerk. See page 3 for pay range explanation.

Job Title	Pay Grade	Minimum	Pay Range Compa-Rate	Market
Supreme Court Clerk of Court	O	$76,636	$90,527	$95,795
Circuit Court Chief Clerk II	O	$76,636	$90,527	$95,795
Chief's Judicial Assistant	N*	$70,542	$83,328	$88,178
Chancery Clerk of Court	N	$70,542	$83,328	$88,178
Supreme Court Judicial Assistant	N	$70,542	$83,328	$88,178
District Court Judicial Assistant	N	$70,542	$83,328	$88,178
Circuit Court Chief Clerk I	N	$70,542	$83,328	$88,178
Supreme Court Deputy Clerk of Court	M	$64,933	$76,702	$81,166
Official Court Reporter[1]	M*	$64,933	$76,702	$81,166
Circuit Court Deputy Clerk	M	$64,933	$76,702	$81,166
Circuit Court Senior Clerk	L	$59,770	$70,603	$74,712
District Court Legal Assistant	K	$55,017	$64,989	$68,771
Circuit Court Clerk	K	$55,017	$64,989	$68,771

[1] CRR Certified Court Reporters receive a 10% differential added to the pay range

*Denotes a premium or add-on pay position

2. CLASS FAMILIES:
ADMINISTRATIVE OFFICE OF THE COURTS

This family of positions performs a variety of professional activities and oversees specific Branch programs. Housed in the Administrative Office of the Courts (AOC), these positions are responsible for the coordination, planning, implementation, and completion of program initiatives. Positions in this family require secondary education or work experience in the specific area of expertise. Work is performed under limited to general supervision.

Business Operations

- Positions in this group perform a variety of functions to support business operations of the Branch to include fiscal/accounting, human resources (HR), education, project management, and administrative assistance. Positions in this group require secondary education or work experience in the specific area of expertise. See page 3 for pay range explanation.

Job Title	Pay Grade	Minimum	Pay Range Compa-Rate	Market
Business Operations Manager	R	$98,263	$116,073	$122,829
Business Operations Supervisor	Q	$90,449	$106,843	$113,062
Business Operations Team Lead II	P	$83,257	$98,347	$104,071
Business Operations Team Lead I	O	$76,636	$90,527	$95,795
Business Operations Analyst	N	$70,542	$83,328	$88,178
Business Operations Specialist	M	$64,933	$76,702	$81,166
Senior Business Operations Coordinator	L	$59,770	$70,603	$74,712
Business Operations Coordinator	K	$55,017	$64,989	$68,771
Business Operations Assistant	J	$50,642	$59,821	$63,303

Computer Information Services

- Positions in this group perform a variety of functions to support computer technology and information needs of the Branch. These positions support the infrastructure, network, security, software, and digital information of the Branch to include configuration, communication, process analysis, and training of various applications. Positions in this family require secondary education or work experience in the specific area of expertise or applicable IT certification. These positions are responsible for a busy help desk. See page 3 for pay range explanation.

*Denotes a premium or add-on pay position

Job Title	Pay Grade	Minimum	Pay Range Compa-Rate	Market
Computer Information Manager	R	$98,263	$116,073	$122,829
Computer Information Supervisor	Q	$90,449	$106,843	$113,062
Computer Information Team Lead II	P	$83,257	$98,347	$104,071
Computer Information Team Lead I	O	$76,636	$90,527	$95,795
Computer Information Analyst	N	$70,542	$83,328	$88,178
Computer Information Specialist	M	$64,933	$76,702	$81,166
Senior Computer Information Coordinator	L	$59,770	$70,603	$74,712
Computer Information Coordinator	K	$55,017	$64,989	$68,771
Computer Information Assistant	J	$50,642	$59,821	$63,303

Court Services

- Positions in this group direct or support programs focused on access to justice throughout the State of Wyoming in accordance with the directives of state statute or the Wyoming Judicial Council. Positions in this family require secondary education or work experience in the specific area of expertise. See page 3 for pay range explanation.

Job Title	Pay Grade	Minimum	Pay Range Compa-Rate	Market
Court Services Manager	R	$98,263	$116,073	$122,829
Court Services Supervisor	Q	$90,449	$106,843	$113,062
Court Services Team Lead II	P	$83,257	$98,347	$104,071
Court Services Team Lead I	O	$76,636	$90,527	$95,795
Court Services Analyst	N	$70,542	$83,328	$88,178
Court Services Specialist	M	$64,933	$76,702	$81,166
Senior Court Services Coordinator	L	$59,770	$70,603	$74,712
Court Services Coordinator	K	$55,017	$64,989	$68,771
Court Services Assistant	J	$50,642	$59,821	$63,303

Executive Leadership

- Positions in this group provide leadership for all aspects of Branch operations with an emphasis on long-term goals and implementing practices and/or programs to carry out the strategic initiatives of the Branch. Positions in this group require secondary education or work experience in a related field and require skill and ability in leading and managing large programs or projects. Professional licensing or certification is preferred. See page 3 for pay range explanation.

Job Title	Pay Grade	Minimum	Pay Range Compa-Rate	Market
Executive Manager VI	EX17	$142,516	$168,347	$178,145
Executive Manager V	EX16	$ 133,347	$ 157,516	$166,684
Executive Manager IV	EX15	$ 124,768	$147,382	$155,960
Executive Manager III	EX14	$ 116,246	$ 137,315	$ 145,307
Executive Manager II	EX13	$ 107,864	$ 127,415	$ 134,831
Executive Manager I	EX12	$ 100,095	$ 118,237	$ 125,118

Legal Services

- Housed in the Administrative Office of the Courts (AOC), positions in this group provide legal and policy assistance to the members of the Branch and further the initiatives of the Supreme Court, the AOC, and the District, Chancery, and Circuit Courts throughout the state. See page 3 for pay range explanation.

Job Title	Pay Grade	Minimum	Pay Range Compa-Rate	Market
Legal Services Counsel III	R	$98,263	$116,073	$122,829
Legal Services Counsel II	Q	$90,449	$106,843	$113,062
Legal Services Counsel I	P	$83,257	$98,347	$104,071
Legal Services Law Clerk	O	$76,636	$90,527	$95,795
Law Librarian	N	$70,542	$83,328	$88,178
Senior Paralegal	M	$64,933	$76,702	$81,166
Paralegal II	L	$59,770	$70,603	$74,712
Paralegal I	K	$55,017	$64,989	$68,771
Legal Assistant	J	$50,642	$59,821	$63,303

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AOC Implementation Plan

Project Title: Court Security Grants

Project Lead(s): Claire Smith

Division(s) Involved: Fiscal

Date Approved:

1. Project Overview

In 2024, the Wyoming Judicial Branch (WJB) contracted with the National Center for State Courts (NCSC) to perform court security assessments in eleven (11) courthouses along the northern border of Wyoming, including in the following locations:

- Sundance, Crook County
- Newcastle, Weston County
- Gillette, Campbell County
- Buffalo, Johnson County
- Sheridan, Sheridan County
- Lovell, Big Horn County
- Basin, Big Horn County
- Worland, Washakie County
- Thermopolis, Hot Springs County
- Cody, Park County
- Powell, Park County

The NCSC visited each of the locations in 2024 and 2025 to tour the facilities. In addition, the NCSC met with local stakeholders in each county to discuss security issues and concerns. Following the site visits, the NCSC provided a report which included specific recommendations for each location. The total cost of the proposed recommendations amounted to $3,649,800.

Consultation with the Wyoming Judicial Council and the Court Security Commission regarding the NCSC recommendations preceding the 2026 legislative session resulted in a funding request directed to the Legislature to appropriate money for

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the purposes of strengthening courthouse security in the state. The Legislature approved an appropriation of $3,284,820 to the Wyoming Supreme Court for the purpose of granting funds to the assessed locations for improvement of court security.

This initiative aligns with the Judicial Branch Strategic Plan (FY 2025-2028); Pillar 1: Judicial Branch Excellence and Innovation; Goal 3: Foster a quality workplace; Objective 3(c): Work with counties to implement security assessment recommendations where feasible and evaluate additional assessments in other locations.

The purpose of this Implementation Plan is to set forth the process of granting out funding to local counties in accordance with the appropriation.

2. Goals & Objectives

The goal of this project is to develop a process to provide grant funding to counties to improve court security in Wyoming courthouses.

3. Scope

A. **In Scope:** Includes the process and tasks associated with granting funding to local counties, including county application procedures, the Branch's evaluation and award determination, and the disbursement of grant funds to counties.

B. **Out of Scope:** The installation of court security equipment or devices in the courthouses. Installation and maintenance will be administered by each individual county.

4. Project Timelines & Priorities

The table below outlines the activities associated with the initial grant process.

Milestone/Deliverable	Date/Window	Owner
Court Security Commission Meeting - Detail process for grant funding; - Provide information to counties regarding expectations; and - Approve funding amounts per county.	May 2026	Court Security Commission

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Distribute/advertise grant application materials to eligible county stakeholders. (Attachment A)	May - June, 2026	Fiscal
Receive completed grant materials from counties.	August 31, 2026	Fiscal
Convene a working group to review grant applications. Proposed members include: - Court Security Commission Chair; - Court Security Commission staff; - Security Operations Manager; - State Court Administrator; and - Chief Fiscal Officer. A member of the AOC Technology Division may also be invited on a case-by-case basis if technology expertise is needed.	No later than September 11, 2026	AOC
Send grant award letters to applicants.	No later than September 21 , 2026	Fiscal
County submission of invoices for payment using the Grant Reimbursement Request Form (Attachment B).	Ongoing	Grantee/Fiscal
Management of payments and tracking of balances.	Ongoing	Fiscal
The working group will review unspent grant funds appropriated to the Wyoming Supreme Court and provide a recommendation to the Wyoming Judicial Council on future spending, if necessary.	February 2027	Working Group

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5. Stakeholders & Roles

Name/Group	Responsibility
Court Security Commission	Provide information to counties regarding the grant process. Recommend funding amounts per county.
Local Court Security Committees	Provide input and information to counties regarding grant requests.
Counties	Apply for grants to improve court security. Submit invoices if awarded grants to reimburse payment. Fund ten percent (10%) of all eligible court security improvements.
Working Group	Consider and act on grant requests.
AOC Staff	Provide information and support to the Court Security Commission and the working group, and distribute grant funds in accordance with the legislative appropriation and grant awards.

6. Communication Plan

Communication regarding the grant process and materials will be provided through the Court Security Commission members and AOC staff. Additional communication will be provided via email to eligible counties concerning current and future grant opportunities.

7. Post-Grant Award Process & Success Measures

A. Post-Grant Award Process

Upon a grant award, counties will pay the initial expenses associated with the security improvement. The costs will then be reimbursed in accordance with the grant award, less the ten percent (10%) contribution from the counties. To receive reimbursement, grantees must complete the Grant Reimbursement Request Form (Attachment B).

B. Success Measures

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Metric	Target/Measure of Success	Data Source	Owner
Implementation or construction of court security improvements.	Realization of court security improvements in locations where grants are received.	Internal review of grant requests and reimbursement requests.	Counties/Working Group/Court Security Commission

8. Project Approval

The above implementation plan was approved by WJC on [Insert Meeting Date].

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APPLICATION FOR COURT SECURITY FUNDS

GRANT FUNDS REQUESTED: _____

PROPOSED COUNTY MATCH: _____

CONTACT INFORMATION

County (Grantee): _____

Chair, County Commissioners: _____

Mailing Address: _____

_____

Phone No.: _____

E-mail Address: _____

Fax No.: _____

Project Director: _____

Title: _____

Phone No.: _____

E-mail address: _____

Fax No.: _____

Financial Director: _____

Phone No.: _____

E-mail address: _____

Fax No.: _____

I.D. Number (EIN): _____

APPLICATION FOR COURT SECURITY FUNDS

PROJECT NARRATIVE

Provide a detailed summary of the project and security improvements to be accomplished:

(Attach additional pages if necessary)

APPLICATION FOR COURT SECURITY FUNDS

COST ESTIMATES BASED ON NCSC CATEGORIES (A, B OR C)

Category A: Items that can be implemented relatively quickly with little or no cost.

Items to be purchased:	Cost Estimate (Attach documentation)

Category B: Items that will entail a moderate amount of cost and time to implement.

Items to be purchased:	Cost Estimate (Attach documentation)

Category C: Items that will require a more significant amount of cost and time to Implement.

Items to be purchased:	Cost Estimate (Attach documentation)

APPLICATION FOR COURT SECURITY FUNDS

List any items mentioned in the NCSC Assessment that you are not addressing, and explain why you are excluding them:

List any security improvements that you are planning to implement, that are not specifically discussed in the assessment:

APPLICATION FOR COURT SECURITY FUNDS

WYOMING COURT SECURITY STANDARD 2010-1

Describe how the proposed court security improvements align with Wyoming Court Security Commission Equipment Standard 2010-1 https://www.wyocourts.gov/app/uploads/2025/03/Standard-2010-1.pdf :

APPLICATION FOR COURT SECURITY FUNDS

On behalf of the applicant, I certify that I am the Chair of the _____ County Commissioners, State of Wyoming, I am authorized to sign this application on behalf of our governing body, and the applicant will comply with all appropriate requirements, if approved. To the best of my knowledge and belief, the information in this application is true and correct. I understand the Wyoming Supreme Court and the Wyoming Court Security Commission may review any relevant documents or instruments relating to the analysis of this application.

SIGNATURE **NAME**

DATE

Please submit applications no later than August 31 to:

Claire Smith
Wyoming Supreme Court
2301 Capitol Avenue
Cheyenne, WY 82002
307-777-7590

WYOMING
JUDICIAL BRANCH

2026 Court Security Improvement Grant
Quarterly Grant Reimbursement Request Form

Reimbursements will NOT be processed without the following:

1. Contractor shall submit supporting invoices for all expenses to be paid with grant funding during the quarter.

2. Copies of paid vouchers that the County issued for payment of the invoice(s). (Purchase Orders are not acceptable proof of payment.)

County Name:	
Full Mailing Address:	
Date of Request:	

List of Reimbursable Project Costs

Instructions: Complete the information requested. Under the "%" column for Contractor, enter **your** awarded percentage of the project costs.

Vendor Name	Description of equipment purchased/services rendered	Invoice No.	Amount	CONTRACTOR (COUNTY)		GRANTOR (WY SUPREME COURT)	
				%	$	%	$
		Total	**$**		**$**		**$**

Requested by:

Name and Title

Request Received:

Date

Grantor: Approved by / Date

Name and Date

Return this form along with copies of the invoices and copies of the paid vouchers (or other evidence of payment to vendor) to the Grantor at: Wyoming Supreme Court, Attn: Claire Smith 2301 Capitol Ave., Cheyenne, WY 82002.

BELOW FOR INTERNAL PURPOSE ONLY

COUNTY'S TOTAL APPROPRIATED FUNDS

	CONTRACTOR	GRANTOR
	$	$
AMOUNT OF THIS REQUEST		
CONTRACTOR'S PRO-RATA %		-$
APPROVED AMT TO BE REIMBURSED		$
Total amount of reimbursements made to Contractor to date (includes approved amount from above)		

Judicial Performance Evaluation Committee

Recommendation to the Wyoming Judicial Council

Consistent with the goals and priorities of the Wyoming Judicial Branch, the Committee submits the following recommendations to the Wyoming Judicial Council.

Purpose and Objectives

The Judicial Performance Evaluation Committee recommends the following purpose statement and objectives for a judicial performance evaluation tool in Wyoming.

Purpose Statement – The purpose of the judicial performance evaluation tool is to have a court-administered, context specific process to assess how well judges are performing and foster judicial excellence.

Objectives –

- Professional growth and development with coaching and education.
- Fair, informed evaluation with broad stakeholder engagement.

Next Steps

The Judicial Performance Evaluation Committee recommends the following next steps in the process of developing a judicial performance evaluation tool for Wyoming:

1. Create and release a request for information targeted at consultants that could provide technical assistance to the Judicial Performance Evaluation Committee to further its work in creating a judicial performance evaluation tool for Wyoming (estimated time of release June 10, 2026).
2. Receive and evaluate responses (estimated completion of review July 13-17, 2026).
3. Based on information received, sole source or release a request for proposals to select a consultant.
4. If a sole source is selected, submit an application for a State Justice Institute grant by August 1, 2026.
5. Contract with sole source consultant upon notification of a grant award,

which would be expected by September 30, 2026 (estimated execution of contract November 2, 2026).

6. If a request for proposal is required, create and release to consultants that could provide technical assistance to the Judicial Performance Evaluation Committee to further its work in creating a judicial performance evaluation tool for Wyoming (estimated time of release August 17, 2026).
7. Receive and evaluate responses (estimated completion September 17-25, 2026).
8. Select consultant and submit an application for a State Justice Institute grant by November 1, 2026.
9. Contract with consultant upon notification of a grant award, which would be expected by December 31, 2026 (estimated execution of contract February 1, 2027).

The Committee respectfully requests the Wyoming Judicial Council's review and consideration of this recommendation.

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Proposed Social Media Strategy

May 2026 | For Internal Use

Goal

To build and sustain public trust in Wyoming's court system by communicating transparently, educating the public about the role of the judiciary, and demonstrating the Branch's commitment to accessible, fair, and impartial justice for all Wyoming residents.

Scope

This document provides strategy and guidance for official Branch social media accounts that are managed by the AOC and does not apply to personal social media accounts owned by individual judicial officers or Branch employees.

Objectives

1. Expand on the Branch's communications infrastructure
    a. Utilize social media as a way to supplement the Branch's media coverage by offering an avenue to communicate directly with the public.
    b. Establish protocols governing social media use during crisis circumstances, including inclement weather, safety incidents, or other matters of significant public interest.
    c. Provide AOC and Branch leadership with tools to monitor public discussion about the Branch and its various courts across social platforms, and provide an avenue to escalate areas of attention and/or concern as needed.
2. Build public trust and education
    a. Share the work of the courts in a way that builds public understanding of the judiciary's role and demonstrates the Branch's commitment to fair and accessible justice.
    b. Reinforce the fact that courts are accountable to the law and the Constitution, along with being subject to a rigorous code of ethical conduct.

c. Lean content toward storytelling and public education rather than purely informational announcements.
d. Develop a series of recurring content formats that demystify the judicial system for the general public.
e. Amplify the Branch's 2025–2028 Strategic Plan pillars as recurring content themes.
f. Proactively correct public misconceptions about judicial independence and the role of the courts using accurate, accessible language, without commenting on pending or decided cases.
g. Seek account verification on all WJB social media accounts to verify to the public that the page(s) are genuine.

3. Use accessible and inclusive communication
    a. Prioritize plain-language writing in all social media content to maximize accessibility for non-attorney audiences.
    b. Ensure all visual content meets basic accessibility standards, including image alt-text, captioned videos, and sufficient color contrast.

Platforms & Content

The Wyoming Judicial Branch will maintain active, managed presences on the following platforms. Each platform serves a distinct audience and has a distinct content function.

Facebook

Facebook serves as the Branch's broadest-reach platform, appropriate for the general public. Content should be substantive but accessible, prioritizing storytelling, program highlights, and informational posts over legalese.

Instagram

The Branch will evaluate the success and bandwidth of existing social media platforms (Facebook, LinkedIn, and YouTube) in early 2027 before launching on Instagram.

LinkedIn

LinkedIn is the Branch's most professional-facing channel, appropriate for content directed at attorneys, law students, job candidates, and other engaged stakeholders. Content here may be more detailed and field-specific than on Facebook or Instagram, such as workforce announcements, Branch initiatives, judicial vacancy announcements, and attorney-specific announcements.

