



September 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

On July 24, 2011 The Honorable William F. Downes retired from the District of Wyoming. We would like to thank everyone who helped to make his retirement celebrations a success and wish Judge Downes all the best as his begins the next chapter of his life.

New Employees

Please welcome the following new employees to the District:

- ◆ Jon Bastian—IT Department (Cheyenne)
- ◆ Emily Regier—Law Clerk to Judge Johnson
- ◆ Kelley Anderson—Law Clerk to Judge Skavdahl (former Law Clerk to Judges Brimmer and Downes)
- ◆ Desiree Wilson—Law Clerk to Judge Brimmer
- ◆ Thomas Roberts—Staff Attorney (Cheyenne)
- ◆ Kevin Walton—Law Clerk to Chief Judge Freudenthal

Service Requirements

It is the filing party's responsibility to ensure all pleadings are properly served on the opposing party and the Court. Please note, any sealed filings, or filings contained in sealed cases, will not be electronically served through CM/ECF. It is the responsibility of the filer to serve these pleadings, and adjust the Certificate of Service to reflect the means of service.

Entry of Appearance

To ensure an attorney is properly associated and noticed in a case, please file an Entry of Appearance. It is not necessary to file a separate Entry of Appearance for each **party** that is represented, but it is necessary for each attorney to enter an appearance in the case. To select multiple parties, hold the Ctrl key and select the parties represented.

Electronically Filed Transcripts

Please note, the one-free look and 30 page limit through PACER, does **not** apply to transcripts.

Criminal Motions

When filing a criminal motion in a multi-defendant case, only select the defendant to which the motion pertains.

U.S. DISTRICT COURTERLY

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 and Internet Explorer 7 and 8. If you are running a higher version of either of these browsers you may experience difficulty e-filing documents.

Proposed Orders

All proposed orders regarding dispositive civil motions and all criminal motions should be submitted to the presiding judges' chambers in a word processing format and emailed to:

wojudgndf@wyd.uscourts.gov - Chief Judge Nancy D. Freudenthal

wojudgecab@wyd.uscourts.gov - Judge Clarence A. Brimmer

wojudgeabj@wyd.uscourts.gov - Judge Alan B. Johnson

All proposed orders regarding non-dispositive civil motions should be submitted to the referral judge's chambers in a word processing format and emailed to:

wojudgesws@wyd.uscourts.gov - Magistrate Judge Scott W. Skavdahl

Voluminous Attachments to Pleadings

When attaching voluminous exhibits to pleadings during e-filing, please submit the PDF of your **pleading only** as the main document, and attach all exhibits as additional attachments.

Certificates of Service

At this time, a Certificate of Service is required for each pleading, even if all parties are served electronically through CM/ECF.

General Order Regarding Use of Wireless Communication Devices

Please review the attached General Order. Maps, as indicated in section 5.b, are available in the Clerk's Offices in Cheyenne and Casper.

Courtroom Etiquette

At the conclusion of a hearing, it is proper courtroom etiquette for all attorneys and parties to remain in the well of the courtroom until the Judge has exited the courtroom.

Statistics

Attorneys have electronically filed 6593 pleadings in CM/ECF in the District of Wyoming since January 1, 2011.

U.S. DISTRICT COURT
DISTRICT OF WYOMING
FILED
JUL 21 2011

WYOMING FEDERAL DISTRICT COURT GENERAL ORDER REGARDING USE OF
WIRELESS COMMUNICATION DEVICES

Whereas, the Court recognizes that the use of Wireless Communication Devices has become a necessary part of the legal practice and trial presentation. To that extent the Court believes a general order is necessary to define how and when Wireless Communication Devices can be utilized to avoid disruption and/or distraction from court proceedings and business, while allowing their effective use by counsel. Accordingly, it is hereby ORDERED as follows:

1. Devices covered: for purposes of this order "Wireless Communication Devices" are those electronic devices that are capable of wirelessly transmitting voice and/or data including, but not limited to mobile phones, cellular communication devices and personal digital assistants (PDAs) and/or computers.
2. This General Order acknowledges and reaffirms the Court's policy as set forth under Local Rule 83.4.1, which strictly prohibits in any courtroom the operation of any audio or video recording device to record or photograph court proceedings, absent express authorization by the presiding judge.
3. This General Order is not applicable to employees of the Wyoming Federal District Court, including the Clerk of Court, Judicial staff and court reporters, Probation Office employees, Bankruptcy Court employees, Court Security Officers and the U.S. Marshal's Office.
4. Except as provided in this General Order, no person may use or possess a Wireless Communication Device in any courtroom or any premises under the direct control of the Court. With limited exception this applies to the entire Ewing T. Kerr Courthouse in Casper, Clifford P. Hansen Courthouse in Jackson, Yellowstone Justice Center, Mammoth, second floor of the Joseph C. O'Mahoney Federal Courthouse in Cheyenne and any other spaces that from time to time may be utilized and controlled by Federal District Court of Wyoming for official Court business.
5. Unless otherwise ordered by the presiding judge, attorneys who are admitted to practice before this Court are allowed to possess and bring into court buildings Wireless Communication Devices subject to the following limitations and requirements, necessary to avoid disruption and/or distraction:
 - a. Wireless Communication Devices shall be turned off (vibrating is not off) unless in designated use spaces. So long as done in a non-disruptive manner, attorneys of record may use laptop computers that can access the internet at counsel tables, provided that the rules prohibiting photography, recording and broadcasting court proceedings are not violated and all audio sounds are muted.

Attorneys of record may use cell phones, PDAs and Wireless Communication Devices (other than laptop computers that can access the internet) at counsel table only with the express permission of the presiding judge. **Audio and/or video communications with a third party outside the courtroom are strictly prohibited.**

- b. Those designated use spaces are identified on the attached map for the applicable courthouses.
- c. No witness, juror, client, party or member of the general public shall be allowed to possess or use any Wireless Communication Device.
6. Copies of this General Order shall be made available by the Clerk of Court to persons entering court facilities and this General Order shall be conspicuously posted at main courthouse entrances. Any person who brings a Wireless Communication Device into a court building shall be deemed to have consented to the terms and conditions of, and to be subject to, this General Order.
7. Any attorney violating this General Order may be subject to discipline under Local Rule 83.12.1.
8. A violation of this General Order, including without limitation, unauthorized possession of a Wireless Communication Device, use of a Wireless Communication Device in an unauthorized space, possession of a Wireless Communication Device in an audible mode, and failing to turn OFF (vibrate mode is not OFF) a Wireless Communication Devices when required, MAY result in the immediate removal of the person in violation of this General Order. Upon Order of the Court, any United States Marshal or Deputy Marshal is authorized to confiscate, seize and inspect Wireless Communication Devices used or suspected of being used in violation of this General Order, or remove the person suspected to be in violation of this General Order. Seized Wireless Communication Devices may not be returned until the conclusion of proceedings or as otherwise directed by the presiding judge.
9. A violation of this General Order may be punished by criminal contempt of court, giving due consideration to the nature of the violation and any history of similar or past violations. A violation that disrupts a judicial proceeding may be punished by direct summary contempt proceedings.
10. Repeated violations by counsel may result in sanctions as well as the loss of privilege to possess a Wireless Communication Device in any courtroom or any premises under the direct control of the Court.

Dated this 21 day of July, 2011.


NANCY FREUDENTHAL
Chief Judge