



INSTRUCTIONS FOR USING
Wyoming Supreme Court
Electronic Docket



A LEGAL TECH HOLDINGS COMPANY

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CHAPTER 1: Public Access Functions

1.1 Case Search

The case search function allows you to quickly search for cases using various criteria. To perform a case search, select or enter values in of the following applicable fields:

- Case Number
- Full Title
- Group
- Status
- Type
- Docketed Date From
- Docketed Date To
- Subtype

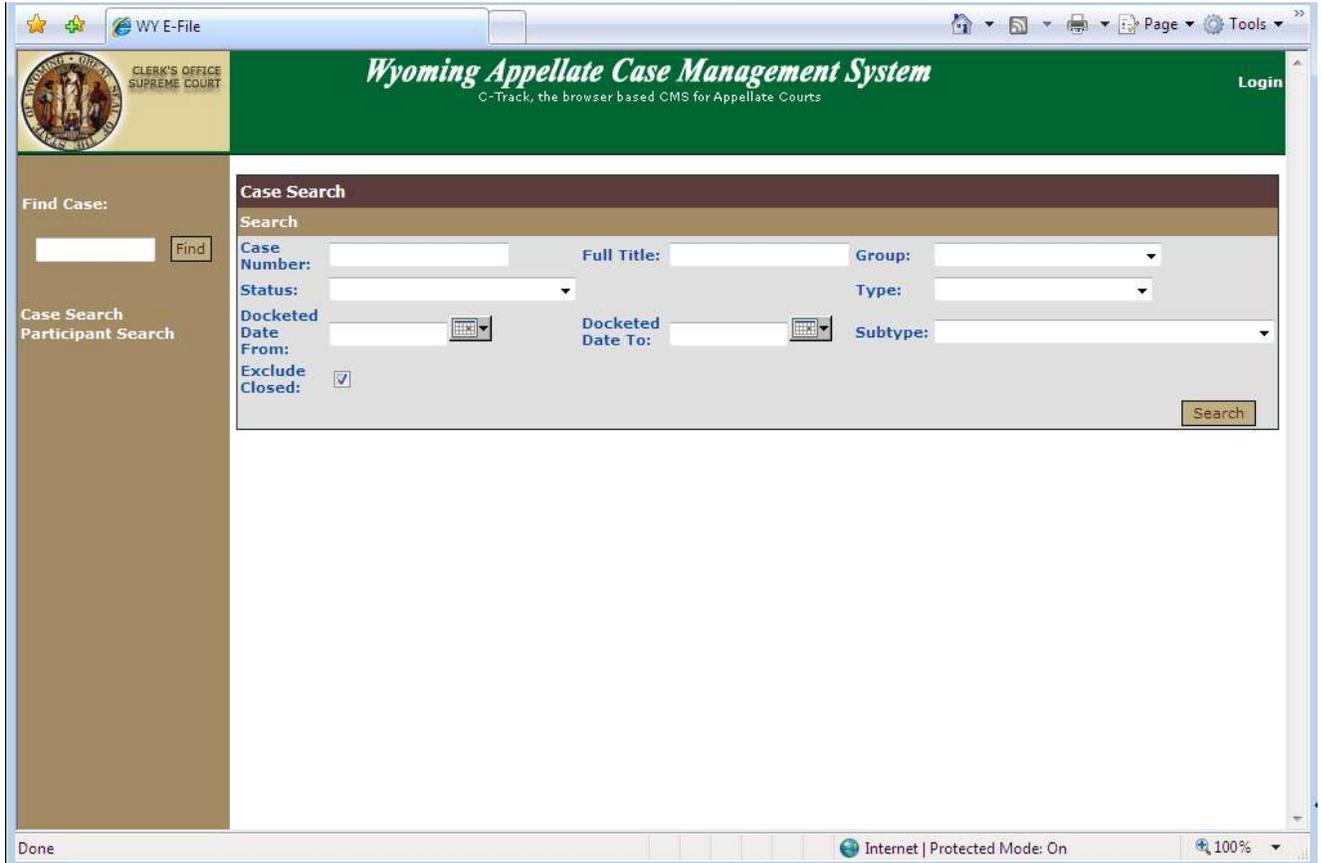
Once you have completed the applicable fields, click the “**Search**” button to perform the case search.

1.1.1 Wild Card Search

If you are unsure of the exact criteria for which you wish to search, you may use the “**Wild Card**” search to provide you with a wider range of search results. To perform a wild card search, you must use the “%” sign to indicate that you would like to see all records containing the specified information.

To perform a search for items with a specific ending, you would enter a “%” followed by the desired information (i.e. %info). To perform a search for items containing a specific set of information, you must enter the “%” symbol, followed by the desired information, followed by the “%” sign (i.e. %info%). To perform a search for items that begin with a specific set of information, you must enter the desired information, followed by the “%” sign (i.e. info%).