YouTube

YouTube functions primarily as a hosting and distribution hub for Branch video content. Comments on all YouTube videos will be turned off due to the low level of Branch activity that is anticipated on YouTube.

Platform	Primary Audience	Content Focus	Frequency	Best Time to Publish
Facebook	General public (30-64)	Branch news, educational content	2-3x per week	Monday-Friday 9 a.m.-6 p.m.
Instagram	***The Branch will evaluate the success and bandwidth of existing social media platforms (Facebook, LinkedIn, and YouTube) in early 2027 before launching on Instagram.***			
LinkedIn	Attorneys, job candidates	Professional milestones, judicial appointments, court improvement initiatives, job openings	1-2x per week	Monday-Friday 8 a.m.-12 p.m.
YouTube	General public, attorneys	Educational, long-form content (>60 seconds)	As content warrants	N/A

The following content types will not be posted:

- Case-specific commentary
- Legal advice
- Legislative or political positions
- Judicial conduct or disciplinary matters
- Retention election campaign information for a specific judge
- Speculation or unverified information
- Content that violates the Wyoming Code of Judicial Conduct

Moderating Content & Accounts

The Branch's Social Media Terms of Use (See Appendix B), which will be publicly posted on each platform profile, governs all user interactions. Content that violates the Terms of Use may be hidden or deleted. Before any content is removed, it must be documented and archived.

Accounts should not be blocked based on viewpoint. Blocking is permissible only in narrow circumstances, such as repeated spam, posting of personal identifying information, or threats, and should be documented with a written rationale. Blocking decisions should be reviewed by the Communications Director and, when warranted, the State Court Administrator or General Counsel prior to action.

If comments are allowed on the Branch's social media accounts, account administrators will make a best effort to respond to comments, direct messages, and public replies when:

- A member of the public is asking a genuine procedural or informational question that the Branch can address without providing legal advice.
- Factually inaccurate information about the Branch, its programs, or court processes has been publicly stated, and a factual correction is warranted.
- A commenter has described a difficulty or concern that can appropriately be directed to a specific court or resource.

The Branch will generally not respond publicly when:

- A comment references a specific pending, decided, or appealed case.
- A reply would constitute legal advice or be misread as the Branch taking a position on a legal matter.
- The commenter is engaging in bad faith, abusive language, or repeated policy-violating behavior.
- Responding would predictably escalate the situation or invite unproductive public argument.

All active Branch social media accounts will be monitored each weekday morning and checked again in the afternoon as resources allow. Weekend monitoring will occur as needed during circumstances involving active public-interest events. The profile or bio section of each platform should clearly state that accounts are not monitored 24/7 and include appropriate directions for individuals in need of urgent assistance.

Measurement

The following metrics will be tracked across all active Branch platforms to assess performance, guide content decisions, and support reporting to judicial leadership:

Core Metrics

- Engagement: Total interactions per post, including reactions, comments, shares, and link clicks. Track both aggregate and per-post figures.
- Reach: Number of unique accounts that viewed a given post, distinct from impressions (total views including repeat views).
- Follower/Subscriber Growth: Net change in followers per platform per reporting period, tracked over time to identify trend inflection points.
- Sentiment: Qualitative assessment of public comment tone (positive, neutral, or negative), especially around high-visibility content.

Supplemental Metrics

- Video performance: Average view duration on YouTube and Reels; completion rates where available.
- Post-type performance: Comparison of reach and engagement across content formats (video, image, link, text) to optimize future mix.
- Campaign metrics (where applicable): Hashtag usage, traffic driven by specific initiatives or announcements.

A performance summary report will be provided to AOC leadership quarterly and to the Wyoming Judicial Council annually, or as needed.

Accessibility

The following standards apply to all content published across active Branch platforms:

- Alt text: All images, graphics, and infographics will include descriptive, plain language alt text summarizing the visual content for users relying on screen readers.
- Captions and transcripts: All video content, including Reels, YouTube videos, and any embedded clips, will include closed captions. Auto-generated captions must be reviewed and corrected before a video is published.
- Color contrast: Graphics and designed assets must meet WCAG 2.1 AA contrast standards, ensuring text and key visual elements are legible for users with low vision or color vision deficiencies.
- Plain language: All captions and post copy will be written at an accessible reading level, avoiding legal jargon where possible and defining terms when their use is necessary.
- Link descriptions: Hyperlinks shared in posts should be accompanied by descriptive context.

Internal Governance

Account Administration
Official Wyoming Judicial Branch social media accounts will be administered exclusively through the Administrative Office of the Courts.

The following access tiers apply across all platforms:

Administrator (Full Access): The Communications Director, State Court Administrator, and Deputy State Court Administrator hold primary administrator rights on all Branch accounts, including the ability to publish content, manage settings, add or remove users, and access

analytics. This role is also responsible for ensuring platform profiles, terms of use links, and contact information remain current.

Editor/Scheduler (Limited Access): Any Branch staff member assigned to assist with content scheduling or drafting may be granted editor-level access, allowing them to prepare and queue posts but not publish without approval. This role does not have access to account settings or user management.

A current access roster will be maintained by the Communications Director and reviewed at a minimum annually, or immediately upon any personnel change.

Content Approval

All content published to Branch social media accounts must pass through a defined approval workflow prior to scheduling or posting. The appropriate workflow tier is determined by content type and sensitivity:

Tier 1: Standard Content	Routine informational posts, event reminders, program highlights, judicial branch news, and recurring content formats (e.g., court closures, vacancy/appointment announcements, holiday observances) may be approved and published by the Communications Director without additional review. The Communications Director serves as the final approver for all Tier 1 content.
Tier 2: Sensitive or High-Visibility Content	Content touching on high-profile cases, legislative matters, policy changes, or anything likely to attract significant media or public attention requires review and sign-off by the State Court Administrator (or their designee) prior to publication. The Communications Director will flag content for Tier 2 review and allow at least one (1) business day for feedback before scheduling.
Tier 3: Crisis or Emergency Content	Content published in response to an active crisis, including courtroom security incidents, emergency closures, reputational/personnel issues, or matters generating significant and immediate public inquiry, will be coordinated directly between the Communications Director and the State Court Administrator, with notification to the Executive Committee and the relevant judge(s) as circumstances warrant. Tier 3 content should prioritize speed and accuracy and may bypass standard scheduling workflows, but must still receive verbal or written approval from the State Court Administrator before posting.

Access Offboarding

When a staff member with any level of social media account access separates from the Branch, changes roles, or is otherwise no longer performing social media functions, the Communications Director will remove that individual's access as soon as possible, but no more than one business day after separation or role change. The access roster will be updated accordingly. Passwords on shared credentials, where applicable, will change at the same time.

Ownership of Other Social Media Sites

The Branch will establish official accounts on social media platforms beyond its active channels, including Instagram, X (formerly Twitter), TikTok, Bluesky, and Threads, solely to preserve the Branch's identity. These accounts will not be used for active publishing, engagement, or public communication.

Account handle reservation serves as a defensive measure to prevent third parties from registering accounts with the Branch's handle or similar identifiers that could potentially mislead the public. A handle is an account's username, such as @WyomingJudicialBranch, where users can search for accounts via their handle.

Inactive accounts will list a statement noting that the account is inactive and to follow other active accounts.

Proposed Implementation Timeline

Date	Event	Owner
June 8, 2026	Wyoming Judicial Council consideration.	N/A
June 9-19, 2026	Establish accounts with applicable platforms, onboard account administrators, and provide training to supporting personnel.	Communications Director
June 22, 2026	Launch social media.	Communications Director
October 15, 2026	Analytics and performance review of all accounts.	Communications Director
January 2026	Analytics and performance review of all accounts. Determine bandwidth to launch Instagram.	Communications Director

Example Posts



Caption:
The Honorable Michael J. Causey, district court judge in Gillette, is seeking a law clerk. This position will support the judge in conducting research, preparing materials, and attending conferences and court proceedings.

Learn more and apply:
https://www.wyocourts.gov/careers/



Caption:
Applications are now being accepted to fill the vacancy in the Circuit Court of the Third Judicial District, located in Rock Springs.

Expressions of interest will be accepted through 5:00 pm on Feb. 12, 2026. Learn more:
https://bit.ly/4fk6dUH



Caption:
The Wyoming Supreme Court is launching a new Appellate C-Track and Electronic Filing Portal (CTEF) on February 9th to improve the appellate filing experience with enhanced features and streamlined processes.

Licensed attorney in Wyoming: Watch your email for training opportunities and detailed instructions. More information coming soon!

Wyoming Judicial Branch — Social Media Content Matrix (Appendix A)

✓ = Recommended channel for this content type

This visual does not encompass all types of content that could be developed, but it provides guidance on most.

Post Type	Description	Facebook	LinkedIn	YouTube	Notes
BRANCH NEWS & ANNOUNCEMENTS					
Operational updates	Closures, hours, policy changes	✓	✓	—	*Functional info; LinkedIn for attorney awareness*
Job postings	AOC or other branch job openings	✓	✓	—	*Create post using standard graphic template*
Judicial Nominating Commission	Judicial vacancy announcements, appointments	✓	✓	—	*Public accountability content*
New rule/procedure adoptions	Changes to court rules or procedures	—	✓	—	*Primarily relevant to legal professionals*
Press releases	Official Branch releases and announcements	✓	✓	—	*Broad distribution; not visual enough for Instagram*
JUDICIAL EDUCATION & OUTREACH					
"How courts work" explainers	Process walkthroughs, court structure	✓	—	✓	*High public value; visual formats work well*
Pro se litigant resources	Self-represented litigant guidance	✓	—	—	
Branch program spotlights	Highlighting Branch services & initiatives	✓	—	—	*Human-interest angle for general public*
Legal term glossaries / myth-busting	Plain-language legal education	✓	✓	—	
TECHNOLOGY & INNOVATION					
Applications updates & tutorials	Application updates for attorneys	—	✓	✓	*Tutorial format ideal for YouTube; LinkedIn for attorneys*
Court technology updates	New systems and initiatives	—	✓	—	*Primarily of interest to legal/professional audience*
JUDICIAL BRANCH TRANSPARENCY					
Annual or data report highlights	Key stats, milestones, strategic pillars	✓	✓	—	*Infographic-friendly; strong LinkedIn credibility content*
HUMAN INTEREST & COMMUNITY					
Judge/employee spotlights	Profiles of Branch personnel	✓	✓	—	*Humanizes the Branch; tone varies by platform*
Civics-related events and holiday content	Annual observances and civic engagement	✓	✓	—	*Universal appeal across all text-based platforms*
Behind-the-scenes content	Courtroom tours, day-in-the-life	✓	—	✓	*Visual storytelling; YouTube for longer format*
Community partnership highlights	Bar association, law school, civic events	✓	✓	—	*Broad appeal; LinkedIn for professional partnerships*

DRAFT SOCIAL MEDIA CONTENT CALENDAR

JUNE 2026

DATE	DAY	PLATFORM	CONTENT CATEGORY	TOPIC	VISUAL / ASSET	LINK	TIME TO POST
6/22/2026	Monday	Facebook	Branch News & Announcements	Launch of Social Media	Short Video		10:00 A.M.
		LinkedIn	Branch News & Announcements	Launch of Social Media	Short Video		10:00 A.M.
6/23/2026	Tuesday	Facebook					
		LinkedIn					
6/24/2026	Wednesday	Facebook	Branch News & Announcements	How to stay connected	Static Image Carousel		2 p.m.
		LinkedIn	Branch News & Announcements	How to stay connected	Static Image Carousel		2 p.m.
6/25/2026	Thursday	Facebook					
		LinkedIn	Branch News & Announcements	Job Opening	Static Image		9:30 a.m.
6/26/2026	Friday	Facebook	Branch News & Announcements	Supreme Court 4th of July Open House	Static Image		12:30 p.m.
		LinkedIn					
6/27/2026	*Saturday*	Facebook					
		LinkedIn					
6/28/2026	*Sunday*	Facebook					
		LinkedIn					
6/29/2026	Monday	Facebook	Branch News & Announcements	Court closures on Friday, July 3rd	Static Image		10:00 a.m.
		LinkedIn	Branch News & Announcements	Court closures on Friday, July 3rd	Static Image		10:00 a.m.
6/30/2026	Tuesday	Facebook	Branch News & Announcements	America 250	Short Video		3:00 p.m.
		LinkedIn					

DRAFT SOCIAL MEDIA CONTENT CALENDAR

JULY 2026

DATE	DAY	PLATFORM	CONTENT CATEGORY	TOPIC	VISUAL / ASSET	TIME TO POST
7/1/2026	Wednesday	Facebook				
		LinkedIn				
7/2/2026	Thursday	Facebook	Human Interest & Community	America 250	Short Video	3:00 p.m.
		LinkedIn				
7/3/2026	Friday	Facebook				
		LinkedIn				
7/4/2026	Saturday	Facebook	Human Interest & Community	Happy Independence Day - SC Open House	Static Image	8:00 a.m.
		LinkedIn	Human Interest & Community	Happy Independence Day - SC Open House	Static Image	8:00 a.m.
7/5/2026	Sunday	Facebook				
		LinkedIn				
7/6/2026	Monday	Facebook				
		LinkedIn				
7/7/2026	Tuesday	Facebook	Judicial Education & Outreach	Supreme Court Explainer Video	Short Video	3:00 p.m.
		LinkedIn				
7/8/2026	Wednesday	Facebook	Branch News & Announcements	Monthly Career Opportunities		10:00 a.m.
		LinkedIn	Branch News & Announcements	Career Opportunity Spotlight		10:00 a.m.
7/9/2026	Thursday	Facebook	Branch News & Announcements	Press Release: JNC - 3 Names 3rd JD CC	Static Image	4:00 p.m.
		LinkedIn	Branch News & Announcements	Press Release: JNC - 3 Names 3rd JD CC	Static Image	4:00 p.m.
7/10/2026	Friday	Facebook	Human Interest & Community	Wyoming Statehood Day	Static Image	8:30 a.m.
		LinkedIn	Human Interest & Community	Wyoming Statehood Day	Static Image	8:30 a.m.
7/11/2026	Saturday	Facebook				
		LinkedIn				
7/12/2026	Sunday	Facebook				
		LinkedIn				
7/13/2026	Monday	Facebook	Judicial Education & Outreach	Myths about Public Access to Courts	Carousel	1:00 p.m.
		LinkedIn				
7/14/2026	Tuesday	Facebook				
		LinkedIn				
7/15/2026	Wednesday	Facebook				
		LinkedIn	Human Interest & Community	Career Spotlight - Attorneys	Short Video	10:30 a.m.
7/16/2026	Thursday	Facebook	Judicial Education & Outreach	Resources for Pro Se Litigants	Static Image	3:00 p.m.
		LinkedIn				
7/17/2026	Friday	Facebook				
		LinkedIn				
7/18/2026	Saturday	Facebook				
		LinkedIn				
7/19/2026	Sunday	Facebook				
		LinkedIn				
7/20/2026	Monday	Facebook				
		LinkedIn				
7/21/2026	Tuesday	Facebook	Branch News & Announcements	Supreme Court Closure on 7/22		11:30 a.m.
		LinkedIn	Branch News & Announcements	Supreme Court Closure on 7/22		11:30 a.m.
7/22/2026	Wednesday	Facebook				
		LinkedIn				
7/23/2026	Thursday	Facebook	Judicial Education & Outreach	Court Navigator Explainer Video	Short Video	4:00 p.m.
		LinkedIn				
7/24/2026	Friday	Facebook				
		LinkedIn				
7/25/2026	Saturday	Facebook				
		LinkedIn				
7/26/2026	Sunday	Facebook				
		LinkedIn				
7/27/2026	Monday	Facebook	Judicial Education & Outreach	Supreme Court Explainer Video	Short Video	
		LinkedIn				
7/28/2026	Tuesday	Facebook				
		LinkedIn	Branch News & Announcements	Career Opportunity Spotlight	Static Image	10:30 a.m.
7/29/2026	Wednesday	Facebook				
		LinkedIn				
7/30/2026	Thursday	Facebook	Human Interest & Community	Career Spotlight - Attorneys	Short Video	10:30 a.m.
		LinkedIn				
7/31/2026	Friday	Facebook				
		LinkedIn				

DRAFT SOCIAL MEDIA CONTENT CALENDAR

AUGUST 2026

DATE	DAY	PLATFORM	CONTENT CATEGORY	TOPIC	VISUAL / ASSET	TIME TO POST
8/1/2026	*Saturday*	Facebook				
		LinkedIn				
8/2/2026	*Sunday*	Facebook				
		LinkedIn				
8/3/2026	Monday	Facebook				
		LinkedIn				
8/4/2026	Tuesday	Facebook				
		LinkedIn				
8/5/2026	Wednesday	Facebook				
		LinkedIn				
8/6/2026	Thursday	Facebook				
		LinkedIn				
8/7/2026	Friday	Facebook				
		LinkedIn				
8/8/2026	*Saturday*	Facebook				
		LinkedIn				
8/9/2026	*Sunday*	Facebook				
		LinkedIn				
8/10/2026	Monday	Facebook	Judicial Education & Outreach	Promo of Oral Arguments	Static Image	1:00 p.m.
		LinkedIn				
8/11/2026	Tuesday	Facebook				
		LinkedIn				
8/12/2026	Wednesday	Facebook	Branch News & Announcements	Judicial Appointment	Static Image	10:00 a.m.
		LinkedIn	Branch News & Announcements	Judicial Appointment	Static Image	10:00 a.m.
8/13/2026	Thursday	Facebook				
		LinkedIn				
8/14/2026	Friday	Facebook				
		LinkedIn				
8/15/2026	*Saturday*	Facebook				
		LinkedIn				
8/16/2026	*Sunday*	Facebook				
		LinkedIn				
8/17/2026	Monday	Facebook	Judicial Education & Outreach	Invitation to tour courthouses during school year	Static Image	9:30 a.m.
		LinkedIn	Judicial Education & Outreach	Invitation to tour courthouses during school year	Static Image	9:30 a.m.
8/18/2026	Tuesday	Facebook				
		LinkedIn				
8/19/2026	Wednesday	Facebook				
		LinkedIn				
8/20/2026	Thursday	Facebook				
		LinkedIn				
8/21/2026	Friday	Facebook				
		LinkedIn				
8/22/2026	*Saturday*	Facebook				
		LinkedIn				
8/23/2026	*Sunday*	Facebook				
		LinkedIn				
8/24/2026	Monday	Facebook	Human Interest & Community	Team Spotlight - Circuit Court Clerks	Short Video	10:30 a.m.
		LinkedIn	Human Interest & Community	Career Spotlight - Circuit Court Clerks	Short Video	10:30 a.m.
8/25/2026	Tuesday	Facebook				
		LinkedIn				
8/26/2026	Wednesday	Facebook	Human Interest & Community	National Women's Equality Day	Static Image	9:30 a.m.
		LinkedIn	Human Interest & Community	National Women's Equality Day	Static Image	9:30 a.m.
8/27/2026	Thursday	Facebook				
		LinkedIn				
8/28/2026	Friday	Facebook				
		LinkedIn				
8/29/2026	*Saturday*	Facebook				
		LinkedIn				
8/30/2026	*Sunday*	Facebook				
		LinkedIn				
8/31/2026	Monday	Facebook	Human Interest & Community	Robing Ceremony Recap - Evanston	Images	9:30 a.m.
		LinkedIn	Human Interest & Community	Robing Ceremony Recap - Evanston	Images	9:30 a.m.

