

Judicial Benchbook (last updated October 2026)

Robin S. Cooley
District Court Judge
First Judicial District

Caitlin Harper
Staff Attorney

April Erickson
Judicial Assistant

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INTRODUCTION

The Court expects pro se (self-represented) litigants and counsel to know and follow the court rules applicable in their case, including the Rules of Professional Conduct for Attorneys at Law and the Uniform Rules for District Courts (U.R.D.C.) of the State of Wyoming.

Please pay particular attention to U.R.D.C. 801 which outlines the Court's expectations for professional behavior and decorum in the courtroom, as well as U.R.D.C. 801(a)(7) and (8) requiring parties to confer prior to seeking Court intervention and the sanctions for failing to do so. In seeking Court intervention, the parties or Counsel shall note in the pleading how and when such conferral was attempted.

The following provides additional general guidance to pro se litigants and attorneys appearing before the Court.

PRO SE (Unrepresented) LITIGANTS – GENERAL GUIDANCE:¹

If you are involved in a civil legal matter before the district court — either as a party bringing a legal action (plaintiff or petitioner) or defending against one (defendant or respondent) — you have the right to represent yourself, but you should know that Wyoming courts follow the same rules and procedures regardless of whether a party is represented by an attorney or appear pro se. Pro se litigants are expected to follow the same rules and should expect to be treated the same as if they were represented by counsel. As a pro se litigant, you are entitled to some leniency in your pleading documents, but the fair administration of justice requires reasonable adherence to procedural rules and other requirements of the court. *Apodaca v. Ommen*, 807 P.2d 939, 943 (Wyo. 1991).

A. What to Expect as a Pro Se Litigant in Wyoming District Court

If you choose to represent yourself, here are key points you should know:

1. You Must Follow the Same Rules as Attorneys

Pro se litigants are subject to the same court rules and procedures as licensed attorneys. The primary rules governing district court proceedings in civil cases are:

- Wyoming Rules of Civil Procedure (W.R.C.P.) — governs civil cases
- Uniform Rules for District Courts of Wyoming (U.R.D.C.) — applies in all district court proceedings

¹ This guidance is not intended for defendants in criminal matters that choose to represent themselves.

- Wyoming Rules of Evidence (W.R.E.) — governs what evidence may be presented

These rules are available free of charge on the Wyoming Judicial Branch website at www.wyocourts.gov/court-rules. As a pro se litigant, you should familiarize yourself with the above Rules, and other court Rules found on the Wyoming Judicial Branch website prior to your court appearance.

IMPORTANT: By law, neither the Court nor court staff can provide legal advice to litigants. Court staff can tell you how to file documents, but they cannot tell you which forms to use, what to write on a form, or whether filing a particular action is the right strategy for your situation.

2. Proposed Orders

Any motion that you file must be accompanied by a proposed order (a draft of the order you want the judge to sign). **Please note:** If you have filed a pleading requesting relief and have not received either an order setting it for hearing or a decision and order within sixty (60) days of submission of your motion, please contact the Court's Judicial Assistant, April Erickson at aerickson@courts.state.wy.us.

3. Duty to Confer Before Filing Motions

Under U.R.D.C. 801(a)(7), parties must personally confer in a good faith attempt to resolve a dispute before filing a motion. Your motion should state that you have conferred with the opposing party or opposing counsel and describe their position. Failure to comply with this requirement may result in unnecessary delays and sanctions.

4. Deadlines and Response Times

Court deadlines are strictly enforced. W.R.C.P. 6(c) and (d) provides the timelines for responses. *Always check the rule specific to your case and the Court's case management or scheduling order, as the time periods may vary.* Missing a deadline can have serious consequences for your case.