NOTE - By selecting the “**Exclude Closed**” check box, all closed cases which meet the criteria for the search will be excluded. If you would like to include closed cases in your search as well, uncheck the “**Exclude Closed**” box.



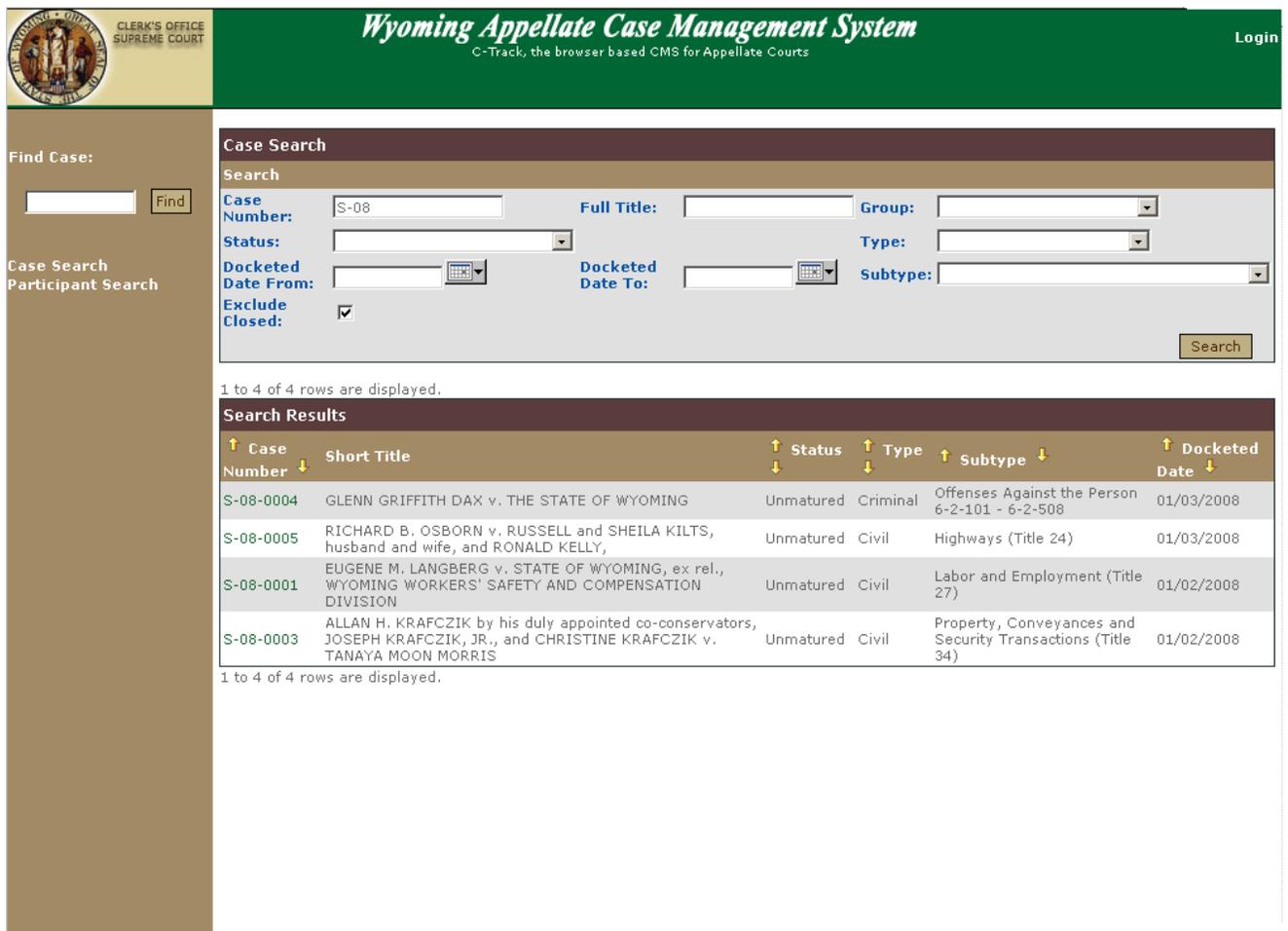
The screenshot shows a web browser window with the title "WY E-File". The page header features the Wyoming Appellate Case Management System logo and the text "C-Track, the browser based CMS for Appellate Courts". A "Login" link is visible in the top right corner. The main content area is divided into two sections: "Find Case:" on the left and "Case Search" on the right. The "Find Case:" section includes a search input field and a "Find" button. The "Case Search" section contains a "Search" header and several search criteria: "Case Number:", "Full Title:", "Group:", "Status:", "Type:", "Docketed Date From:", "Docketed Date To:", and "Subtype:". There is also a checkbox for "Exclude Closed:" which is checked. A "Search" button is located at the bottom right of the search criteria. The browser's status bar at the bottom shows "Done", "Internet | Protected Mode: On", and a zoom level of "100%".