DRAFT SOCIAL MEDIA CONTENT CALENDAR

SEPTEMBER 2026

DATE	DAY	PLATFORM	CONTENT CATEGORY	TOPIC	VISUAL / ASSET	TIME TO POST
9/1/2026	Tuesday	Facebook				
		LinkedIn				
9/2/2026	Wednesday	Facebook				
		LinkedIn				
9/3/2026	Thursday	Facebook	Branch News & Announcements	Court Closures - Labor Day	Static Image	11:00 a.m.
		LinkedIn	Branch News & Announcements	Court Closures - Labor Day	Static Image	11:00 a.m.
9/4/2026	Friday	Facebook				
		LinkedIn				
9/5/2026	*Saturday*	Facebook				
		LinkedIn				
9/6/2026	*Sunday*	Facebook				
		LinkedIn				
9/7/2026	Monday	Facebook	Judicial Education & Outreach	Promo of Oral Arguments	Static Image	9:00 a.m.
		LinkedIn				
9/8/2026	Tuesday	Facebook				
		LinkedIn				
9/9/2026	Wednesday	Facebook				
		LinkedIn				
9/10/2026	Thursday	Facebook	Branch News & Announcements	Monthly Career Opportunities	Static Image	10:00 a.m.
		LinkedIn	Branch News & Announcements	Career Opportunity Spotlight	Static Image	10:00 a.m.
9/11/2026	Friday	Facebook				
		LinkedIn				
9/12/2026	*Saturday*	Facebook				
		LinkedIn				
9/13/2026	*Sunday*	Facebook				
		LinkedIn				
9/14/2026	Monday	Facebook	Judicial Education & Outreach	Consitution Week	Static Image	1:00 p.m.
		LinkedIn				
9/15/2026	Tuesday	Facebook	Judicial Education & Outreach	Traveling Oral Arguments in Casper on 9/24	Static Image	2:00 p.m.
		LinkedIn				
9/16/2026	Wednesday	Facebook				
		LinkedIn				
9/17/2026	Thursday	Facebook	Human Interest & Community	Constitution Day	Short Video	12:00 p.m.
		LinkedIn	Human Interest & Community	Constitution Day	Short Video	12:00 p.m.
9/18/2026	Friday	Facebook	Human Interest & Community	Judicial Conference/State Bar Recap	Static Images	11:00 a.m.
		LinkedIn	Human Interest & Community	Judicial Conference/State Bar Recap	Static Images	11:00 a.m.
9/19/2026	*Saturday*	Facebook				
		LinkedIn				
9/20/2026	*Sunday*	Facebook				
		LinkedIn				
9/21/2026	Monday	Facebook				
		LinkedIn				
9/22/2026	Tuesday	Facebook	Judicial Education & Outreach	Judicial Branch Spotlight - Law Library	Short Video	3:00 p.m.
		LinkedIn				
9/23/2026	Wednesday	Facebook				
		LinkedIn	Branch News & Announcements	Career Opportunity Spotlight	Static Image	10:00 a.m.
9/24/2026	Thursday	Facebook				
		LinkedIn				
9/25/2026	Friday	Facebook	Judicial Education & Outreach	Recap of Traveling Oral Arguments on 9/24	Static Images	11:00 a.m.
		LinkedIn				
9/26/2026	*Saturday*	Facebook				
		LinkedIn				
9/27/2026	*Sunday*	Facebook				
		LinkedIn				
9/28/2026	Monday	Facebook	Human Interest & Community	Robing Ceremony Recap - Sheridan	Static Images	9:30 a.m.
		LinkedIn	Human Interest & Community	Robing Ceremony Recap - Sheridan	Static Images	9:30 a.m.
9/29/2026	Tuesday	Facebook				
		LinkedIn				
9/30/2026	Wednesday	Facebook	Judicial Education & Outreach	Chancery Court Explainer	Short Video	12:00 p.m.
		LinkedIn	Judicial Education & Outreach	Chancery Court Explainer	Short Video	12:00 p.m.

DRAFT SOCIAL MEDIA CONTENT CALENDAR

OCTOBER 2026

DATE	DAY	PLATFORM	CONTENT CATEGORY	TOPIC	VISUAL / ASSET	TIME TO POST
10/1/2026	Thursday	Facebook				
		LinkedIn				
10/2/2026	Friday	Facebook	Human Interest & Community	State Bar Ceremony	Static Images	4:00 p.m.
		LinkedIn	Human Interest & Community	State Bar Ceremony	Static Images	4:00 p.m.
10/3/2026	*Saturday*	Facebook	Human Interest & Community	National Techies Day - Court Technology	Short Video	9:30 a.m.
		LinkedIn				
10/4/2026	*Sunday*	Facebook				
		LinkedIn				
10/5/2026	Monday	Facebook				
		LinkedIn				
10/6/2026	Tuesday	Facebook	Judicial Education & Outreach	How does the Supreme Court decide a case?	Short Video	2:00 p.m.
		LinkedIn				
10/7/2026	Wednesday	Facebook				
		LinkedIn				
10/8/2026	Thursday	Facebook	Branch News & Announcements	Monthly Career Opportunities	Static Image	10:00 a.m.
		LinkedIn	Branch News & Announcements	Career Opportunity Spotlight	Static Image	10:00 a.m.
10/9/2026	Friday	Facebook				
		LinkedIn				
10/10/2026	*Saturday*	Facebook				
		LinkedIn				
10/11/2026	*Sunday*	Facebook				
		LinkedIn				
10/12/2026	Monday	Facebook	Judicial Education & Outreach	Promo of Oral Arguments	Static Image	9:00 a.m.
		LinkedIn				
10/13/2026	Tuesday	Facebook				
		LinkedIn				
10/14/2026	Wednesday	Facebook	Human Interest & Community	Team Spotlight - AOC	Short Video	10:30 a.m.
		LinkedIn	Human Interest & Community	Career Spotlight - AOC	Short Video	10:30 a.m.
10/15/2026	Thursday	Facebook				
		LinkedIn				
10/16/2026	Friday	Facebook	Human Interest & Community	UW Oral Argument Recap	Static Images	10:00 a.m.
		LinkedIn				
10/17/2026	*Saturday*	Facebook				
		LinkedIn				
10/18/2026	*Sunday*	Facebook				
		LinkedIn				
10/19/2026	Monday	Facebook				
		LinkedIn	Human Interest & Community	National Learning & Development Month	Static Images	9:30 a.m.
10/20/2026	Tuesday	Facebook				
		LinkedIn				
10/21/2026	Wednesday	Facebook				
		LinkedIn				
10/22/2026	Thursday	Facebook				
		LinkedIn				
10/23/2026	Friday	Facebook				
		LinkedIn				
10/24/2026	*Saturday*	Facebook				
		LinkedIn				
10/25/2026	*Sunday*	Facebook				
		LinkedIn				
10/26/2026	Monday	Facebook				
		LinkedIn	Branch News & Announcements	Career Opportunity Spotlight	Static Image	10:00 a.m.
10/27/2026	Tuesday	Facebook				
		LinkedIn				
10/28/2026	Wednesday	Facebook				
		LinkedIn				
10/29/2026	Thursday	Facebook	Judicial Education & Outreach	District Court Explainer	Short Video	2:00 p.m.
		LinkedIn				
10/30/2026	Friday	Facebook				
		LinkedIn				
10/31/2026	*Saturday*	Facebook				
		LinkedIn				

DRAFT SOCIAL MEDIA CONTENT CALENDAR

NOVEMBER 2026

DATE	DAY	PLATFORM	CONTENT CATEGORY	TOPIC	VISUAL / ASSET	TIME TO POST
11/1/2026	*Sunday*	Facebook				
		LinkedIn				
11/2/2026	Monday	Facebook				
		LinkedIn				
11/3/2026	Tuesday	Facebook	Judicial Education & Outreach	Day in the Life - District Court Judge	Short Video	2:30 p.m.
		LinkedIn				
11/4/2026	Wednesday	Facebook				
		LinkedIn				
11/5/2026	Thursday	Facebook	Branch News & Announcements	Monthly Career Opportunities		10:00 a.m.
		LinkedIn	Branch News & Announcements	Career Opportunity Spotlight		10:00 a.m.
11/6/2026	Friday	Facebook				
		LinkedIn				
11/7/2026	*Saturday*	Facebook				
		LinkedIn				
11/8/2026	*Sunday*	Facebook				
		LinkedIn				
11/9/2026	Monday	Facebook				
		LinkedIn				
11/10/2026	Tuesday	Facebook	Branch News & Announcements	Veterans Day Court Closures	Static Image	10:00 a.m.
		LinkedIn	Branch News & Announcements	Veterans Day Court Closures	Static Image	10:00 a.m.
11/11/2026	Wednesday	Facebook				
		LinkedIn				
11/12/2026	Thursday	Facebook	Judicial Education & Outreach	Resources for Pro Se Litigants	Static Image	3:00 p.m.
		LinkedIn				
11/13/2026	Friday	Facebook				
		LinkedIn				
11/14/2026	*Saturday*	Facebook				
		LinkedIn				
11/15/2026	*Sunday*	Facebook				
		LinkedIn				
11/16/2026	Monday	Facebook	Judicial Education & Outreach	Promo of Oral Arguments	Static Image	9:00 a.m.
		LinkedIn				
11/17/2026	Tuesday	Facebook				
		LinkedIn				
11/18/2026	Wednesday	Facebook				
		LinkedIn				
11/19/2026	Thursday	Facebook	Human Interest & Community	National Child's Day - CJP Spotlight	Short Video	12:00 p.m.
		LinkedIn	Human Interest & Community	National Child's Day - CJP Spotlight	Short Video	12:00 p.m.
11/20/2026	Friday	Facebook				
		LinkedIn				
11/21/2026	*Saturday*	Facebook				
		LinkedIn				
11/22/2026	*Sunday*	Facebook				
		LinkedIn				
11/23/2026	Monday	Facebook				
		LinkedIn				
11/24/2026	Tuesday	Facebook	Branch News & Announcements	Thanksgiving Court Closures		11:00 a.m.
		LinkedIn	Branch News & Announcements	Thanksgiving Court Closures		11:00 a.m.
11/25/2026	Wednesday	Facebook				
		LinkedIn				
11/26/2026	Thursday	Facebook	Human Interest & Community	Happy Thanksgiving		9:00 a.m.
		LinkedIn	Human Interest & Community	Happy Thanksgiving		9:00 a.m.
11/27/2026	Friday	Facebook				
		LinkedIn				
11/28/2026	*Saturday*	Facebook				
		LinkedIn				
11/29/2026	*Sunday*	Facebook				
		LinkedIn				
11/30/2026	Monday	Facebook	Judicial Education & Outreach	Day in the Life - Circuit Court Judge	Short Video	2:30 p.m.
		LinkedIn				

DRAFT SOCIAL MEDIA CONTENT CALENDAR

DECEMBER 2026

DATE	DAY	PLATFORM	CONTENT CATEGORY	TOPIC	VISUAL / ASSET	TIME TO POST
12/1/2026	Tuesday	Facebook				
		LinkedIn				
12/2/2026	Wednesday	Facebook	Judicial Education & Outreach	Preview of 2027 Supreme Court Traveling Arguments	Short Video	2:00 p.m.
		LinkedIn	Judicial Education & Outreach	Preview of 2027 Supreme Court Traveling Arguments	Short Video	2:00 p.m.
12/3/2026	Thursday	Facebook				
		LinkedIn				
12/4/2026	Friday	Facebook	Judicial Education & Outreach	Spot the Scam: Awareness of Court-Related Scams	Static Image	12:00 p.m.
		LinkedIn	Judicial Education & Outreach	Spot the Scam: Awareness of Court-Related Scams	Static Image	12:00 p.m.
12/5/2026	*Saturday*	Facebook				
		LinkedIn				
12/6/2026	*Sunday*	Facebook				
		LinkedIn				
12/7/2026	Monday	Facebook				
		LinkedIn				
12/8/2026	Tuesday	Facebook	Human Interest & Community	WJB in the News - Positive Story Repost	Link	9:30 a.m.
		LinkedIn	Human Interest & Community	WJB in the News - Positive Story Repost	Link	9:30 a.m.
12/9/2026	Wednesday	Facebook				
		LinkedIn				
12/10/2026	Thursday	Facebook				
		LinkedIn				
12/11/2026	Friday	Facebook				
		LinkedIn				
12/12/2026	*Saturday*	Facebook				
		LinkedIn				
12/13/2026	*Sunday*	Facebook				
		LinkedIn				
12/14/2026	Monday	Facebook	Judicial Education & Outreach	Promo of Oral Arguments	Static Image	9:00 a.m.
		LinkedIn				
12/15/2026	Tuesday	Facebook				
		LinkedIn				
12/16/2026	Wednesday	Facebook				
		LinkedIn				
12/17/2026	Thursday	Facebook				
		LinkedIn				
12/18/2026	Friday	Facebook				
		LinkedIn				
12/19/2026	*Saturday*	Facebook				
		LinkedIn				
12/20/2026	*Sunday*	Facebook				
		LinkedIn				
12/21/2026	Monday	Facebook				
		LinkedIn				
12/22/2026	Tuesday	Facebook	Branch News & Announcements	Christmas Court Closures	Static Image	10:00 a.m.
		LinkedIn	Branch News & Announcements	Christmas Court Closures	Static Image	10:00 a.m.
12/23/2026	Wednesday	Facebook				
		LinkedIn				
12/24/2026	Thursday	Facebook	Human Interest & Community	Merry Christmas	Static Image	9:00 a.m.
		LinkedIn	Human Interest & Community	Merry Christmas	Static Image	9:00 a.m.
12/25/2026	Friday	Facebook				
		LinkedIn				
12/26/2026	*Saturday*	Facebook				
		LinkedIn				
12/27/2026	*Sunday*	Facebook				
		LinkedIn				
12/28/2026	Monday	Facebook	Branch News & Announcements	New Years Court Closures	Static Image	10:00 a.m.
		LinkedIn	Branch News & Announcements	New Years Court Closures	Static Image	10:00 a.m.
12/29/2026	Tuesday	Facebook				
		LinkedIn				
12/30/2026	Wednesday	Facebook	Judicial Branch Transparency	Message from the Chief Justice - New Years	Short Video	11:00 a.m.
		LinkedIn	Judicial Branch Transparency	Message from the Chief Justice - New Years	Short Video	11:00 a.m.
12/31/2026	Thursday	Facebook				
		LinkedIn				

Wyoming Judicial Branch Social Media Terms and Conditions (Appendix B)

The Administrative Office of the Courts (hereafter referred to as "AOC" or "the AOC") of the Wyoming Judicial Branch (hereafter referred to as "WJB"), which administers the social media accounts on behalf of the Wyoming Judicial Branch, recognizes that social media enhances public awareness by informing and educating about Wyoming's courts. The AOC uses social media to showcase its story, highlight the courts' work, offer insights into legal processes and procedures, and engage directly with the community.

The AOC prioritizes the accuracy and consistency of information on its social media platforms. These terms and conditions provide guidelines for the public use of the AOC's social media accounts, aiming to balance these interests. Users must also adhere to the terms of use of the social media platforms on which they comment or post.

Content posted on any official AOC social media page is intended to provide general information concerning various Wyoming laws, processes, procedures, and other topics in simple language; it may not apply to the facts and circumstances of a particular situation. While the AOC hopes the information provided is helpful, posts and comments on an official social media page, whether added by the AOC or its authorized users, are not intended to be, and may not be, relied upon as legal advice. The AOC's social media accounts are administered by the Administrative Office of the Courts.

Definitions

1. "Social media" means digital content created by the AOC and communicated on platforms that allow sharing, commenting, and engagement from the public. Examples of social media accounts the AOC may use are Facebook, Instagram, YouTube, and LinkedIn.
2. "Comments" include any digital content, information, links, images, videos, or any other form of communicative content posted in reply or response to a social media account operated by the AOC.
3. "User" means a member of the public who views or interacts with one or more of the AOC's social media accounts.

General Guidelines

1. These terms and conditions apply to all social media accounts maintained by the AOC. Where possible, a link to these terms and conditions will be made available as a hyperlink or posted as text somewhere on the social media account(s).
2. Social media posts created by the AOC, comments and replies to those posts, and any direct or private messages sent to the AOC may be public records subject to applicable public records access laws and rules.
3. While its social media pages are publicly accessible, the AOC is committed to maintaining the confidentiality of its audience. Accordingly, followers and commenters should not include confidential or personally identifiable information,

such as Social Security numbers, dates of birth, driver's license or identification card numbers, addresses, etc., in comments. Posting such information is done so solely at the poster's own risk. The AOC is not responsible for any compromise of confidential or personal information resulting from posting such information in comments or submissions on its social media pages.

4. The AOC's social media accounts are not monitored 24/7 and should not be used to seek emergency services. Anyone in need of emergency help should call 911.
5. The AOC does not guarantee a response to comments or messages sent on official social media accounts.
6. Comments included on the AOC's social media pages do not reflect the opinions and position of the WJB, are not binding on the WJB, and do not replace, alter, or supersede either Federal or Wyoming law or regulations.
7. The AOC welcomes comments, questions, and concerns from the public through its social media pages. By posting to the AOC's social media pages, users acknowledge that they, and not the AOC, are responsible for any content posted, including any content that may be posted in violation of the AOC's policies or this disclaimer.

Expectations

The leaders of the AOC believe that honest, civil, and productive discussions provide the best environment for citizens to understand the work of their government and to engage constructively.

The AOC encourages users to submit comments, questions, and concerns, but reserves the right to delete any and all user submissions, without notice, for violations of this policy. Potential reasons for deletion by the AOC include, but are not limited to, comments or other user submissions that contain:

- Confidential information;
- Personally identifiable information;
- Content that is off topic from the related post, such as unrelated personal stories or unrelated legal matters;
- Comments about another government agency that are not relevant to a particular post;
- Obscenity, profanity, or vulgar language, which is defined as sexually explicit and/or pornographic content that is patently offensive, appeals to prurient interest, and lacks serious literary, artistic, political, or scientific value;
- Personal attacks, threats, or language that suggests potential violence. These types of threats will be reported to the relevant social media platform and law enforcement;

- Comments that promote discrimination or directly promote or advocate that the judicial system illegally discriminates based on race, age, religion, gender, national origin, disability, sexual orientation, veteran status, or any other legally protected class;
- Spam or links to other non-AOC sites. This will be done without regard to the viewpoint of the comment containing such a link or the content of the site to which the link redirects;
- Links to malware and/or malicious content that affects the normal functioning of a computer system, server, or browser;
- Advocacy for illegal activity;
- Infringement on copyrights, trademarks, or other intellectual property;
- Promotion for particular services, products, websites, or other social media sites;
- Political campaign-related content;
- Information that may compromise the safety, security, or proceedings of public systems or any criminal or civil investigation;
- Actual defamation against a person, either as determined by a court or comments that are patently defamatory by easily discovered facts;
- Images or other content that violate the intellectual property or copyright rights of someone else, if the owner of that property notifies the AOC that the property was improperly posted in a comment on the AOC's social media account(s).

Attachment 12.1

Memorandum

To: Wyoming Judicial Council
From: Administrative Office of the Courts
Date: May 18, 2026
Subject: Intranet Options

The Wyoming Judicial Branch operates across dozens of courthouses, chambers, and administrative offices statewide. Despite a shared mission and extensive intra-Branch coordination, there is no centralized digital hub where staff can access authoritative information, communicate consistently, or find the tools they need to do their jobs effectively.

The Problem

Currently, Branch staff rely on a patchwork of email threads, shared drives, informal channels, and word-of-mouth to stay informed and access working materials. This creates several compounding problems:

- No single source of information: Policies, templates, and committee materials exist in multiple locations and are inconsistent.
- Calendar blind spots: Branch-wide events, committee and conference meetings, and judicial milestones are tracked informally or are known primarily to committee/conference members. However, a calendar of major events and holidays is tracked on ClayHR, the Branch's human resources management system.
- Communications inconsistency: Without centralized template access, staff produce materials with inconsistent branding, undermining the Branch's professional identity.