5. Courtroom Conduct

When appearing in court:

- Arrive early — court starts on time
- Stand when the judge enters and when addressing the court
- Speak from the podium (or at the direction of the judge) and use the microphone
- Address the judge as "Your Honor"
- Do not interrupt the judge or the other party when they are speaking

- Dress appropriately — business attire is appropriate
- Only attorneys are allowed to have cellphones in the courtroom
- No hats, gum or inappropriate clothing are allowed in the courtroom
- Be respectful to all court staff, the opposing parties, and their attorneys

6. Mediation

The Court may require mediation before trial in general civil cases. Mediation is mandatory, however, in domestic relations cases (divorce, custody, modification). Mediation is a process in which a neutral third party helps the parties try to reach a settlement without going to trial. Legal Aid of Wyoming and the Wyoming State Bar may be able to help you find low-cost mediation resources.

7. Orders to Show Cause

Parties are reminded to bring to the hearing any evidence they intend to rely upon to establish or refute the alleged violations of the Court's prior orders, including relevant documents, communications, or other supporting materials. Please bring sufficient copies of any documentary evidence for the Court and the opposing party, in addition to your own copy. The filing of a motion alleging violations does not, by itself, establish that a violation occurred. The Court must have evidence upon which to base its findings and may be unable to grant the requested relief if the alleged violations are not supported by sufficient evidence presented at the hearing.

8. Artificial Intelligence (AI)

The Court cautions attorneys and pro se litigants regarding the use and/or misuse of generative Artificial Intelligence ("AI") in the preparation of any complaint, answer, motion, brief, or other paper filed with the Court, including in correspondence with the Court. Should attorneys or pro se litigants use generative AI, they are responsible for ensuring all information including cited case law is true and accurate. While the Court will not ask for a certification regarding the use of generative AI, attorneys and pro se litigants are warned regarding their use/misuse and the potential for sanctions if misused.

B. Pro se Resources

At the end of this Benchbook is an Appendix that provides a list of resources available to help you understand your legal rights and navigate Wyoming district court proceedings.

ATTORNEYS – GENERAL GUIDANCE

ARTIFICIAL INTELLIGENCE (AI)

The Court cautions attorneys regarding the use and/or misuse of generative Artificial Intelligence (“AI”) in the preparation of any complaint, answer, motion, brief, or other paper filed with the Court, including in correspondence with the Court. Should attorneys use generative AI, they are responsible for ensuring all information including cited case law is true and accurate. While the Court will not ask for a certification regarding the use of generative AI, attorneys are warned regarding their use/misuse and the potential for sanctions if misused.

MANDATORY ELECTRONIC FILING

All submissions from attorneys to the Court shall be filed electronically using File & ServeXpress (FSX).

Please be aware: if pleadings are filed without a notice of filing or a proposed order, the Court will not get notice of the filing in its queue for consideration. In other words, the Court will be unaware of the filing, resulting in potential delays in addressing the pleading.

Please note: If you have filed a pleading requesting relief and have not received either an order setting it for hearing or a decision and order within sixty (60) days of submission of your motion, please contact the Court’s Judicial Assistant, April Erickson at aerickson@courts.state.wy.us.

If your filing requires emergency or expedited consideration, please email a courtesy copy to the Court’s Staff Attorney, Caitlin Harper, at charper@courts.state.wy.us. Although electronically filed documents are transmitted to the Clerk’s Office immediately upon filing, administrative processing may delay their transmission to the Court for review by several days. Providing a courtesy copy will help ensure that time sensitive matters are promptly brought to the Court’s attention.

SCHEDULING CONFERENCES

Scheduling conferences are informal and are aimed at ensuring the scheduling of the various phases in preparation for trial are timely, while providing the parties with sufficient time for adequate preparation. Scheduling conferences are generally set at the request of counsel for no more than thirty (30) minutes unless the case is complex and/or there are multiple parties and attorneys.

The Judge conducts the scheduling conferences with assistance from the Judicial Assistant to schedule other pending and routinely scheduled matters. These conferences may be conducted

through the court's video conferencing system if requested by the parties. The parties should contact the Court's Judicial Assistant for the call-in information and any assistance.

DISCOVERY

The Court expects compliance with the discovery rules, and especially notes the certification requirement in W.R.C.P. 37(a)(1). Objections to discovery requests should be well-grounded and solid, not frivolous or trivial. The Court will utilize the sanctions authorized in the Court Rules to compel compliance or to punish non-compliance.