1.2 Selecting Cases from Search Results

Once you have performed a case search, you may sort the results by the following criteria:

- Case Number
- Short Title
- Status
- Type
- Subtype
- Docketed Date

You may access a particular case to view by clicking on the green case number hyperlink on the left side of the search results.



The screenshot displays the 'Wyoming Appellate Case Management System' interface. The header includes the Wyoming State Seal, 'CLERK'S OFFICE SUPREME COURT', the system name 'Wyoming Appellate Case Management System', and the tagline 'C-Track, the browser based CMS for Appellate Courts'. A 'Login' link is in the top right.

The main area is divided into a left sidebar and a main content area. The sidebar contains 'Find Case:' with a search box and 'Find' button, and 'Case Search Participant Search'. The main content area has a 'Case Search' form with the following fields:

- Case Number: S-08
- Full Title: (empty)
- Group: (dropdown)
- Status: (dropdown)
- Type: (dropdown)
- Docketed Date From: (calendar)
- Docketed Date To: (calendar)
- Subtype: (dropdown)
- Exclude Closed:

A 'Search' button is located at the bottom right of the form. Below the form, it indicates '1 to 4 of 4 rows are displayed.' The 'Search Results' table is shown below:

↑ Case Number ↓	Short Title	↑ Status ↓	↑ Type ↓	↑ Subtype ↓	↑ Docketed Date ↓
S-08-0004	GLENN GRIFFITH DAX v. THE STATE OF WYOMING	Unmatured	Criminal	Offenses Against the Person 6-2-101 - 6-2-508	01/03/2008
S-08-0005	RICHARD B. OSBORN v. RUSSELL and SHEILA KILTS, husband and wife, and RONALD KELLY,	Unmatured	Civil	Highways (Title 24)	01/03/2008
S-08-0001	EUGENE M. LANGBERG v. STATE OF WYOMING, ex rel., WYOMING WORKERS' SAFETY AND COMPENSATION DIVISION	Unmatured	Civil	Labor and Employment (Title 27)	01/02/2008
S-08-0003	ALLAN H. KRAFCHIK by his duly appointed co-conservators, JOSEPH KRAFCHIK, JR., and CHRISTINE KRAFCHIK v. TANAYA MOON MORRIS	Unmatured	Civil	Property, Conveyances and Security Transactions (Title 34)	01/02/2008

Below the table, it indicates '1 to 4 of 4 rows are displayed.'