- Information overload via email: Critical announcements compete with routine correspondence in staff inboxes, reducing their impact and increasing the risk of important updates being missed.

Proposed Solution

The Branch intranet portal would be a password-protected, role-governed internal website accessible to all Branch staff — on-network by default, with controlled external access for authorized users. It would consolidate the core functional modules under a unified interface, each designed to serve a distinct internal communications need.

The following functions have been requested as part of an intranet portal:

Function	Description
Branch-wide Calendar	A comprehensive, authoritative calendar of Branch-wide activities: committee meetings, court terms, Judicial Council meetings, training events, and key deadlines. Viewable by all staff; editable only by designated administrators.
Document Repository	A structured, searchable library for committee materials, policies, administrative orders, bench books, and operational documents. Organized by category and searchable by document title with version control and access tiering.
Communications Templates	A curated library of official Branch templates: letterheads, PowerPoint decks, court order shells, and branded assets. Ensures all staff produce consistent, on-brand materials.
Applications Information Hub	Capabilities to create a reader-friendly view of projects, data, and frequently asked questions for Branch application users (i.e., chief clerks, district court clerks) rather than sending multiple emails. Consolidates documents, timelines, and communication, minimizing the need to jump between different applications and email threads. *This functionality would be null if district court clerks are not determined as users of the intranet portal.*
Announcements	A high-visibility broadcast module for urgent or time-sensitive Branch communications. Announcements appear prominently on the dashboard and can be targeted to specific user groups.

Governance & Content Management

A portal is only as valuable as the quality and currency of its content. The long-term success of the Branch Intranet requires a clear governance structure from the outset.

Editorial Ownership

- The Communications Director will serve as the portal's primary editorial authority, owning the overall content strategy, communications template library, and announcement standards.
- Each major content area (calendar, repository, department-level pages) will have a designated content owner responsible for keeping their section current. Content owners will receive editor-level access and brief training.
- A content review cycle (recommended: annually) will ensure outdated materials are archived or removed, maintaining the portal's trustworthiness as an authoritative source.

Calendar Administration

- The Branch Calendar will be administered by a small group of designated staff: no more than three to five individuals across the Branch.
- Requests to add Branch-wide events may be submitted by any staff member via a simple intake form, with final publishing authority held by the calendar administrator.
- Committee support staff would have the ability to add committee meetings to the calendar.
- The calendar should be treated as a record of Branch activities — not a personal or departmental scheduling tool.

Document Repository Standards

- All documents in the repository should carry a version date and owner designation.

- Superseded policies and outdated materials should be archived, not deleted, to preserve institutional records.
- Sensitive documents (personnel matters, conference-specific materials) should be stored in access-restricted folders visible only to authorized roles.

Platform Considerations

The Branch should evaluate intranet platforms against three criteria: integration with existing IT infrastructure, ease of administration by staff, and total cost (actual cost and staff time). The following platforms warrant evaluation:

Microsoft SharePoint

Since the Branch is already a Microsoft 365 tenant, it offers native integration with Outlook calendars, Teams, OneDrive, and Active Directory for authentication — meaning access control and single sign-on (SSO) can leverage infrastructure already in place. SharePoint's modern experience supports dashboard pages, document libraries, news posts, and announcement parts out of the box.

- Pros: Branch already uses Microsoft 365, and SharePoint is well integrated in Microsoft products; SSO is included with accessing the platform; Highly customizable.
- Cons: Access for non-Microsoft users (e.g., district court clerks) presents accessibility challenges; Requires a significant level of staff time to develop, configure, and maintain; Tiered access may be difficult to set up; Device/location access controls are lacking.
- Workload: This would require significant staff time to design, maintain, troubleshoot, and obtain access for all users.

ClayHR (HRMS)

The Branch already uses ClayHR for human resources management, onboarding, and as a portal for commonly used links. ClayHR specializes in being a human resources-focused platform, which can be viewed as both a strength and a weakness. The program has strong capabilities for serving as an intranet site but may present hurdles when seeking to expand functionality (e.g., a document repository or tiered access permissions).

- Pros: Branch already uses ClayHR and would integrate well with HR functions (policies, onboarding, etc.); Simpler to implement; Centralizes HR and intranet in one place; Can implement visibility restrictions; Offers SSO.
- Cons: Not a true intranet platform. Access is limited to Wyoming Judicial Branch users.
- Workload: Once intranet elements are established, the workload will shift to primarily maintaining up-to-date documents and information.

Off-The-Shelf Platforms

Purpose-built intranet platforms offer more polished user experiences than SharePoint out of the box, with built-in social features, employee directories, and analytics dashboards. They typically include all required modules (calendar, document repository, announcements) as native features. Many platforms integrate well with Microsoft.

- Pros: Faster deployment; Built-in features; Lower burden than SharePoint or custom-built product; Continuous updates (AI, analytics, integrations); Requires less staff time to implement/maintain; More polished.
- Cons: Licensing cost; Inability to customize functionality.
- Workload: Technical lift is minimal, so ongoing staff workload is primarily editorial.

Wyoming Judicial Council Questions

To help guide the development and execution of an intranet portal, guidance from the Wyoming Judicial Council on the following questions is requested:

- Should clerks of district court have access to the intranet site?
- Should the portal include confidential documents/information?
- If the Council decides to make a document repository available, who would be assigned to manage documents from each conference?
- If an off-the-shelf platform is selected, how will that product be funded?

Wyoming Judicial Branch

Procurement Policy (v3)

Policy Approver(s)	Wyoming Judicial Council (Adopted Date)
Policy Effective Date **Version Effective Date**	05.01.2018 Same as adopted date
Review Period	Annually

I. PURPOSE

The purpose of this Policy is to ensure goods and services which meet the needs of the Judiciary are procured at the best prices possible and in compliance with applicable laws through formal bids, National Association of State Procurement Office (NASPO) or State Contract Pricing, Noncompetitive Negotiation, Competitive Negotiation, and Competitive Sealed Bidding.

II. POLICY STATEMENT AND APPLICATION

A. Pricing commitments for goods or services by the Wyoming Judicial Branch (Branch) shall be made in accordance with this Procurement Policy. The State Court Administrator, division heads, and judicial officers (purchaser) are responsible for assuring purchases comply with this Policy.

B. This Policy governs the purchase of goods or services from one vendor within a thirty-day (30) period or on the same invoice.

C. Purchases of five-hundred thousand dollars ($500,000) or more require approval of the Wyoming Judicial Council.

III. METHODS OF PROCUREMENT

A. NASPO or State Contract Pricing.

1. "NASPO" or "State Contract Pricing" means goods or services are purchased in accordance with pricing established by the State of Wyoming NASPO or other state contract pricing.

2. Use of NASPO or State Contract Pricing is permitted when the purchaser determines, and if the purchaser is a division head, the State Court Administrator agrees, that purchasing in accordance with NASPO or state contracting pricing is appropriate and the requirements of Competitive Sealed Bidding are not feasible or practical.

3. This determination to use NASPO or State Contract Pricing must be documented on the *Procurement Support Approval Form*.

B. Noncompetitive Negotiation (Sole Source).

1. Noncompetitive Negotiation is permitted when the purchaser determines, and if the purchaser is a division head, the State Court Administrator agrees, that Competitive Sealed Bidding and Competitive Negotiation are not feasible or practical.

2. The determination to use Noncompetitive Negotiation must be documented on the *Procurement Support Approval Form*.

3. Noncompetitive Negotiation means that the best possible price is negotiated through a bid or quote from a single vendor because it is in the best interest of the Branch to obtain the services or goods from a specific source.

C. Competitive Negotiation.

1. Competitive Negotiation is permitted when:

   a. The purchaser determines, and if the purchaser is a division head, the State Court Administrator agrees, that the use of Competitive Sealed Bidding is not feasible or practical; and

   b. The requirements for Noncompetitive Negotiation have not been met, meaning, there is no determination that it is in the best interest of the Branch to obtain services or goods from a specific source.

2. The determination to use Competitive Negotiation must be documented on the *Procurement Support Approval Form*.

3. Competitive Negotiation requires:

   a. That bids or quotes be obtained from an adequate number of qualified sources to permit reasonable competition.

      i. If feasible, bids or quotes should be solicited from at least three (3) distinct sources.

      ii. If it is not feasible to obtain bids or quotes from three (3) distinct sources, the division head will document why that is not feasible in the *Procurement Support Approval Form*.

4. Awards may be given to the responsible offeror whose proposal will be most advantageous to the Branch considering price and other factors.

D. Competitive Sealed Bidding.

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5. Competitive Sealed Bidding is appropriate when the requisite specifications for the goods or services can be adequately explained and sufficient sources are available.

6. Competitive Sealed Bidding requires:

b. The completion of a request for proposal (RFP).

c. That the RFP include:

iii. The definition of all minimum requirements, both design and performance; and

iv. The method to be used for evaluation of an award, which shall include price, ability to meet minimum requirements, and other reasonable factors.

7. Awards for goods or services may be given to the responsible offeror whose proposal will be most advantageous to the Branch as determined by the evaluation method described in subsection D.2.b ii. of this Section III.

IV. PURCHASE REQUIREMENTS OF GOODS OR SERVICES

Purchase Being Considered:	Method of Procurement:
Goods or services that are:* • less than fifteen thousand dollars ($15,000), including renewals of existing services under fifteen thousand dollars ($15,000); or • peripherals that require regular replacement due to normal wear (e.g. cabling, webcams, monitors).	Ensure prices are fair and reasonable considering industry best practices, market factors, and the needs of the Branch. Provide price comparisons for up to three (3) vendors, if possible. Use of NASPO or state contracts is preferred.
Goods or services fifteen thousand dollars ($15,000) or more. Renewals of existing services of $15,000 or more must follow procurement processes at least once every three to five (3-5) years.	1. NASPO or State Contract Pricing if applicable. 2. Noncompetitive Negotiation (sole source waiver). 3. Competitive Negotiation. 4. Competitive Sealed Bidding.

* Services of one-thousand five-hundred dollars ($1,500) or more require a contract.

V. EMERGENCY PURCHASES

A. In the event the Branch experiences an emergency which does not allow for Competitive Bidding, Competitive Negotiation or Noncompetitive Negotiation, the judicial officer, State Court Administrator and Deputy State Court Administrator are authorized to approve purchases up to twenty-five thousand dollars ($25,000). Every effort shall be made to ensure fiscal responsibility.

B. The *Procurement Support Approval Form* will be completed explaining the reason for the emergency purchase.

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VI. DOCUMENTATION AND RETENTION

A. The purchaser shall document compliance with this Policy for all purchases over fifteen thousand dollars ($15,000). The documentation shall be maintained on forms provided by the Administrative Office of the Courts, which shall be transmitted to the Administrative Office of the Courts upon completion for retention purposes.

B. Records created in accordance with this Policy will be retained by the Administrative Office of the Courts for a period of four (4) years.

C. Records related to declined bids, quotes, and proposals will be retained for a period of four (4) years. Records related to awards will be retained for a period of ten (10) years. After the retention period passes, all documentation will be destroyed.

Approved By:

_____

Lynne Boomgaarden Chief Justice **Date**
Chair, Wyoming Judicial Council

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Attachment 13.2

Wyoming State Bar
Annual Meeting & Judicial Conference

September 15 - 18, 2026
WYO Sports Ranch
Casper, Wyoming

Sponsor Benefits

Platinum Sponsor - $2,500 +
- Exhibitor booth in exhibit hall with priority placement ($850 value)
- Half-page ad (7 1/2" x 5" horizontal) in conference booklet (must be submitted by August 14th)
- 30-second video clip to air for virtual registrants during numerous breaks
- Logo included in event app with live link to website and brief organization/firm description
- Shout-out on all of the Bar's social media sites
- Acknowledgment in the *Wyoming Lawyer* magazine

Gold Sponsor - $1,000 - $2,499
- Quarter-page ad (3 5/8" x 4 3/4" vertical) in conference booklet (must be submitted by August 14th)
- 30-second video clip to air for virtual registrants during numerous breaks
- Logo included in event app with live link to website and brief organization/firm description
- Shout-out on all of the Bar's social media sites
- Acknowledgment in the *Wyoming Lawyer* magazine

Silver Sponsor - $500 - $999
- Acknowledgment in conference booklet
- Logo included in event app with live link to website and brief organization/firm description
- Acknowledgment in the *Wyoming Lawyer* magazine

Bronze Sponsor - $250 - $499
- Acknowledgment in conference booklet and the *Wyoming Lawyer* magazine

Memo

To: Wyoming Judicial Council
Re: Court Reporter Retirement Calculation
Date: May 27, 2026

History

In Wyoming, court reporters report on proceedings in the district courts and are governed by Wyoming Statutes §§ 5-3-401 through 5-3-412 and the *Uniform Rules of the District Courts of Wyoming*. Court reporters are employees of the District Courts, and they receive a salary as compensation that is paid out of each individual District Court's budget. In addition, court reporters are compensated for the production of transcripts in two ways – through the purchase of transcripts from litigants and attorneys (generally in civil cases), and through the State for certain transcripts that are required to be transcribed pursuant to state statute and those requested by the judge.

Recently, a question arose regarding the compensation by court reporters and whether the transcript fees paid by the State should be considered part of a court reporter's retirement calculation. Historically, transcript fees have not been considered retirement eligible compensation. With the State compensating court reporters for the transcripts produced pursuant to statute or judge request, discussions centered around whether the historic approach is appropriate. AOC staff reached out to Wyoming Retirement System (WRS) and the State Auditor's Office (SAO), which both have a part in administering retirement for State of Wyoming employees. Upon first blush, WRS indicated that it believes the transcript fees paid by the State should be eligible for retirement calculations. The SAO, however, had a slightly different interpretation regarding whether the fees are retirement eligible compensation. Both provided that an opinion from the Attorney General would be needed to move forward.

The District Court Court Reporter Committee and the HR Committee both considered the issue and both determined that the Branch should work with WRS and the SAO to obtain an opinion from the Attorney General's Office. The question on whether to move forward is now before the Wyoming Judicial Council.

Issue

If the Council decides to approve the recommendation of the HR Committee, the issue could be framed for the Attorney General's Office as follows:

The issue is whether fees paid by the State to court reporters for the transcription of proceedings should be treated as income for purposes of calculating the retirement compensation of court reporters.

Rules and Procedures Governing the Wyoming Judicial Council

Rule 1. Supreme Court.

In accordance with the Board of Judicial Policy and Administration's Order of November 1, 2022, the superintending authority vested in the Wyoming Supreme Court by Article 5, Section 2 of the Wyoming Constitution is delegated to the Wyoming Judicial Council.

Rule 2. District Courts.

In accordance with the resolution of the District Courts unanimously approved on April 24, 2000, and ratified on September 8, 2022 by the *Ratification of the District Judges' Conference April 24, 2000 Resolution Regarding the Board of Judicial Policy and Administration*, the Wyoming District Courts delegate their administrative authority as established by Article 5, Section 1 of the Wyoming Constitution and W.S. 5-3-102(b) and 9-2-1002(c), except for the submission of budgets, to the Wyoming Judicial Council.

Rule 3. Wyoming Judicial Council.

Pursuant to the Wyoming Constitution, the Order of the Wyoming Supreme Court and the resolution of the Wyoming District Courts, the Wyoming Judicial Council will exercise general superintending control over the Judicial Branch for administrative, policy making, and planning purposes.

Rule 4. Membership.

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.

All members enjoy voting rights. The Wyoming Judicial Council may appoint non-voling 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.

Rule 5. Terms of Members and Vacancies.

The Chief Justice of the Wyoming Supreme Court shall serve on the Wyoming Judicial Council during tenure in that office. The other members of the Wyoming Judicial Council shall be elected by their respective judicial conferences, serving staggered terms of three years, with the exception of the Chief Justice of the Wyoming Supreme Court. Members may serve successive terms. Elections to fill vacancies shall be held in the spring. Vacancies may be declared by the Wyoming Judicial Council because of the death, retirement, resignation, or nonattendance of a member at three meetings during a calendar year. If necessary, a member may attend in person, by telephone, or by virtual means.

Rule 6. Responsibilities of Presiding Officer.

The Chief Justice is the presiding officer of the Wyoming Judicial Council. It is the responsibility of the presiding officer to preside at meetings and to serve as the chief spokesperson for the Wyoming Judicial Council.

Rule 7. Organization.

The presiding officer shall preside at any meeting. In the presiding officer's absence, the Executive Committee member with the most seniority on the Judicial Council shall act as the presiding officer. The presiding officer may appoint standing committees, and advisory committees at any time to assist the Wyoming Judicial Council in carrying out its responsibilities. Standing and advisory committees shall have a designated chairperson as determined by the presiding officer. Existing Supreme Court committees may be designated as standing or advisory committees by order of the Chief Justice.

Rule 8. Executive Committee.

There shall be an Executive Committee consisting of the Chief Justice of the Wyoming Supreme Court, one district court member of the Judicial Council, and one circuit court member of the Judicial Council. The district court and the circuit court member of the Executive Committee shall be designated by the other members of the Judicial Council from that judicial conference. The Executive Committee shall have the authority to act between Judicial Council meetings. All actions of the Executive Committee shall be reported at the next Judicial Council meeting to be voted on by the Judicial Council.

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Rule 9. Committees

The Wyoming Judicial Council may establish standing committees and ad hoc committees as necessary to assist the Council in carrying out its responsibilities. Committees serve in an advisory capacity unless otherwise authorized by the Council. Policies or policy amendments recommended by a committee shall follow the procedure set forth in *Appendix A – Policy Development and Review Process*.

Rule 10. Meetings.

The Wyoming Judicial Council shall act only at a meeting, unless agreed upon unanimously by the Wyoming Judicial Council, in which case action may be taken or a vote by email or other means may be taken. The Wyoming Judicial Council shall meet at least quarterly as determined by the presiding officer. Standing or advisory committee meetings may be called at the discretion of the committee chairperson. The Wyoming Public Meetings Act, W.S. 16-4-401, et seq., by its terms, does not apply to the judiciary. Meetings of the Wyoming Judicial Council are open to all sitting Circuit and Dishict Court Judges and Supreme Court Justices but are not public unless, in its discretion, the Judicial Council determines a particular meeting or agenda item should be open to the public.

Rule 11. Reporter for the Wyoming Judicial Council and Minutes.

The State Court Administrator shall be the executive secretary and a non-voting member for the Wyoming Judicial Council. It shall be the duty of the executive secretary to prepare and keep the minutes of all meetings. In the absence of the executive secretary, the executive secretary shall choose another member of court administration to record the minutes. The executive secretary shall record the names of the members present, all actions taken, and any other matters that the Wyoming Judicial Council may deem appropriate. Copies of the minutes shall be distributed as deemed appropriate by the Wyoming Judicial Council and shall be filed in the office of the Clerk of the Supreme Court.

Rule 12. Actions and Voting.

Six members of the Wyoming Judicial Council shall constitute a quorum. Once a quorum has been established, that quorum shall carry throughout the duration of the meeting. Approval of a majority of those voting shall constitute an action. The presiding officer is a voting member of the Wyoming Judicial Council. A tie vote

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means that the matter voted on has failed adoption. A member may vote on specific issues by written proxy delivered to the presiding officer. A motion to reconsider can only be made by a member who voted on the prevailing side of an issue.

Rule 13. Staff.

