



June 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

U.S. DISTRICT COURTERLY

Announcements

The Honorable Kelly H. Rankin was sworn in as the Chief Magistrate Judge for the District of Wyoming on June 7th. Judge Rankin is a native of Wyoming and attended the University of Wyoming for both his undergraduate and law degrees. Upon graduation, he was a Deputy County Attorney in Lincoln County from 1994-1995. Thereafter, he served in the Park County Attorney's Office as a Deputy County Attorney and County Attorney after having been elected twice. While in Park County, he was in private practice. In 2003, Judge Rankin joined the United States Attorney's Enforcement Task Force. In 2008, he was appointed by President Bush to serve as the United States Attorney for the District of Wyoming. He served in that position until January 2010. He then served as counsel to Governor Dave Freudenthal until later that year when he rejoined the U.S. Attorney's Office to serve as Criminal Chief. Judge Rankin and his wife, Cindy, have two boys, Harrison and Sam. The District of Wyoming congratulates and welcomes The Honorable Kelly H. Rankin to the Cheyenne Courthouse. Judge Rankin's chambers' general email box address is: wyojudgekhr@wyd.uscourts.gov

General Orders and Other Procedural Changes

- ◆ Bill of Costs—On 3/1/2012, a new General Order Regarding Filing of Bill of Costs was posted to our website setting forth new requirements to follow when filing your bills of costs. You must use the AO133 form, which is available on the Court's website <http://www.wyd.uscourts.gov/htmlpages/forms.html>. Costs must be itemized on a separate sheet, and documentation for all costs claimed must also be attached. The Clerk of Court will request you refile your bill of costs if you fail to use the correct form. Bills of costs that are submitted without utilizing the AO133 form will not be considered.
- ◆ Footer on Pleadings—No footer should be included on proposed orders (other than the page number). All other pleadings should not include a footer containing the file path information.
- ◆ Attorney Admission—Please review Local Rule 61.1 before requesting attorney admission to the District of Wyoming. The rule and required form can be found on the Court's website at: <http://www.wyd.uscourts.gov/pdfforms/attorneyAdmission2.pdf>



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- ◆ Appeals—When filing a transcript request form, there are now 3 separate events, (1) transcripts not necessary (2) transcripts already on file, or (3) transcripts needed. Transcript request forms and Designation of Record forms (when required) must be filed with both the District Clerk and the Circuit Clerk. Also, please ensure you have complied with the requirement of making satisfactory arrangements for payment with the court reporter, i.e., if CJA counsel, receiving the signature of the Court and approval on a CJA24 Form or, if retained counsel, communicating with the court reporter regarding payment arrangements.
- ◆ Appeals—The District of Wyoming's appeals team may be contacted via email with any questions regarding the processing of appeals at wyd_appealops@wyd.uscourts.gov
- ◆ Motions—Effective 6/1/2012, outside electronic filers now have the ability to file motions as non-public or ex-parte. If you are considering filing one of these restricted motions, please ensure the proper restriction is selected. If you have questions, please call the Clerk's Office.
- ◆ Proposed Orders—When submitting proposed orders, please do not title them "proposed."

Cheyenne Clerk's Office

The remodel of the Cheyenne clerk's office should be completed in mid-June. Please stop by to see the new office.

**** NEW FEATURE****

The September edition of the Clerk's Courterly will feature a section which will profile an attorney from the District of Wyoming. If you would like to be featured or nominate another attorney, please contact Julie Collins at 307-232-2624 or julie_collins@wyd.uscourts.gov.