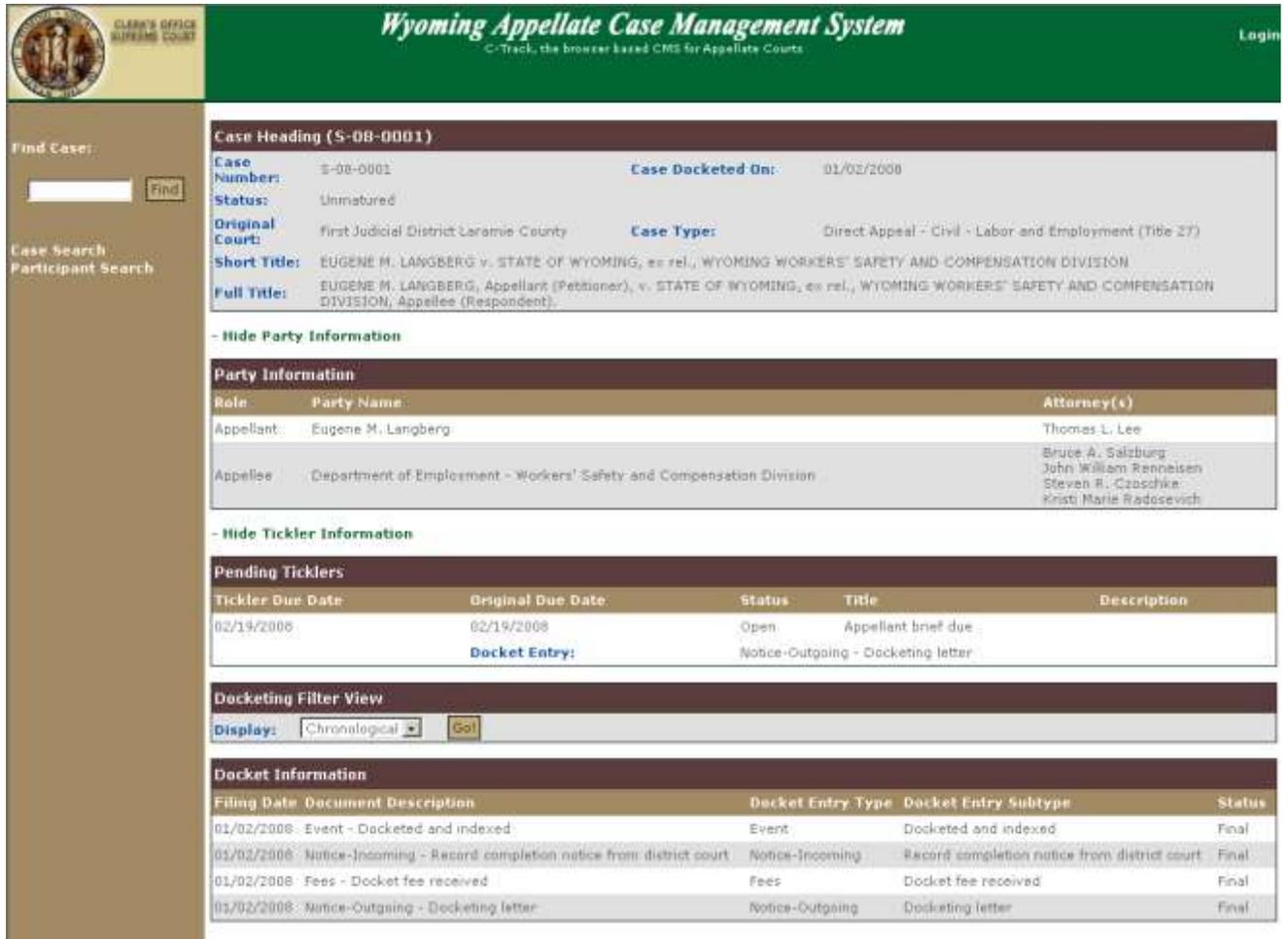
1.3 Case Information View

The following information about the case displays after the user selects the desired case:

- Case Header
 - Case Number
 - Docketed On
 - Status
 - Original Court
 - Case Type
 - Short Title
 - Full Title
- Party Information
 - Role
 - Party Information
 - Attorney
- Pending Ticklers
 - Tickler Due Date
 - Original Due Date
 - Status
 - Title
 - Description
- Docket Information
 - Filing Date
 - Document Description
 - Docket Entry Type
 - Docket Entry Subtype
 - Status

The user can sort docket information either chronologically or by threading. The default sorting method is chronologically, to sort the docketing information by threading, select “**Threading**” from the drop down menu in the “**Docketing Filter View**” and click “**GO!**”

NOTE - If a particular set of information is not available for the case you have selected, it will not be displayed in the case information page.



Wyoming Appellate Case Management System
C-Track, the browser based CMS for Appellate Courts

Case Heading (S-08-0001)

Case Number: S-08-0001 **Case Docketed On:** 01/02/2008
Status: Unmatured
Original Court: First Judicial District Laramie County **Case Type:** Direct Appeal - Civil - Labor and Employment (Title 27)
Short Title: EUGENE M. LANGBERG v. STATE OF WYOMING, ex rel., WYOMING WORKERS' SAFETY AND COMPENSATION DIVISION
Full Title: EUGENE M. LANGBERG, Appellant (Petitioner), v. STATE OF WYOMING, ex rel., WYOMING WORKERS' SAFETY AND COMPENSATION DIVISION, Appellee (Respondent).

- Hide Party Information

Role	Party Name	Attorney(s)
Appellant	Eugene M. Langberg	Thomas L. Lee
Appellee	Department of Employment - Workers' Safety and Compensation Division	Bruce A. Salzburg John William Renneisen Steven R. Czoschke Kristi Marie Radosevich

- Hide Tickler Information

Tickler Due Date	Original Due Date	Status	Title	Description
02/19/2008	02/19/2008	Open	Appellant brief due	
			Docket Entry:	Notice-Outgoing - Docketing letter