Under the direction of the Chief Justice of the Wyoming Supreme Court, the State Court Administrator's Office shall provide staff for support for the Wyoming Judicial Council and any committees established by the Judicial Council.

Rule 14. Authorized Actions of the Wyoming Judicial Council.

The Wyoming Judicial Council shall be the administrative policy-making body of the Wyoming Judicial Branch. 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. The administrative policy-making authority of the Wyoming Judicial Council shall continuously study the organization, rules, procedures, work accomplished, results, and uniformity of the state courts and methods for their improvement including, but is not limited to the following:

1. Development and implementation of the mission statement and strategic plan of the Wyoming Judicial Branch;
2. Determination of budget priorities;
3. Develop and support legislative initiatives as permitted by the Code of Judicial Conduct;
4. Human Resources functions;
5. Technology and infrastructure for the effective operation of the Judicial Branch;
6. Education and organizational development for judicial officers and staff;
7. Programs including jury, guardian ad litem, interpreter, specialty courts; and
8. Core services, court performance measures and accountability.

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Adopted this -- day of ------, 2026.

BY THE WYOMING JUDICIAL COUNCIL:

Lynne Boomgaarden, Chief Justice
Chair, Wyoming Judicial Council

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APPENDIX A

POLICY DEVELOPMENT AND REVIEW PROCESS

Within the Wyoming Judicial Branch, policy development is a collaborative, iterative process that relies on the subject-matter expertise of committees and the governance role of the Wyoming Judicial Council. This bidirectional flow ensures that policies are well-informed, operationally sound, fiscally responsible, and aligned with the constitutional, strategic, and administrative responsibilities of the Branch.

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1. Initiation of Policy Matters

Policy issues may arise from a variety of sources, including:

- The Executive Committee when acting within the scope of the Wyoming Judicial Branch strategic and operational plans;
- Committees acting within the scope of the Wyoming Judicial Branch strategic and operational plans;
- Judicial officers, Judicial Branch staff, clerks of district court, attorneys, legislators, and Executive Branch agencies;
- Statutory changes or legislative activity;
- Operational challenges, audits, or strategic initiatives; and
- Others that bring issues implicating Branchwide policy.

When a matter falls within the purpose of a committee, the issue is typically referred to that committee for review and development. The Judicial Council or the Executive Committee may also directly task a committee with studying a particular issue or developing a policy recommendation.

2. Role of Committees

Committees serve as the primary forums for detailed policy development and analysis. Their role includes:

- Evaluating legal, procedural, operational, fiscal, and technological impacts;
- Reviewing national standards, best practices, and approaches used in comparable jurisdictions;
- Engaging affected judges, court staff, and justice partners as appropriate; and

- Assessing consistency with the Judicial Branch strategic plan, Wyoming statutes, court rules, and existing Branch policies.

Committees may establish subcommittees or working groups to address complex issues and typically work in coordination with AOC staff for research, drafting, legal review, and fiscal analysis.

3. Advancement of Committee Recommendations

Once a Committee has completed its work and reached consensus, it advances a formal recommendation to the Judicial Council. Submissions generally include (either written or orally at a Judicial Council meeting):

- Proposed policy, rule, or administrative language;
- A clear statement of purpose and need;
- A recitation of the appropriate Judicial Branch Strategic Plan pillar and goal of the recommendation;
- Summary of committee discussion, research, and stakeholder input;
- Identification of fiscal or resource impacts; and
- Implementation considerations and timelines.

This ensures that matters presented to the Council reflect a mature, fully vetted recommendation rather than a preliminary concept.

4. Wyoming Judicial Council Review

The Judicial Council functions as the primary policy-setting and oversight body for the Judicial Branch. In reviewing advisory committee recommendations, the Council considers:

- Alignment with Branch-wide strategic priorities;
- Operational feasibility;
- Fiscal sustainability and resource implications;
- Legal sufficiency and institutional risk; and
- Interaction with existing rules, policies, and administrative structures.

The Council's review focuses on Branchwide impacts rather than revisiting detailed Committee analysis.

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5. Council Action Options

After review, the Judicial Council may:

- Approve the Recommendation – The policy advances to implementation.
- Approve with Modifications – The Council may adopt with revisions.
- Refer the Matter Back to the Committee – Additional research, clarification, stakeholder engagement, or redrafting may be requested.
- Table the Item – Used when questions require further consideration.
- Decline the Recommendation – Typically accompanied by guidance or rationale to inform future work.

6. Return Flow to Committees

When matters are referred back, Committees resume work to address Council feedback. This may include:

- Revising policy language;
- Conducting additional analysis or consultation;
- Clarifying fiscal or operational impacts; and
- Exploring alternative approaches.

This iterative exchange strengthens policy quality and ensures alignment between subject-matter expertise and Branchwide governance considerations.

7. Continuous Review and Feedback

Policy development within the Wyoming Judicial Branch is a dynamic exercise. Policies go through a regularly scheduled review after implementation, which involves:

- Committees monitoring effectiveness and operational impact;
- Reviewing data and feedback as available; and
- Tracking statutory or rule changes that affect the Policy.

When revisions or refinements are warranted, Committees may bring recommendations back to the Judicial Council, continuing the established policy flow.

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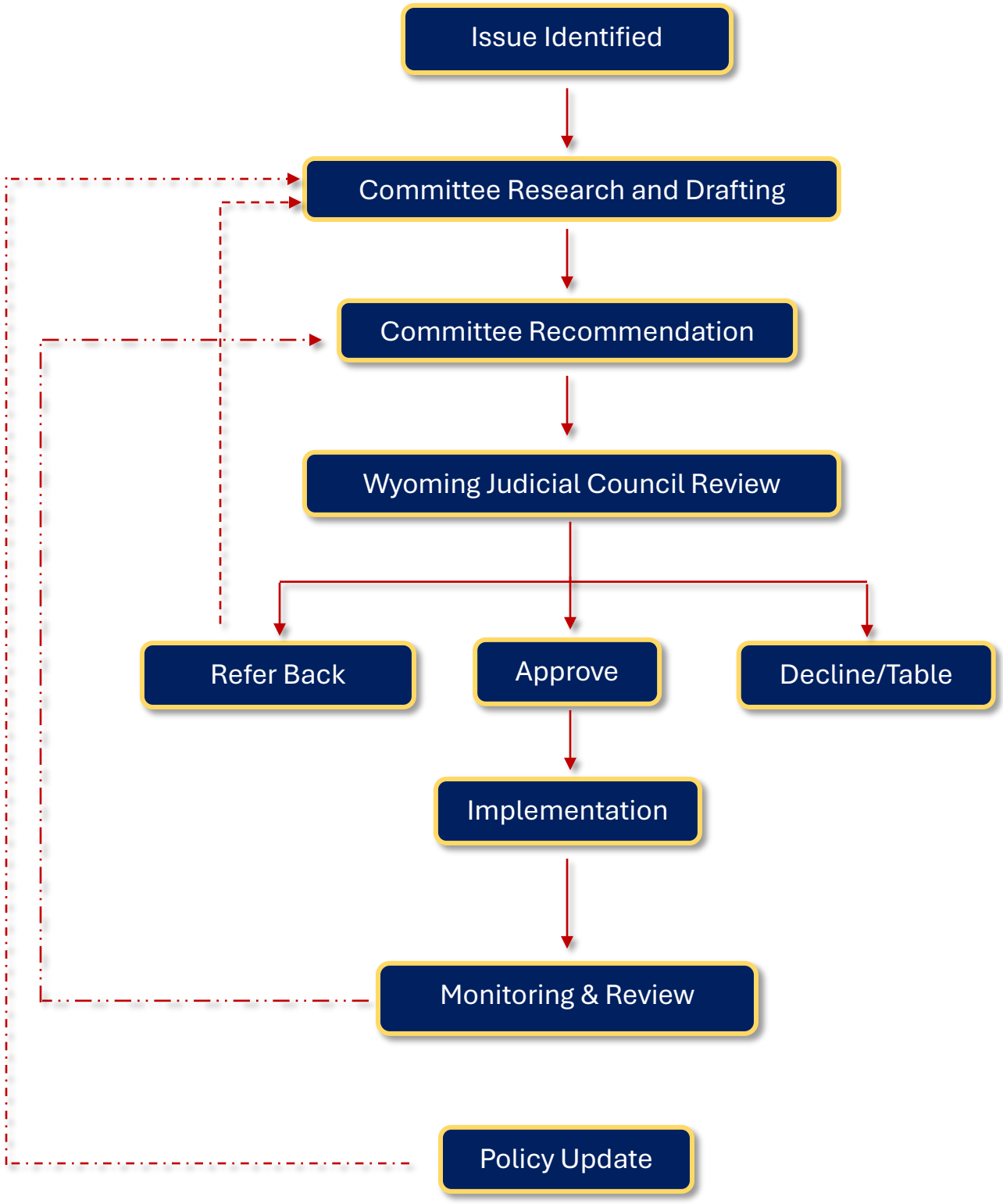
Issue Identified
Committee Research and Drafting
Committee Recommendation
Wyoming Judicial Council Review
Refer Back
Approve
Decline/Table
Implementation
Monitoring & Review
Policy Update

Attachment 16.1

Wyoming Rules for Electronic Filing and Service

Rule 8. Format requirements.

(a) Electronic format and size. —

(1) When feasible, an eFiled document should be directly converted to .pdf rather than scanned to make the document searchable.

(2) The size of any eFiled document must not exceed 150 megabytes. A document that exceeds the size limit must be broken down and submitted as separate files that do not exceed 150 megabytes. Separate files under this subsection must include in the "Note to Clerk" field for each submission a description that clearly identifies the part of the document that the file represents, for example, "Motion for Summary Judgment, part 1 of 2."

(3) Each eFiled document must be formatted in accordance with all applicable rules governing formatting of paper documents. Before conversion to .pdf, each document must:

(A) Be 8 ½" by 11" in its original form, and any attachments or appendices that are larger or smaller, should be reduced or enlarged to 8½" by 11";

(B) Have a font of not less than 12-point; and

(C) Be clearly legible.

(4) A document that is not an attachment or exhibit must not be embedded inside another .pdf. For instance, a precipe for summons, a summons, and a complaint should not be combined and eFiled as one .pdf. A document that is an exhibit to a motion may be filed together with the motion as one combined .pdf.

(5) Filers must leave a blank header that extends at least 3-inches from the top of the first page of each eFiled document for use by the EFS and clerk. The first page of the eFiled document shall recite the case number, case caption, the court in which the document is filed, and shall have a title which briefly states its contents. Court reporters who eFile transcripts are exempt from this format requirement.

(6) All eFiled documents relating to a single pleading or document submitted in the same electronic transaction shall be "electronically stapled" using the "main" and "supporting" functionality of the EFS so that multiple related documents, such as a motion and proposed order, are linked logically together and identified as a single transaction.

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(b) Proposed orders. —

(1) Except as set forth in subsection (b)(4), proposed orders filed for the consideration of the presiding judge shall be filed in an editable Microsoft Word document format.

(2) Proposed orders shall have a blank header that extends at least 3-inches from the top of the first page.

(3) A proposed order shall not be file-stamped until it becomes a final order signed by the judge.

(4) Proposed stipulated orders, which are signed by the parties, may be filed in .pdf format.

(5) All proposed orders shall be a "supporting" document to a "main" document.

(c) Electronic signatures. —

(1) A document may be electronically signed by:

(A) Inserting a digital image of the signing party's handwritten signature into the document; or

(B) Using a signature block that includes the typed name of the individual preceded by a "/s/" in the space where the signature would otherwise appear. An example of a signature block with "/s/" is:

/s/ John Q. Smith

JOHN Q. SMITH

(2) By submitting a document through the EFS, the attorney is certifying compliance with the Wyoming Rules of Civil Procedure, Rule 11. Signing Pleadings, Motions, and Other Papers; Representations to the Court; Sanction.

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ALTERNATIVE SERVICE WORK GROUP: SUGGESTED RULE 4
(STRIKE/UNDERSCORE COPY)

* * * *

(k) *Alternative Service ~~by Publication~~*. Alternative ~~S~~service ~~by publication~~ is service by means other than personal service. Alternative service includes service by publication or any other means reasonably calculated to provide actual notice unless a specific method is provided by law. Alternative service may be had ~~where specifically provided for by statute, and~~ in the following cases:

(1) When the defendant resides out of the state, or the defendant's residence cannot be ascertained, and the action is:

(A) For the recovery of real property or of an estate or interest therein;

(B) For the partition of real property;

(C) For the sale of real property under a mortgage, lien or other encumbrance or charge;

(D) To compel specific performance of a contract of sale of real estate;

(2) In actions to establish or set aside a will, where the defendant resides out of the state, or the defendant's residence cannot be ascertained;

(3) In actions in which it is sought by a provisional remedy to take, or appropriate in any way, the property of the defendant, when:

(A) the defendant is a foreign corporation, or

(B) a nonresident of this state, or

(C) the defendant's place of residence cannot be ascertained,

(D) and in actions against a corporation incorporated under the laws of this state, which has failed to elect officers, or to appoint an agent, upon whom service of summons can be made as provided by these rules and which has no place of doing business in this state;

(4) In actions which relate to, or the subject of which is real or personal property in this state, when

(A) a defendant has or claims a lien thereon, or an actual or contingent interest therein or the relief demanded consists wholly or partly in excluding the defendant from any interest therein, and

(B) the defendant is a nonresident of the state, or a dissolved domestic corporation which has no trustee for creditors and stockholders, who resides at a known address in Wyoming, or

(C) the defendant is a domestic corporation which has failed to elect officers or appoint other representatives upon whom service of summons can be made as provided by these rules, or to appoint an agent as provided by statute, and which has no place of doing business in this state, or

(D) the defendant is a domestic corporation, the certificate of incorporation of which has been forfeited pursuant to law and which has no trustee for creditors and stockholders who resides at a known address in Wyoming, or

(E) the defendant is a foreign corporation, or

(F) the defendant's place of residence cannot be ascertained;

(5) In actions against personal representatives, conservators, or guardians, when the defendant has given bond as such in this state, but at the time of the commencement of the action is a nonresident of the state, or the defendant's place of residence cannot be ascertained;

(6) In actions where the defendant is a resident of this state, but has departed from the county of residence with the intent to delay or defraud the defendant's creditors, or to avoid the service of process, or keeps concealed with like intent;

(7) When an appellee has no attorney of record in this state, and is a nonresident of and is absent from the state, or has left the state to avoid the service of notice or process, or the appellee keeps concealed so that notice or process cannot be served;

(8) In an action or proceeding under Rule 60, to modify or vacate a judgment after term of court, or to impeach a judgment or order for fraud, or to obtain an order of satisfaction thereof, when a defendant is a nonresident of the state or the defendant's residence cannot be ascertained;

(9) In suits for divorce, alimony, custody, visitation, support, to affirm or declare a marriage void, or the modification of any decree therefor entered in such suit, when the defendant is a nonresident of the state, or the defendant's residence cannot be ascertained, or the defendant keeps concealed in order to avoid service of process;

(10) In actions for adoption, establishing a guardianship or a conservatorship, and termination of parental rights;

(11) In all actions or proceedings which involve or relate to the waters, or right to appropriate the waters of the natural streams, springs, lakes, or other collections of still water within the boundaries of the state, or which involve or relate to the priority of appropriations of such waters including appeals from the determination of the state board of control, and in all actions or proceedings which involve or relate to the ownership of means of conveying or transporting water situated wholly or partly within this state, when the defendant or any of the defendants are nonresidents of the state or the defendant's residence or their residence cannot be ascertained.

(l) *Requirements for Alternative Service ~~by Publication~~*.

(1) Motion and Affidavit Required. Before alternative service ~~by publication~~ can be made, the party seeking service shall file a motion for alternative service with a supporting affidavit of the party, or the party's agent or attorney stating:

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(A) that service of a summons cannot be made within this state, on the defendant to be served by publication or alternative means, and

(B) stating the defendant's address, if known, or that the defendant's address is unknown and cannot with reasonable diligence be ascertained, and

(C) detailing the efforts made to obtain an address, and

(D) that the case is one of those mentioned in subdivision (k), and

(E) the requested means of service is reasonably calculated to provide actual notice to the defendant and the factual basis to support that assertion. If no other alternative service is reasonably calculated to provide actual notice to the defendant, the moving party may request that the court allow alternative service by publication. ~~When such affidavit is filed,~~ Tthe party may proceed to make service when the court enters an order approving the means for the alternative service~~by publication~~.

(2) ~~Publication and Notice to Clerk~~Order.

(A) ~~*Address in publication*. In any case in which service by publication is made when the address of a defendant is known, it must be stated in the publication.~~The court shall find that personal service of a summons pursuant to Rule 4(e) cannot be made on the defendant to be served; and

(i) The manner of alternative service proposed by the serving party is reasonably likely to provide actual notice to the defendant; or

(ii) That no other manner of service is reasonably likely to provide actual notice to the defendant and therefore service by publication shall be required.

(B) ~~*Notice to and from clerk*. Immediately after the first publication the party making the service shall deliver to the clerk copies of the publication, and the clerk shall mail a copy to each defendant whose name and address is known by registered or certified mail and marked 'Restricted Delivery' with return receipt requested, directed to the defendant's address named therein, and make an entry thereof on the appearance docket.~~The court order allowing alternative service shall:

(i) State the requirements for service, which may include a requirement that the serving party include a copy of the court's order with the documents to be served;

(ii) State how the serving party must prove service occurred; and

(iii) State the conditions under which service is deemed complete.

(C) ~~*Affidavit at time of hearing*. In all cases in which a defendant is served by publication of notice and there has been no delivery of the notice mailed to~~

~~the defendant by the clerk, the party who makes the service, or the party's agent or attorney, at the time of the hearing and prior to entry of judgment, shall make and file an affidavit stating~~

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~~(i) the address of such defendant as then known to the affiant, or if unknown,~~

~~(ii) that the affiant has been unable to ascertain the same with the exercise of reasonable diligence, and~~

~~(iii) detailing the efforts made to obtain an address.~~

~~Such additional notice, if any, shall then be given as may be directed by the court.~~

(3) Alternative Service When Permitted. When alternative service is required by law or by order of the court, the following provisions apply.

(A) The person seeking service shall effectuate service as required by the court's order permitting alternative service.

(B) For service by publication:

(i) Address in publication. In any case in which service by publication is made when the address of a defendant is known, it must be stated in the publication.

(ii) The clerk shall sign a notice of publication, which must be published by the party seeking service by publication for four consecutive weeks in a newspaper published:

(a.) in the county where the complaint is filed; or

(b.) if there is no newspaper published in the county, then in a newspaper published in this state, and of general circulation in such county; and

(c.) if publication is made in a daily newspaper, one insertion a week shall be sufficient; and

(d.) publication must contain

(I) a summary statement of the object and prayer of the complaint,

(II) mention the court wherein it is filed,

(III) notify the person or persons to be served when they are required to answer, and

(IV) notify the person or persons to be served that judgment by default may be rendered against them if they fail to appear.

(iii) Notice to and from clerk. Immediately after the first publication the party making the service shall deliver to the clerk a certificate of mailing for signature and seal and one (1) copy of the papers served and a copy of the publication. The certificate of mailing shall state that the clerk mailed the provided papers to the served party—and a description of papers served—at their last known address by certified mail. The party making service shall tender the cost

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of mailing as provided by Rule 4(x).

