



INSTRUCTIONS FOR USING
Wyoming Supreme Court
Electronic Docket



A LEGAL TECH HOLDINGS COMPANY

Contents

CHAPTER 1: Public Access Functions.....	3
1.1 Case Search.....	3
1.2 Selecting Cases from Search Results	5
1.3 Case Information View	6
1.4 Participant Search	7
1.4.1 Selecting Cases from Search Results.....	8
1.4.2 Case Information View	9
1.5 Find Case	11
1.6 Viewing an e-filed Document.....	14
1.6.1 Viewing an e-filed Document in Public e-file	14
CHAPTER 2: Secure e-File functionalities.....	15
2.1 Request Access	15
2.2 Logging In	17
2.3 Case Search.....	19
2.4 Selecting Cases from Search Results	20
2.5 Case Information View	21
2.6 Participant Search	23
2.6.1 Selecting Cases from Search Results.....	24
2.6.2 Case Information View	25
2.7 Find Case	28
2.8 E-File a Document in the Case View Screen.....	31
Chapter 3: Secured E-Filing	37
3.1 My E-Filings.....	37
3.2 Editing an E-Filing	38
3.2.2 Adding and Editing Documents for an E-Filing.....	41
3.2.3 Editing the Service List.....	48
Chapter 4: Account.....	49
4.1 Changing Account Settings	49

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

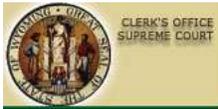
Once you have completed the applicable fields, click the “**Search**” button to perform the case search.

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.



Wyoming Appellate Case Management System

C-Track, the browser based CMS for Appellate Courts

Login

Find Case:

Case Search
Participant Search

Case Search

Search

Case Number:	<input type="text"/>	Full Title:	<input type="text"/>	Group:	<input type="text"/>
Status:	<input type="text"/>	Type:	<input type="text"/>		
Docketed Date From:	<input type="text"/>	Docketed Date To:	<input type="text"/>	Subtype: <input type="text"/>	
Exclude Closed:	<input checked="" type="checkbox"/>				

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. At the top, there is a header with the Wyoming State Seal, the text '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 visible in the top right corner.

On the left side, there is a vertical navigation menu with options: 'Find Case:', 'Case Search', and 'Participant Search'. The 'Find Case:' section includes a text input field and a 'Find' button.

The main content area features a 'Case Search' form with the following fields:

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

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

Below the search form, it indicates '1 to 4 of 4 rows are displayed.' The search results are presented in a table:

↑ 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. KRAF CZIK by his duly appointed co-conservators, JOSEPH KRAF CZIK, JR., and CHRISTINE KRAF CZIK v. TANAYA MOON MORRIS	Unmatured	Civil	Property, Conveyances and Security Transactions (Title 34)	01/02/2008

At the bottom of the results table, it again 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. Casoschke 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

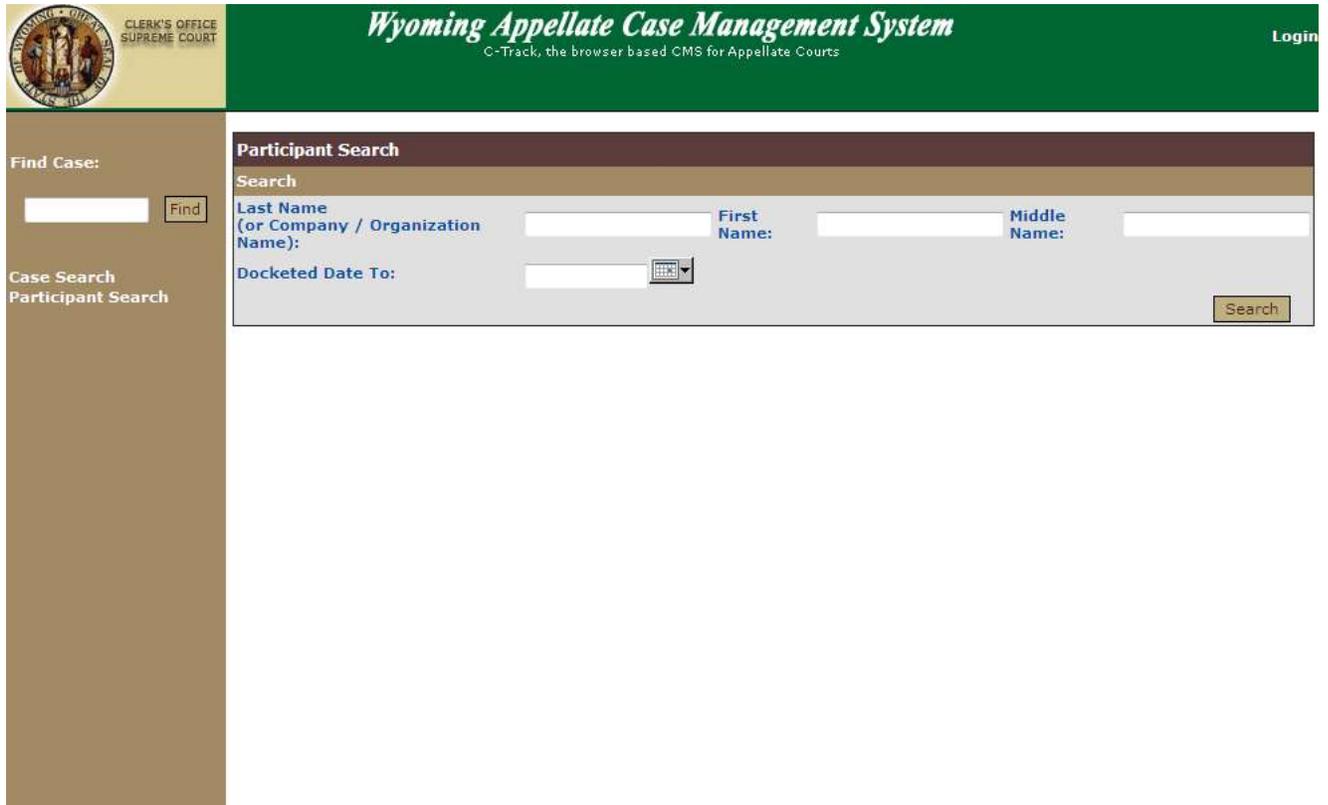
Filing Date	Document Description	Docket Entry Type	Docket Entry Subtype	Status
01/02/2008	Event - Docketed and indexed	Event	Docketed and indexed	Final
01/02/2008	Notice-Incoming - Record completion notice from district court	Notice-Incoming	Record completion notice from district court	Final
01/02/2008	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.



Participant Search

Search

Last Name (or Company / Organization Name): First Name: Middle Name:

Docketed Date To: 

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.



CLERK'S OFFICE
SUPREME COURT

Wyoming Appellate Case Management System

C-Track, the browser based CMS for Appellate Courts

[Login](#)

Find Case:

Participant Search

Search

Last Name (or Company / Organization Name):

First Name:

Middle Name:

Docketed Date To:

1 to 5 of 5 rows are displayed.

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

1 to 5 of 5 rows are displayed.

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

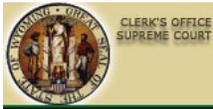
If you know the exact case number that you are looking for, you may use the "Find Case" search to retrieve case information quickly. Enter the case number you are searching for in the "Find Case" field in the upper left hand corner of the screen, and click "Find". This will display the following information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



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

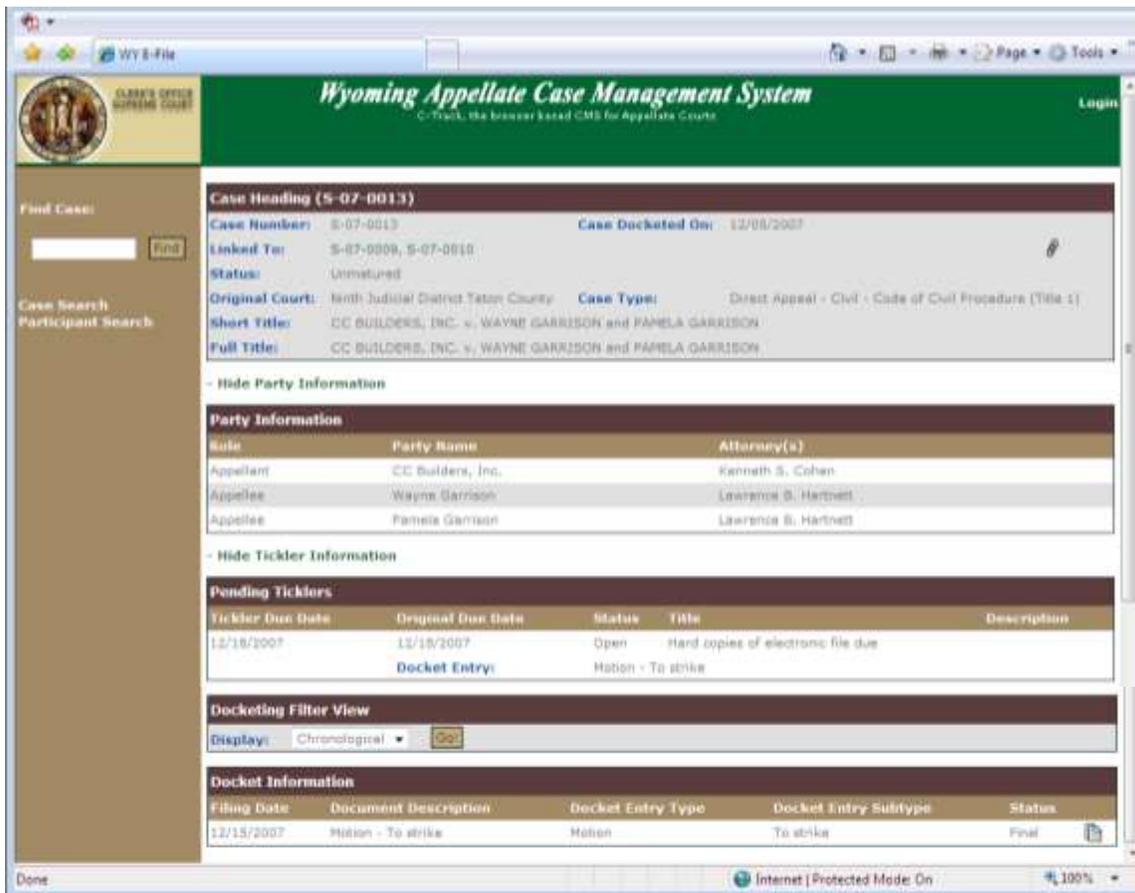
Filing Date	Document Description	Docket Entry Type	Docket Entry Subtype	Status
10/30/2007	Event - Docketed and indexed	Event	Docketed and indexed	Final
10/30/2007	Notice-Incoming - Record completion notice from district court	Notice-Incoming	Record completion notice from district court	Final
10/30/2007	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

There is also a section for Pending Ticklers:

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

The Docketing Filter View shows the display set to Chronological.

The Docket Information section shows a table of docket entries:

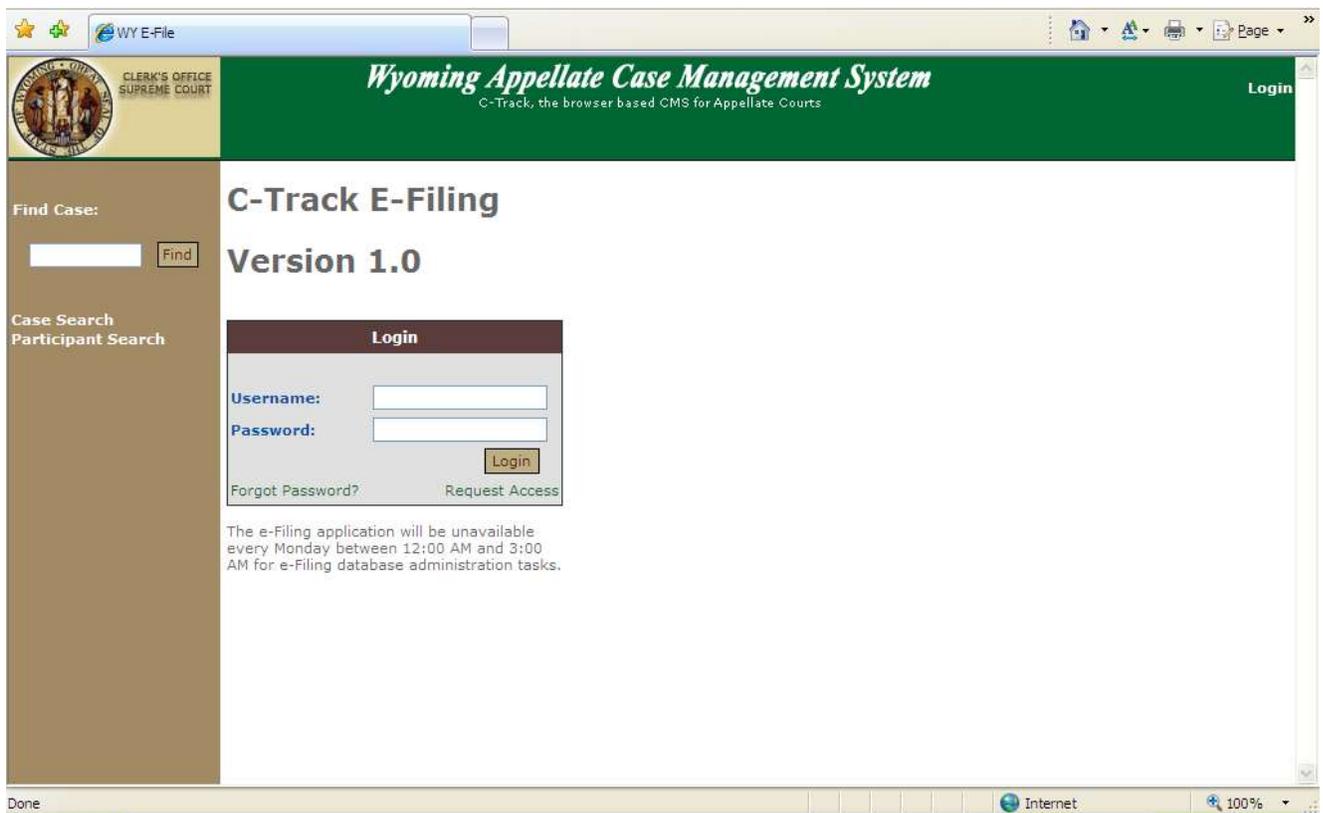
Filing Date	Document Description	Docket Entry Type	Docket Entry Subtype	Status
12/15/2007	Motion - To strike	Motion	To strike	Final