Docketing Filter View

Display: Chronological

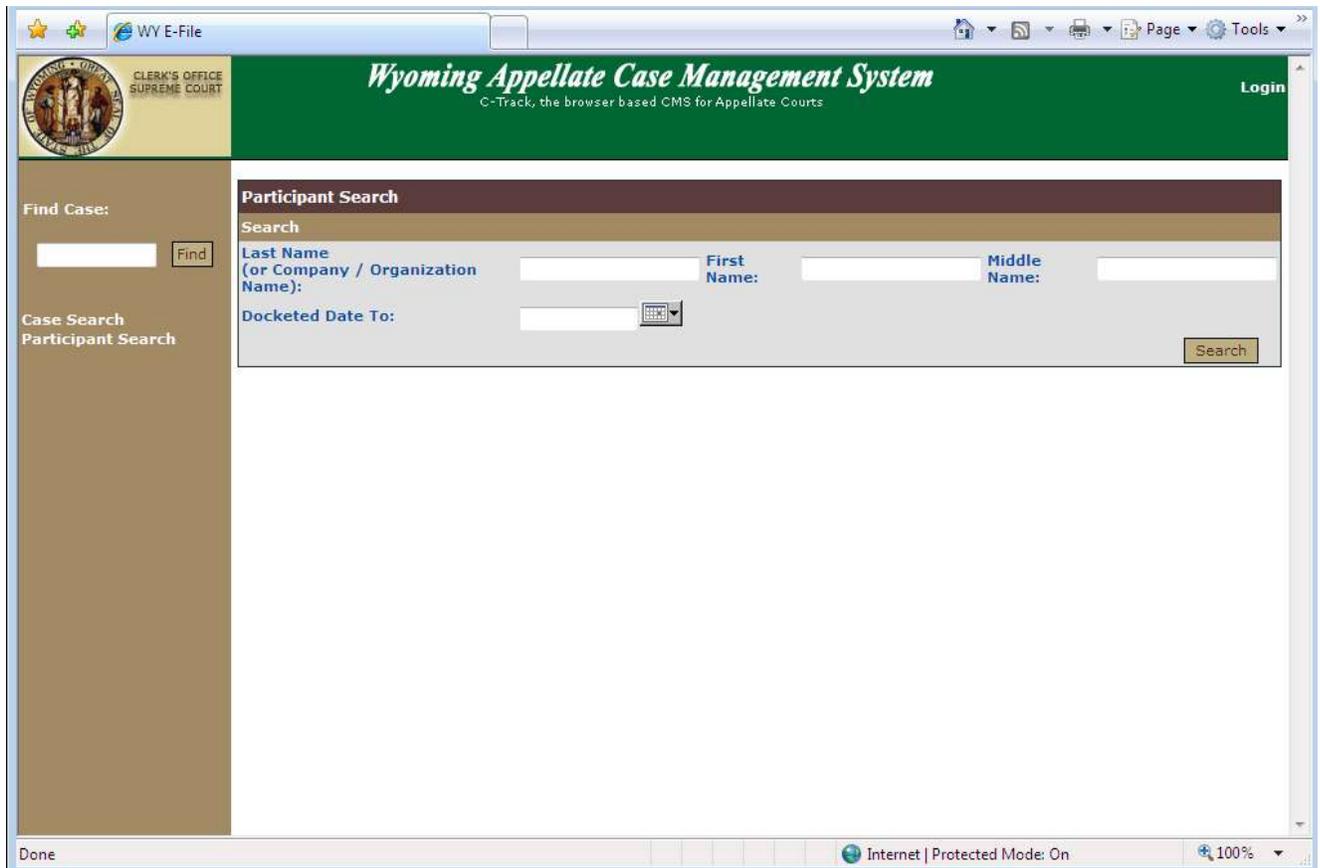
Filing Date	Document Description	Docket Entry Type	Docket Entry Subtype	Status
01/02/2008	Event - Docketed and indexed	Event	Docketed and indexed	Final
01/02/2008	Notice-Incoming - Record completion notice from district court	Notice-Incoming	Record completion notice from district court	Final
01/02/2008	Fees - Docket fee received	Fees	Docket fee received	Final
01/02/2008	Notice-Outgoing - Docketing letter	Notice-Outgoing	Docketing letter	Final

1.4 Participant Search

Locating specific participants in any case stored as a public record in the state's system can be located using the participant search. Participant searches use any of the following criteria:

- Last Name (or company/organization name)
- First Name
- Middle Name
- Docketed Date To

Once you have filled in the applicable criteria for your search, click the **“Search”** button to perform a participant search. The Participant Search will return confidential cases only if the logged in user has access to view confidential cases.