(m) *[Reserved]~~Publication of Notice.~~* ~~The publication must be made by the clerk for four consecutive weeks in a newspaper published:~~

(1) ~~in the county where the complaint is filed; or~~

(2) ~~if there is no newspaper published in the county, then in a newspaper published in this state, and of general circulation in such county; and~~

(3) ~~if publication is made in a daily newspaper, one insertion a week shall be sufficient; and~~

(4) ~~publication must contain~~

(A) ~~a summary statement of the object and prayer of the complaint,~~

(B) ~~mention the court wherein it is filed,~~

(C) ~~notify the person or persons to be served when they are required to answer, and~~

(D) ~~notify the person or persons to be served that judgment by default may be rendered against them if they fail to appear.~~

(n) ~~*When Service by Publication is Complete; Proof.*~~

(1) ~~*Completion.* Service by publication shall be deemed complete at the date of the last publication, when made in the manner and for the time prescribed in the preceding sections; and~~

(2) ~~*Proof.* Service by publication shall be proved by affidavit.~~

(3) ~~For purposes of Rule 4(u), when service is made by publication, a defendant shall be deemed served on the date of the first publication.~~

Proof of Service. After the serving party accomplishes service pursuant to the court's order or Rule, the party shall:

(1) If service was by publication, file the affidavit of the publisher showing the requisite publications.

(2) If service was by other alternative means, file a notarized statement that service was accomplished according to the court order accompanied by evidence to support the statement as provided in the order permitting service.

(o) *Alternative Service by Publication upon Unknown Persons*. When an heir, devisee, or legatee of a deceased person, or a bondholder, lienholder or other person claiming an interest in the subject matter of the action is a necessary party, and it appears by affidavit that the person's name and address are unknown to the party making service, proceedings against the person may be had by designating the person as an unknown heir, devisee or legatee of a named decedent or defendant, or in other cases as an unknown claimant, and alternative service by publication may be had as provided in these rules for cases in which the names of the defendants are known.

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ALTERNATIVE SERVICE WORK GROUP: SUGGESTED RULE 4

(CLEAN COPY WITH FINAL TWO REDLINES)

* * * *

(k) *Alternative Service*. Alternative service is service by means other than personal service. Alternative service includes service by publication or any other means reasonably calculated to provide actual notice unless a specific method is provided by law. Alternative service may be had in the following cases:

(1) When the defendant resides out of the state, or the defendant's residence cannot be ascertained, and the action is:

(A) For the recovery of real property or of an estate or interest therein;

(B) For the partition of real property;

(C) For the sale of real property under a mortgage, lien or other encumbrance or charge;

(D) To compel specific performance of a contract of sale of real estate;

(2) In actions to establish or set aside a will, where the defendant resides out of the state, or the defendant's residence cannot be ascertained;

(3) In actions in which it is sought by a provisional remedy to take, or appropriate in any way, the property of the defendant, when:

(A) the defendant is a foreign corporation, or

(B) a nonresident of this state, or

(C) the defendant's place of residence cannot be ascertained,

(D) and in actions against a corporation incorporated under the laws of this state, which has failed to elect officers, or to appoint an agent, upon whom service of summons can be made as provided by these rules and which has no place of doing business in this state;

(4) In actions which relate to, or the subject of which is real or personal property in this state, when

(A) a defendant has or claims a lien thereon, or an actual or contingent interest therein or the relief demanded consists wholly or partly in excluding the defendant from any interest therein, and

(B) the defendant is a nonresident of the state, or a dissolved domestic corporation which has no trustee for creditors and stockholders, who resides at a known address in Wyoming, or

(C) the defendant is a domestic corporation which has failed to elect officers

or appoint other representatives upon whom service of summons can be made as provided by these rules, or to appoint an agent as provided by statute, and which has no place of doing business in this state, or

(D) the defendant is a domestic corporation, the certificate of incorporation of which has been forfeited pursuant to law and which has no trustee for creditors and stockholders who resides at a known address in Wyoming, or

(E) the defendant is a foreign corporation, or

(F) the defendant's place of residence cannot be ascertained;

(5) In actions against personal representatives, conservators, or guardians, when the defendant has given bond as such in this state, but at the time of the commencement of the action is a nonresident of the state, or the defendant's place of residence cannot be ascertained;

(6) In actions where the defendant is a resident of this state, but has departed from the county of residence with the intent to delay or defraud the defendant's creditors, or to avoid the service of process, or keeps concealed with like intent;

(7) When an appellee has no attorney of record in this state, and is a nonresident of and is absent from the state, or has left the state to avoid the service of notice or process, or the appellee keeps concealed so that notice or process cannot be served;

(8) In an action or proceeding under Rule 60, to modify or vacate a judgment after term of court, or to impeach a judgment or order for fraud, or to obtain an order of satisfaction thereof, when a defendant is a nonresident of the state or the defendant's residence cannot be ascertained;

(9) In suits for divorce, alimony, custody, visitation, support, to affirm or declare a marriage void, or the modification of any decree therefor entered in such suit, when the defendant is a nonresident of the state, or the defendant's residence cannot be ascertained, or the defendant keeps concealed in order to avoid service of process;

(10) In actions for adoption, establishing a guardianship or a conservatorship, and termination of parental rights;

(11) In all actions or proceedings which involve or relate to the waters, or right to appropriate the waters of the natural streams, springs, lakes, or other collections of still water within the boundaries of the state, or which involve or relate to the priority of appropriations of such waters including appeals from the determination of the state board of control, and in all actions or proceedings which involve or relate to the ownership of means of conveying or transporting water situated wholly or partly within this state, when the defendant or any of the defendants are nonresidents of the state or the defendant's residence or their residence cannot be ascertained.

(l) *Requirements for Alternative Service.*

(1) Motion and Affidavit Required. Before alternative service can be made, the party seeking service shall file a motion for alternative service with a supporting affidavit of the party, or the party's agent or attorney stating:

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(A) that service of a summons cannot be made within this state, on the defendant to be served by publication or alternative means, and

(B) stating the defendant's address, if known, or that the defendant's address is unknown and cannot with reasonable diligence be ascertained, and

(C) detailing the efforts made to obtain an address, and

(D) that the case is one of those mentioned in subdivision (k), and

(E) the requested means of service is reasonably calculated to provide actual notice to the defendant and the factual basis to support that assertion. If no other alternative service is reasonably calculated to provide actual notice to the defendant, the moving party may request that the court allow alternative service by publication. The party may proceed to make service when the court enters an order approving the means for the alternative service.

(2) Order.

(A) The court shall find that personal service of a summons pursuant to Rule 4(e) cannot be made on the defendant to be served; and

(i) The manner of alternative service proposed by the serving party is reasonably likely to provide actual notice to the defendant; or

(ii) That no other manner of service is reasonably likely to provide actual notice to the defendant and therefore service by publication shall be required.

(B) The court order allowing alternative service shall:

(i) State the requirements for service, which may include a requirement that the serving party include a copy of the court's order with the documents to be served;

(ii) State how the serving party must prove service occurred; and

(iii) State the conditions under which service is deemed complete.

(3) Alternative Service When Permitted. When alternative service is required by law or by order of the court, the following provisions apply.

(A) The person seeking service shall effectuate service as required by the court's order permitting alternative service.

(B) For service by publication:

(i) Address in publication. In any case in which service by publication is made when the address of a defendant is known, it must be stated in the publication.

(ii) The clerk shall sign a notice of publication, which must be published by the party seeking service by publication for four consecutive weeks in a newspaper published:

(a.) in the county where the complaint is filed; or

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(b.) if there is no newspaper published in the county, then in a newspaper published in this state, and of general circulation in such county; and

(c.) if publication is made in a daily newspaper, one insertion a week shall be sufficient; and

(d.) publication must contain

(I) a summary statement of the object and prayer of the complaint,

(II) mention the court wherein it is filed,

(III) notify the person or persons to be served when they are required to answer, and

(IV) notify the person or persons to be served that judgment by default may be rendered against them if they fail to appear.

(iii) Notice to and from clerk. Immediately after the first publication the party making the service shall deliver to the clerk a certificate of mailing for signature and seal and one (1) copy of the papers served and a copy of the publication. The certificate of mailing shall state that the clerk mailed the provided papers to the served party—and a description of papers served—at their last known address by certified mail. The party making service shall tender the cost of mailing as provided by Rule 4(x).

(m) *[Reserved]*

(n) *Proof of Service*. After the serving party accomplishes service pursuant to the court's order or Rule, the party shall:

(1) If service was by publication, file the affidavit of the publisher showing the requisite publications.

(2) If service was by other alternative means, file a notarized statement that service was accomplished according to the court order accompanied by evidence to support the statement as provided in the order permitting service.

(o) *Alternative Service by Publication upon Unknown Persons*. When an heir, devisee, or legatee of a deceased person, or a bondholder, lienholder or other person claiming an interest in the subject matter of the action is a necessary party, and it appears by affidavit that the person's name and address are unknown to the party making service, proceedings against the person may be had by designating the person as an unknown heir, devisee or legatee of a named decedent or defendant, or in other cases as an unknown claimant, and alternative service by publication may be had as provided in these rules for cases in which the names of the defendants are known.

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Attachment 17.3

Wyoming Rules of Civil Procedure, Rule 41

Rule 41. Dismissal of Actions.

(a) *Voluntary Dismissal.* —

(1) By the Plaintiff. —

(A) Without a Court Order. — Subject to Rules 23(e), 23.1(c), 23.2, and 66 and any applicable statute, the plaintiff may dismiss an action without a court order by filing:

(i) a notice of dismissal before the opposing party serves either an answer or a motion for summary judgment; or

(ii) a stipulation of dismissal signed by all parties who have appeared.

(B) Effect. — Unless the notice or stipulation states otherwise, the dismissal is without prejudice. But if the plaintiff previously dismissed any federal or state court action based on or including the same claim, a notice of dismissal operates as an adjudication on the merits.

(2) By Court Order; Effect. — Except as provided in Rule 41(a)(1), an action may be dismissed at the plaintiff's request only by court order, on terms that the court considers proper. If a counterclaim was plead by a defendant prior to the service upon the defendant of the plaintiff's motion to dismiss, the counterclaim shall remain pending for independent adjudication by the court to the extent permitted by the court's subject matter jurisdiction. Unless otherwise specified in the order, a dismissal under this paragraph is without prejudice.

(3) Not a Failure Otherwise Than Upon The Merits. — Voluntary dismissal as provided for herein does not constitute a failure otherwise than upon the merits for the purposes of W.S. § 1-3-118.

(b) *Involuntary Dismissal; Effect.* —

(1) By Defendant. — If the plaintiff fails to prosecute or to comply with these rules or a court order, a defendant may move to dismiss the action or any claim against it. Unless the dismissal order states otherwise, a dismissal under this subdivision (b) and any dismissal not under this rule — except one for lack of jurisdiction, improper venue, or failure to join a party under Rule 19 — operates as an adjudication on the merits.

(2) By the Court. — Upon its own motion, after reasonable notice to the parties, the court may dismiss, without prejudice, any action not prosecuted or brought to trial with due diligence. See U.R.D.C. 203.

(c) *Dismissing a Counterclaim, Crossclaim, or Third-Party Claim*. — This rule applies to a dismissal of any counterclaim, crossclaim, or third-party claim. A claimant's voluntary dismissal under Rule 41(a)(1)(A)(i) must be made:

(1) before a responsive pleading is served; or

(2) if there is no responsive pleading, before evidence is introduced at a hearing or trial.

(d) *Costs of a Previously Dismissed Action*. — If a plaintiff who previously dismissed an action in any court files an action based on or including the same claim against the same defendant, the court:

(1) may order the plaintiff to pay all or part of the costs of that previous action; and

(2) may stay the proceedings until the plaintiff has complied.

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Attachment 18.1

MEMORANDUM

To: Wyoming Judicial Council
From: Wyoming Rules of Criminal Procedure Permanent Advisory Committee
Date: May 08, 2026
Re: *Proposed Amendments to Rule 3(b)(3) and 3.1(a) of the Wyoming Rules of Criminal Procedure and Appendix A of the Rules Governing Access to Court Records.*

I. Introduction

The Criminal Rules Division of the Permanent Rules Advisory Committee met in April 2026 to discuss proposed amendments to the Wyoming Rules of Criminal Procedure related to electronic citations, the number of charges that could be issued per citation, and the 14-day deadline for filing citations in circuit court. The proposed amendments are reflected in the attached document.

II. Rationale

W.R.Cr.P. 3(b)(3)

The bond committee suggested to the Rules Committee that Rule 3(a)(3) should be amended due to an upgrade in the e-citation process. While the old system only allowed a single charge per citation, the new system allows up to five charges in a single citation. The Committee suggests changing W.R.Cr.P. 3(b)(3) to accommodate this change. W.R.Cr.P. 3(b)(3) would also be amended to add a subsection indicating the citation must state the date upon which it was issued. In addition, the Committee suggests moving the language pertaining to e-citations, which is currently contained in subsection 3(b)(3) to a separately numbered subsection (4). Although the language pertaining to e-citations is not changing, members of the Committee felt it to be moved to a separate subsection to distinguish between paper and electronic citations.

W.R.Cr.P. 3.1(a)

Members of the Committee suggested changing the 14-day deadline for filing citations currently set out in W.R.Cr.P. 3.1(a) as it pertains to juvenile defendants because it potentially conflicts with the languages in Wyoming Statute § 14-6-203, which requires district attorneys to act as a single point of entry for all minors who are alleged to have committed a crime. Under Wyoming Statute § 14-6-203 and related statutes and regulations, a prosecutor is not supposed to file a citation or other charging document until it has been determined whether the juvenile is a candidate for a diversion program. It can be difficult, if not impossible, for this decision to be made within the 14 days. Members of the Committee suggested changing the deadline to 45 days to allow the single point of entry process to take place before the citation is filed.

Appendix A to the Rules Governing Access to Court Records

Although not technically an amendment to a Rule, the Committee received a request to consider updating Appendix A to remove a reference to the now repealed Rules Governing Court Records. The Committee recommends replacing the reference to the repealed rule with a citation to the current governing rule. In addition, the Committee recommends striking the last sentence of the second portion of the Uniform Order in Appendix A because Rule 9(a) of the Rules Governing Access to Court Records states that the Clerk may, but is not required to, review filings to ensure compliance with the redaction rules.

III. Conclusion

The Committee recommends the Rules and Appendix discussed above be amended as proposed in the attached document. Per the current Policy on Submission of Rule Changes to the Wyoming Supreme Court and Wyoming Statute § 5-2-116, the Committee recommends the changes become effective 60 days after publication.

Rule 3. Indictment, Information or Citation.

(a) *In general.* Prosecution of all offenses shall be by indictment, information or by citation when a citation is authorized by law and shall be carried on in the name and by the authority of the State of Wyoming, and all indictments, informations and citations shall conclude 'against the peace and dignity of the State of Wyoming'.

(b) *Nature and contents.*

(1) Indictment. Prosecution by indictment shall be carried on in the name and by the authority of the State of Wyoming, and shall conclude "against the peace and dignity of the State of Wyoming". It shall be signed by the attorney for the state. The indictment shall be a plain, concise and definite written statement of the essential facts constituting the offense charged. When multiple counts are involved, the facts must be stated with sufficient particularity so as to allow the defendant and court to distinguish between the various counts. Allegations made in one count may be incorporated by reference in another count. It may be alleged in a single count that the means by which the defendant committed the offense are unknown, or that the defendant committed it by one or more specified means. The indictment shall state for each count the official or customary citation of the statute, rule, regulation or other provision of law which the defendant is alleged therein to have violated.

(2) Information. The information shall be a plain, concise and definite written statement of the essential facts constituting the offense charged. When multiple counts are involved, the facts must be stated with sufficient particularity so as to allow the defendant and court to distinguish between the various counts. It shall be signed by the attorney for the state. It need not contain a formal commencement, a formal conclusion or any other matter not necessary to such statement. Allegations made in one count may be incorporated by reference in another count. It may be alleged in a single count that the means by which the defendant committed the offense are unknown or that the defendant committed it by one or more specified means. The information shall state:

(A) The name of the court where it was filed;

(B) The names of the state and the defendant if the defendant is known, and, if not, then any names or description by which the defendant can be identified with reasonable certainty; and

(C) For each count the official or customary citation of the statute, rule, regulation or other provision of law which the defendant is alleged therein to have violated.

(3) Citation. Except as provided in W.S. 14-6-203(d) and (f), a citation may be issued as a charging document for any misdemeanor for which the issuing officer has probable cause to believe was committed by the person to whom the citation was issued. By accepting the citation, the person issued the citation signifies his promise to appear in court on the date and time stated on the citation. A citation may be issued by any peace officer authorized to do so by statute or ordinance. A paper

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citation shall be signed by the issuing officer but need not be under oath. ~~When a citation is issued by the officer, the electronic transfer of citation information is the electronic equivalent of a written signature of the officer, and thereby signifies the officer has delivered a copy of the citation to the defendant in accordance with W.S. 31-5-1205.~~ The citation must state:

(A) The name of the court where it is to be filed;

(B) The names of the state or municipality and the defendant;

(C) The date the citation is issued;

~~(C)~~ (D) For each citation there shall be a limit of five ~~only one~~ charges, with a reference to the statute, ordinance, rule, regulation or other provision of law which the defendant is alleged to have violated;

~~(D)~~ (E) The date and time the defendant must appear in court; and

~~(E)~~ (F) Whether a court appearance may be avoided by paying a fine and costs or forfeiture of bail.

4. When a citation is issued by the officer, the electronic transfer of citation information is the electronic equivalent of a written signature of the officer, and thereby signifies the officer has delivered a copy of the citation to the defendant in accordance with W.S. 31-5-1205.

(c) *Harmless error***.** Error in the citation of a statute or its omission, or any other defect or imperfection, shall not be grounds for dismissal of the indictment, information or citation or for reversal of a conviction if the error or omission did not mislead the defendant to the defendant's prejudice.

(d) *Amendment of citation***.** Amendments to citations must be made by an attorney for the state. Any amendments to a citation may be made on the face of the original citation, signed and dated by an attorney for the state, if not done in open court on the record. The attorney for the state shall send by mail, email, or otherwise serve any amendment on the defendant and the agency that issued the original citation. Amendments to citations may be made without leave of the court up until five days before trial. Amendments to citations may also be made with leave of court pursuant to the requirements of subsection (e)(1) or (2) of this rule.

(e) *Amendment of information.* Without leave of the court, the attorney for the state may amend an information until five days before a preliminary examination in a case required to be tried in district court or until five days before trial for a case not required to be tried in district court. The court may permit an information to be amended:

(1) With the defendant's consent, at any time before sentencing.

(2) Whether or not the defendant consents:

(A) At any time before trial if substantial rights of the defendant are not prejudiced.

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(B) At any time before verdict or finding if no additional or different offense is charged and if substantial rights of the defendant are not prejudiced.

(f) *Surplusage.* The court on motion of the defendant may strike surplusage from the indictment, information or citation.

(g) *Bill of particulars.* The court may direct the filing of a bill of particulars. A motion for bill of particulars may be made before arraignment, within 10 days after arraignment, or at such later time as the court may permit. The bill of particulars may be amended at any time subject to such conditions as justice requires.

Rule 3.1 Use of Citations; Bail

(a) *Where and when filed.* Citations shall be filed in the circuit court or municipal court in the county or municipality where the offense allegedly occurred. All citations issued to defendants, other than those citations being considered for a single point of entry pursuant to W.S. 14-6-203, must be filed within fourteen (14) days of issuance. Any citation, other than those citations being considered by single point of entry pursuant to W.S. 14-6-203, filed after 14 days shall be dismissed by the court. Citations which were considered by single point of entry filed more than forty-five (45) days of issuance shall be dismissed by the court.