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

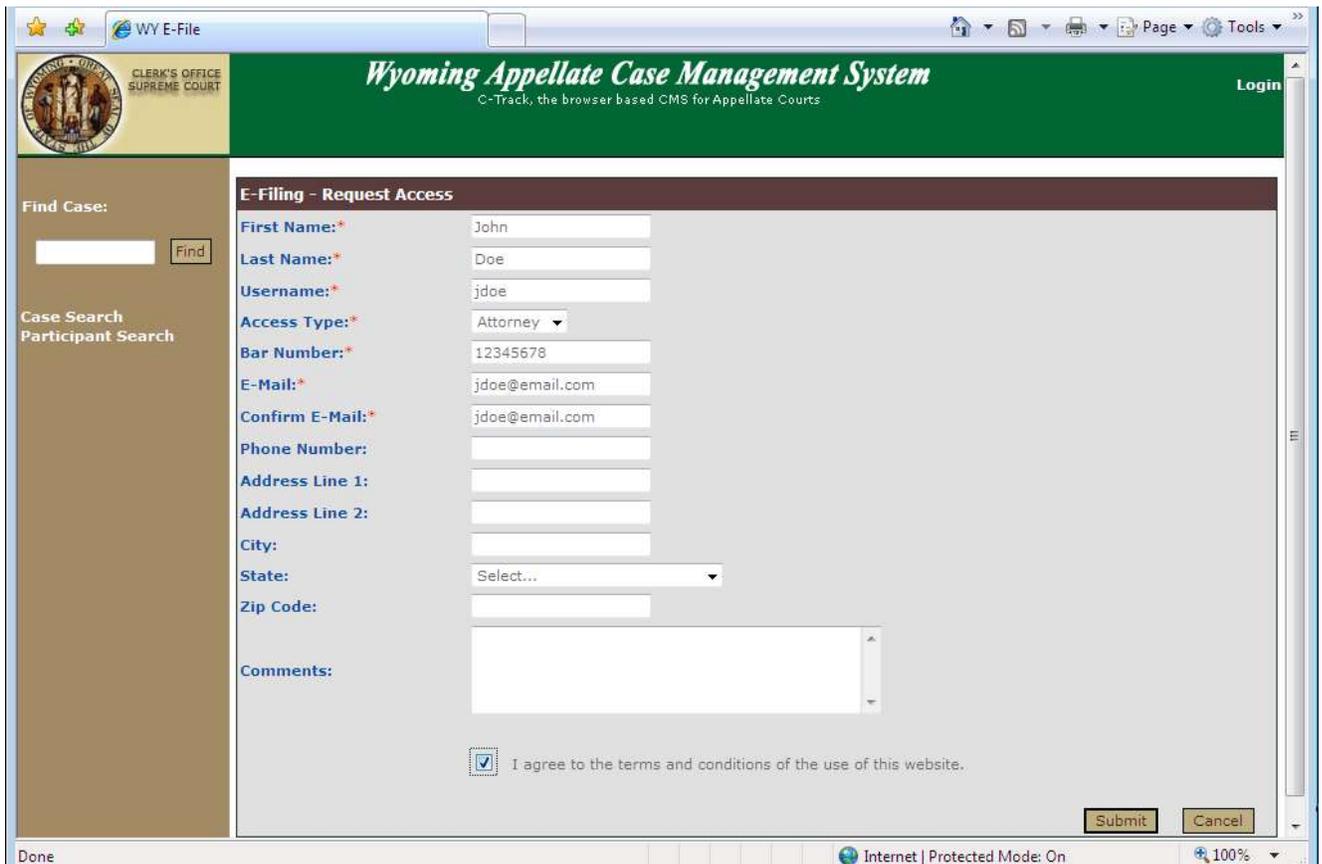
CHAPTER 2: Secure e-File functionalities

2.1 Request Access

To access the secured e-file functions of C-Track, you will be required to have a username and password. To obtain a username and password, click the “**Login**” link in the upper right hand corner of the screen, and click “**Request Access**”.



Fill in all applicable fields and select the “**I agree to the terms and conditions of the use of this website**” check box, then click “**Submit**”. Upon clicking the “**Submit**” button, the court will receive your application for access to consider for approval. The system will email to you your password.



The screenshot shows a web browser window with the URL 'WY E-File'. The page title is 'Wyoming Appellate Case Management System' with the subtitle 'C-Track, the browser based CMS for Appellate Courts'. On the left, there is a 'Find Case:' search box and a 'Find' button. Below that are links for 'Case Search' and 'Participant Search'. The main content area is titled 'E-Filing - Request Access' and contains the following fields:

- First Name: * John
- Last Name: * Doe
- Username: * jdoe
- Access Type: * Attorney (dropdown)
- Bar Number: * 12345678
- E-Mail: * jdoe@email.com
- Confirm E-Mail: * jdoe@email.com
- Phone Number: (empty)
- Address Line 1: (empty)
- Address Line 2: (empty)
- City: (empty)
- State: Select... (dropdown)
- Zip Code: (empty)
- Comments: (empty text area)

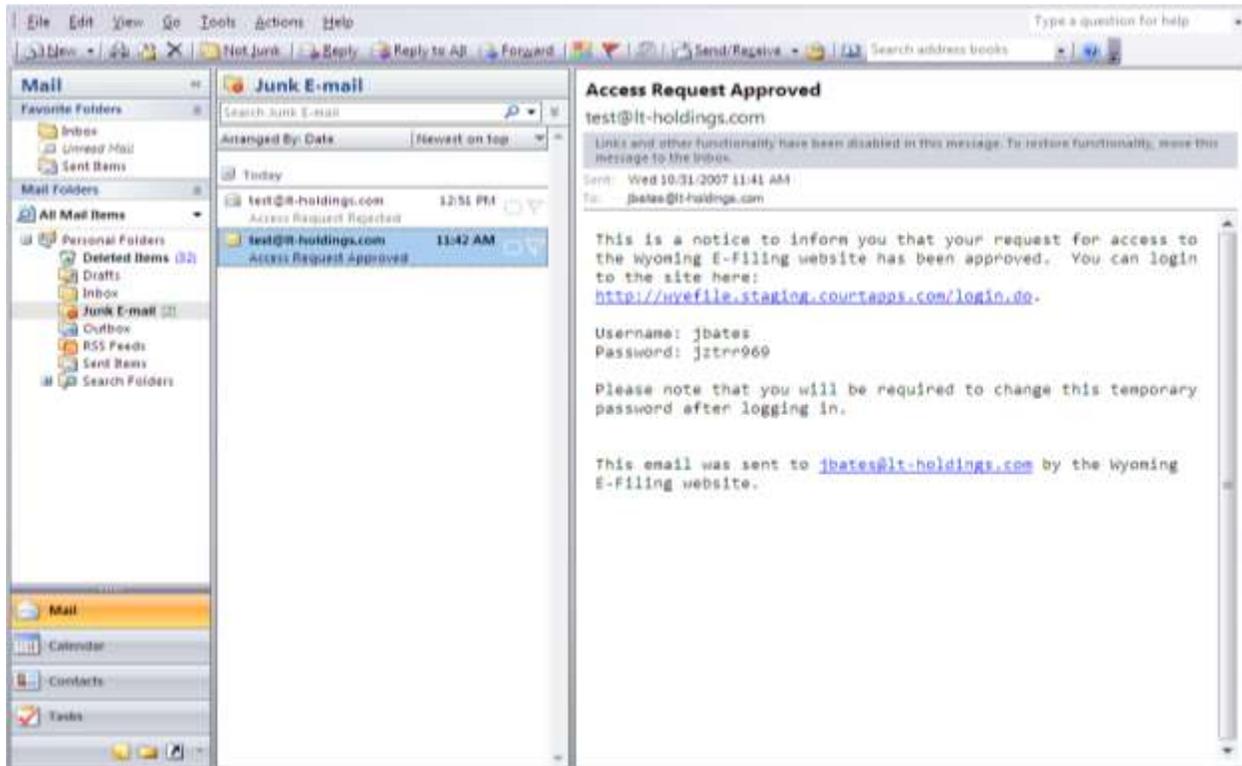
At the bottom of the form, there is a checked checkbox with the text: "I agree to the terms and conditions of the use of this website." Below this are 'Submit' and 'Cancel' buttons. The browser status bar at the bottom shows 'Internet | Protected Mode: On' and '100%' zoom.

The Wyoming e-filing system then displays the terms and conditions.



The screenshot shows the same web browser window, but the main content area now displays a confirmation message. The title 'E-Filing - Request Access' remains. The message reads: "Your request has been successfully submitted to the Wyoming Supreme Court. You will receive notification via e-mail of the acceptance or rejection of this request from the Clerk's Office." Below the message is a link: "Click here to return to the Wyoming Courts Public Access Site". The search and navigation elements on the left remain the same.

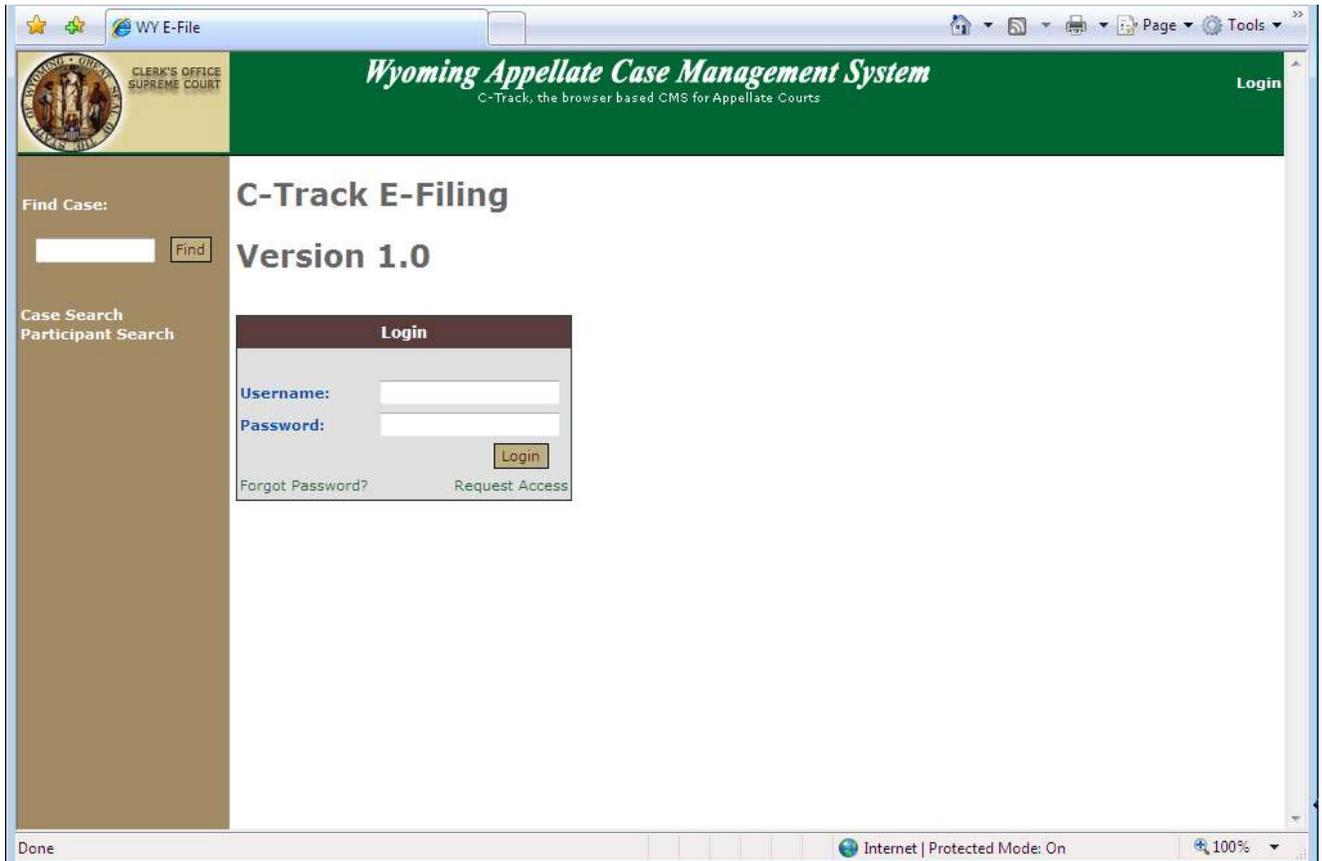
NOTE - Due to anti-spam protection in some e-mail client applications, the confirmation email from C-Track™ may be classified as junk mail. To avoid future emails classified as junk mail, add the email address that sent the acceptance letter to your list of “safe emails” according to your email client’s own settings.



