

UNITED STATES DISTRICT COURT DISTRICT OF WYOMING

Margaret Botkins
Clerk of Court



Jon Bastian
Chief Deputy Clerk

January 19, 2022

NOTICE REGARDING DISTRICT COURT CLERK'S OFFICE TEMPORARY CHANGE IN OPERATIONS DUE TO COVID-19 FOR THE CHEYENNE CLERK'S OFFICE ONLY

The District Court Clerk's Office located in Cheyenne, is experiencing a spike in active COVID-19 cases among clerk's office personnel. In an effort to address the situation, the following measures will be in effect for the Cheyenne Clerk's Office beginning January 20 through January 28, 2022.

- The District Court Clerk's Offices will remain open to the public, subject to limitations described below aimed at maintaining the public health. **Unless ordered by the Court, all hearings scheduled during this time will remain as scheduled.**
- Public intake hours at the Cheyenne location will be 10:00 am – 12:00 noon and 1:00 pm – 3:00 pm, Monday through Friday. The Casper and Mammoth locations will remain open to the public from 8:00 am- 12:00 noon and 1:00 pm – 5:00 pm, Monday through Friday.
- Telephone calls will continue to be answered in all locations from 8:00 am – 12:00 noon and 1:00 pm – 5:00 pm, Monday through Friday.
- Filings will continue to be processed in civil and criminal cases via the CM-ECF electronic case filing system and by mail.
- Since the Cheyenne Clerk's Office public hours have been reduced, as a reminder, we continue to receive new civil actions via email. A general email box (wydnewcase@wyd.uscourts.gov) is available for parties to submit initiating documents. The Clerk's Office will open the new case and enter it into CM/ECF.
- A drop box is available in the lobby of the J.C. O'Mahoney Federal Center in Cheyenne. The drop box will be checked throughout each business day until 3:00 p.m. Documents deposited prior to 3:00 p.m. will be considered filed same day; documents deposited after 3:00 p.m. will be considered filed the next business day.
- Payments will be accepted by check or money order by mail, by using the drop box or in person during public intake hours. Payments by credit card will be accepted during public intake hours only. Payments can be accepted over the phone from our Casper Office from 8:00 am – 12:00 noon and 1:00 pm – 5:00 pm, Monday through Friday by calling 307-232-2620.

2120 Capitol Avenue, Room 2131 ♦ Cheyenne, WY 82001
(307) 433-2120 ♦ Fax (307) 433-2152

111 South Wolcott, Suite 121 ♦ Casper, WY 82601
(307) 232-2620 ♦ Fax (307) 237-0014

www.wyd.uscourts.gov

- If you have questions, please contact the Clerk's Office for assistance:
Casper: 307-232-2620 or Cheyenne: 307-433-2120.