Resolution of Discovery Disputes: In an effort to avoid potentially unnecessary discovery disputes, parties in all cases assigned to the Honorable Robin S. Cooley shall follow the following procedure prior to submitting any written motion for discovery. Most discovery disputes should be resolved by counsel without court intervention. This especially includes those disputes dealing with 1) scheduling or calendaring issues; 2) the number, length, or form of oral or written questions; 3) the responsiveness of answers to oral or written questions; and 4) the mechanics of document production, including protective orders and the proper method of raising claims of privilege. Therefore, parties shall strictly comply with U.R.D.C. 801(a)(7) and shall confer regarding any discovery dispute. In the event that the parties cannot settle the discovery dispute on their own, then counsel shall jointly contact chambers for approval prior to filing any written discovery motion. The court will attempt to resolve as many disputes as possible in this informal manner. If the court determines that the issue requires the formal filing of a motion and briefing, the court will permit the parties to file a written motion. No written motions on discovery disputes will be considered unless this process of followed.

MOTIONS PRACTICE

Pleadings: Motions, responses and replies should comply with the applicable rules and be filed in compliance with deadlines. Filings should be well organized; limited to relevant information; cite applicable statutes, rules, and caselaw; and assertions of fact should be substantiated by citations to admissible evidence. **All motions that you file must be accompanied by a proposed order or a notice of filing the motion to ensure it proceeds to the Court's queue.**

Duty to confer: Pursuant to U.R.D.C. 801(a)(7), the moving party must confer in good faith with opposing counsel prior to filing any motion, whether substantive, procedural, or even trivial. Every motion must state that the movant has conferred as required by the rule and state the opposing person or party's position on the proposed motion. If the movant has been unable to confer with the opposing person or counsel before filing the motion, then the movant must describe their attempts to confer and explain why the motion should be considered by the Court before the parties have conferred. If counsel does not indicate in

the motion the opposing party's position, the court will hold the matter for the amount of time allowed for a response under the Wyoming Rules of Civil Procedure before entering an order. Failure to comply with these requirements may result in unnecessary delays in the proceeding or dismissal of the motion.

Continuances and extensions: If a party needs a continuance or an extension of time, counsel should confer with opposing counsel and explain why additional time is needed in the motion to the court. Continuances or additional time are granted if reasonable. Multiple requests for continuance are disfavored and will be viewed with increased scrutiny.

Scheduling motion hearings: If a party requests a hearing by motion, the court will generally schedule one. Counsel should identify in the motion the time needed for the hearing. Given the court's schedule, it is generally not possible to first contact counsel to determine availability prior to scheduling a hearing. If a matter is set for hearing and counsel is not available, a motion to reset is appropriate.

MEDIATION

In most domestic relations cases filed in the First Judicial District Court, the Courts will mandate mediation to help resolve the case prior to the expense and time involved in a trial. Mediation is encouraged in all cases, however, and may be mandated in other than domestic relations cases where appropriate.

PRETRIAL MEMORANDUM AND CONFERENCE

Pretrial Memorandum: The topics to be included in a pretrial memorandum typically will be listed in the court's case management or scheduling order. At a minimum, a pretrial memorandum should include: a list of witnesses and a detailed description of their testimony; a list of exhibits to be offered; the legal and factual issues to be determined at the trial; stipulations of the parties; and any outstanding motions and/or evidentiary issues the parties expect to arise during trial. Concise but detailed pretrial memorandums provide the court with an understanding of the parties' claims, aid the court in being ready to address evidentiary objections, and assist the parties to focus preparation on the important contested legal and factual issues.

Pretrial Conference: The purpose of the final pretrial conference is generally to: determine the contested issues and contentions of the parties remaining for trial; discuss any objections to witnesses and exhibits; issue rulings on any outstanding motions, including motions in limine; discuss jury selection; and discuss time management for the trial.

TRIALS

Bench trial v. jury trial. Other than the differences occasioned by the lack of a jury, bench

trials are conducted similar to jury trials. The court will generally be familiar with the facts, issues and the applicable law prior to the start of a bench trial. For that reason, the court will usually give the parties the option of waiving an opening statement to provide them with additional time to present testimony and exhibits.