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Appendix A. Uniform Order Regarding Filing and Processing of Sexual Assault Cases

In the Circuit Court of the _____ Judicial District _____County, Wyoming

STATE OF WYOMING)
COUNTY OF _____) ss
)

UNIFORM ORDER REGARDING FILING AND PROCESSING OF SEXUAL ASSAULT CASES

WHEREAS, the Wyoming Supreme Court has had occasion to address the processes and procedures to be followed when felony sexual assault cases are initiated in the Circuit Courts of the State of Wyoming under Wyoming Statutes Title 6, Chapter 2, Article 3; and

WHEREAS the Conference of the Circuit Courts of the State of Wyoming passed a Resolution encouraging all Circuit Courts to adopt a written policy addressing the processes and procedures to be used in the filing of felony sexual assault cases under Wyoming Statutes Title 6, Chapter 2, Article 3 so as to ensure compliance with Wyoming Statute § 6-2-319; and

WHEREAS, the Circuit Courts are directed, by Rule 7(e) of the Rules Governing Access to Court Records ~~Rule 5.1 of the Rules Governing Redactions from Court Records~~, to establish a uniform written policy addressing the processes and procedures to be used in the filing of felony sexual assault cases under Wyoming Statutes Title 6, Chapter 2, Article 3;

IT IS THEREFORE ORDERED AND DECREED as follows:

1. The Court's "redacted" file and the proceedings on felony sexual assault cases shall remain open to the public.

2. Attorneys and officers filing documents in cases covered by this rule shall be responsible for providing redacted and un-redacted versions of those documents to the Court at the time of filing. The redacted filings shall reference the accused and the purported victim(s) by initials only. In addition, any other information that might identify the accused or the purported victim(s) shall also be redacted. ~~The Clerk of Court shall examine the redacted documents to ensure compliance.~~

3. The name of the accused may be released to aid in the arrest of the accused.

4. If any party feels there is a need for proceedings to be closed to the public in a particular felony sexual assault case, a hearing on that motion shall be held in open court so as to allow the public to attend and to be heard on the issue of the proposed closed proceedings. No hearings shall be closed unless and until the Court makes a finding that a compelling interest exists that would justify closed proceedings.

5. If a member of the public asks a Circuit Court employee to provide access to a case file involving a particular defendant, the Circuit Court employee shall ask the requesting party to also identify the nature of the case sought. If the requesting party indicates that the case involves sexual assault and provides satisfactory identifying information, then the Circuit Court employee can provide the redacted file. This procedure is intended to prevent the Circuit Court employee from acknowledging the existence of felony sexual assault charges based solely on the name of the accused.

6. Cases involving felony sexual assault charges shall be marked "sealed" in the Court's docket

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management system until such time as the case is bound over to the District Court. This procedure is intended to ensure that the name of the accused does not appear on publicly accessed terminals until such time as the case has been bound over to the District Court.

Dated this _____ day of _____, _____.

Circuit Court Judge

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W.R.C.P.Ch.C. 4. Summons.

* * * *

(k) Alternative Service. Alternative service is service by means other than personal service. Alternative service includes service by publication or any other means reasonably calculated to provide actual notice unless a specific method is provided by law. Alternative service may be had in the following cases:

(1) When the defendant resides out of the state, or the defendant's residence cannot be ascertained, and the action is:

(A) for the recovery of real property or of an estate or interest therein;

(B) for the partition of real property;

(C) for the sale of real property under a mortgage, lien or other encumbrance or charge;

(D) to compel specific performance of a contract of sale of real estate.

(2) Not Applicable.

(3) In actions in which it is sought by a provisional remedy to take, or appropriate in any way, the property of the defendant, when:

(A) the defendant is a foreign corporation, or

(B) a nonresident of this state, or

(C) the defendant's place of residence cannot be ascertained,

(D) and in actions against a corporation incorporated under the laws of this state, which has failed to elect officers, or to appoint an agent, upon whom service of summons can be made as provided by these rules and which has no place of doing business in this state;

(4) In actions which relate to, or the subject of which is real or personal property in this state, when

(A) a defendant has or claims a lien thereon, or an actual or contingent interest therein or the relief demanded consists wholly or partly in excluding the defendant from any interest therein, and

(B) the defendant is a nonresident of the state, or a dissolved domestic corporation which has no trustee for creditors and stockholders, who resides at a known address in Wyoming, or

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(C) the defendant is a domestic corporation which has failed to elect officers or appoint other representatives upon whom service of summons can be made as provided by these rules, or to appoint an agent as provided by statute, and which has no place of doing business in this state, or

(D) the defendant is a domestic corporation, the certificate of incorporation of which has been forfeited pursuant to law and which has no trustee for creditors and stockholders who resides at a known address in Wyoming, or

(E) the defendant is a foreign corporation, or

(F) the defendant's place of residence cannot be ascertained;

(5) In actions against personal representatives, conservators, or guardians, when the defendant has given bond as such in this state, but at the time of the commencement of the action is a nonresident of the state, or the defendant's place of residence cannot be ascertained;

(6) In actions where the defendant is a resident of this state, but has departed from the county of residence with the intent to delay or defraud the defendant's creditors, or to avoid the service of process, or keeps concealed with like intent;

(7) Not applicable.

(8) In an action or proceeding under Rule 60, to modify or vacate a judgment after term of court, or to impeach a judgment or order for fraud, or to obtain an order of satisfaction thereof, when a defendant is a nonresident of the state or the defendant's residence cannot be ascertained;

(9) Not applicable.

(10) Not applicable

(11) In all actions or proceedings which involve or relate to the waters, or right to appropriate the waters of the natural streams, springs, lakes, or other collections of still water within the boundaries of the state, or which involve or relate to the priority of appropriations of such waters including appeals from the determination of the state board of control, and in all actions or proceedings which involve or relate to the ownership of means of conveying or transporting water situated wholly or partly within this state, when the

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defendant or any of the defendants are nonresidents of the state or the defendant's residence or their residence cannot be ascertained.

(l) *Requirements for Alternative Service.*

(1) Motion and Affidavit Required. Before alternative service can be made, the party seeking service shall file a motion for alternative service with a supporting affidavit of the party, or the party's agent or attorney stating:

(A) that service of a summons cannot be made within this state, on the defendant to be served by publication or alternative means, and

(B) stating the defendant's address, if known, or that the defendant's address is unknown and cannot with reasonable diligence be ascertained, and

(C) detailing the efforts made to obtain an address, and

(D) that the case is one of those mentioned in subdivision (k), and

(E) the requested means of service is reasonably calculated to provide actual notice to the defendant and the factual basis to support that assertion. If no other alternative service is reasonably calculated to provide actual notice to the defendant, the moving party may request that the court allow alternative service by publication. The party may proceed to make service when the court enters an order approving the means for the alternative service.

(2) Order

(A) The court shall find that personal service of a summons pursuant to Rule 4(e) cannot be made on the defendant to be served; and

(i) The manner of alternative service proposed by the serving party is reasonably likely to provide actual notice to the defendant; or

(ii) That no other manner of service is reasonably likely to provide actual notice to the defendant and therefore service by publication shall be required.

(B) The court order allowing alternative service shall:

(i) State the requirements for service, which may include a requirement that the serving party include a copy of the court's

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order with the documents to be served;

(ii) State how the serving party must prove service occurred; and

(iii) State the conditions under which service is deemed complete.

(3) Alternative Service When Permitted. When alternative service is required by law or by order of the court, the following provisions apply.

(A) The person seeking service shall effectuate service as required by the court's order permitting alternative service.

(B) For service by publication:

(i) Address in publication. In any case in which service by publication is made when the address of a defendant is known, it must be stated in the publication.

(ii) The clerk shall sign a notice of publication, which must be published by the party seeking service by publication for four consecutive weeks in a newspaper published:

(a) in the county where the complaint is filed; or

(b) if there is no newspaper published in the county, then in a newspaper published in this state, and of general circulation in such county; and

(c) if publication is made in a daily newspaper, one insertion a week shall be sufficient

(d) publication must contain the complaint

(I) a summary statement of the object and prayer they are required to answer, and

(II) mention the court wherein it is filed,

(III) notify the person or persons to be served when they are required to answer, and

(IV) notify the person or persons to be served that judgment may be rendered against them if they fail to appear.

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(iii) Notice to and from clerk. Immediately after the first publication the party making the service shall deliver to the clerk a certificate of mailing for signature and seal and one (1) copy of the papers served and a copy of the publication. The certificate of mailing shall state that the clerk mailed the provided papers to the served party—and a description of papers served—at their last known address by certified mail. The party making service shall tender the cost of mailing as provided by Rule 4(x).

(m)[Reserved]

(n) *Proof of Service*. After the serving party accomplishes service pursuant to the court's order or Rule, the party shall:

(1) If service was by publication, file the affidavit of the publisher showing the requisite publications.

(2) If service was by other alternative means, file a notarized statement that service was accomplished according to the court order accompanied by evidence to support the statement as provided in the order permitting service.

(o) *Alternative Service by Publication upon Unknown Persons*. When an heir, devisee, or legatee of a deceased person, or a bondholder, lienholder or other person claiming an interest in the subject matter of the action is a necessary party, and it appears by affidavit that the person's name and address are unknown to the party making service, proceedings against the person may be had by designating the person as an unknown heir, devisee or legatee of a named decedent or defendant, or in other cases as an unknown claimant, and alternative service by publication may be had as provided in these rules for cases in which the names of the defendants are known.

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W.R.C.P.Ch.C. 41. Dismissal of Actions

(a) *Voluntary Dismissal. —*

* * * *

(3) Not a Failure Otherwise Than Upon The Merits. — Voluntary dismissal as provided for herein does not constitute a failure otherwise than upon the merits for the purposes of W.S. § 1-3-118.

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Attachment 20.1

Rule 102(c) U.R.D.C.

Appearance and Withdrawal of Counsel.

(a)(1) An attorney appears in a case:

(A) By attending any proceeding as counsel for any party;

(B) By permitting the attorney's name to appear on any pleadings or motions, except that an attorney who assisted in the preparation of a pleading and whose name appears on the pleading as having done so shall not be deemed to have entered an appearance in the matter; or

(C) By a written appearance. Except in a criminal case, a written entry of appearance may be limited, by its terms, to a particular proceeding or matter.

(2) Except as otherwise limited by a written entry of appearance, an appearing attorney shall be considered as representing the party or parties for whom the attorney appears for all purposes.

(b) All pleadings shall contain the name, address and telephone number of counsel or, if pro se, the party. All notices shall be mailed to the address provided. Each party or counsel shall give notice in writing of any change of address to the clerk and other parties.

(c) Counsel will not be permitted to withdraw from a case except upon court order. Except in the case of extraordinary circumstances, the court shall condition withdrawal of counsel upon the substitution of other counsel by written appearance. In the alternative, the court shall allow withdrawal upon a statement submitted by the client acknowledging the withdrawal of counsel for the client, and stating a desire to proceed pro se. An attorney who has entered a limited entry of appearance shall be deemed to have withdrawn when the attorney has fulfilled the duties of the limited entry of appearance and has filed a notice of conclusion of the limited entry of appearance.

Rule 102. Appearance and withdrawal of counsel.

***

(c) Counsel will not be permitted to withdraw from a case except upon court order. Except in the case of extraordinary circumstances, the court shall condition withdrawal of counsel upon the substitution of other counsel by written appearance. In the alternative, the court shall allow withdrawal upon a statement submitted by the client acknowledging the withdrawal of counsel for the client, and stating a desire to proceed pro se. An attorney who has entered a limited entry of appearance shall be deemed to have withdrawn when the attorney has fulfilled the duties of the limited entry of appearance and has filed a notice of conclusion of the limited entry of appearance.

AOC Implementation Plan

Project Title: Treatment Court Peer Review Project

Project Lead(s): Kurt Zunker, Salli Volz

Division(s) Involved: Court Services, Admin

Date Approved:

1. Project Overview

The Wyoming Judicial Branch (WJB) is implementing a peer review process to enhance the consistency, effectiveness, and sustainability of Wyoming's treatment courts. This collaborative evaluation model assesses each court's practices, and procedures to ensure alignment with evidence-based standards and national best practices. Through constructive review and shared learning, the process identifies strengths and opportunities for improvement, promoting long-term program sustainability and enhancing outcomes for justice-involved individuals with substance use disorders.

This initiative aligns with the Judicial Branch Strategic Plan (FY 2025-2027); Pillar 4 – Accessible Justice; Goal 1 – Provide resources for self-represented litigants for accessing and navigating the court system; Objective 1(e) – Enhance the consistency, effectiveness, and sustainability of treatment courts statewide be implementing a peer review and certification process, providing ongoing support, and using data to guide improvement.

2. Goals and Objectives

The peer review initiative aims to strengthen Wyoming's treatment courts by ensuring alignment with Best Practice Standards and fostering a statewide learning community. Through structured feedback and shared innovation, the process supports continuous improvement and enhances participant outcomes. It also helps identify and document program needs to aid in securing resources, technical assistance, and training.

A. Specific Objectives

i. **Ensure alignment with Wyoming Treatment Court Standards and national Best Practice Standards:** Supports high-quality, evidence-based treatment court operations.

ii. **Foster a statewide learning community:** Builds connections and shared expertise among team members across programs.

iii. **Provide structured feedback:** Highlights program strengths and identifies opportunities for improvement to enhance participant outcomes.

iv. **Promote the dissemination of innovative and effective practices:** As identified through the peer review process.

v. **Document program needs:** Support grant applications, resource requests, and requests for technical assistance and training.

3. Scope

A. In Scope

i. **Plan and administer the peer review process:** Includes coordination, scheduling, and communication with treatment courts.

ii. **Prepare and conduct peer review site visits:** Includes reviewer training, interviews, focus groups, observations, and documentation.

iii. **Develop and deliver peer review reports and follow-up activities:** Includes action planning and post-review check-ins.

iv. **Support statewide consistency and learning:** Aligns reviews with Wyoming Treatment Court Standards and national Best Practice Standards and shares identified strengths and effective practices.

B. Out of Scope

i. **Travel coordination, reimbursement, or related financial administration:** For peer reviewers or treatment courts.

ii. **Implementation or mitigation of peer review findings:** While the WJB will support the programs in implementing or mitigating peer review findings where it can, the ultimate decision and action to make operational changes identified in the peer review reports is made by the program.

4. Project Timelines & Priorities

The table below outlines the activities associated with each peer review. Peer reviews will be conducted in paired sets. Most date and window timelines are based on the anticipated peer review schedule. The Treatment Court Peer Review Court Pairing List

(Attachment A) identifies the quarter in 2026 in which each peer review is expected to occur.

Pre-Site Visit	
Milestone/Deliverable	Date/Window
Initial Communication; & Schedule Kick-off Call	120 days (4 months) prior to anticipated Peer Review
Distribute Kick-off Call Agenda	1 week prior to scheduled Kick-off Call
Kick-off Call	105 days (3.5 months) prior to anticipated Peer Review
Coordinate the Best Practice Assessment; & Site Visit Schedule for Focus Groups	60 days prior to anticipated Peer Review
Distribute Manual, Peer Review Checklist, Site to be Reviewed Checklist, Site Visit Logistic Checklist; & Schedule Peer Review Training	45 days prior to anticipated Peer Review
Schedule Peer Review; & Request Sites to be Reviewed to Send Program Documents	30 days prior to anticipated Peer Review
Send Confidentiality Form to Peer Reviewers; and Distribute Site Visit Schedule to Sites being Reviewed, & Finalized Site Visit Schedules	14 days prior to anticipated Peer Review
Recruit Participants for Focus Group; & Schedule Peer Reviewer Meeting to Finalize Site Visit Plans	7 days prior to anticipated Peer Review
Site Visit	
Milestone/Deliverable	Date/Window
Set Deadline to Distribute Draft Report	14 days after site visit
Schedule Follow-up Meeting	180 days (6 months) after site visit
Post Site Visit	
Milestone/Deliverable	Date/Window
Send Meeting Invites for Follow-up Meetings	3 days after Peer Review
Receive Draft Peer Review Report with Proposed Edits	7 days after Draft Report
Send Final Peer Review Report	14 days after Draft Report
Receive Finalized Action Plan	15 days after Final Report
Post Peer Review Check-in	180 days (6 months) after Peer Review

5. Stakeholders & Roles

Role	Name/Group	Responsibility
Lead Reviewer	Treatment court coordinators (or treatment court designee)	Complete required training, review program materials, coordinate with their Co-Reviewer to plan site visits, and actively engage in all peer review activities (including interviews, focus groups, observations, and documentation).
Peer Reviewer	Treatment court judges and other designated team members	Participate in review process & provide feedback
Review Administrator	AOC staff	Oversee all aspects of the peer review process, training reviewers, maintaining the statewide review schedule, and matching programs for participation. Manage logistics and communication, support reviewers and programs throughout the site visit, draft and finalize peer review reports, and facilitate follow-up meetings and action planning. Provide ongoing technical assistance, track statewide themes and need, and connect programs to relevant training and resources to support continuous improvement.

6. Communication Plan

Message	Audience	Channel	Timing	Owner
What to Expect Document	Peer Reviewers	Email	40 days prior to anticipated Peer Review	Review Administrator

The peer review initiative's communication efforts will ensure that stakeholders clearly understand the purpose, scope, and process of the review, including roles, timelines, and expectations. Treatment courts and peer reviewers will receive timely and consistent information to support effective preparation for training, site visits, and follow-up activities as indicated within Section 4. Project Timelines & Priorities. Peer review findings and effective practices will be communicated in a clear and consistent manner to promote transparency, statewide learning, and alignment with Wyoming Treatment Court and national Best Practice Standards.

7. Training & Support Plan

A. Training Objectives

Provide peer reviewers with a comprehensive understanding of the peer review process and equip them with the knowledge and skills needed to effectively carry out each component of the site visit.

B. Audience

Lead reviewers and peer reviewers.

C. Training Formats

Virtual and manuals.

D. Training Schedule

Training Type	Audience	Training Format	Date/Window
Peer Review Training	Peer Reviewers	Virtual	Completed 30-45 days prior to the first peer review.

E. Support Resources

Treatment court coordinators will serve as the primary point of contact for peer review-related questions and will coordinate directly with Review Administrator.

F. Post Go-Live Support

For the initial peer review cycle, formal post-training support resources will be limited. There will be a post review check-in scheduled 180 days out from the peer review.

8. Risk Management

This project includes limited, project-specific risks due to phased implementation. Potential risks include weather-related disruptions to site visits and the possibility of program refusal, which is currently assessed as low risk given participation is not mandatory at this stage. While mitigation strategies may be limited during the initial peer review cycle, identified risks will be monitored and documented to inform future iterations of the peer review process, where additional mitigation measures may be required.

A. Project Specific Risks

Risk	Impact	Mitigation Strategy
Weather-related disruptions	Medium	Build flexibility into site visit scheduling; adjust timelines as needed
Program refusal to participate	Low	Maintain clear communication regarding purpose and benefits of peer review; track participation trends
Staff availability or turnover	Medium	Cross-train staff and maintain documentation to support continuity
Scheduling conflicts	Medium	Early coordination and confirmation of schedules with reviewers and programs

9. Post-Implementation Process & Success Metrics

A. Post-Implementation Process

Following implementation, the peer review initiative will be monitored to assess completion, consistency, and progress toward stated objectives rather than program scoring or ranking. Success will be evaluated based on completion of peer reviews, delivery of reports, and engagement in follow-up activities. Each participating treatment court will receive a peer review report and will be encouraged to take steps toward addressing recommendations. An initial follow-up meeting will be scheduled approximately 90 days. Additional meetings may be scheduled if recommended by the Review Administrator or requested by the program.