2.2 Logging In

To access the secured functions of e-filing, you must first log in. To do so, you must click the “**Login**” link on the upper right hand of the screen. Once you have clicked the “**Login**” link, the system will prompt you to enter your

username and password. Type the username and password assigned to you, and click the “**Login**” button. If you have not received a username and password for e-filing, please contact your system administrator for one.



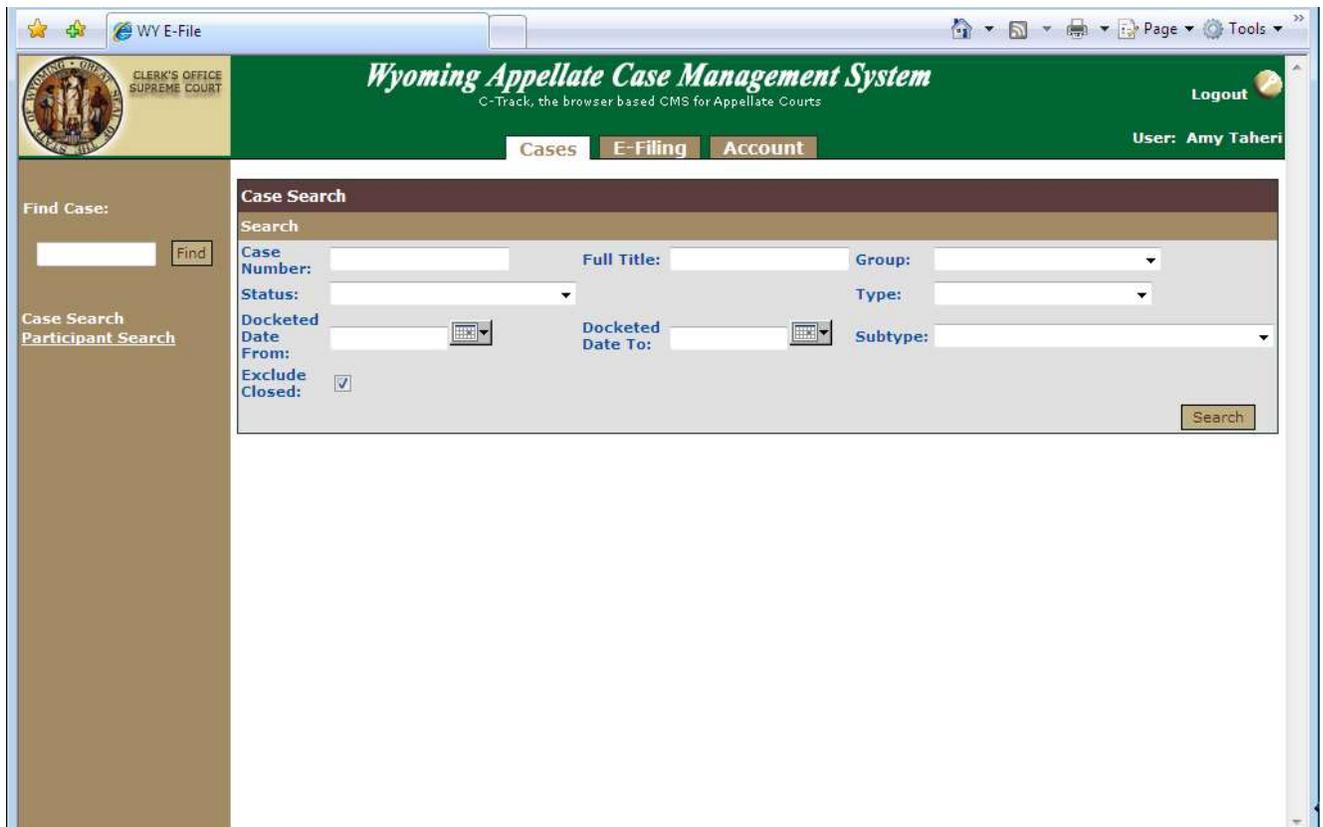
2.3 Case Search

The case search function allows you to search cases quickly by various criteria. To perform a case search, complete any 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.

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.



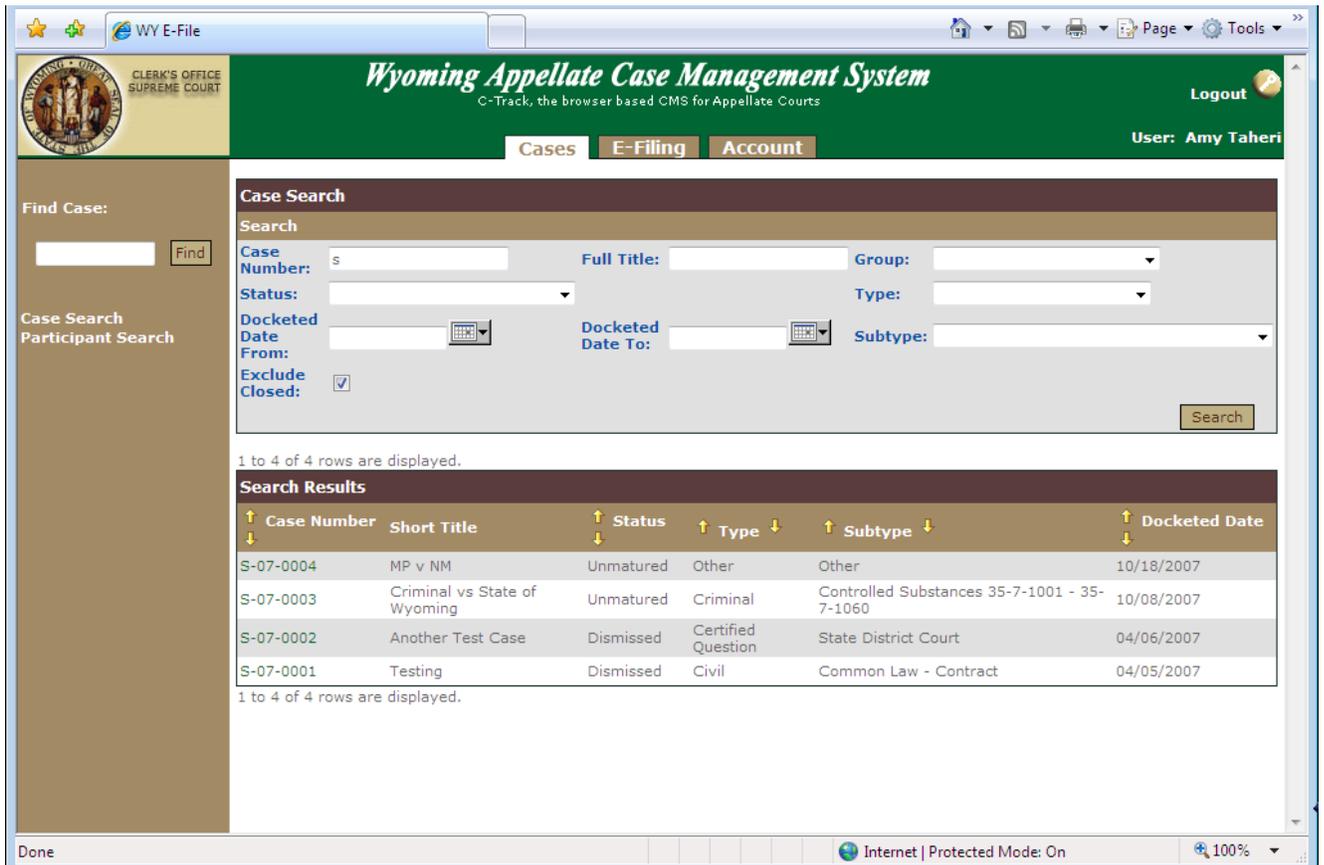
The screenshot shows a web browser window displaying the Wyoming Appellate Case Management System. The browser's address bar shows "WY E-File". The page header includes the Wyoming Supreme Court logo, the text "CLERK'S OFFICE SUPREME COURT", the system title "Wyoming Appellate Case Management System", the subtitle "C-Track, the browser based CMS for Appellate Courts", a "Logout" button, and the user name "User: Amy Taheri". A navigation menu contains "Cases", "E-Filing", and "Account" buttons. The main content area is titled "Case Search" and contains a search form with the following fields: "Case Number" (text input), "Full Title" (text input), "Group" (dropdown menu), "Status" (dropdown menu), "Type" (dropdown menu), "Docketed Date From" (calendar input), "Docketed Date To" (calendar input), and "Subtype" (dropdown menu). There is an "Exclude Closed" checkbox which is checked. A "Search" button is located at the bottom right of the form. On the left side of the page, there is a sidebar with a "Find Case:" section containing a search input and a "Find" button, and a "Case Search Participant Search" section.

2.4 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 shows the Wyoming Appellate Case Management System interface. The browser title is "WY E-File". The page header includes the Wyoming Supreme Court logo and the text "CLERK'S OFFICE SUPREME COURT". The main title is "Wyoming Appellate Case Management System" with the subtitle "C-Track, the browser based CMS for Appellate Courts". The user is logged in as "User: Amy Taheri".

The interface has three tabs: "Cases", "E-Filing", and "Account". The "Cases" tab is active. On the left, there is a "Find Case:" search box with a "Find" button and a "Case Search Participant Search" section.

The "Case Search" section contains the following filters:

- Case Number: s
- Full Title: [empty]
- Group: [dropdown]
- Status: [dropdown]
- Type: [dropdown]
- Docketed Date From: [calendar icon]
- Docketed Date To: [calendar icon]
- Subtype: [dropdown]
- Exclude Closed:

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

Below the search filters, it says "1 to 4 of 4 rows are displayed." The "Search Results" section shows a table with the following data:

Case Number	Short Title	Status	Type	Subtype	Docketed Date
S-07-0004	MP v NM	Unmatured	Other	Other	10/18/2007
S-07-0003	Criminal vs State of Wyoming	Unmatured	Criminal	Controlled Substances 35-7-1001 - 35-7-1060	10/08/2007
S-07-0002	Another Test Case	Dismissed	Certified Question	State District Court	04/06/2007
S-07-0001	Testing	Dismissed	Civil	Common Law - Contract	04/05/2007

Below the table, it says "1 to 4 of 4 rows are displayed." The browser status bar at the bottom shows "Done" and "Internet | Protected Mode: On".

2.5 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 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.

NOTE - By clicking the **“E-File Document on this Case”** button, you may submit documents on a particular case electronically. For more information on submitting documents electronically, see Chapter 3: Secured E-Filing functionalities.

The screenshot displays the Wyoming Appellate Case Management System interface. At the top, it features the Wyoming State Seal and the text "CLERK'S OFFICE SUPREME COURT". The main header reads "Wyoming Appellate Case Management System" with the subtitle "C-Track, the browser based CMS for Appellate Courts". On the right, there is a "Logout" button and the user name "User: John Abraham". Below the header are navigation tabs for "Cases", "E-Filing", and "Account".

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

The main content area shows details for Case Heading (S-07-0159):

- Case Number:** S-07-0159
- Case Docketed On:** 07/17/2007
- Status:** Under Advisement
- Original Court:** Ninth Judicial District Teton County
- Case Type:** Direct Appeal - Civil - Corporations, Partnerships and Associations (Title 17)
- Short Title:** CONCERNED CITIZENS OF SPRING CREEK RANCH, SUYDAN ASSOCIATES LTD. PARTNERSHIP, HARVEST DANCE ASSOCIATES, LLC, A UTAH LIMITED LIABILITY COMPANY, RONALD AND JOAN HARRIS, ADAM AND ELIZABETH MABERLY, DONNA L. FALK v. TIPS UP, L.L.C. and SPRING CREEK HOMEOWNERS' ASSOCIATION and SPRING CREEK ARCHITECTURAL COMMITTEE
- Full Title:** CONCERNED CITIZENS OF SPRING CREEK RANCH, SUYDAN ASSOCIATES LTD. PARTNERSHIP, HARVEST DANCE ASSOCIATES, LLC, A UTAH LIMITED LIABILITY COMPANY, RONALD AND JOAN HARRIS, ADAM AND ELIZABETH MABERLY, DONNA L. FALK, Appellants (Applicants for Intervention) v. TIPS UP, L.L.C., Appellee (Plaintiff) and SPRING CREEK HOMEOWNERS' ASSOCIATION and SPRING CREEK ARCHITECTURAL COMMITTEE, Appellees (Defendants).

