

United States District Court  
District of Wyoming

Recommended Changes to Civil Local Rules

Rule 5.1 Filing with the Court

Civil Local Rule 5.1 should be amended to reflect that electronic filing is permitted in the District of Wyoming.

5.5 Filing by Electronic Transmission

(a) Electronic Filing Authorized. A party may file a document by electronic transmission in accordance with guidelines established by the Court (see CM/ECF Procedures Manual for Wyoming at <http://www.wyd.uscourts.gov>) Filing by facsimile is not permitted. Unless otherwise ordered by the court, an electronic document is considered filed on the date of the electronic transfer, including weekends and holidays. A filing day is defined as 12:00:00 a.m. to 11:59:59 p.m. The time and date of actual filing are reflected in the Court's digital file stamp.

(b) Documents of Record. A document filed electronically and stored in the Court's server is the official document of record. Affidavits and other documents requiring an original verified signature may be filed electronically. By electronically filing an affidavit or other verified document, the filing party or attorney certifies that the original signed paper will be kept and will be produced on request or at the direction of the Court.

5.6 Service by Electronic Transmission

(a) By the Court. The Court or Clerk may serve and give notice by electronic transmission, in lieu of service and notice by mail, to any person who has a written request, on file with the Clerk, to receive service and notice by electronic transmission. The request remains effective in all subsequent litigation in this District involving the person who filed the request; however, any person may withdraw authorization for electronic filing by sending written notice to the Clerk.

(b) Between Parties. In addition to means of service specified in Fed. R. Civ. P. 5(b), parties may agree to service between themselves by electronic transmission, including transmission through the Court's server.

Electronic service under subdivisions (a) and (b) is equivalent to service by mail in accordance with Fed. R. Civ. P. 5(b)(2), 5(E), 5(b)(3) and 77(d).

Rule 16.1

Correct (b)(8) to reflect correct cite to be Rule 26.1(g).

**Rule 16.1 PRETRIAL CONFERENCES**

**(b)**

**(8) Counsel shall discuss a schedule for taking expert depositions. (See Local Rule 26.1(g)).**

Rule 26.1 Discovery

**Change Rule 26.1**

**(f) to (f)(1)**

**add:**

**(f)(2) Parties may agree to produce any or all documents electronically, rather than by other means.**

Rule 83.7.2 Review of Action of Administrative Agencies, Board, Commission, and Officers (Including Social Security Appeals)

To require that an index be filed with the administrative record.

**Change Civil Local Rule 83.7.2(c)**

**(c) Filing of the record. In review proceedings, the agency shall file the record with the clerk within sixty days of proper service of the petition or notice unless a different time is provided by statute, or as otherwise ordered by the court. The record shall be bates stamped and contain an index including date and description of the document(s).**

Rule 83.12.2(b) Pro Hac Vice Admission

Civil Local Rule 83.12.2(b) should be amended requiring email address of attorney seeking pro hac vice admission.

- **Name, firm name, address, telephone number, email address of attorney seeking pro hac vice admission.**

Rule 83.12.3(a) Appearances and Withdrawals

Civil Local Rule 83.12.3(a) should be amended requiring email address of attorney entering an appearance in a civil case.

- (a) **Appearances, Civil Case. Each and every attorney making an appearance in a civil case shall cause the Clerk of Court's records to clearly reflect the firm name (if any), office address, email address of attorney entering an appearance, telephone and facsimile number (if any) of the attorney, and the party for whom appearance is made, by filing a separate written appearance identifying the specific party(s) represented.**