



December 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)

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 Scott W. Skavdahl was sworn in as the District of Wyoming's 8th U.S. District Court Judge on December 8, 2011. Judge Skavdahl sits in the courthouse in Casper.

Wireless Access

Wireless internet access is now available in all courtrooms on the 2nd floor in Cheyenne. Soon, Casper will also have this capability.

Proposed Order

When submitting a proposed order, please do **not** include the attorney information block in the upper left-hand corner. Also, please entitle the document as Order rather than Proposed Order.

Notice of Joinder

When joining a previously filed motion, please use the event Notice of Joinder found under the notices subcategory.

Motion to Amend Complaint

Unless otherwise stated in the order, the filer is required to submit the signed original amended complaint to the clerk's office for filing either by mail or hand delivery.

Sealed Cases/Filing

Electronic service is not perfected for sealed cases or filings. The certificate of service should reflect how other means of service was accomplished.

Removal Cases

When submitting a state court record, please attach each state court pleading as a separate attachment to the docket entry and label each document using the description text box.

Criminal Motions

Please select **only** the defendant the motion pertains to when filing criminal motions. Do not select all defendants unless the motion pertains to every defendant.



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CM/ECF

The District of Wyoming is currently on version 4.2. In early 2012, we will be converting to version 5.0.3. Training and materials will be offered to inform users of the changes in this version.

Holiday Closures

The clerk's office will be closed Monday, December 26th and Monday January 2nd.

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**THE DISTRICT OF WYOMING WISHES YOU AND YOURS A
HAPPY AND SAFE HOLIDAY SEASON!!!**

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