Timing: The parties are generally allowed equal time to present their case. This allocation may be adjusted when there are additional parties or to account for which party bears the burden of proof. The Court will keep track of the parties time usage although the parties are encouraged to do the same.

Voir dire: Attorneys are permitted to examine the jurors for cause. Attorneys and parties shall familiarize themselves with the criteria and boundaries set for voir dire in Rule 47(c), W.R.C.P. and Rule 24(c), W.R.Cr.P. The Clerk of District Court will provide a juror seating chart to the parties prior to voir dire. Peremptory challenges are usually conducted outside the presence of the jurors. Except in unusual cases, each party is allowed a maximum of one hour for voir dire questioning.

Juror questionnaires: The Clerk of District Court distributes and collects juror questionnaires prior to trial. The parties will be provided with copies of the questionnaires before trial. In unusual circumstances and upon timely request the court will consider a request to supplement the questionnaire.

Jury instructions: The Case Management or Scheduling Order will identify how the parties should submit their jury instructions. Stipulated and proposed jury instructions shall also be submitted in Microsoft Word format to the following email addresses:

CHarper@courts.state.wy.us, Staff Attorney, and aerickson@courts.state.wy.us, Judicial Assistant.

Trial schedule: The parties will generally be asked to meet with the court at 8:30 a.m. the first day of trial to discuss any last-minute motions or issues that may have come up. Trial runs from 9:00 a.m. to 12:00 p.m. and from 1:30 p.m. to 5:00 p.m., with a 15 - 20 minute break each morning and afternoon.

Witnesses: Counsel should have witnesses, including those who are appearing by video conference if previously approved by the court, available and ready to testify when scheduled.

Objections: When making an objection, please state the objection clearly and succinctly with reference to the rule of evidence or other applicable rule of law, as opposed to a narrative of the issue. The court will make every effort to allow opposing counsel the opportunity to respond to the objection and for a reply before ruling. If discussion is

necessary, please inform the court and counsel and the court will convene a sidebar or, if necessary, excuse the jury to hear further argument.

Trial briefs/Findings of Fact and Conclusions of Law: The court appreciates trial briefs where relevant, although they are not required. Findings of Fact and Conclusions of Law may be ordered by the court after the trial, to ensure the findings and law are based on the facts presented at the trial.

Courtroom technology: Counsel should plan at least three days prior to the start of trial to get familiar with the courtroom technology and to ensure compatibility issues are addressed. To ensure that the courtroom technology is properly configured and fully functional for a hearing or trial, the parties must coordinate with court staff in advance to schedule a time to complete any anticipated technology setup and testing in the courtroom. Court staff will ensure a member of the Wyoming Supreme Court Information Technology staff will be present to assist with the setup. *The parties shall not alter, disconnect, reconnect, reconfigure, or otherwise modify existing courtroom technology or equipment without prior approval from Court staff or Wyoming Supreme Court Information Technology staff.* Counsel should be aware that there are routine issues with the courtroom technology and counsel should have a “Plan B” in place to present their evidence to the jury and/or the court.

DO’S AND DON’T’S OF EFFECTIVE ADVOCACY

The Court expects the following of attorneys and the litigants, where applicable:

- Arrive early — court starts on time
- Stand when the judge enters and when addressing the court
- Speak from the podium (or at the direction of the judge) and use the microphone
- Do not interrupt the judge or the other party when they are speaking
- Dress professionally — business attire is appropriate
- No hats, gum or inappropriate clothes
- Turn off or silence your cell phone
- Be respectful to all participants in the judicial process including court staff, the opposing party, and the attorneys.

Advocacy v. attacks: **Please note: Inflammatory rhetoric and personal attacks on anyone taking part in the judicial process is never appreciated, nor does it benefit your client.** The Court advises attorneys and litigants that personal attacks on opposing counsel or parties, and inflammatory statements or arguments in pleadings are not appreciated or appropriate. Counsel will be cautioned regarding such attacks after which, if the conduct continues additional sanctions will be imposed including referral to the Wyoming State Bar. All participants should be courteous, professional, candid, prepared, punctual, and civil while in the courthouse.

