



March 2012

**Numbers to  
Remember:  
Clerk's Office Cheyenne  
307-433-2120  
Clerk's Office Casper  
307-232-2620**

Haven't used  
CM/ECF in awhile?  
Take an electronic  
refresher course at:

[http://www.pacer.gov/  
psc/etraining.html](http://www.pacer.gov/psc/etraining.html)

Dear Debbies!!!!  
This section is  
dedicated to answering  
questions from our users.  
Please submit questions by  
email to:  
[deardebbies@wyd.uscourts.gov](mailto:deardebbies@wyd.uscourts.gov)

# U.S. DISTRICT COURTERLY

## Announcements

The Honorable Stephen E. Cole will retire on May 5, 2012. Judge Cole has served as the Magistrate Judge in Mammoth Hot Springs, Yellowstone National Park since May, 1981. The District of Wyoming would like to thank Judge Cole for his dedicated service to this District, and wish him all the best in his new endeavors.

## General Orders and Other Procedural Changes

- Judge Freudenthal signed a general administrative order requiring her approval before any routine, non-dispositive motion is filed in a civil case.
- Judge Freudenthal now requires joint jury instructions be submitted by counsel. If the parties cannot agree on a joint set, separate instructions may be submitted noting the objection and providing either an alternative proposed instruction or an explanation on why no instruction is needed.
- Judges Freudenthal and Skavdahl now require the parties to submit a Joint Proposed Final Pretrial Order, taking the place of a Final Pretrial Memorandum. Forms are available on our website at [www.wyd.uscourts.gov/htmlpages/forms.html](http://www.wyd.uscourts.gov/htmlpages/forms.html).
- Judge Johnson's new Court Procedures Manual is available on the court website at [www.wyd.uscourts.gov/htmlpages/forms.html](http://www.wyd.uscourts.gov/htmlpages/forms.html). Among other things, the new procedures for Judge Johnson's cases anticipate early collaboration among attorneys, and require submission of a Joint Report of Meeting and Proposed Joint Discovery and Case Management Plan 7 days prior to the Initial Pretrial Conference. Counsel should take the opportunity to review the procedures which are now available.
- A General Order Regarding Filing of Bill of Costs was filed on March 1, 2012 requiring the use of Form AO133 for use in submitting costs by the prevailing party. The general order and form may be found on our website [www.wyd.uscourts.gov/htmlpages/forms.html](http://www.wyd.uscourts.gov/htmlpages/forms.html).



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## CM/ECF

In February, we installed CM/ECF Version 5.0.3. If you have any problems, questions or concerns regarding this new version, please contact either Zane Smith (307-433-2136) or Julie Collins (307-232-2624).

## Motion to Reduce Sentence/Downward Departure

When filing a motion to reduce sentence or a motion for downward departure in a criminal case, use the specific event motion departure or motion reduce sentence. This will ensure these documents are restricted correctly.

If you are filing this motion in a multi-defendant case, please consider using the departure-ex-parte or reduce sentence ex-parte events to ensure other defendants in the case are restricted from viewing this motion.

## Technology

All of the courtrooms in Cheyenne and Mammoth, and courtroom #2 in Casper, have courtroom technologies with full audio and integrated video systems. In addition, the Casper courthouse now has wireless access. If you are using any of these areas and need training on this equipment, please contact the clerk's office prior to your visit.

## Cheyenne Clerk's Office

The Cheyenne clerk's office is currently under remodel, the clerk's office is temporarily located in Room 2115.