



June 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](mailto:deardebbies@wyd.uscourts.gov)

# U.S. DISTRICT COURTERLY

## Announcements

The District of Wyoming is pleased to announce the Honorable Nancy D. Freudenthal will be sworn in as the Chief Judge for the District of Wyoming at the close of business on June 1.

## When to file non-public, ex-parte or sealed documents

### Non-Public

A non-public event should be used when the filing contains the following personal identifiers as outlined in the E-Government Act of 2002:

- Social Security Numbers
- Names of Minor Children
- Dates of Birth
- Financial Account Numbers
- Home Addresses

Non-public filings are not available through PACER. All case participants will receive the notice of electronic filing (NEF), and will be able to access the filing using their CM/ECF login and password.

### Ex-Parte

An ex-parte event should be used when it is necessary to limit access of a filing to either the filing party or the applicable parties selected during the docketing process. Ex-parte filings are used frequently in multi-defendant criminal cases when access to a filing should be restricted to a particular defendant and the USA. Ex-Parte filings are not available through PACER. All parties will receive the NEF, but only those applicable parties designated through the docketing process can access the filing using their CM/ECF login and password.

### Sealed

A sealed document should only be used when the nature of the filing is so private it should not be made available to **anyone** without the Court's prior approval. Sealed entries are contained in the docket, but the filing is not attached to the docket entry. Sealed documents are maintained as paper documents in the Clerk's vault.

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Sealed documents must be presented in a sealed envelope with a caption page affixed to the outside of the envelope. Two envelopes for each filing should be provided—the original in one envelope and a copy for the Court in a second envelope.

Attorneys are encouraged to thoroughly assess which restriction level best applies to their filing and to file documents as sealed only when no other restriction level is applicable.

The restriction level (non-public, ex-parte or sealed) should be clearly marked on the cover sheet of the filing. For Example:

John Doe	11CV000
vs	
ABC Corporation	<b>NON-PUBLIC DOCUMENT</b>

If you need to restrict a document that does not have a restriction level built into the event, the document will need to be filed over-the-counter in the Clerk's Office, or emailed to the Clerk's Office with prior approval.

## **New Events Added to CM/ECF**

The following new events are available for use in CM/ECF:

Service of Process—Return of Warrant for Arrest in Rem has been added to the civil menu.

Non-Public and Ex-Parte restriction levels are now available in the other documents menu of the criminal tab. To restrict your entry, select either Ex-Parte or Non-Public **and** the document you are e-filing.

Motions—Motion for Jury Questionnaires have been added to the civil and criminal menus.

Service of Process—Subpoena(s) Returned Executed has been added to the criminal menu.

## **Using Firefox and Internet Explorer with CM/ECF**

The version of CM/ECF that the District of Wyoming is currently on is 4.1.1. This version has been tested correctly with Firefox 3.5, 3.6.18 (to be released 6/21/11), and Internet Explorer 7 and 8. If you are running a higher version of either of these browsers you may experience difficulty in e-filing documents.

## **Criminal Filings**

When filing in a multi-defendant criminal case, pick only the defendant(s) to whom the filing pertains. If the filing pertains to all defendants, select the visible defendants, and not the main case, as the main case may contain sealed defendants which would prevent the notice of electronic filing from being delivered.

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## Forms

Our website has been updated. Please visit the *forms* tab for Judge Freudenthal's forms, and the most recent transcript order forms.

<http://www.wyd.uscourts.gov/htmlpages/forms.html>

## CJA Appeal Reminder

Prior to submitting a transcript order form, a CJA Form 24 (Authorization and Voucher for Payment of Transcript) **must be completed and approved**. CJA forms that are ready for approval should be submitted to John Lang (CJA Administrator). Click the link below for a CJA 24 fillable form.

<http://www.wyd.uscourts.gov/pdfforms/CJA/cja24.pdf>

## Appeals

In compliance with Fed R. App. P. 10, please ensure you are filing the designation of transcripts and the designation of record in both the District Court and the Appellate Court.

## Admission to Practice

Pursuant to Local Rule 83.12.2, attorneys who are regularly admitted and licensed to practice before the Supreme Court of Wyoming may be admitted to practice in the U.S. District Court for the District of Wyoming upon motion made in open court by an attorney admitted to this Court. Said motion shall contain a satisfactory showing of the good moral character and the qualifications of the applicant, and the moving attorney shall vouch for him or her. Upon the granting of said motion for admission, the applicant shall take the oath, which shall be administered by the Court or the Clerk of Court. After signing the roll of attorneys in the Clerk's office and paying the \$200 fee, a certificate of admission shall be furnished to the admitted attorney.

To make an appointment for admission, please contact the appropriate Judge's Chambers:

Judge Nancy D. Freudenthal (in Cheyenne) 307-433-2190

Judge Clarence A. Brimmer (in Cheyenne) 307-433-2160

Judge Alan B. Johnson (in Cheyenne) 307-433-2170

Judge William F. Downes (in Casper) 307-232-2600

## Retirement of The Honorable William F. Downes

After 17 years on the bench, Judge William F. Downes will retire on July 24, 2011. Please join us for an open house honoring Judge Downes' years of judicial service at the Ewing T. Kerr Federal Courthouse in Casper, WY on July 22nd from 3:00-5:00 pm.