Ex parte contacts: Contacts with the Court Staff that do not include opposing counsel or pro se litigants will be redistributed by Court Staff to all parties with a caution that such is not appropriate. If such contact continues, sanctions will be imposed including referral to the Wyoming State Bar.

Audio/video appearances: The Court will grant most requests for the attorneys and/or the litigants to appear by video/audio except for trial. In criminal cases, the Court will not allow counsel to appear remotely if the defendant will be in court. Counsel are reminded to be especially careful to avoid being discourteous during phone conferences by failing to listen to other speakers, failing to identify themselves prior to each statement, failing to speak loudly or slowly enough to be heard, and talking over the Court or others. Counsel should also advise litigants that inappropriate dress, gestures, or activities will not be tolerated by them during such an audio/video appearance, and their contact with the Court will be cut off if such activities take place.

Approaching witness/bench: Counsel should always ask to approach witnesses and the bench. Please use the podium at all other times, unless a brief response can be made from counsel tables. Please use microphones in the courtroom. Please comply with Rule 801(b) of the Uniform Rules of District Court.

Microphones (speaking from podium v. roving): Especially if there are individuals appearing through the audio/video courtroom technology, the parties need to make sure they are speaking into a microphone to ensure all parties can hear the dialogue. The Court also prefers individuals speaking from the podium in front of the microphone and not leaning on the side or in front of the podium. In more informal proceedings (juvenile cases and preliminary criminal matters) the Court is not opposed to Counsel speaking from their table as long as they speak into the microphones available at the tables.

No surprises: The Court orders in its Scheduling Order that the parties notify it prior to trial of issues that are likely to arise or matters the parties plan to bring before the Court through written filings. This notification prevents unfair surprise to opposing counsel but also ensures the matter is fully and fairly researched and considered both by counsel and the Court prior to the decision.

CRIMINAL MATTERS

Continuance on pretrials, arraignments and trials: Counsel should seek a continuance through a motion that includes the specific grounds for the motion, a representation that the movant has conferred with opposing counsel and that reflects opposing counsel's position on the motion. The court will typically grant a continuance if it will not result in a violation of Rule 48, W.R.Cr.P. A speedy-trial waiver may be required to grant the continuance.

Bond: Counsel should file a written motion based upon the factors listed in Rule 46.1(d), W.R.Cr.P., along with a proposed order to request a modification of a defendant's bond. The motion should include a representation that the movant has conferred with opposing counsel and reflects opposing counsel's position on the motion. Time permitting, the court will consider an oral request on bond and pretrial release at arraignment or re-arraignment.

Sentencing: Much of the pertinent information the Court will rely on is included in the presentence report, with the exception of statements from individuals that appear the day of sentencing. Counsel should advise the Court if there will be numerous individuals speaking either for or against the defendant to allow it to allocate its time appropriately and to set aside a specific day for sentencing, if needed. Counsel should also be ready to provide restitution amounts and credit for time served.

DOMESTIC CASES

Special issues in domestic cases: Domestic cases often involve a higher level of acrimony between the parties. Counsel for both parties should make every attempt to stress to the parties the importance of civility, respect, and professional conduct. Counsel does their client a disservice by personally attacking litigants, attorneys and others as such often merely directs the focus away from the issues that matter. Focus should be on the legal factors and criteria outlined in statutes and caselaw – which the court must apply in deciding the issues in a domestic dispute.

Hearings on temporary orders: In most cases, motions for temporary orders will be conducted by offers of proof because of the limited time available for these hearings. If counsel believes an evidentiary hearing is necessary, counsel should indicate as much so the Court can find more available time on the calendar. Counsel should be aware that if an evidentiary hearing is necessary, it is likely there will be a greater delay in getting the matter before the Court.

Child interviews or court appearances: When the child is of sufficient age and maturity, the purpose of the interview is appropriate, and it is in the best interest of the child, the Court will interview the child in chambers with the attorneys and court reporter present. *See generally, Holiday v. Holiday*, 2011 WY 12, 247 P.3d 29 (Wyo. 2011). These situations are likely to be limited, especially where the child is young and there is a Guardian ad Litem involved in the case.