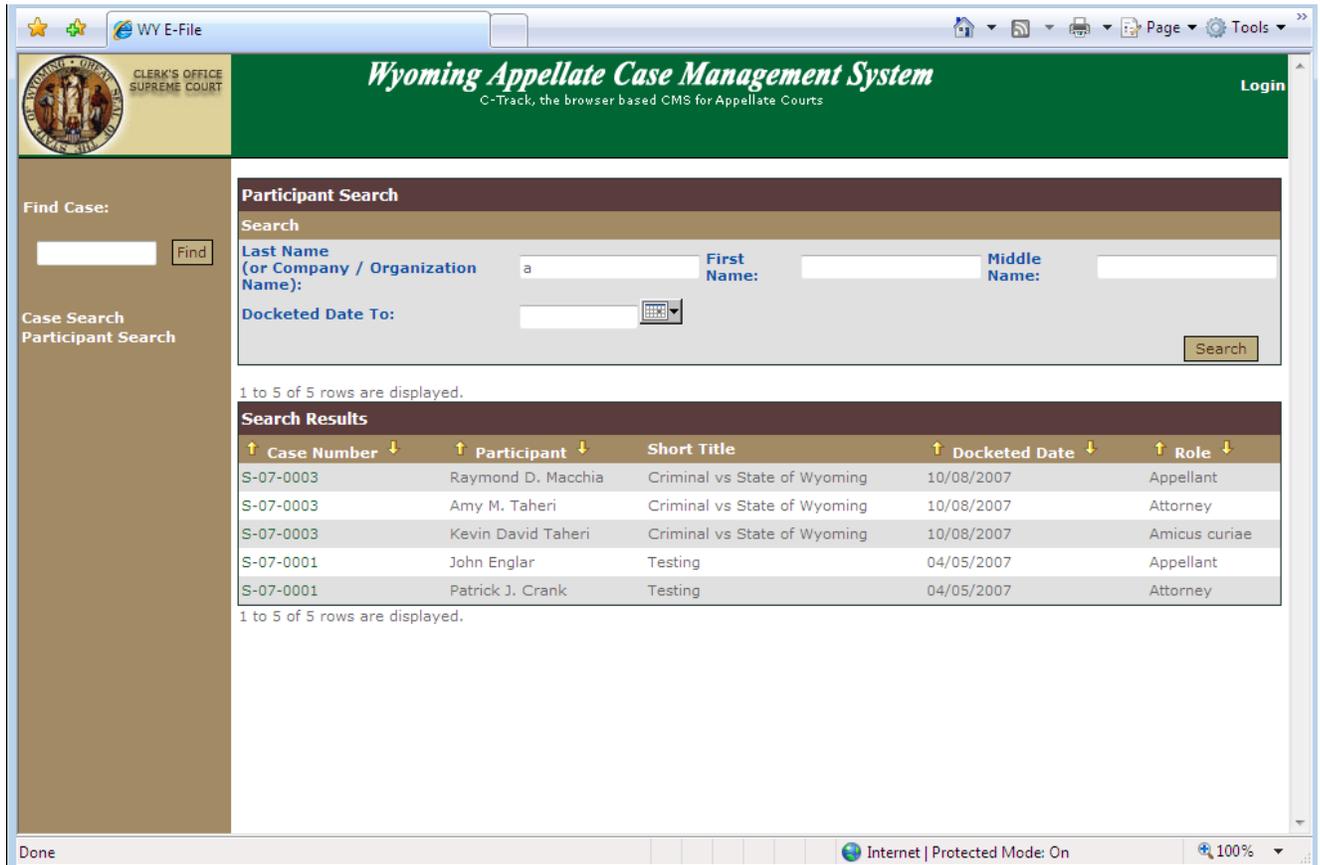


1.4.1 Selecting Cases from Search Results

Once you have performed a participant search, you may sort the results by the following criteria:

- Case Number
- Short Title
- Status
- Type
- Subtype
- Docketed Date

You may access a particular case to view by clicking on the green case number hyperlink on the left side of the search results.



The screenshot shows the Wyoming Appellate Case Management System interface. The browser window title is "WY E-File". The page header includes the Wyoming Supreme Court logo and the text "Wyoming Appellate Case Management System" and "C-Track, the browser based CMS for Appellate Courts". A "Login" link is visible in the top right.

On the left side, there is a "Find Case:" section with a search input field and a "Find" button. Below it, there are links for "Case Search" and "Participant Search".

The main content area is titled "Participant Search" and contains a search form with the following fields:

- Search
- Last Name (or Company / Organization Name):
- First Name:
- Middle Name:
- Docketed Date To:

 A "Search" button is located at the bottom right of the form.

Below the search form, it indicates "1 to 5 of 5 rows are displayed." and shows a table of search results:

Case Number	Participant	Short Title	Docketed Date	Role
S-07-0003	Raymond D. Macchia	Criminal vs State of Wyoming	10/08/2007	Appellant
S-07-0003	Amy M. Taheri	Criminal vs State of Wyoming	10/08/2007	Attorney
S-07-0003	Kevin David Taheri	Criminal vs State of Wyoming	10/08/2007	Amicus curiae
S-07-0001	John Englar	Testing	04/05/2007	Appellant
S-07-0001	Patrick J. Crank	Testing	04/05/2007	Attorney

Below the table, it indicates "1 to 5 of 5 rows are displayed."

The browser status bar at the bottom shows "Done", "Internet | Protected Mode: On", and "100%".

1.4.2 Case Information View

Upon selecting the appropriate case, the following information about the selected case displays:

- Case Header
 - Case Number
 - Docketed On
 - Status
 - Original Court
 - Case Type
 - Short Title
 - Full Title
- Party Information
 - Role
 - Party Information
 - Attorney

- Pending Ticklers
 - Tickler Due Date
 - Original Due Date
 - Status
 - Title
 - Description
- Docket Information
 - Filing Date
 - Document Description
 - Docket Entry Type
 - Docket Entry Subtype
 - Status

The user can sort the docketing information either chronologically, or by threading. The default sorting method is chronologically, to sort the docketing information by threading, select “**Threading**” from the drop down menu in the “**Docketing Filter View**” and click “**GO!**”

NOTE - If a particular set of information is not available for the case you have selected, it will not be displayed in the case information page.

Wyoming Appellate Case Management System
C-Track, the browser based CMS for Appellate Courts

Case Heading (S-07-0231)

Case Number: S-07-0231 **Case Docketed On:** 10/08/2007

Status: Matured

Original Court: Sixth Judicial District Campbell County **Case Type:** Direct Appeal - Criminal - Offenses Against the Person 6-2-101 - 6-2-508

Short Title: KACEY ALLAN GIBBS v. THE STATE OF WYOMING

Full Title: KACEY ALLAN GIBBS, Appellant (Defendant), v. THE STATE OF WYOMING, Appellee (Plaintiff).