Below the case details are two buttons: "+ Display Party Information" and "• E-File Document on this case".

The "Docketing Filter View" section shows a "Display:" dropdown menu set to "Threaded" and a "Go!" button.

The "Docket Information" section contains a table with the following columns: Filing Date, Document Description, Docket Entry Type, Docket Entry Subtype, and Status.

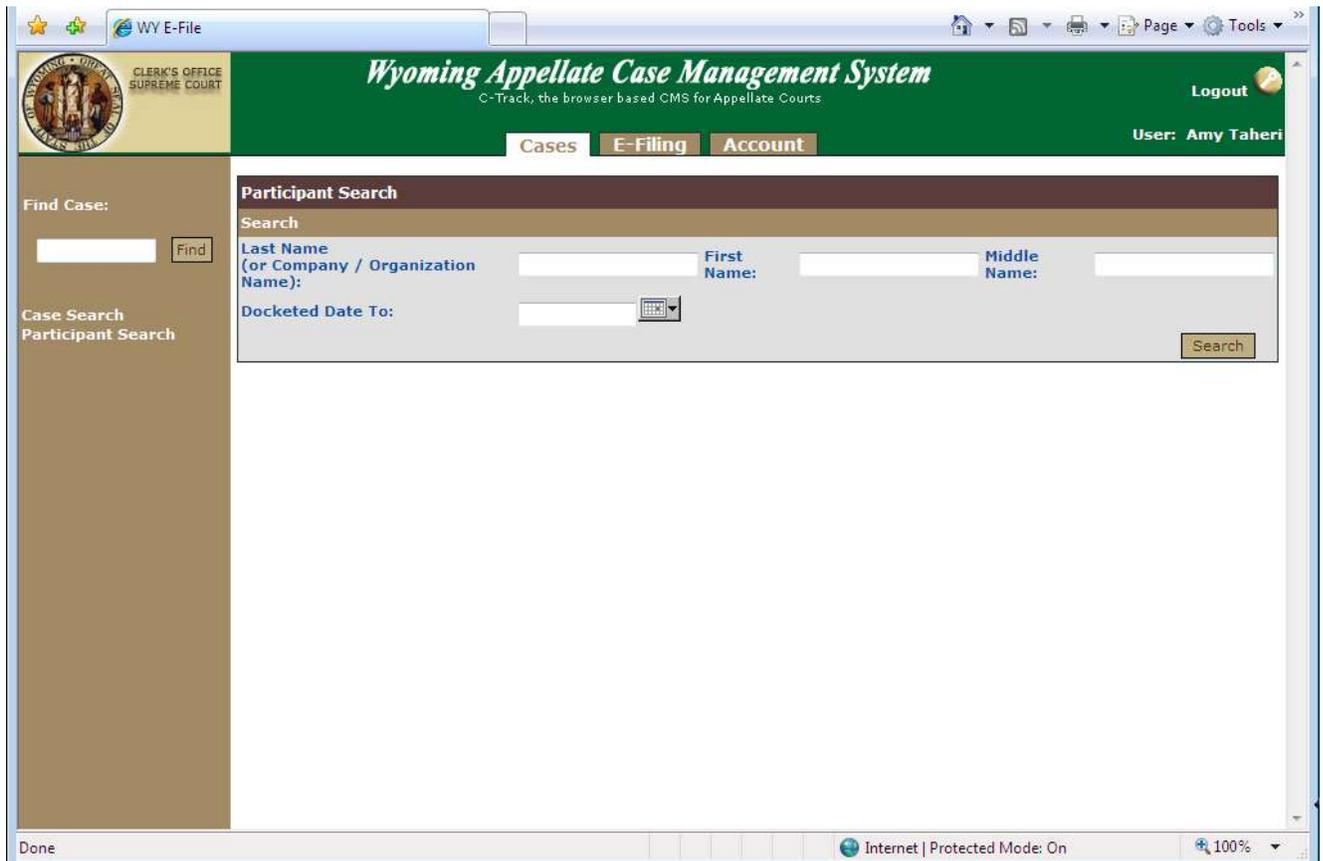
Filing Date	Document Description	Docket Entry Type	Docket Entry Subtype	Status
07/17/2007	• Event - Docketed and indexed	Event	Docketed and indexed	Final
07/17/2007	• Notice-Incoming - Record completion notice from district court	Notice-Incoming	Record completion notice from district court	Final
07/17/2007	• Fees - Docket fee received	Fees	Docket fee received	Final
07/17/2007	• Notice-Outgoing - Docketing letter	Notice-Outgoing	Docketing letter	Final
08/31/2007	• Motion - Other. Motion to correct caption.	Motion	Other	Final
08/31/2007	• Order - Amending caption. Order granting motion to correct caption.	Order	Amending caption	Final
09/04/2007	• Brief - Appellant - Concerned Citizens of Spring Creek Ranch	Brief	Appellant	Final
09/07/2007	• Notice-Incoming - Amended index	Notice-Incoming	Amended index	Final
09/10/2007	• Motion - Admission pro hac vice	Motion	Admission pro hac vice	Final
09/18/2007	• Order - Pro hac vice - allow - William H. Short for appellees Spring Creek Homeowners' Association and Spring Creek Architectural Committee	Order	Pro hac vice - allow	Final
10/18/2007	• Brief - Appellees Spring Creek Homeowners' Association and Spring Creek Architectural Committee and copy of brief on cd	Brief	Appellee	Final
10/18/2007	• Motion - Dismiss - involuntary or in the alternative order to show cause	Motion	Dismiss - involuntary	Final
11/06/2007	• Order - Denying combined motion	Order	Deny	Final
11/01/2007	• Response/Objection - Motion to dismiss appeal or issuance of show cause order.	Response/Objection	Motion	Final
10/22/2007	• Brief - Appellee Tips Up, L.L.C.	Brief	Appellee	Final
10/24/2007	• Motion - Admission pro hac vice	Motion	Admission pro hac vice	Final
10/25/2007	• Order - Pro hac vice - allow - Raymond E. Loughrey pro hac vice for Tips Up, LLC.	Order	Pro hac vice - allow	Final
10/30/2007	• Notice-Internal - Recusal memo - Chief Justice Voigt recused	Notice-Internal	Recusal memo	Final
11/07/2007	• Notice-Outgoing - Request for transmitted record on appeal	Notice-Outgoing	Request for transmitted record on appeal	Final

2.6 Participant Search

Information about specific participants in any case is stored as public record within the state's system. Using the participant search tool the user can locate this specific information. The following criteria to search for participants are available:

- 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 screenshot displays the Wyoming Appellate Case Management System interface. The browser window title is "WY E-File". The page header includes the Wyoming State Seal, "CLERK'S OFFICE SUPREME COURT", and the system title "Wyoming Appellate Case Management System" with the tagline "C-Track, the browser based CMS for Appellate Courts". A "Logout" button and the user name "User: Amy Taheri" are visible in the top right. The main navigation bar contains "Cases", "E-Filing", and "Account" tabs. On the left, there is a "Find Case:" section with a search box and a "Find" button, and a sidebar menu with "Case Search" and "Participant Search" options. The "Participant Search" form is the central focus, featuring a "Search" label and four input fields: "Last Name (or Company / Organization Name)", "First Name", "Middle Name", and "Docketed Date To" (with a calendar icon). A "Search" button is located at the bottom right of the form. The browser status bar at the bottom shows "Done", "Internet | Protected Mode: On", and "100%" zoom.

2.6.1 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.



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

Logout 

User: John Abraham

Cases | E-Filing | Account

Find Case:

Case Search
Participant Search

Participant Search

Search

Last Name (or Company / Organization Name): **First Name:** **Middle Name:**

Docketed Date To:

1 to 50 of 169 rows are displayed. [Next](#)

Search Results

↑ Case Number ↓	↑ Participant ↓	Short Title	↑ Docketed Date ↓	↑ Role ↓
S-08-0004	Terry L. Armitage	GLENN GRIFFITH DAX v. THE STATE OF WYOMING	01/03/2008	Attorney
S-07-0299	Terry L. Armitage	DUSTIN LEE NELSON v. THE STATE OF WYOMING	12/31/2007	Attorney
S-07-0298	Terry L. Armitage	BRIAN LEE DUKE v. THE STATE OF WYOMING	12/27/2007	Attorney
S-07-0296	Terry L. Armitage	DAWSON A. REECE v. THE STATE OF WYOMING	12/26/2007	Attorney
S-07-0290	Terry L. Armitage	ERIC DEMILLARD v. THE STATE OF WYOMING	12/19/2007	Attorney
S-07-0294	Terry L. Armitage	ANTHONY HEINEMANN v. THE STATE OF WYOMING	12/19/2007	Attorney
S-07-0289	Terry L. Armitage	MATTHEW CHRISTOPHER KURTENBACH v. THE STATE OF WYOMING	12/17/2007	Attorney
S-07-0288	Terry L. Armitage	KEITH E. DEFORREST v. THE STATE OF WYOMING	12/12/2007	Attorney
S-07-0274	Terry L. Armitage	JAMIE ALLEN DULIN v. THE STATE OF WYOMING	11/29/2007	Attorney
S-07-0273	Terry L. Armitage	CHESTER LOYDE BIRD, Petitioner, v. MICHAEL MURPHY, Warden, Wyoming State Penitentiary	11/28/2007	Attorney
S-07-0267	Terry L. Armitage	JEFFREY LYNN SMITH v. THE STATE OF WYOMING	11/20/2007	Attorney
S-07-0265	Terry L. Armitage	JAMIE STANTON, Petitioner, v. THE STATE OF WYOMING	11/19/2007	Attorney
S-07-0266	Terry L. Armitage	DWIGHT D. HANDY v. ROBERT O. LAMPERT, Director, Wyoming Department of Corrections, and the ATTORNEY GENERAL of the State of Wyoming	11/19/2007	Attorney
06-259	Terry L. Armitage	SUSAN J. MILLER v. THE STATE OF WYOMING	11/08/2007	Attorney
S-07-0257	Terry L. Armitage	KENT ALAN PROFFIT, SR. v. THE STATE OF WYOMING	11/02/2007	Attorney
S-07-0255	Terry L. Armitage	SONDER W. SEYMOUR v. THE STATE OF WYOMING	11/01/2007	Attorney
S-07-0253	Terry L. Armitage	SHERRI R. SPETEN v. THE STATE OF WYOMING	10/30/2007	Attorney
S-07-0249	Terry L. Armitage	JOHNNIE L. HUTCHINGS v. THE STATE OF WYOMING	10/29/2007	Attorney
S-07-0250	Terry L. Armitage	PHYLLIS A. DRURY v. THE STATE OF WYOMING	10/29/2007	Attorney
S-07-0252	Terry L. Armitage	BRAD SKINNER v. SECOND JUDICIAL DISTRICT COURT	10/29/2007	Attorney
S-07-0245	Terry L. Armitage	JAMES EDWARD PEARSON v. THE STATE OF WYOMING	10/25/2007	Attorney
S-07-0247	Terry L. Armitage	DAVID LABON BUSH v. THE STATE OF WYOMING	10/25/2007	Attorney
S-07-0241	Terry L. Armitage	ARTHUR MAESTAS v. THE STATE OF WYOMING	10/22/2007	Attorney
S-07-0240	Terry L. Armitage	LADONNA J. CAROTHERS v. THE STATE OF WYOMING	10/19/2007	Attorney
S-07-0239	Terry L. Armitage	STEVEN RANDALL ERVIN v. THE STATE OF WYOMING	10/18/2007	Attorney
S-07-0237	Terry L. Armitage	TOBIAS RUSH v. THE STATE OF WYOMING	10/16/2007	Attorney
S-07-0231	Terry L. Armitage	KACEY ALLAN GIBBS v. THE STATE OF WYOMING	10/08/2007	Attorney
S-07-0232	Terry L. Armitage	SHELLEY SUE WILLIAMS v. THE STATE OF WYOMING	10/08/2007	Attorney
S-07-0230	Terry L. Armitage	MARVIN LEWIS DAVIS III v. THE STATE OF WYOMING	10/03/2007	Attorney

2.6.2 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 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.

NOTE - By clicking the **“E-File Document on this Case”** button, you may submit documents on a particular case electronically. For more information on submitting documents electronically, see Chapter 3: Secured E-Filing functionalities.



