



March 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

Scott W. Skavdahl

On February 1, 2011, the District of Wyoming welcomed Scott W. Skavdahl as the Magistrate Judge in Cheyenne, Wyoming. Judge Skavdahl comes to us from the Seventh Judicial District Court in Casper, where he served as District Court Judge for 7 1/2 years. Prior to that, he served as a part-time Magistrate Judge for the District of Wyoming. Please join us in welcoming back Judge Skavdahl to the Federal Bench.

Counsel should submit any proposed orders and other case-related documents not submitted through CM/ECF to the following email address:

wyojudgesws@wyd.uscourts.gov

Sentencing Memorandums

When electronically filing a criminal sentencing memorandum, please use the event Sentencing Memorandum under the Other Documents tab.

Summons in a Civil Case

Pursuant to Rule 12, Federal Rules of Civil Procedure, a defendant must serve an answer within **21 days** after being served with the summons and complaint. If the defendant is the United States or its agencies, officers, or employees, they must serve an answer to a complaint, counterclaim or crossclaim within **60 days** after service on the United States Attorney.

Please verify all office summons forms correctly reflect these deadlines.

Filing Sealed Documents

Any document sought to be filed under seal shall be filed over-the-counter in the Clerk's office in a sealed envelope with a cover sheet attached. An additional copy shall also be provided for the Judge's chambers. Sealed documents shall be retained by the Clerk in paper format. It is the sole responsibility of the filing party to serve all sealed documents to the appropriate parties.



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CM/ECF Tidbit:

ALWAYS login with your CM/ECF login/password first. If prompted for another password, enter your PACER login/password. This will ensure you have access to any restricted documents in your case.

U.S. DISTRICT COURTERLY

Can't find something in our Local Rules?

Our Local Rules are searchable. When you open them, you will find a search box in the tool bar immediately above the first page. Type in the word(s) you are looking for, then click on the down arrow to the immediate right of the box for search options. The search feature will then highlight each instance of the word(s) you typed.

Non-Public vs. Ex-Parte vs. Sealed Documents

Non-Public documents are available to court users and all counsel in the case, but are not available to the public. All case participants will receive a notice of electronic filing (NEF), and will be able to access the documents using their CM/ECF login/password.

Ex-Parte documents are available to court users and specific case participants as determined during the filing process, but are not available to the public. All case participants will receive a NEF, but only those designated participants will be able to access and view the document using their CM/ECF login/password.

Sealed documents cannot be electronically filed by counsel. These documents are not attached to their docket entries, and therefore cannot be accessed or viewed by any participants. A NEF does not go out to any participants, and these documents must be manually served to the appropriate parties by the filer. Sealed documents are kept in a secured vault in the Clerk's Office.

Statistics

2409 pleadings have been electronically filed by attorneys in CM/ECF since January 1, 2011.