- Hide Party Information

Role	Party Name	Attorney(s)
Appellant	Kacey Allan Gibbs	Diane M. Lozano Tina N. Kern David E. Westling
Appellee	The State of Wyoming	Bruce A. Salzburg Terry L. Armitage D. Michael Pauling Graham Macdonald Smith

- Hide Ticker Information

Tickler Due Date	Original Due Date	Status	Title	Description
01/22/2008	01/22/2008	Open	Appellant reply brief due	
	Docket Entry:		Brief - Appellee	
01/22/2008	01/22/2008	Open	Request record from DC	
	Docket Entry:		Brief - Appellee	

Docketing Filter View

Display: Chronological

Filing Date	Document Description	Docket Entry Type	Docket Entry Subtype	Status
10/08/2007	Event - Docketed and indexed	Event	Docketed and indexed	Final
10/08/2007	Notice-Incoming - Record completion notice from district court	Notice-Incoming	Record completion notice from district court	Final
10/08/2007	Notice-Outgoing - Docketing letter	Notice-Outgoing	Docketing letter	Final
11/26/2007	Brief - Appellant; received copy of brief on disk; and received copy of designation of record on appeal	Brief	Appellant	Final
01/02/2008	Brief - Appellee	Brief	Appellee	Final
01/03/2008	Event - Hardcopy received - brief of appellee and copy of designation of record on appeal	Event	Hardcopy received	Final

1.5 Find Case

If you know the exact case number that you are looking for, you may use the "Find Case" search to retrieve case information quickly. Enter the case number you are searching for in the "Find Case" field in the upper left hand corner of the screen, and click "Find". This will display the following information on the case:

- Case Header
 - Case Number
 - Docketed On
 - Status
 - Original Court
 - Case Type
 - Short Title

- Full Title
- Party Information
 - Role
 - Party Information
 - Attorney
- Pending Ticklers
 - Tickler Due Date
 - Original Due Date
 - Status
 - Title
 - Description
- Docket Information
 - Filing Date
 - Document Description
 - Docket Entry Type
 - Docket Entry Subtype
 - Status

The user can sort docketing information either chronologically, or by threading. The default sorting method is chronologically, to sort the docketing information by threading, select “**Threading**” from the drop down menu in the “**Docketing Filter View**” and click “**GO!**”

NOTE - If a particular set of information is not available for the case you have selected, it will not be displayed in the case information page.



CLERK'S OFFICE
SUPREME COURT

Wyoming Appellate Case Management System

C-Track, the browser based CMS for Appellate Courts

Logout

User: John Abraham

Cases E-Filing Account

Find Case:

 Find

Case Search
Participant Search

Case Heading (S-07-0253)

Case Number: S-07-0253	Case Docketed On: 10/30/2007
Status: Unmatured	
Original Court: Sixth Judicial District Campbell County	Case Type: Direct Appeal - Criminal - Controlled Substances 35-7-1001 - 35-7-1060
Short Title: SHERRI R. SPETEN v. THE STATE OF WYOMING	
Full Title: SHERRI R. SPETEN, Appellant (Defendant), v. THE STATE OF WYOMING, Appellee (Plaintiff).	

- Hide Party Information

Party Information

Role	Party Name	Attorney(s)
Appellant	Sherri R. Speten	John Craig Abraham
Appellee	The State of Wyoming	Bruce A. Salzburg Terry L. Armitage D. Michael Pauling

- Hide Tickler Information

Pending Ticklers

Tickler Due Date	Original Due Date	Status	Title	Description
01/31/2008	01/31/2008	Open	Appellee brief due	
	Docket Entry:		Brief - Appellant	