B. Success Metrics

Metric	Target/Measure of Success	Data Source
Completion of peer review	All identified treatment courts complete a peer review with another treatment court	Peer review schedule and tracking logs provided through Monday.com
Delivery of peer review reports	100% of participating treatment courts receive a finalized peer review report	Final peer review reports
Engagement with recommendations	Treatment courts demonstrate progress toward addressing peer review recommendations	Follow-up meeting notes and action plans
Post-review follow-up	Follow-up meeting held within approximately 90 days of report issuance	Meeting records and calendars

10. Project Approval

The above implementation plan was approved by the Behavioral Health Committee on March 6th, 2026, and the Executive Committee on April 1, 2026.) The plan was ratified by the WJC on [Insert Meeting Date].

Treatment Court Peer Review Court Pairing List

Courts	Judges/Magistrates	Coordinators	Training Date	Peer Review Dates	WJB Staff
Fremont County Court Assisted Supervised Treatment	Judge Coombs	Sage Goff	6/27/2025	7/23/25-7/24/25	KZ, VP, SV
Laramie County DUI Court	Judge Chambers	Fernando Muzquiz	6/27/2025	9/8/25-9/9/25	KZ, VP, SV
Sheridan County Adult Drug Court	Judge Bunting	Dane Pearson	1/16/26	3/2/26-3/3/26	SV
Campbell County Adult Treatment Courts	Judge Lynda Bush-Mis.	Chad Beeman	1/16/26	4/15/26-4/16/26	SV
Johnson County Court Supervised Treatment Program	Judge Kirven	Mark Wilson	1/9/26	3/31/26-4/1/26	KZ
Northern WY Treatment Court Program	Judge Luhm	Sabrina Burke	1/9/26	4/21/26-4/22/26	KZ
Sweetwater County Treatment Court	Judge Prokos	Kayla Kappers	4/10/26	5/12/26	KZ
Natrona County Adult Drug Court	Judge Taheri	Roberta Volk	4/10/26	6/30/26	KZ
Laramie County Drug Court	Judge Williams	Fernando Muzquiz	5/15/26	6/24/26	SV

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Albany County Drug Court	Magistrate Robert Southard	Heather Carter	5/15/26	8/6/26	SV
Lincoln County Adult Probation Program	Judge Deering	James Hunting	8/28/26	10/7/26	KZ
Uinta County Court Supervised Treatment Program	Judge Greer	Aaron Hutchinson	8/28/26	12/1/26	KZ
Teton County Court Supervised Treatment Program	Judge Weisman	Janalynn Smith	9/11/26	10/14/26	SV
Park County Court Supervised Treatment Program	Magistrate Krone	Jackie Fales	9/11/26	12/16/26	SV

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AOC Implementation Plan

Project Title: Statewide Civil Legal Needs Assessment

Project Lead(s): Angie Dorsch

Division(s) Involved: Fiscal (EJW)

Date Approved:

1. Project Overview

The Wyoming Judicial Branch (WJB), in collaboration with its partners Legal Aid of Wyoming and the Equal Justice Wyoming Foundation, issued a Request for Proposal (RFP) to contract with an experienced consultant to conduct a comprehensive statewide civil legal needs assessment. This effort supports the WJB's 2025-2028 Strategic Plan:

- Pillar 3: Predictable and Secure Funding to Uphold Judicial Integrity and Efficiency; Goal 3: Explore and prioritize opportunities for external funding as it relates to Judicial Branch initiatives and priorities; and
- Pillar 4: Accessible Justice.

The needs assessment will serve as a critical planning and educational tool for the WJB and its partners.

2. Goals & Objectives

The goal of this project is to develop a comprehensive, data-informed understanding of the civil legal needs of Wyoming's low-income population and of the extent to which those needs are currently being met. The assessment will support strategic decision-making by identifying service gaps, informing resource allocation, and guiding long-term improvements in the delivery of civil legal services.

Additionally, the assessment will serve as an educational and engagement tool for funders, policymakers, the legal community, and the public, strengthening awareness of civil legal needs and opportunities for system-wide improvement.

A. Specific Objectives

i. **Identify predominant civil legal issues:** Includes analysis of the most common legal challenges affecting Wyoming's client-eligible low-income population, integrating insights from the prior needs assessment to identify persistent and emerging issues.

ii. **Assess service availability and adequacy:** Includes evaluation of existing civil legal services across demographic and geographic populations.

iii. **Determine service gaps and distribution:** Includes classification of populations as over-served, well-served, moderately-served, and under-served.

iv. **Evaluate barriers to access:** Includes assessment of challenges faced when seeking services, including for self-represented litigants.

v. **Analyze demographic and emerging trends:** Includes identification of factors likely to impact future civil legal needs.

vi. **Examine duplication of services:** Includes identification of opportunities for consolidation, reduction, or improved coordination.

vii. **Inform resource allocation strategies:** Includes recommendations for optimizing funding, staffing, and program delivery statewide.

viii. **Evaluate the role of technology in service delivery:** Includes assessment of current use and opportunities for expansion.

ix. **Identify preferred service delivery methods:** Includes evaluation of user preferences such as online, in-person, and remote access points.

x. **Define effective outreach strategies:** Includes identification of methods to better reach eligible populations and stakeholders.

xi. **Assess need for policy changes:** Includes consideration of potential legislative or court rule updates.

xii. **Analyze options for standardized data collection practices:** Includes identification of data sets to support ongoing evaluation and benchmarking.

xiii. **Assess needs of rural and frontier populations:** Includes a focus on innovative approaches to meet the needs of rural and frontier populations, including Native American communities statewide and on the Wind River Indian Reservation.

xiv. **Assess needs of Wyoming's Spanish-speaking population:** Includes Spanish-language-focused outreach; translation of surveys, outreach materials, and discussion guides; and interpretation services for virtual or in-person listening sessions.

3. Project Timelines & Priorities

See Attachment A – WY Civil Legal Needs Project Map.

4. Stakeholders & Roles

Name/Group	Responsibility
NCSC Team	Provide the services as set out in Attachment A.
Wyoming Team	Provide materials and work with NCSC Team as needed.
Assessment Participants	Participate in focus groups, listening sessions, interviews, and surveys.

5. Communication Plan

Most communication materials will be provided by the NCSC Team. Materials shall include flyers and outreach materials to recruit Assessment Participants. Some WJB communication may be provided by the EJW Director.

6. Training Plan

The NCSC Team will train members from the Wyoming Team at the end of April 2026. Training will include how to conduct focus groups, listening sessions, and interviews.

7. Risk Management

A. Project Specific Risks

Risk	Impact	Mitigation Strategy	Owner
Vendor Delay	Medium to High	Maintain contact with vendor	Fiscal (EJW)
Staff Turnover	High	Crosstrain where feasible; centralized repository; clear process guides and checklists	Fiscal (EJW)
Court Data	Medium	Leverage Data & Quality Assurance Analyst	Court Services (SM)
Grantee Data (Quality & Cleanup)	Medium	Leverage EJW staff	Fiscal (EJW)

8. Application of Findings & Success Measures

A. Application of Findings

The findings of the needs assessment will be used to inform strategic decision-making, resource allocation, and long-term planning across Wyoming's civil legal services system. The results will guide the prioritization of funding, programming, and policy considerations to better address identified gaps and emerging needs.

Additionally, the assessment will serve as a foundational tool for stakeholder engagement and education, supporting communication with funders, policymakers, the legal community, and the public. The findings will also establish a baseline for future evaluation and continuous improvement through the use of standardized data and performance measures.

B. Success Measures

Metric	Target/Measure of Success	Data Source	Owner
Report Completion & Quality	Final report delivered on time and meets all SOW requirements	Project timeline tracking; internal review	NCSC Team/ Wyoming Team
Stakeholder Engagement	Representation from key stakeholder groups (e.g., legal aid entities, courts, community partners) in data collection process	Participation records; outreach logs	NCSC Team/ Wyoming Team
Data Completeness	Sufficient quality data (both grantee and court) collected and reviewed to support findings	Assessment datasets; methodology documentation; data warehouses	NCSC Team
Actionable Recommendations	Clear, prioritized, and feasible recommendations aligned with identified needs	Final report review	Wyoming Team
Baseline Establishment	Identification of standardized data points to support future benchmarking and evaluation	Final report; data framework recommendations	Wyoming Team

9. Project Approval

The above implementation plan was approved by the EJW Advisory Committee on April 7, 2026, and by the Executive Committee on April 22, 2026. It was ratified by the WJC on [Insert Meeting Date].

Attachment A

Deliverable	Tasks	Task Requirements	NCSC Team	Wyoming Team	Task Due Date
1. Project Kickoff and Management					
1a	Project Kickoff		Andy Wirkus (lead), Jill Roberts, Grace Spulak, Josh Butz, Miriam Hamilton, Lindsey Wiley, & Kelly Roberts-Freeman		Febraury 2026
1b	Project Management			Angie Dorsch (Lead for all Tasks)	Ongoing - Monthly Feburary - September
2. Qualitative Data Collection Instrument Drafting					
2a	**Wyoming Civil Legal Service Providers:** 3 interviews with executive leadership to establish landscape of civil legal services, current services, and areas for closer examination 1 survey of attorneys and paralegals on their experience 1 survey of leadership or program managers	In order to collect the identified qualitative data, the collection instruments will include, but not be limited to: • At least five (5) expert interview scripts and questions to be used with the following stakeholders: o Civil legal service provider leadership. o Clerks and Court Staff. o Judges. o Local tribal representative. o Community service provider leadership. • At least one (1) focus group facilitator guide for community service providers. • At least six (6) different surveys to be distributed to the following stakeholders: o Civil legal aid attorneys and paralegals. o Civil legal service provider leadership.	Jill Roberts (Lead)		
2b	**Judges, Court Clerks, Court Staff:** 3 interviews with clerks and court staff 3 interviews with judges				
2c	**Current and Former Civil Legal Services Clients:** 1 listening session 1 survey to partnering orgs to past and former clients				
2d	**Potential Clients (Eligible, not Utilizing):** 1 survey for an extended time period				Friday, March 20, 2026
3. Qualitative Data Collection and Analysis					
3a	**Training**	NCSC will host a virtual training session and provide resources for local staff or volunteers on qualitative data collection for all data collections tasks assigned to staff or volunteers in the qualitative data collection plan. A phone-in option will be available for those without broadband internet access, and any visual materials (e.g., PowerPoint slides) will be shared ahead of the training to accommodate trainees who need to phone in.	Grace Spulak (Lead)		Friday, April 24, 2026
3b	**Recruiting**	NCSC will develop recruiting materials including flyers, social media posts, and other materials as indicated by the judiciary and the civil legal service providers, who will primarily do the recruitment, tailored by audience and forum for recruiting. NCSC will identify and engage with trusted intermediaries, development community-specific outreach strategies, use existin networks and assess capacity to ensure meaningful participation from geographically remote, rural, and otherwise hard-to-reach populations, including: o Frontier and rural counties o Tribal communities o Closed or insular service-worker communities o Regions with limited broadband access o Populations historically underrepresented in statewide assessments.			Friday, April 10, 2026
3c	**Reminding**	NCSC will remind all participants of any deadlines, group session dates, or other relevant dates at least three (3) business days prior to the event, and once again the day before.			
3d	**Gathering**	Using the pre-approved instruments from Task 2, NCSC will conduct all collection efforts with support from the AmeriCorps VISTA partner and/or trained staff/volunteers.	Lindsey Wiley (Lead)		Tuesday, June 30, 2026
3e	**Following Up**	NCSC will follow up with all participants within 24 hours of an interview, focus group, or listening session. Contractor will express its gratitude to the participants and will include methods for providing any future thoughts or data that participants may have after the event.			
3f	**Ongoing Engagement**	NCSC will stay in contact with participants in the instance that follow-up is needed on something provided, data and qualitative responses, and if we need to recruit previous participants for a second collection event.			
4. Quantitative Data Gathering					
4a	**Collect Data**	NCSC will collect the data provided by the Branch's collaborative team and from publicly available sources and combine them into standardized datasets for analysis. The data will be cleaned, with the Branch's collaborative team providing insight into data definitions and any missing or questionable data points.	Miriam Hamilton (Lead)		Sunday, May 31, 2026
4b	**Trend Analysis**	NCSC will perform trend analyses on civil legal service providers' caseload data, civil court case data, and demographic data. Contractor will work with the Branch's Collaborative team to obtain these data and identify key variables for the analyses. Regression analysis will be employed to assess for significant changes, and to forecast the impact of trends in the foreseeable future.			Sunday, May 31, 2026

4c	**Development of Two Indices**	These indices shall include: 1. Legal Barriers Combined Index, which aggregates relevant legal, procedural, and systemic factors into a combined measure to assess the relative impact of legal barriers affecting access to civil legal services across jurisdictions and populations; and 2. Service Gaps Combined Index, which aggregates service availability, capacity, and demand indicators into a combined measure to identify and evaluate gaps in the delivery of civil legal services across the state.			Tuesday, June 30, 2026
5. Dashboard Development					
5a	**Create Interactive Dashboard**	NCSC will create an interactive dashboard to visualize the results of the trend and gap analyses. The dashboard will allow users to explore the data in greater detail than the narrative report alone, including the ability to drill down by jurisdictions and year. To ensure accessibility and sustainability, NCSC will develop this dashboard using Esri's ArcGIS platform, integrating multiple map layers, filters, and key performance indicators (KPIs). NCSC will coordinate with the WJB to determine and prioritize specific dashboard features. This dashboard can be maintained for future data updates, representing a potential value-added feature of the project. Where feasible, results of the Legal Barriers Combined Index and Service Gaps Combined Index shall be incorporated into the dashboard visualizations, including the ability to view index measures by jurisdiction, year, or other relevant variables identified in consultation with the Branch.	Miriam & Andy (Lead)		Dashboard (Draft) July 31, 2026 Assessment Report (Draft) July 31, 2026 Dashboard (Final) Aug. 31, 2026
6. Final Report, Exectuive Summary, and Presentation					
6a	**Presentation**	An in-person presentation of the results to the Branch and stakeholders.	Andy Wirkus (Lead)		Sep-26
6b	**Final Report**	A final written report addressing the work and results set forth in this SOW. Additional appendices will include data elements to include in standardized datasets to be collected by civil legal providers and the courts in order to benchmark collective progress in the future as well as other project deliverables, which may include the interview, focus group, and listening session protocols, and the survey instruments used for qualitative data collection.			Monday, August 31, 2026
6c	**Exectuive Summary**	An Executive Summary that distills the findings and provides a high-level overview of the main points, conclusions, and recommendations resulting from this needs assessment.			Monday, August 31, 2026
7. Combined Measure of Legal Barriers					
7a		Using all the data collected during earlier tasks, the NCSC together with the Wyoming Judicial Branch will decide which factors they would like to include in the combined index.	Miriam Hamilton (Lead)		Sep-26
7b	**Weighting and Transformations**	Once all variables are decided, the NCSC together with the Wyoming Judicial Branch, and informed by the lessons learned throughout the project timeline, will decide how much "weight" to give each variable. The NCSC will also review the standard transformations applied to each variable type (if needed) in previous models. The Wyoming Judicial Branch will approve any changes to standard transformations.			Sep-26
7c	**Mapping**	With the selected variables and their assigned weights, NCSC will model the data in ArcGIS and produce a "Combined Measure of Legal Barriers" map layer with the areas of highest risk/need/barriers highlighted.			Sep-26
8. Combined Measure of Service Gaps					
8a	**Variable Selection**	Using all the data collected during earlier tasks, the NCSC together with the Wyoming Judicial Branch will decide which factors they would like to include in the combined index. They will also determine any special weighting of variables as needed.	Miriam Hamilton (Lead)		Sep-26
8b	**Determine Cutoffs**	The NCSC team, using quantitative analysis tools available to them, will create proposed benchmarks for where to split these groups so that they do not overlap or leave gaps. The Wyoming Judicial Branch will review these benchmarks, and can suggest modifications to cut-offs, if necessary.			Sep-26
8c	**Finalize Combined Index**	The NCSC team will take all previous feedback and finalize the index for categorization of communities and levels of service. This final model will include a report outlining the model and why decisions were made the way they were and may also include a visualization of the index as applied to communities throughout the state.			Sep-26

WYOMING JUDICIAL BRANCH

Attachment 21.1

To: Wyoming Judicial Council
From: Claire Smith, Deputy Administrator/Chief Fiscal Officer
Date: May 8, 2026
Re: Pennies in the Courts

In response to questions raised regarding the U.S. Treasury's decision to discontinue production of pennies, the Executive Committee asked the Circuit Court Audit Committee (CCAC), together with a district judge and a district clerk of court, to recommend an approach for handling rounding in cash transactions. At the March WJC meeting, the Committee was also asked to review acceptable forms of payment.

The CCAC, District Judge McGrady, and District Clerk of Court McNeff met on March 16 to discuss both issues. The Committee engaged in a robust discussion covering several areas, including:

- Adoption of a uniform approach
- Potential methods for rounding
- Whether judge orders should reflect whole-dollar amounts only
- Timing of the elimination of pennies from circulation
- Available guidance from the U.S. Treasury
- The impact of rounding on garnishments and end-of-day balancing
- Use of signage regarding cash payments
- The effect of interest accrual on outstanding balances

After considerable discussion, the Committee agreed that a formal policy on rounding is not necessary at this time. Although pennies are no longer being produced, they remain in circulation, making rounding unlikely to become a significant issue in the near future. The Committee also noted that, as organizations and government entities develop their own practices, broader local and national trends will likely emerge that the Branch can later rely upon.

Committee Recommendations on Rounding

- A formal policy on rounding is not necessary at this time, as pennies remain in circulation.
- If the lack of pennies later becomes a practical issue, the Committee can revisit the topic and consider recommendations informed by developing local and national trends.
- Courts that do not currently make change may continue that practice.
- Courts that do make change should post signage indicating that exact change may be required.
- Standardized signage will be developed for this purpose.

Committee Recommendations on Judge Orders

- There is no requirement to round ordered amounts, as interest accrual may affect final balances and result in amounts that include cents.

The discussion then turned to acceptable and unacceptable forms of payment. Members discussed the frequency of attempts to pay with unacceptable forms of payment and determined that such situations do not occur often enough to warrant a formal policy. Instead, the Committee concluded

that signage posted at payment counters would adequately inform the public about acceptable and unacceptable payment methods.

Committee Recommendations on Methods of Payment

- A formal policy on acceptable payment types is not necessary.
- Signage will be developed to clearly identify acceptable and unacceptable forms of payment.

Attachment 21.2, in several versions tailored to specific court payment options, was distributed to all district and circuit courts.

Members of the CCAC: Justice Gray, Judge Collier, Judge Luhm, Chief Clerk Sonia Loya, and Chief Clerk Heather Eastin. At the time, there was also a vacant CJ seat.
Special Voting Guests: Judge McGrady, Clerk McNeff
Nonvoting Members/Staff: Elisa Butler, Claire Smith, Cecilia Hicks



CASH PAYMENTS

Due to pennies no longer being made, the Court may require exact change if paying with cash.

Acceptable Forms of Payment
Cash (US currency and coins)
Money orders
Cashier's checks
Personal checks

Unacceptable Forms of Payment
Bills that are excessively folded, taped, glued, stapled, or altered
Payments consisting primarily or entirely of excessive loose coins
Foreign currency
Currency that is suspected of being counterfeit
Frozen, wet, contaminated, or otherwise damaged currency
Currency that has been intentionally defaced or mutilated

Attachment 23.1

Judicial Vacancy Timeline

Vacancy	Vacancy Announced	Governor Will Announce
Judge Greer	4/2/26	6/27/26
Judge Bunting	5/14/26	8/8/26
Retention	8/3/26	Late October 2026
Judge Simpson	9/24/26	12/20/26