Guardian ad Litem (GAL): GALs are typically appointed in all domestic disputes involving custody of children, contested guardianships, contested adoptions, and contested termination of parental rights cases. Otherwise, a GAL will be appointed when it is required by law. GALs shall act in accordance with the standards set by statute and as described in Wyoming Supreme Court cases. *See generally, Robbins v. Robbins*, 46 P.3d 880 (Wyo. 2002) and *In the Matter of GAC*, 396 P.3d 411 (Wyo. 2017).

MISCELLANEOUS ISSUES

Children in the courtroom: Children are welcome in the courtroom, but as with all people in the courtroom, children must behave in a manner which does not disrupt the proceedings.

Hearings on an entry of default judgment: The Court will generally require a hearing on a Rule 55(b), W.R.C.P. seeking an entry of default judgment.

Hearings to approve a settlement on behalf of a minor or incompetent person: The Court will hold a hearing in these cases pursuant to Rule 909, U.R.D.C. before approving settlements for minors or incompetent people.

Withdrawal from a case: Counsel should proceed pursuant to Rule 102(c), U.R.D.C. when seeking to withdraw from a case.

STAFF ATTORNEY'S/JUDICIAL ASSISTANT'S COMMENTS

Q. What do you expect of attorneys in their dealings with you?

*Please be courteous and respectful to all court staff.

*Recognize that both the Staff Attorney and Judicial Assistant communicate with counsel and parties on behalf of the Judge's chambers, so please promptly respond to requests from the Staff Attorney and Judicial Assistant, even if the response is just to acknowledge the email and advise that you have nothing new to provide.

*If you contact the Staff Attorney and/or Judicial Assistant by email, always make sure you are cc'ing opposing counsel. Email is the preferred form of communication to avoid ex parte communications.

*Please comply with the deadlines set in scheduling orders for submission of pretrial documents.

Q. What do you expect of attorneys with respect to scheduling hearings?

*Please communicate with the Judicial Assistant in advance about dates of unavailability and she will do her best to accommodate. However, the Judicial Assistant cannot contact counsel prior to scheduling every hearing, and counsel should not expect that contact.

*If a hearing is set and that date does not work for your calendar, please promptly file a motion to continue the hearing outlining that information. If you contact the court to

communicate this information, you will be directed to file a motion to continue with a proposed order.

*The Court will schedule hearings at the request of the parties, or if the Court finds a hearing is necessary or beneficial to the case. If the parties would like a hearing, they should file a motion for setting with a proposed order with the date and time for the hearing left blank. The motion should reflect the estimated time needed for the hearing.

*If the parties do not want a hearing, that information should be clearly reflected in the pleadings themselves to allow the Court to expeditiously determine the matter without a hearing.

*If you need a witness to appear by video at trial, please file a motion and a proposed order for such appearance. The Court will generally approve such requests, but the parties are responsible for contacting the Court's Judicial Assistant to obtain the call in information/video link. Please understand that the witnesses appearing by video or phone will not have access to exhibits through the Court's IT system so the parties are responsible for ensuring they have the documents needed during their testimony.

Q. What can attorneys do to improve communications with you?

*First and foremost, respond to communications (emails and phone calls) from Court personnel in a timely manner. The Court does not request information if it is not necessary either in preparation for upcoming proceedings, or in response to information from the parties. Also remember that the communications with the Court's Judicial Assistant and Staff Attorney are subject to the ex parte limitations set by Rule 801(a)(6), U.R.D.C.

Q. What would you like attorneys to keep in mind?

*A motion to appear by phone must be filed at least ten (10) days before the scheduled hearing. When filing such a motion, please also notify the Judicial Assistant.

*Please confer with opposing counsel prior to making a request to appear by phone and indicate in the written motion the opposing party's position.

*If the Court has approved a request to appear by phone or video, please email the Judicial Assistant to receive the call in information or link at least three days prior to the scheduled hearing.

*Please notify the Court as soon as possible that a case or pending motion has settled or been worked out and submit a motion and order to vacate where appropriate. This allows the Court to attempt to fill the vacated time slot with other pending matters.

