

UNITED STATES DISTRICT COURT DISTRICT OF WYOMING

Margaret Botkins
Clerk of Court



Jon Bastian
Chief Deputy Clerk

March 30, 2020

NOTICE REGARDING DISTRICT COURT CLERK'S OFFICE CHANGE IN OPERATIONS DUE TO COVID-19

In response to public health concerns associated with the COVID-19 outbreak, and to follow up to the Memorandum to the Bar dated March 16, 2020, the District Court Clerk's Office is offering several options to assist with filing:

- The District Court Clerk's Offices will remain open to the public, subject to limitations aimed at maintaining the public health.
- Public intake hours at the Casper and Cheyenne locations are 10:00 am – 12:00 noon and 1:00 pm – 3:00 pm, Monday through Friday, except Federal Holidays.
- 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, except Federal Holidays.
- Filings will continue to be processed in civil and criminal cases via the CM-ECF electronic case filing system and by mail.
- Since the Clerk's Office public hours have been reduced and to comply with social distancing, we are now set up to receive new civil actions via email. Attached is a notice outlining the process. We have established a general email box (wydnewcase@wyd.uscourts.gov) for parties to submit initiating documents. The Clerk's Office will open the new case and enter it into CM/ECF.
- Drop boxes have been placed in the lobby of the J.C. O'Mahoney Federal Center in Cheyenne and the Ewing T. Kerr Courthouse in Casper. 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. Attached is a notice outlining drop box filing procedures and information form.
- Payments will be accepted by check or money order by mail, by using the drop boxes or in person during public intake hours. Payments by credit card will be accepted during public intake hours only.
- If you have questions, please contact the Clerk's Office for assistance:
Casper: 307-232-2620 or Cheyenne: 307-433-2120.

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

NOTICE REGARDING ACCEPTANCE OF NEW CIVIL ACTIONS
IN THE UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF WYOMING

Exigent circumstances created by the COVID-19 Coronavirus have impacted Court operations. In an effort to ease the filing of new civil actions, the United States District Court for the District of Wyoming is pleased to announce acceptance of initiating documents in civil cases via email as of April 1, 2020. This includes submission of civil complaints, amended complaints, notices of removal, and petitions for review of agency action.

The Clerk's Office will continue accepting new civil actions in person at the Clerk's Office in Cheyenne or Casper, and via US Mail, FedEx, UPS, etc. The Clerk's Office public hours of operation are 10:00 a.m. – 12:00 noon and 1:00 p.m. – 3:00 p.m., Monday through Friday, and are subject to change depending on the development of the pandemic.

To submit a new civil action, please send an email to wydnewcase@wyd.uscourts.gov.

Please attach to the email the initiating documents in separate .pdf format:

- Signed (not /s/) initiating document.
- Signed Notice of Removal, including the state court complaint.
- Completed and signed Civil Coversheet.
- Notice of Complexity, Corporate Disclosure, or other documents with the new civil action may be included in the email **or** may be e-filed via CM/ECF once the new case is on the system. A Notice of Electronic Filing (NEF) will be sent when the new case is opened in CM/ECF.
- If summons(es) need to be issued, please attach completed summons(es) in .pdf format. The Clerk's Office will electronically issue the summons(es) and return them via email to the address used to submit the new case documents. Any summons issued will also be e-filed as "Summons Issued."

A Notice of Electronic Filing (NEF) will be sent for each document submitted. **Service to opposing parties remains the responsibility of the filing party.**

New civil actions submitted via email by 5:00 p.m., Monday through Friday, except Federal Holidays, will be considered filed on that business day. Civil actions submitted after 5:00 p.m., Monday through Friday or on weekends or holidays will be considered filed the next business day.

New civil actions submitted via email by 3:00 p.m., Monday through Friday, except Federal Holidays, will be available on CM/ECF by the end of the day submitted. Any cases submitted after 3:00 p.m., Monday through Friday or on weekends or holidays, will be available on CM/ECF no later than 12:00 noon the next business day.

Filing Fees: Please mail the appropriate filing fee to the Clerk's Office in Cheyenne or Casper, Wyoming, within 3 business days of submission of the new civil action. Please indicate on the check the case number associated with the filing fee. This will be tracked and entered in CM/ECF. Upon receipt of payment, the receipt number will be entered in CM/ECF.

Please contact the Clerk's Office at 307/433-2120 (Cheyenne) or 307/232-2620 (Casper) if you have any questions.



DROP BOX FILING PROCEDURES

1. **COMPLETE FILING INFORMATION SHEET**

Please complete the filing information sheet and attach it to the documents to be filed.

2. **ENCLOSE FILING FEE (IF REQUIRED)**

Include a check or money order payable to “Clerk, United States District Court” in the exact amount of the filing fee, if a fee is required. Please be sure the check is signed. Please do not enclose cash.

3. **ENCLOSE RETURN ENVELOPES FOR CONFORMED COPIES (IF REQUESTING)**

Enclose self-addressed, stamped envelope(s) of appropriate size with adequate return postage. Copies will be placed in the mail the same day the documents are filed.

4. **PLACE DOCUMENTS IN DROP BOX**

Before placing documents in the drop box, please ensure the documents are secured by clips, rubber-band or envelope(s). Envelopes are provided if needed.

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.

If you have questions, please contact the Clerk’s Office for assistance:

- Casper: 307-232-2620
- Cheyenne: 307-433-2120



DROP BOX INFORMATION FORM

NOTICE:

- To assist with efforts towards minimizing personal interactions, this drop box may be used as an **option** for filing instead of coming to the Clerk's Office intake counter when open.
- The public may use the drop box during hours when the Clerk's Office intake counter is closed, but the building is open to the public.
- Clerk's Office staff will retrieve documents from the drop box throughout the day that the Clerk's Office is open.

Date: _____

Case Name (if applicable): _____

Case Number(s) (if applicable): _____

Company/Firm: _____

Name/Contact: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email Address: _____

CHECK/MONEY ORDER ENCLOSED Yes _____ No _____

CASH NOT ACCEPTED

- **IMPORTANT** - Before placing your filing in the drop box, please ensure the following:
 - ✓ Case number, caption and date are clearly identified on document(s).
 - ✓ Documents have been signed.