

# U.S. DISTRICT COURT CLERK'S COURTERLY



## Filing Reminders to Counsel

February 2024

### *Non-Dispositive Motions*

Please be sure to follow our Civil Local Rules when filing a non-dispositive motion. The proposed order must be filed as an attachment to the pending motion. Please **DO NOT** file the proposed order as a separate pleading. Refer to Local Rule 7.1.



UNITED STATES DISTRICT COURT  
FOR THE  
DISTRICT OF WYOMING  
**LOCAL CIVIL RULES**

◆ **The Clerk's Office will be closed February 19th in Observance of Presidents Day.**

### *Pro Hac Vice Fees*

The Clerk's Office has received a number of duplicate pro hac vice filing fees in recent months. Sponsoring attorney's, please communicate to the pro hac vice attorney who will be paying \$100 pro hac vice fee.

**The preferred method of payment is online via Pay.gov when the pro hac vice attorney enters their appearance in the case.**



**Please help us in welcoming our newest Court employees!**

• **Elayna Thorsell**—  
*Courtroom Deputy for the Honorable Scott W Skavdahl in Casper.*

• **Mariah Klawon**—  
*Financial Specialist in Cheyenne.*

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Please contact the Clerk's Office at (307) 433-2120 (Cheyenne) or (307) 232-2620 (Casper) with any questions or concerns regarding these reminders.

## Be Alert for Federal Court Scams!

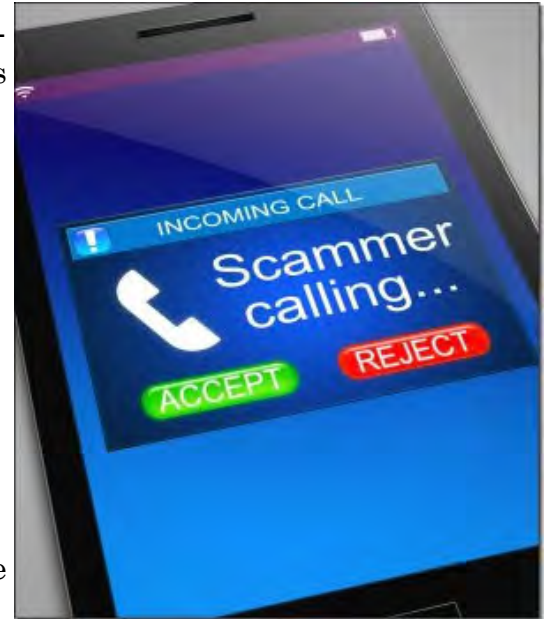
Posing as judiciary officials, scammers may target potential jurors, court interpreters, court reporters, and others by trying to collect personal information and/or money, and threatening fines, prison time or other penalties if they fail to comply with certain demands.

If you received a threatening phone call or email, refrain from disclosing any information requested. Federal courts will never use a phone call or email to request personal or financial information, or to threaten recipients who don't comply.

Be skeptical of any emails or calls that:

- Ask for credit/debit card/gift card numbers, wire transfers, or bank routing numbers for any purpose.
- Ask you to provide any sensitive information, like your date of birth or social security number.

These calls and emails, which threaten recipients with fines and jail time if they do not comply, are fraudulent and are not connected to the federal courts.



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## Doing Business with the Court?

**Jurors:** Most contact between a federal court and a prospective juror will be through the U.S. mail, and any phone contact by real court officials will not include requests for Social Security Numbers, credit card numbers, or any other sensitive information.

**Court Interpreters and Court Reporters:** If you're serving as a contract court interpreter or reporter and you receive a phone call or email asking for sensitive info, make sure you recognize the email sender or caller from prior interactions with the court or office. If you don't recognize them, decline to respond. Go to the court's website and call the court directly to confirm it's a legitimate request.

## **Report a Scam**

To report a scam, or if you're unsure whether something might be a scam, please contact the Clerk's Office— (307) 433-2120 for Cheyenne and (307) 232-2620 for Casper, or the local US Marshals Service Office (307) 829-3710 for Cheyenne and (307) 441-3730 for Casper.

# Local and US Courts News Roundup

## Upcoming Cheyenne Clerk’s Office Renovations



The Clerk’s Office in Cheyenne is scheduled to undergo an extensive and months-long renovation. Construction is set to begin sometime this spring, and a temporary intake area will be established during this time. The courtrooms will not be affected and hearings will continue as normal. Further updates will be given as the project progresses.

## Chief Justice Roberts Issues 2023 Year-End Report



Photo credit: USCourts.gov

Chief Justice John G. Roberts, Jr. has issued his 2023 Year-End Report on the Federal Judiciary.

This is the 19th report Chief Justice Roberts has issued since he was appointed chief justice in 2005.

Read the report [here](#).

For more information about this story and other US Court news, check out the US Courts website at: <https://www.uscourts.gov/judiciary-news>

### FRIENDLY REMINDERS TO COUNSEL:

Please adhere to our [Civil Local Rules](#) when filing a non public or sealed document. Absent prior Court authorization, no case or documents may be filed under seal or as non-public.

**RULE 84.2 [ADMISSION TO PRACTICE](#): Please Note: You may submit all attorneys being admitted in one motion rather than filing separate motions.**

**Our Mission:** Employees representing the U.S. District Court for the District of Wyoming are committed to the impartial administration of justice. Driven by respect, integrity, and a dedication to excellence, we are here to serve the Public, Bar, and Court in a manner that will instill trust and confidence in the Judiciary. We endeavor to support a just and timely resolution of matters brought before the Court.