*If a motion or other pleading needs immediate attention, please provide courtesy copies to court chambers by emailing the Staff Attorney and Judicial Assistant.

*Please adhere to the timelines set forth in the court's scheduling orders. If Counsel is aware that they will require a special accommodation or extension of time in order to comply with a deadline, please file a motion (stating conferral has been attempted with opposing counsel, pursuant to Rule 801(a)(7), U.R.D.C.), and include an order for the Court to review. Providing the Court with as much advance notice of these changes as possible ensures the maintenance of a fair and efficient docket.

APPENDIX - Pro se Resources

Help Finding a Lawyer:

The following websites can help you find legal representation:

Wyoming State Bar lawyer referral service (<https://www.wyomingbar.org/for-the-public/hire-a-lawyer/>)

Wyoming State Bar Modest Means program
(<https://www.wyomingbar.org/forlawyers/modest-means-for-lawyers/>)

Limited Scope Representation (<https://equaljustice.wy.gov/legal-help/limited-scoperepresentation/>)

Legal Aid of Wyoming services (<https://www.lawyoming.org/>)

Equal Justice Wyoming (<https://equaljustice.wy.gov/>)

Self Help Forms and Legal Assistance:

There are many forms available to assist you in bringing your matter before the Court. The Court encourages you to utilize these forms as well as the FAQs and instructional information also available. Some of this information can be found on the Wyoming Judicial Branch and Equal Justice websites identified below.

Wyoming Judicial Branch — Self-Help Forms & Legal Assistance

Website: www.wyocourts.gov.

The Wyoming Judicial Branch provides self-help forms for many common legal matters. These forms are approved by the Wyoming Supreme Court and are available for free download.

Topics covered include:

- Divorce (with and without minor children)
- Establishment of Custody, Visitation, and Child Support
- Petition to Modify Custody, Visitation, or Support
- Guardianship and Conservatorship
- Protection Orders (Domestic Violence)
- Garnishment
- Small Claims
- Name Change
- Involuntary Hospitalization

To access forms: Visit www.wyocourts.gov and click on "Self-Help Forms." Forms come with instructions. Read all instructions carefully before filling out any form.

Additional information and legal help by topic can be found at the Equal Justice Wyoming website: www.wyocourts.gov/legal-help.

Wyoming Judicial Branch — Court Navigator Services

Website: www.wyocourts.gov/court-navigator-services

The Wyoming Judicial Branch has a Court Navigator program. Court Navigators are trained volunteers who provide basic information and assistance to self-represented litigants at some Wyoming courthouses. They can help you understand court processes, identify forms, and navigate the courthouse. They cannot give legal advice.

Wyoming Judicial Branch — Interactive Guide to Legal Help

Website: www.wyocourts.gov/interactive-guide-to-legal-help

An interactive, step-by-step guide developed by the Wyoming Judicial Branch to help you find legal resources based on your legal issue.

Free and Low-Cost Legal Aid Organizations

The following organizations provide free or reduced-cost civil legal assistance to eligible Wyoming residents. Note that income restrictions may apply and these organizations generally do not handle criminal defense matters.

Legal Aid of Wyoming, Inc.

Phone (toll-free): 1-877-432-9955

Website: www.lawyoming.org

Address: 2617 E. Lincolnway, Suite K, Cheyenne, WY 82001

Legal Aid of Wyoming is a federally funded, nonprofit law firm providing free legal assistance to low-income individuals throughout Wyoming. Services may include:

- Counseling clients about their specific legal situation
- Assisting in filling out pro se packets and reviewing court forms
- Making telephone calls on a client's behalf to agencies
- Making referrals to other resources
- Limited representation in court
- Representation in administrative appeals (e.g., Social Security Disability)
- Representation in IRS tax disputes
- Extended litigation in appropriate cases

Income restriction: Generally limited to low-income individuals. Call the hotline for eligibility screening.

Note: Legal Aid of Wyoming cannot represent defendants in criminal cases.

