

MEMORANDUM

UNITED STATES DISTRICT COURT
DISTRICT OF WYOMING

Clerk's Office
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Cheyenne, WY 82001
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TO: Counsel of the Wyoming Federal Bar

FROM: Scott W. Skavdahl and Casey Parker Chief Judges and
Maggie Botkins and Tim J. Ellis Clerks of Court

SUBJECT: Impact of COVID-19 on Court Operations—**District and Bankruptcy** Courts

DATE: March 16, 2020

Given the current situation with the Covid-19 virus we are taking all actions possible to minimize risk to the public, counsel and court personnel while maintaining judicial functions. To the extent you or your clients believe you have been exposed to or are suffering from the Covid-19 virus or have within the last 21 days traveled to China, Italy, Iran, United Kingdom, Japan, South Korea or any other foreign country which the CDC.Gov has designated as a Level 3 Travel Health Notice, you should contact Court chambers and alert them to your situation so the Judge can determine appropriate scheduling.

Judges are also, to the extent possible, conducting matters via video teleconference or conference call. As noted below, the Clerk of Court for District and Bankruptcy are limiting window hours to address staffing limitations and minimize exposure. Nonetheless, if questions arise please contact the District Clerk of Court at (307) 433-2120 or Bankruptcy Clerk of Court at (307) 433-2200.

For the time being, with the exception of Campbell County, Sweetwater County and Scottsbluff detention centers (which utilize video visitation), the U.S. Marshal Service along with the Bureau of Prisons have ceased all visitation including legal visitation with limited exceptions on a case-by-case basis. The Bureau of Prisons has also cancelled all prisoner movements, which could impact court proceedings.

To allow District and Bankruptcy Court Employees to continue to support the Bar, Public and Judges and to meet their needs at home, until further notice and effective Tuesday, March 17, 2020, the District Court and Bankruptcy Court Clerk's public office hours of operations in Casper and Cheyenne will be 10:00 a.m. – 3:00 p.m. Monday – Friday.

To the extent possible, all Clerk's Office staff are required to telework. There will be limited staff to cover Court hearings and to support the public counter.

As things change, which they undoubtedly will, we will keep you posted.