

Wyoming Rules of Appellate Procedure

Rule 1. General rules.

1.01. [Effective November 1, 2017.] Electronic Filing; number of copies to be filed; format.

(a) Except as noted below, all briefs, motions and other pleadings shall be filed electronically in the supreme court using C-Track Electronic Filing System (CTEF), and the electronic version shall be the officially filed document in the case. The rules will apply to district courts and circuit courts as they adopt electronic filing. The current version of the supreme court e-filing training, policies and log-in can be found at www.courts.state.wy.us/Documents/EFiling/PnPManual.pdf. (1) Electronic filing must be completed within the time set forth in the Wyoming Supreme Court, Electronic Filing Administrative Policies and Procedures Manual, www.courts.state.wy.us/Documents/EFiling/PnPManual.pdf, to be considered timely filed on the date it is due. Electronic filing, together with the Notice of Electronic Filing that is automatically generated by CTEF, constitutes filing of a document. (2) When documents filed do not comply with the rules (such as the Rules Governing Redaction from Court Records), the document will be removed from the public docket and counsel will immediately be notified by email and instructed to re-file the pleading within a specified amount of time. If the pleading is not correctly re-filed within the required time, it shall not be considered timely filed. (3) Documents filed by pro se non-attorney parties shall not be electronically filed unless ordered by the supreme court. Attorneys acting in a pro se capacity shall comply with the electronic filing requirements. (4) With regard to proceedings including petition for writ of review, certification of question of law, and certification of case pursuant to Rule 12.09(b), the initial pleading in the reviewing court shall not be filed electronically. However, responses and further briefing shall be electronically filed. (5) Motion to intervene in a case or motion to file amicus curiae shall not be electronically filed unless ordered by the supreme court. (b) Attachments to electronically filed documents: (1) May be scanned, however the document to which they are attached shall be uploaded directly from the filer's computer using CTEF; (2) If the attachments to an electronically filed document are not available in an electronic format, the cover page of the document shall state that the attachment is on the paper copies only. (c) Until otherwise ordered, in addition to electronic filing, the following paper copies are required: (1) One original and six copies of all briefs, petitions, motions and other documents shall be filed in the supreme court; or 7 RULES OF APPELLATE PROCEDURE Rule 1 (2) One original and two copies of all briefs, petitions, motions and other documents shall be filed in the district court; and (3) A proposed order shall accompany all filings in the district court. For filings in the supreme court, a proposed order may be attached. (d) All briefs, petitions, motions and other documents shall be filed on 8 1/2 x 11 paper, single-sided. Any attachments or appendices, which in their original form are on larger or smaller paper, should be reduced or enlarged to 8 1/2 x 11 paper, single-sided.

(Amended May 4, 2001, effective September 1, 2001; amended April 6, 2015, effective July 1, 2015; amended August 23, 2017, effective November 1, 2017.)