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

Case Heading (S-07-0159)

Case Number:	S-07-0159	Case Docketed On:	07/17/2007
Status:	Under Advisement		
Original Court:	Ninth Judicial District Teton County	Case Type:	Direct Appeal - Civil - Corporations, Partnerships and Associations (Title 17)
Short Title:	CONCERNED CITIZENS OF SPRING CREEK RANCH, SUYDAN ASSOCIATES LTD. PARTNERSHIP, HARVEST DANCE ASSOCIATES, LLC, A UTAH LIMITED LIABILITY COMPANY, RONALD AND JOAN HARRIS, ADAM AND ELIZABETH MABERLY, DONNA L. FALK v. TIPS UP, L.L.C. and SPRING CREEK HOMEOWNERS' ASSOCIATION and SPRING CREEK ARCHITECTURAL COMMITTEE		
Full Title:	CONCERNED CITIZENS OF SPRING CREEK RANCH, SUYDAN ASSOCIATES LTD. PARTNERSHIP, HARVEST DANCE ASSOCIATES, LLC, A UTAH LIMITED LIABILITY COMPANY, RONALD AND JOAN HARRIS, ADAM AND ELIZABETH MABERLY, DONNA L. FALK, Appellants (Applicants for Intervention) v. TIPS UP, L.L.C., Appellee (Plaintiff) and SPRING CREEK HOMEOWNERS' ASSOCIATION and SPRING CREEK ARCHITECTURAL COMMITTEE, Appellees (Defendants).		

+ Display Party Information

- **E-File Document on this case**

Docketing Filter View

Display:

Filing Date	Document Description	Docket Entry Type	Docket Entry Subtype	Status
07/17/2007	• Event - Docketed and indexed	Event	Docketed and indexed	Final
07/17/2007	• Notice-Incoming - Record completion notice from district court	Notice-Incoming	Record completion notice from district court	Final
07/17/2007	• Fees - Docket fee received	Fees	Docket fee received	Final
07/17/2007	• Notice-Outgoing - Docketing letter	Notice-Outgoing	Docketing letter	Final
08/31/2007	• Motion - Other. Motion to correct caption.	Motion	Other	Final
08/31/2007	• Order - Amending caption. Order granting motion to correct caption.	Order	Amending caption	Final
09/04/2007	• Brief - Appellant - Concerned Citizens of Spring Creek Ranch	Brief	Appellant	Final
09/07/2007	• Notice-Incoming - Amended index	Notice-Incoming	Amended index	Final
09/10/2007	• Motion - Admission pro hac vice	Motion	Admission pro hac vice	Final
09/18/2007	• Order - Pro hac vice - allow - William H. Short for appellees Spring Creek Homeowners' Association and Spring Creek Architectural Committee	Order	Pro hac vice - allow	Final
10/18/2007	• Brief - Appellees Spring Creek Homeowners' Association and Spring Creek Architectural Committee and copy of brief on cd	Brief	Appellee	Final
10/18/2007	• Motion - Dismiss - involuntary or in the alternative order to show cause	Motion	Dismiss - involuntary	Final
11/06/2007	• Order - Denying combined motion	Order	Deny	Final
11/01/2007	• Response/Objection - Motion to dismiss appeal or issuance of show cause order.	Response/Objection	Motion	Final
10/22/2007	• Brief - Appellee Tips Up, L.L.C.	Brief	Appellee	Final
10/24/2007	• Motion - Admission pro hac vice	Motion	Admission pro hac vice	Final
10/25/2007	• Order - Pro hac vice - allow - Raymond E. Loughrey pro hac vice for Tips Up, LLC.	Order	Pro hac vice - allow	Final
10/30/2007	• Notice-Internal - Recusal memo - Chief Justice Voigt recused	Notice-Internal	Recusal memo	Final
11/07/2007	• Notice-Outgoing - Request for transmitted record on appeal	Notice-Outgoing	Request for transmitted record on appeal	Final

2.7 Find Case

If you know the exact case number 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.



Wyoming Appellate Case Management System

C-Track, the browser based CMS for Appellate Courts

Login

Case Heading (S-07-0159)

Case Number:	S-07-0159	Case Docketed On:	07/17/2007
Status:	Under Advisement		
Original Court:	Ninth Judicial District Teton County	Case Type:	Direct Appeal - Civil - Corporations, Partnerships and Associations (Title 17)
Short Title:	CONCERNED CITIZENS OF SPRING CREEK RANCH, SUYDAN ASSOCIATES LTD. PARTNERSHIP, HARVEST DANCE ASSOCIATES, LLC, A UTAH LIMITED LIABILITY COMPANY, RONALD AND JOAN HARRIS, ADAM AND ELIZABETH MABERLY, DONNA L. FALK v. TIPS UP, L.L.C. and SPRING CREEK HOMEOWNERS' ASSOCIATION and SPRING CREEK ARCHITECTURAL COMMITTEE		
Full Title:	CONCERNED CITIZENS OF SPRING CREEK RANCH, SUYDAN ASSOCIATES LTD. PARTNERSHIP, HARVEST DANCE ASSOCIATES, LLC, A UTAH LIMITED LIABILITY COMPANY, RONALD AND JOAN HARRIS, ADAM AND ELIZABETH MABERLY, DONNA L. FALK, Appellants (Applicants for Intervention) v. TIPS UP, L.L.C., Appellee (Plaintiff) and SPRING CREEK HOMEOWNERS' ASSOCIATION and SPRING CREEK ARCHITECTURAL COMMITTEE, Appellees (Defendants).		

+ Display Party Information

Docketing Filter View

Display: Threaded Go!

Docket Information

Filing Date	Document Description	Docket Entry Type	Docket Entry Subtype	Status
07/17/2007	• Event - Docketed and indexed	Event	Docketed and indexed	Final
07/17/2007	• Notice-Incoming - Record completion notice from district court	Notice-Incoming	Record completion notice from district court	Final
07/17/2007	• Fees - Docket fee received	Fees	Docket fee received	Final
07/17/2007	• Notice-Outgoing - Docketing letter	Notice-Outgoing	Docketing letter	Final
08/31/2007	• Motion - Other. Motion to correct caption.	Motion	Other	Final
08/31/2007	• Order - Amending caption. Order granting motion to correct caption.	Order	Amending caption	Final
09/04/2007	• Brief - Appellant - Concerned Citizens of Spring Creek Ranch	Brief	Appellant	Final
09/07/2007	• Notice-Incoming - Amended index	Notice-Incoming	Amended index	Final
09/10/2007	• Motion - Admission pro hac vice	Motion	Admission pro hac vice	Final
09/18/2007	• Order - Pro hac vice - allow - William H. Short for appellees Spring Creek Homeowners' Association and Spring Creek Architectural Committee	Order	Pro hac vice - allow	Final
10/18/2007	• Brief - Appellees Spring Creek Homeowners' Association and Spring Creek Architectural Committee and copy of brief on cd	Brief	Appellee	Final
10/18/2007	• Motion - Dismiss - involuntary or in the alternative order to show cause	Motion	Dismiss - involuntary	Final
11/06/2007	• Order - Denying combined motion	Order	Deny	Final
11/01/2007	• Response/Objection - Motion to dismiss appeal or issuance of show cause order.	Response/Objection	Motion	Final
10/22/2007	• Brief - Appellee Tips Up, L.L.C.	Brief	Appellee	Final
10/24/2007	• Motion - Admission pro hac vice	Motion	Admission pro hac vice	Final
10/25/2007	• Order - Pro hac vice - allow - Raymond E. Loughrey pro hac vice for Tips Up, LLC.	Order	Pro hac vice - allow	Final
10/30/2007	• Notice-Internal - Recusal memo - Chief Justice Voigt recused	Notice-Internal	Recusal memo	Final
11/07/2007	• Notice-Outgoing - Request for transmitted record on appeal	Notice-Outgoing	Request for transmitted record on appeal	Final
11/08/2007	• Order - Oral argument scheduled	Order	Oral argument scheduled	Final
			Receipt	

Find Case:Find

Case Search
Participant Search

2.8 E-File a Document in the Case View Screen

To e-file a document while in the case view screen, click the green “E-File Document on This Case” link in the main case view screen.

1. Select the filing type
2. Select the filing subtype
3. Select all applicable names for “Filed on Behalf of”
4. Complete any comments necessary for the filing
5. Select the appropriate item to thread the document to if you wish the document to be threaded
6. Click “Continue”



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:

Case Information (S-07-0253)

Case Number:	S-07-0253	Case Docketed On:	10/30/2007
Short Title:	SHERRI R. SPETEN v. THE STATE OF WYOMING	Status:	Unmatured

Edit E-Filing

Type:*

Motion

Subtype:*

Accept late filing

* Requires Court Order

Filed by on Behalf of:*

Abraham, John Craig; Attorney: o/b/o Speten, Sherri R.

Armitage, Terry L.; Attorney: o/b/o The State of Wyoming

Pauling, D. Michael; Attorney: o/b/o The State of Wyoming

Salzburg, Bruce A.; Attorney: o/b/o The State of Wyoming

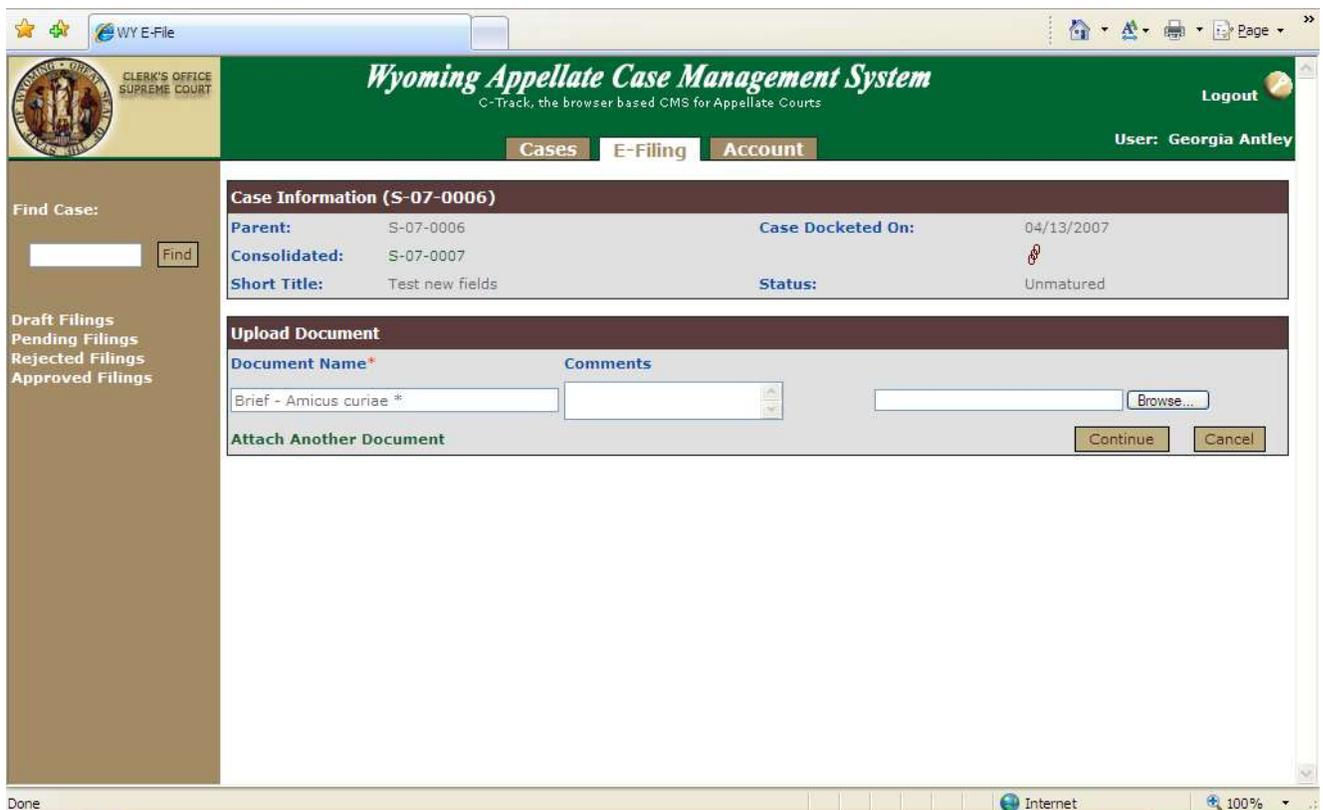
File on Behalf of Other (if not in multiselect):

Comments:

Docket Information

Select Thread To	Filing Date	Type	Subtype
<input type="checkbox"/> Event - Docketed and indexed	10/30/2007	Event	Docketed and indexed
<input type="checkbox"/> Notice-Incoming - Record completion notice from district court	10/30/2007	Notice-Incoming	Record completion notice from district court
<input type="checkbox"/> Fees - Docket fee received	10/30/2007	Fees	Docket fee received
<input type="checkbox"/> Notice-Outgoing - Docketing letter	10/30/2007	Notice-Outgoing	Docketing letter
<input type="checkbox"/> Brief - Appellant	12/17/2007	Brief	Appellant
<input type="checkbox"/> Event - Phone Call to Counsel for Appellant requesting additional copy of brief	12/17/2007	Event	Phone Call
<input type="checkbox"/> Event - Phone Call to counsel for appellant requesting copy of brief	12/19/2007	Event	Phone Call
<input type="checkbox"/> Brief - Other - received copy of appellant's brief	12/28/2007	Brief	Other

7. Select the proper document from your local hard drive or network file server by clicking the **“Browse”** button.
8. Once you have located the appropriate file on your local hard drive or network file server click the **“Open”** button to attach the document to the filing.
9. Click to **“Continue”**



The screenshot shows the 'Wyoming Appellate Case Management System' interface. The user is logged in as Georgia Antley. The main content area displays 'Case Information (S-07-0006)' with the following details:

Parent:	S-07-0006	Case Docketed On:	04/13/2007
Consolidated:	S-07-0007	Status:	Unmatured
Short Title:	Test new fields		

Below the case information is the 'Upload Document' section, which includes a table with columns for 'Document Name*' and 'Comments'. A document named 'Brief - Amicus curiae *' is listed. To the right of the document name is a 'Browse...' button. Below the table is an 'Attach Another Document' section with 'Continue' and 'Cancel' buttons.