• E-File Document on this case

Docketing Filter View

Display: Chronological

Docket Information

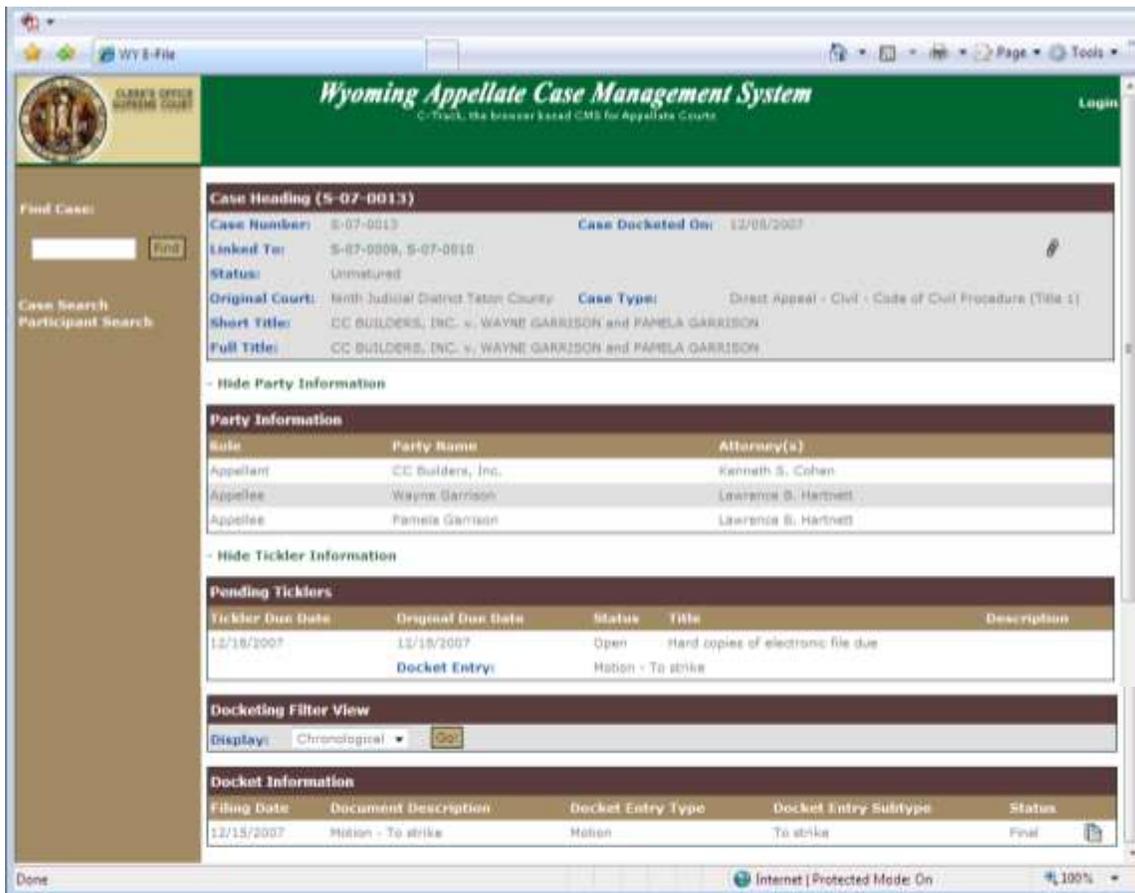
Filing Date	Document Description	Docket Entry Type	Docket Entry Subtype	Status
10/30/2007	Event - Docketed and indexed	Event	Docketed and indexed	Final
10/30/2007	Notice-Incoming - Record completion notice from district court	Notice-Incoming	Record completion notice from district court	Final
10/30/2007	Fees - Docket fee received	Fees	Docket fee received	Final
10/30/2007	Notice-Outgoing - Docketing letter	Notice-Outgoing	Docketing letter	Final
12/17/2007	Brief - Appellant	Brief	Appellant	Final
12/17/2007	Event - Phone Call to Counsel for Appellant requesting additional copy of brief	Event	Phone Call	Final
12/19/2007	Event - Phone Call to counsel for appellant requesting copy of brief	Event	Phone Call	Final
12/28/2007	Brief - Other - received copy of appellant's brief	Brief	Other	Final

1.6 Viewing an e-filed Document

1.6.1 Viewing an e-filed Document in Public e-file

To view an e-filed document in the public e-filing site, select the case, which contains the desired document. Once the “**Case View**” screen has loaded, the user can scroll to the “**Docket Information**” section of the screen. Any Docket Entry which contains a document  will display a icon next to the Docket Entry.

By hovering the mouse pointer over the icon, a pop up box will appear displaying the document description. Clicking the desired document title in the pop up will open the document in .pdf format in a new browser tab.



The screenshot shows the Wyoming Appellate Case Management System interface. The main content area displays case details for Case Heading (S-07-0013). The case number is S-07-0013, docketed on 12/09/2007. The status is Unmatured. The original court is Ninth Judicial District Teton County, and the case type is Direct Appeal - Civil - Code of Civil Procedure (Title 1). The short title is CC BUILDERS, INC. v. WAYNE GARRISON and PAMELA GARRISON, and the full title is CC BUILDERS, INC. v. WAYNE GARRISON and PAMELA GARRISON.

Below the case details is a table for Party Information:

Role	Party Name	Attorney(s)
Appellant	CC Builders, Inc.	Kenneth S. Cohen
Appellee	Wayne Garrison	Lawrence B. Hartnett
Appellee	Pamela Garrison	Lawrence B. Hartnett

Below the party information is a table for Pending Ticklers:

Tickler Due Date	Original Due Date	Status	Title	Description
12/16/2007	12/15/2007	Open	Hotion - To strike	Hard copies of electronic file due

Below the pending ticklers is a table for Docketing Filter View:

Display: Chronological

Below the docketing filter view is a table for Docket Information:

Filing Date	Document Description	Docket Entry Type	Docket Entry Subtype	Status
12/15/2007	Hotion - To strike	Hotion	To strike	Final

Filing Date	Document Description	Docket Entry Type	Docket Entry Subtype	Status
12/15/2007	Hotion - To strike	Hotion	To strike	Final