Equal Justice Wyoming (EJW)

Phone: (307) 777-8383

Website: www.equaljustice.wy.gov

Address: 2300 Capitol Ave., Cheyenne, WY 82002

Equal Justice Wyoming (EJW) is a state-funded civil legal services program that works with Wyoming legal aid providers to help people with limited income (including veterans) find help for their civil legal problems. EJW:

- Offers monthly Volunteer Reference Attorney sessions throughout the state open to the public, providing legal information and resource referrals on civil legal matters
- Hosts free legal clinics
- Provides grants to civil legal aid organizations in Wyoming
- Helps direct clients to resources for their civil legal needs

Volunteer Reference Attorneys are also available at the Laramie County District Court (Courtroom D, 3rd Floor, 309 W. 20th St., Cheyenne) on the first and third Thursday of every month. Questions about the program can be directed to EJW at (307) 777-8383.

Note: Volunteer Reference Attorneys do not assist with criminal matters or traffic tickets.

Wyoming State Bar — Lawyer Referral and Modest Means Program

Phone: (307) 632-9061

Website: www.wyomingbar.org

Address: 4124 Laramie Street, PO Box 109, Cheyenne, WY 82001

The Wyoming State Bar offers several resources for members of the public:

- Lawyer Referral Service: You can request a referral to an attorney in private practice by area of law. Visit wyomingbar.org and click "Need Help Finding a Lawyer?" or "Request a Referral Online."
- Modest Means Program: This program connects individuals who do not qualify for free legal aid but cannot afford standard attorney rates with participating attorneys who agree to charge reduced rates for income eligible applicants. Apply at wyomingbar.org or by calling the bar.
- Self-Help Forms: The Wyoming State Bar website (wyomingbar.org) links to self-help court forms provided by the Wyoming Judicial Branch.

Wyoming Legal Help (legalhelp.wy.gov)

Website: www.legalhelp.wy.gov

This statewide website provides legal assistance and self-help information organized by

topic. Click on "Legal Info by Topic" and then "Representing Yourself" for information on which court to use, what to expect, courtroom etiquette, common questions, available forms, and links to relevant courts.

Ask a Lawyer Online

Via Free Legal Answers at: wyoming.freelegalanswers.org

You can submit legal questions online and receive a response by email from a volunteer Wyoming lawyer. Income restrictions apply.

Free Legal Advice Clinics

Free legal advice clinics are held monthly in various locations including at the First United Methodist Church at 108 E. Lincolnway in Cheyenne. Volunteer attorneys provide one-on-one consultations on civil legal matters for low-income individuals, including guidance on which forms to use, what information is needed to start litigation, and whether legal action is advisable. Criminal matters and traffic tickets are not covered.

A calendar of free legal events throughout Wyoming is available at www.lawyoming.org/other-resources and at the Wyoming Judicial Branch's free legal events calendar.

Veterans' Legal Assistance

Legal Aid of Wyoming, Equal Justice Wyoming, and the Wyoming State Bar all provide specific assistance or referrals for veterans facing civil legal problems. When contacting any of these organizations, identify yourself as a veteran to be connected with veteran-specific resources.

ABA Home Front at www.abahomefront.org also provides legal information, resources, and a directory of legal programs for military veterans, service members and military families. Programs listed include military legal assistance offices, legal aid and pro bono organizations, lawyer referral and information services, and military-specific programs where available.

ABA Military Pro Bono Project at www.militaryprobono.org accepts case referrals from military attorneys on behalf of junior-enlisted, active-duty military personnel facing civil legal issues, and it works to place these cases with pro bono attorneys.

Domestic violence, sexual assault

Wyoming Coalition Against Domestic Violence & Sexual Assault provides legal services to victims of domestic violence, sexual assault, and stalking. More information about the program can be found at: <https://wyomingdvsa.org/legal-program-about-us/>. To contact

the legal program, call 307-755-0992 or toll free at 1-844-264-8080.

University of Wyoming Legal Clinics

The University of Wyoming Law School operates various legal clinics with assistance from law faculty and law students. More information about the Clinics including eligibility requirements can be found at: www.uwyo.edu/law/experiential/clinics or by calling 307-766-6550.