NOTE - C-Track/C-Track e-file will not accept blank filings (a size of 0 bytes), or files more than 25MB. The user will then go to the Select List screen. Here they must select the desired 'Service Type' and 'Service Date' for each party to be served. Then click to **“Continue”**.



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:

Draft Filings
 Pending Filings
 Rejected Filings
 Approved Filings

Case Information (S-07-0253)

Case Number:	S-07-0253	Case Docketed On:	10/30/2007
Short Title:	SHERRI R. SPETEN v. THE STATE OF WYOMING	Status:	Unmatured

Service List

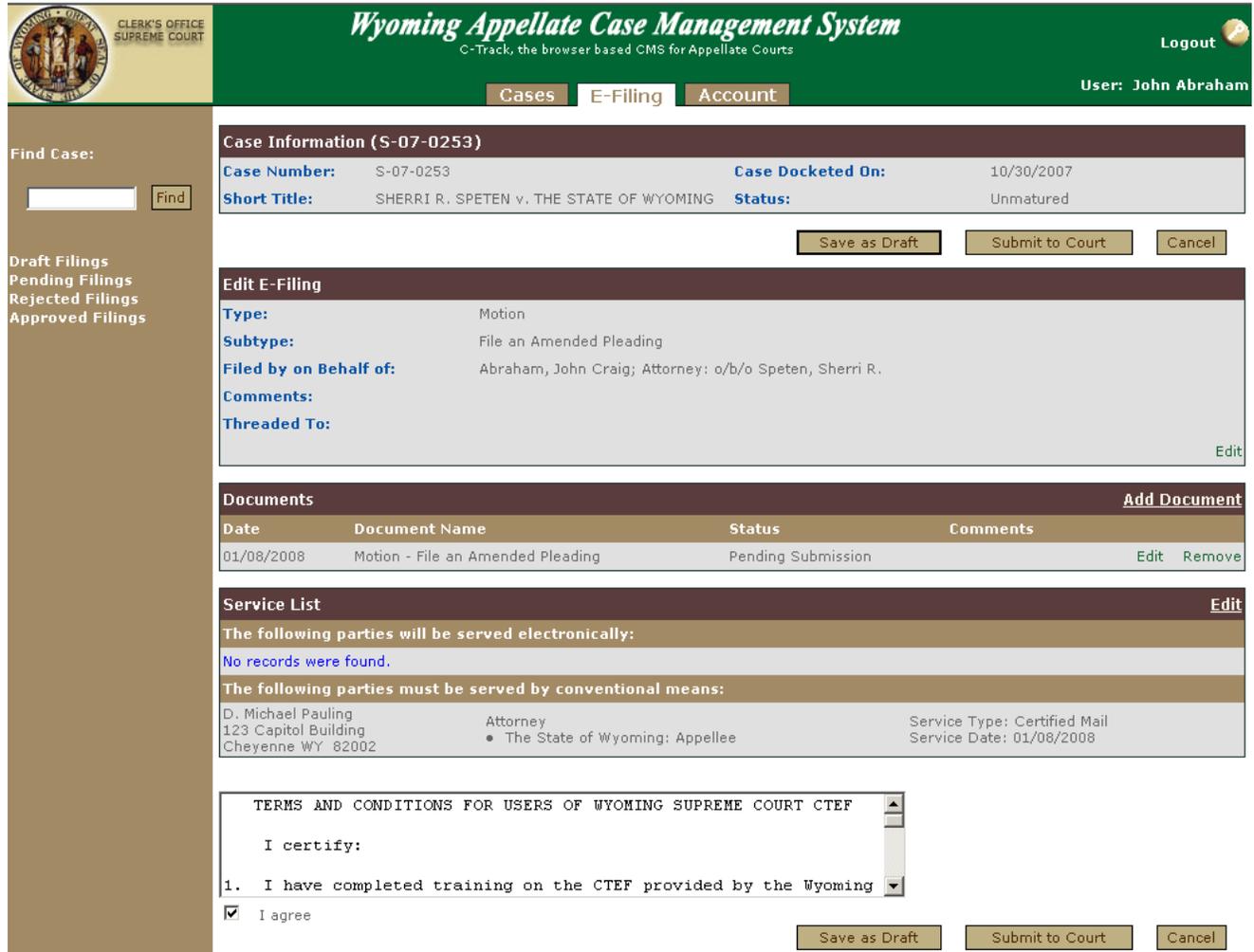
The following parties will be served electronically:

No records were found.

The following parties must be served by conventional means:

D. Michael Pauling 123 Capitol Building Cheyenne WY 82002	Attorney • The State of Wyoming: Appellee	Service Type:* <input type="text" value="Certified Mail"/>	Service Date:* <input type="text" value="01/08/2008"/>
---	--	---	---

1. Click the **"I Agree"** check box to agree to the terms and conditions of use of the Wyoming e-filing system and then click to **"Submit to Court"**.



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

Cases | E-Filing | Account | User: John Abraham | Logout

Case Information (S-07-0253)
Case Number: S-07-0253 **Case Docketed On:** 10/30/2007
Short Title: SHERRI R. SPETEN v. THE STATE OF WYOMING **Status:** Unmatured

Edit E-Filing
Type: Motion
Subtype: File an Amended Pleading
Filed by on Behalf of: Abraham, John Craig; Attorney: o/b/o Speten, Sherri R.
Comments:
Threaded To:

Documents

Date	Document Name	Status	Comments
01/08/2008	Motion - File an Amended Pleading	Pending Submission	<input type="button" value="Edit"/> <input type="button" value="Remove"/>

Service List

The following parties will be served electronically:
 No records were found.

The following parties must be served by conventional means:
 D. Michael Pauling Attorney Service Type: Certified Mail
 123 Capitol Building • The State of Wyoming: Appellee Service Date: 01/08/2008
 Cheyenne WY. 82002

TERMS AND CONDITIONS FOR USERS OF WYOMING SUPREME COURT CTEF

I certify:

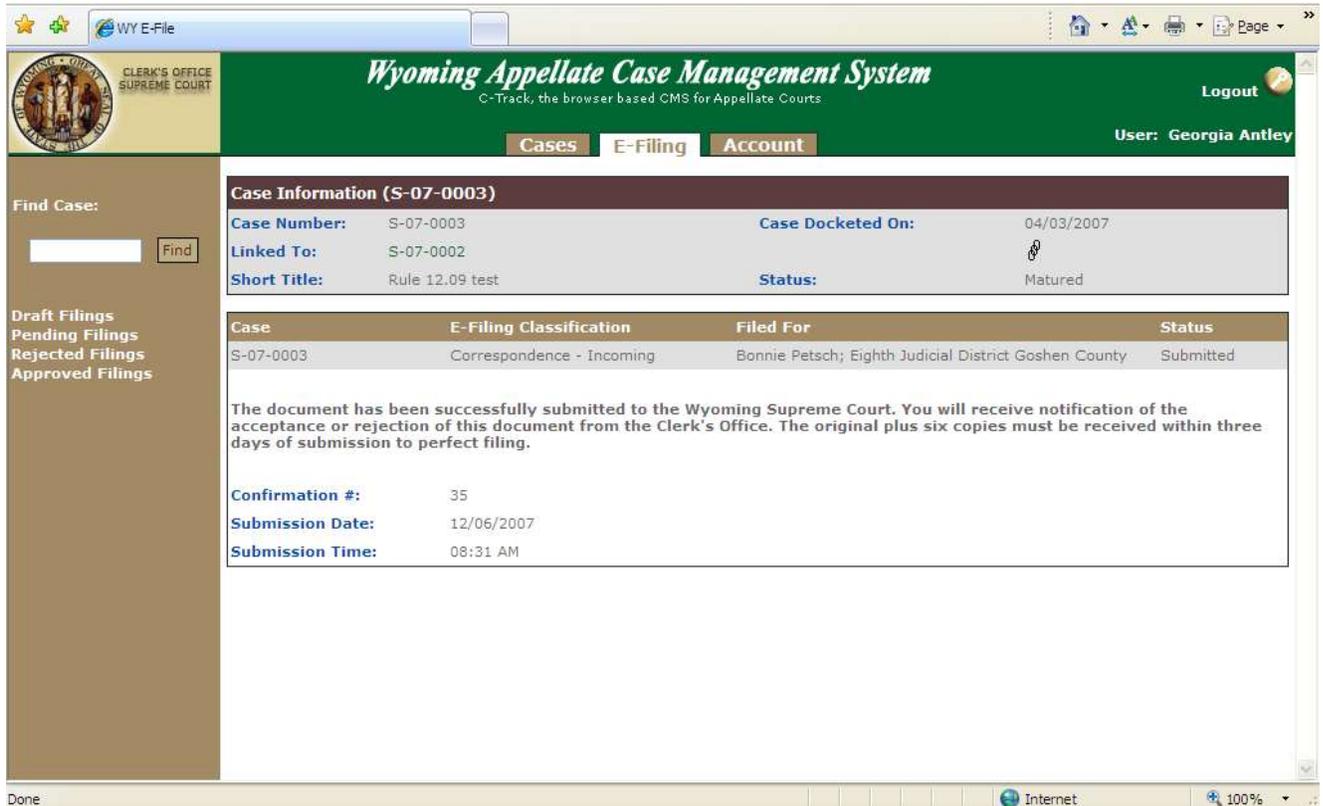
1. I have completed training on the CTEF provided by the Wyoming

I agree

NOTE - Terms and conditions for Wyoming e-filing:

1. I have completed training on the CTEF provided by the Wyoming Supreme Court Clerk;
2. I have reviewed and will abide by all of the requirements found in the Electronic Filing Administrative Policies and Procedures;
3. That I will abide by the requirements of the Electronic Filing Administrative Policies and Procedures, Rule 5, regarding registration, change of contact information, and consent to electronic service;
4. That I will abide by all of the requirements of Rule 9, Rules of Service;
5. That all required redactions pursuant to Rule 11, have been made to any document submitted for electronic filing, and certification to that fact made on all documents electronically filed with the Court;
6. That any document submitted for electronic filing has been scanned for viruses, and is virus free; and
7. I understand that technical failures caused by my own hardware, software, or phone lines will not generally excuse an untimely filing.

- The user will then be navigated to a confirmation page, alerting them that their document has been successfully submitted.



The screenshot shows the 'Wyoming Appellate Case Management System' interface. The user is logged in as Georgia Antley. The page displays case information for S-07-0003, including the case number, docketed date (04/03/2007), linked case (S-07-0002), and status (Matured). A table below shows the filing details for case S-07-0003, with a status of 'Submitted'. A confirmation message states: 'The document has been successfully submitted to the Wyoming Supreme Court. You will receive notification of the acceptance or rejection of this document from the Clerk's Office. The original plus six copies must be received within three days of submission to perfect filing.' Below this message, the confirmation number is 35, the submission date is 12/06/2007, and the submission time is 08:31 AM.

