

# U.S. DISTRICT COURT CLERK'S COURTERLY



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

As of May 11th, the Court reinstated public office hours to Monday–Friday 8:00 am — 12:00 noon and 1:00 pm - 5:00 pm. If you plan to visit any of our Court locations, please be advised of the changes noted below.



The District Court will resume in person hearings on Monday June 1, 2020.

Drop box locations in Casper and Cheyenne and the ability to use the new [WydNewCase@wyd.uscourts.gov](mailto:WydNewCase@wyd.uscourts.gov) email address for filing pleadings will remain in place and continue to be monitored by Clerk's Office staff. The drop box will be checked throughout each business day until 4:00 pm. Documents deposited prior to 4:00 pm will be considered filed same day; documents deposited after 4:00 pm will be considered filed the next business day.

Payments can be accepted by check or money order by mail, by using the drop boxes or in person during public hours within 3 business days of submission of the new civil action.

Continued on page 2.....

June 2020

Please help us in welcoming our newest Court employees!

- **Jennifer Cotter**—  
*New Judicial Assistant for the Honorable Magistrate Mark L. Carman in Yellowstone National Park.*
- **Darryl Fortson**—  
*New Network Administrator in Cheyenne.*
- **Megan Strawn** —  
*New Court Reporter in Casper.*

### Inside this issue:

<i>Court Operations cont...</i>	2
<i>General Order 20-06</i>	2
<i>US Courts News Round-up</i>	3
<i>Helpful Reminders and Training Info</i>	3

# Updates to Court Operations cont...

Payments by credit card will be accepted during public hours only. If paying by check please indicate on the check the case number associated with the filing fee. Filing fees for civil cases, appeals, pro hac vice motions, and miscellaneous cases can now be paid via Pay.gov.



For more information on new policies and procedures and expectations regarding reopening for in-person hearings and other business with the Federal Courthouses throughout the District of Wyoming please visit our website:

<https://www.wyd.uscourts.gov/news#>

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

## General Order 20-06—Courthouse Entry

**THE DISTRICT COURT WILL RESUME IN PERSON HEARINGS ON MONDAY, JUNE 1, 2020.**

If you plan to visit any of our courthouse locations, please be familiar with new entry access restrictions and procedures as outlined in General Order 20-06.

First, upon seeking entry, you may be questioned regarding your potential or believed exposure to COVID-19. Please **DO NOT** enter a courthouse if you are feeling unwell for any reason.

Second, please be prepared to wear a facemask in Federal Court spaces as they will be required in certain areas.

If you have any questions regarding entry and would like to speak with someone, please refer to page 2 of the order with contact information for the various Federal agencies.

A copy of General Order 20-06 can be found by clicking the following hyperlink:

<https://www.wyd.uscourts.gov/sites/wyd/files/General%20Order%202020-06.pdf>

# US Courts News Roundup

## [Judiciary Seeks Funding, Legislative Changes to Aid COVID-19 Response](#) —

The Judiciary has asked Congress for \$36.6 million in supplemental funding, as well as several legislative reforms designed to help federal courts respond effectively to the coronavirus (COVID-19) emergency.

## [1979: The Year Women Changed the Judiciary](#)

In 1979, the number of women serving as federal judges more than doubled. Check out this series from [uscourts.gov](http://uscourts.gov) about the trailblazing women who reshaped the Judiciary.

To continue reading about these stories and more, visit <https://www.uscourts.gov/judiciary-news>



*Judge Carolyn Dineen King, of the Fifth Circuit U.S. Court of Appeals, right, with U.S. Supreme Court Justice Ruth Bader Ginsburg, center, and Chief Judge Deanell Reece Tacha, of the Tenth Circuit U.S. Court of Appeals, after King received the 2007 Edward J. Devitt Distinguished Service to Justice Award.*

*Photo courtesy of the ABA Women Trailblazers Project.*

### **FRIENDLY REMINDER 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.**

### **NEXTGEN CM/ECF REMINDER:**

NextGen CM/ECF features single sign-on functionality that give users access to both PACER and electronic filing from a single account. This update will require current e-filer registrants to upgrade their PACER accounts.

You can click on the following link to login to PACER: <https://pacer.psc.uscourts.gov/pscof/login.jsf>. Once logged in, you'll want to go to the "Upgrade PACER Account" page of Manage My Account to complete the upgrade process.

### **CM/ECF TRAINING & PROCEDURES:**

If you are an attorney wishing to file electronically in the District Court of Wyoming, please download the [REGISTRATION FORM](#) and call to schedule training with our Casper or Cheyenne offices. You must have a valid CM/ECF account to use this part of the system and these accounts are given only to active attorneys in the District of Wyoming. You can simply call the Help Desk Number at 307/433-2120 or 307/232-2620. CM/ECF training is offered once a month in Cheyenne, typically on the 3rd Wednesday, from 2:00 - 3:00 PM. Casper will continue to train new users as the need arises. Please call our office to reserve a seat!

**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.