



JANUARY 2011

**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)

**QUOTE OF THE  
COURTERLY:  
NOW YOU CM/  
ECF, NOW YOU  
DON'T!**

# U.S. DISTRICT COURTERLY

## DOCKETING TIPS:

### Submitting Proposed Orders

A proposed order shall be submitted with all nondispositive motions. The proposed order shall be submitted as an additional attachment to the motion. If the proposed order does not require the filing of a motion, (e.g. Proposed Scheduling Order, Proposed Pre-Trial Order, etc.) it shall be emailed to the appropriate Judge's Chambers set forth:

wyojudgewfd@wyd.uscourts.gov - Chief Judge William F. Downes  
wyojudgecab@wyd.uscourts.gov - Judge Clarence A. Brimmer  
wyojudgeabj@wyd.uscourts.gov - Judge Alan B. Johnson  
wyojudgendf@wyd.uscourts.gov - Judge Nancy D. Freudenthal  
wyojudgewcb@wyd.uscourts.gov - Magistrate William C. Beaman

Please note: All proposed orders, whether submitted with or without a motion, shall also be submitted by email to the appropriate email address in a word processing format.

### Docketing A Summons Returned Executed-USA

We have recently made some changes to this event. Whenever you file a return of service upon a federal agency, use the event, *Summons Returned Executed-US Gov.* CM/ECF will automatically calculate the 60-day answer due date.

*At the screen Enter the name of the person/agency served (white box), type in the name of the entity that was served, for example, US Attorney's Office.*

*On the screen to Select the Party SERVED, select the appropriate defendant(s) from the parties listed.*

On the next screen, enter date served and date answer is due. Type in the date the defendant was served, TAB over to date answer due box. The date will automatically be filled in. In this example, the US Attorney's Office was served on behalf of the United States of America.

Docket text will read:

SUMMONS Returned Executed by (plaintiff). United States of America served on 11/1/2010, answer due on 12/31/2010. Served through the US Attorney's Office.

Repeat these steps for each return of service that you are filing.

For each return of service that you file for the same defendant, the answer date will change.



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

**Reminder: If you are filing documents over the counter, please do not staple the original.**

## DOCKETING TIPS CON'T:

### **Selecting An Event When E-Filing**

Always pick the event that most closely describes what you are filing. If you need help finding an event, use the Search tab on the CM/ECF screen or contact the Clerk's Office.

### **Entry of Attorney Appearance**

When electronically filing a notice of attorney appearance, the appearance **MUST** be filed by the attorney who is appearing. It cannot be e-filed by another attorney.

The CM/ECF event uses the login of the attorney who is e-filing the entry of appearance to populate the name filed in the docket text and adds that attorney to the docket if the attorney has not previously appeared. The event does not have any text boxes where you can add additional text nor will it let you pick or add a different attorney.

This is an example of the docket text when an entry of appearance is electronically filed by an attorney:

NOTICE of Attorney Appearance by **John Smith** on behalf of ABC Corporation; (**Smith, John**) (Entered 11/30/2010).

If John Smith did not have an ECF account and someone else (Jane Smith) were to file the entry of appearance for him it would look like this:

NOTICE of Attorney Appearance by **Jane Smith** on behalf of ABC Corporation; (**Smith, Jane**) (Entered 11/30/2010).

CM/ECF would automatically add Jane Smith, if she had not previously appeared, as counsel of record for ABC Corporation. John Smith, as far as CM/ECF is concerned, does not exist.

## NEW YEAR'S RESOLUTION

**Please update/verify the email addresses associated with your CM/ECF account.**

**To do this:**

**Click Utilities**

**Maintain E-Mail**

**Add/delete email addresses as needed**