Case	E-Filing Classification	Filed For	Status
S-07-0003	Correspondence - Incoming	Bonnie Petsch; Eighth Judicial District Goshen County	Submitted

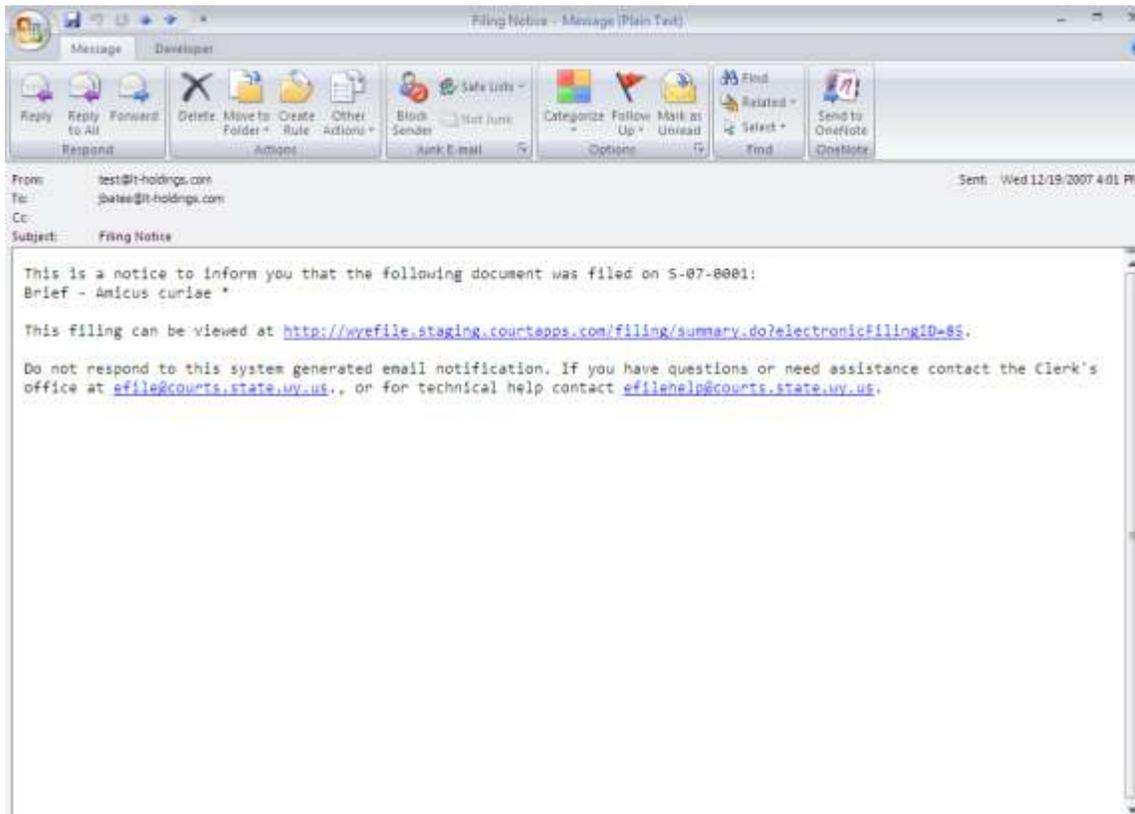
Upon completing these steps, the document is now submitted. The document will not appear in the document list in the case view screen until the court clerk approves the filing. You will receive a confirmation number, which you can use for future reference.

NOTE - Documents can only be e-filed to open cases. The 'e-file a document on this case' link will not appear in closed cases.

NOTE - E-file documents cannot be threaded to a draft docket entry.

NOTE - The file browser system accesses local data storage to retrieve files. The exact location of your desired file will depend on your own filing structure.

Once the document has been filed, you will receive a confirmation email from the Clerk's Office confirming the e-filing.



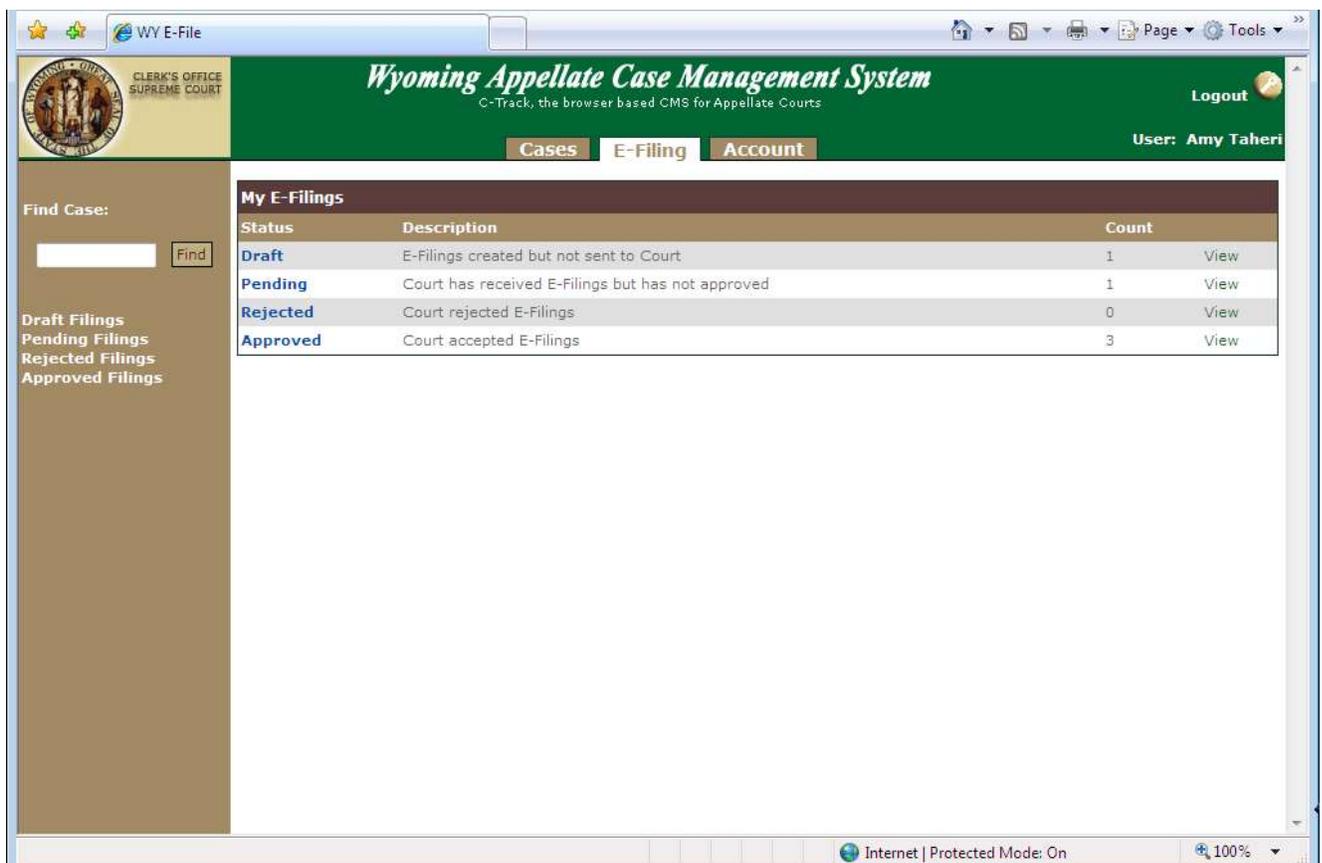
Chapter 3: Secured E-Filing

3.1 My E-Filings

When you click the “**E-Filing**” tab on the top of the screen, you will see the “**My E-Filings**” screen. This screen displays all current e-filings within the court currently associated with your username. The user will see documents grouped by their status. The user can access a document by selecting the “**View**” link of the appropriate document status type. The user will see documents sorted by the following status types:

- Draft – E-filings created but not sent to the court
- Pending – Court has received e-filings, but not approved
- Rejected – Court rejected e-filings
- Approved – Court accepted e-filings

By clicking any of the previously mentioned links, you can “**View**” or “**Remove**” any of your current e-filings in that category (Note that approved e-filings cannot be removed).



WY E-File
 Wyoming Appellate Case Management System
 C-Track, the browser based CMS for Appellate Courts
 Logout
 User: Amy Taheri

Cases E-Filing Account

Find Case:
 Find

Draft Filings
 Pending Filings
 Rejected Filings
 Approved Filings

My E-Filings		
Status	Description	Count
Draft	E-Filings created but not sent to Court	1 View
Pending	Court has received E-Filings but has not approved	1 View
Rejected	Court rejected E-Filings	0 View
Approved	Court accepted E-Filings	3 View

Internet | Protected Mode: On 100%

3.2 Editing an E-Filing

When you select the “**Edit**” link for any document in the “**Draft Document**” section as described above, you will see the “Edit E-Filing” screen. From this screen you can add or edit information associated with an e-filing, or edit the “Service List” for the case. When editing a document, the following information about the document is available:

- Edit E-Filing
 - Type
 - Subtype
 - Filed For
 - Comments
 - Threaded To
- Documents
 - Date
 - Document Name
 - Status
 - Comments
- Service List
 - Electronic Service
 - Conventional Means Service



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

Draft Filings
Pending Filings
Rejected Filings
Approved Filings

Case Information (S-07-0253)

Case Number: S-07-0253 **Case Docketed On:** 10/30/2007
Short Title: SHERRI R. SPETEN v. THE STATE OF WYOMING **Status:** Unmatured

Save as Draft Submit to Court Cancel

Edit E-Filing

Type: Motion
Subtype: File an Amended Pleading
Filed by on Behalf of: Abraham, John Craig; Attorney: o/b/o Speten, Sherri R.
Comments:
Threaded To:

Edit

Documents

Add Document

Date	Document Name	Status	Comments
01/08/2008	Motion - File an Amended Pleading	Pending Submission	Edit Remove

Service List

Edit

The following parties will be served electronically:

No records were found.

The following parties must be served by conventional means:

D. Michael Pauling Attorney Service Type:
123 Capitol Building • The State of Wyoming: Appellee Service Date:
Cheyenne WY 82002

TERMS AND CONDITIONS FOR USERS OF WYOMING SUPREME COURT CTEF

I certify:

1. I have completed training on the CTEF provided by the Wyoming

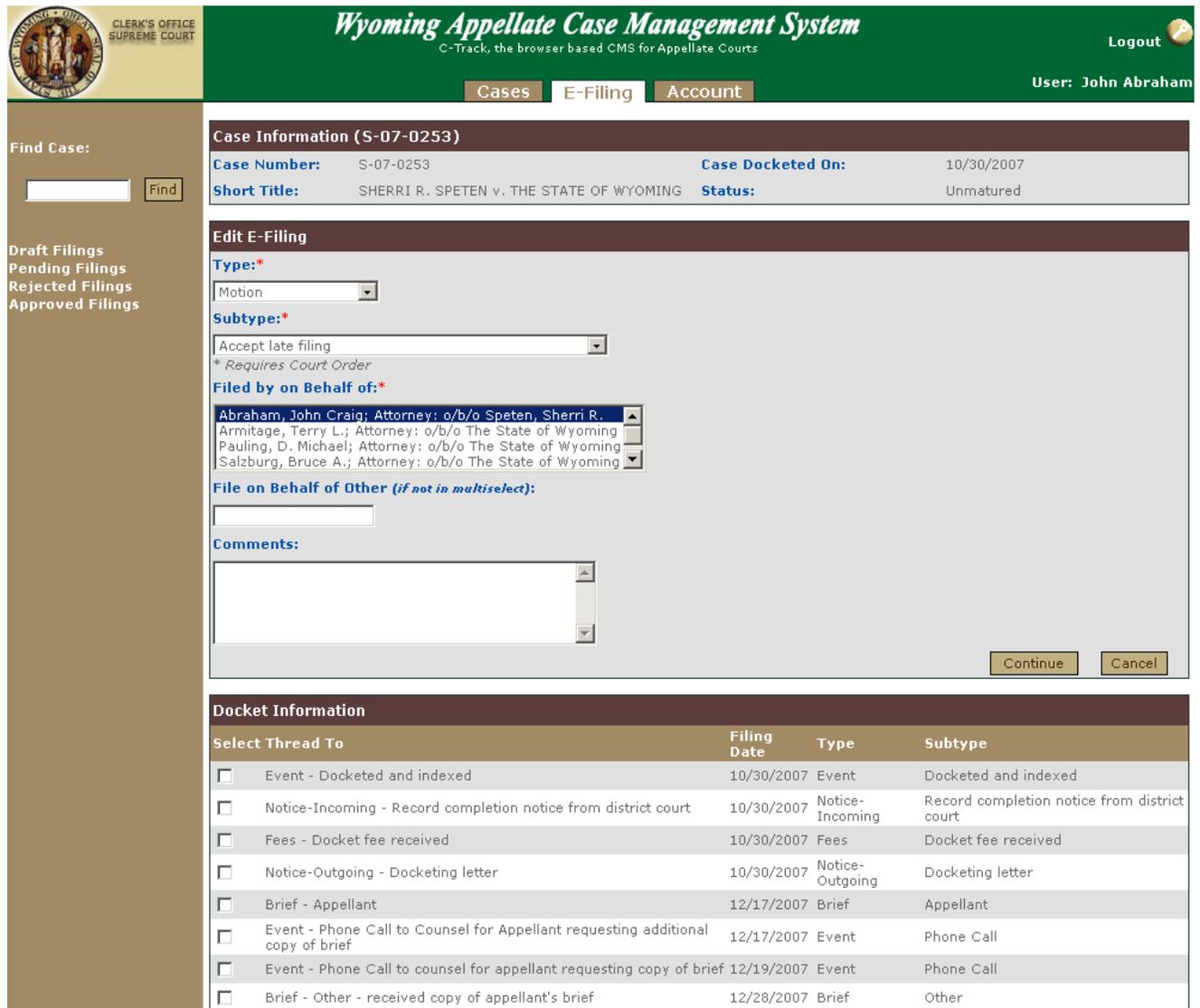
I agree

Save as Draft Submit to Court Cancel

3.2.1 Edit E-Filing Information

The user may edit any e-filed document that is still in the “**Draft**” format before submission to the court. In the “**Edit E-Filing**” screen, you may change the following information associated with an e-filing:

- Type – Brief, Memorandum, Motion, Notice - Incoming, Petition, Response/Objection, Service
- Subtype – This field will be determined by the selection from the previous field, and will contain all relevant selections for the field
- File on Behalf of – Parties associated with the case, select the appropriate party to file a document
- Comments – Free text field for adding comments
- Docket Information – Use this area to select a docket entry for which to thread a document. The user is not required to thread a document.



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

Draft Filings
Pending Filings
Rejected Filings
Approved Filings

Case Information (S-07-0253)

Case Number: S-07-0253 Case Docketed On: 10/30/2007
Short Title: SHERRI R. SPETEN v. THE STATE OF WYOMING Status: Unmatured

Edit E-Filing

Type:*
Motion

Subtype:*
Accept late filing
** Requires Court Order*

Filed by on Behalf of:*
Abraham, John Craig; Attorney: o/b/o Speten, Sherri R.
Armitage, Terry L.; Attorney: o/b/o The State of Wyoming
Pauling, D. Michael; Attorney: o/b/o The State of Wyoming
Salzburg, Bruce A.; Attorney: o/b/o The State of Wyoming

File on Behalf of Other (if not in multiselect):

Comments:

Continue Cancel

Docket Information

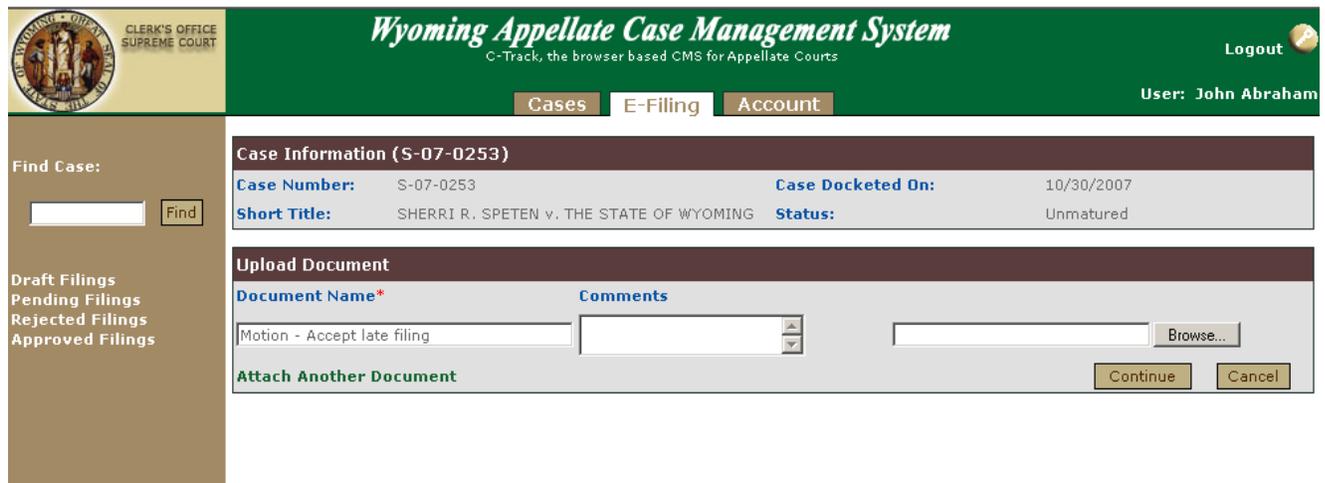
Select Thread To	Filing Date	Type	Subtype
<input type="checkbox"/> Event - Docketed and indexed	10/30/2007	Event	Docketed and indexed
<input type="checkbox"/> Notice-Incoming - Record completion notice from district court	10/30/2007	Notice-Incoming	Record completion notice from district court
<input type="checkbox"/> Fees - Docket fee received	10/30/2007	Fees	Docket fee received
<input type="checkbox"/> Notice-Outgoing - Docketing letter	10/30/2007	Notice-Outgoing	Docketing letter
<input type="checkbox"/> Brief - Appellant	12/17/2007	Brief	Appellant
<input type="checkbox"/> Event - Phone Call to Counsel for Appellant requesting additional copy of brief	12/17/2007	Event	Phone Call
<input type="checkbox"/> Event - Phone Call to counsel for appellant requesting copy of brief	12/19/2007	Event	Phone Call
<input type="checkbox"/> Brief - Other - received copy of appellant's brief	12/28/2007	Brief	Other

3.2.2 Adding and Editing Documents for an E-Filing

Adding Documents to an E-Filing

E-filing allows you to add documents to any e-filing that is still in draft status. To add a document to a pre-existing “Draft” filing, select the filing, which you would like to modify, and click the “Edit” link. In the “Case Information” screen, select the “Add Document” link in the “Documents” group. To add a document, select the “Browse” button, and select a document from your local hard drive or network storage to upload.

If you need to upload multiple documents, click the “Attach Another Document” link. This will open an additional document upload link for each click.



The screenshot shows the Wyoming Appellate Case Management System interface. The header includes the Wyoming State Seal, the Clerk's Office Supreme Court logo, the system name "Wyoming Appellate Case Management System", and the user name "John Abraham". The main content area is divided into two sections: "Case Information (S-07-0253)" and "Upload Document".

Case Information (S-07-0253)

Case Number:	S-07-0253	Case Docketed On:	10/30/2007
Short Title:	SHERRI R. SPETEN v. THE STATE OF WYOMING	Status:	Unmatured

Upload Document

Document Name*	Comments	
Motion - Accept late filing		Browse...

At the bottom of the Upload Document section, there is a link for "Attach Another Document" and two buttons: "Continue" and "Cancel".

NOTE - The file browser system accesses local data storage to retrieve files. The exact location of your desired file will depend on your own filing structure.

NOTE - E-filing a document will create the tickler “Hard Copies of Electronic File Due” for 3 days.

Editing Documents for an E-Filing

E-filing allows you to edit documents to any e-filing that is still in draft status. To edit an existing “Draft” filing, select the filing, which you would like to modify, and click the “Edit” link. In the “Case Information” screen, select the “Edit” link in the “Documents” group. Select the specific document you would like to replace, and click the “Edit” button. Click the link “Click Here to Replace the Existing Document”, and select a document for upload to replace the current document associated with the filing. Click “Continue” to confirm the upload.



Wyoming Appellate Case Management System

C-Track, the browser based CMS for Appellate Courts

Logout 

User: John Abraham

Cases E-Filing Account

Find Case:

Draft Filings
Pending Filings
Rejected Filings
Approved Filings

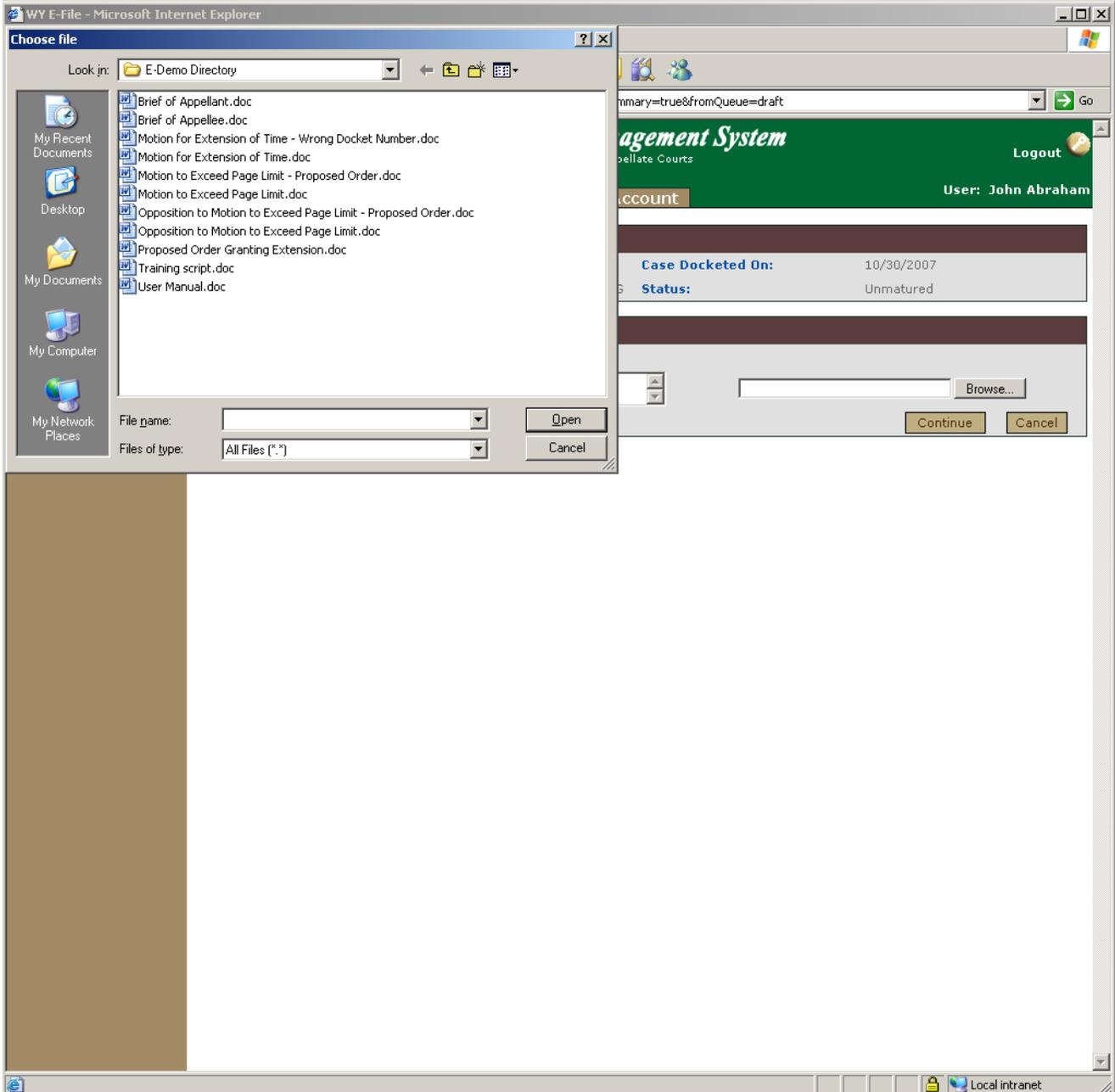
Case Information (S-07-0253)

Case Number:	S-07-0253	Case Docketed On:	10/30/2007
Short Title:	SHERRI R. SPETEN v. THE STATE OF WYOMING	Status:	Unmatured

Upload Document

Document Name*	Comments
<input type="text" value="Motion - File an Amended Pleading"/>	<input type="text"/>

[Click here to replace the existing document.](#)



E-Filed Document Docket Entry Type/Subtypes

The following docket entry Type/Subtypes may be e-filed with documents through the C-Track™ e-Filing module:

Type	Subtype
Affidavit	Affidavit of costs and expenses
Affidavit	Attorney fees and costs
Affidavit	Other
Brief	Amicus Curiae*
Brief	Anders
Brief	Appellant
Brief	Appellant Reply
Brief	Appellee
Brief	Guardian ad litem*
Brief	Intervenor*
Brief	Joinder*
Brief	Petitioner
Brief	Petitioner Reply
Brief	Respondent
Brief	Supplemental Appellant*
Brief	Supplemental Appellant Reply*
Brief	Supplemental Appellee*
Brief	Supplemental Petitioner*
Brief	Supplemental Respondent*
Correspondence	Incoming
Memorandum	In Support of Motion
Memorandum	In Support of Petition
Motion	Accept Late Filing
Motion	Accept Misc. Documents
Motion	Appointment of GAL
Motion	Brief – Exceed Page Limit
Motion	Clarification
Motion	Consolidate
Motion	Convert to Petition
Motion	Correct a Document
Motion	Dismiss – Involuntary
Motion	Dismiss – Stipulated
Motion	Dismiss – Voluntary
Motion	Dismiss – Voluntary with Waiver
Motion	Dismiss Party
Motion	Exclude From Electronic Filing
Motion	Extension of Time – Brief
Motion	Extension of Time – File Response/Objection

Motion	Extension of Time – Other
Motion	Fees and Costs
Motion	File an Amended Pleading
Motion	Oral Argument – Exceed Time Limit
Motion	Oral Argument – Leave to Participate
Motion	Oral Argument – Reassignment from Expedited Docket
Motion	Oral Argument – Vacate
Motion	Other
Motion	Reconsideration
Motion	Reinstatement
Motion	Remand to District Court
Motion	Seal
Motion	Stay – Bankruptcy
Motion	Stay – Other
Motion	Stay Briefing – Opposed
Motion	Stay Briefing – Unopposed
Motion	Strike
Motion	Substitution of Party
Motion	Summary Affirmance
Motion	Supplement the Record
Motion	Supplemental Briefing
Motion	Withdraw a Document
Motion	Withdrawal of Record
Notice - Incoming	Additional Authority
Notice – Incoming	Attachment
Notice – Incoming	Attorney Substitution
Notice – Incoming	Bankruptcy Proceeding
Notice – Incoming	Change of Address
Notice – Incoming	Consent and Approval
Notice – Incoming	Consent of Client
Notice – Incoming	Errata
Notice – Incoming	Request to Place on Expedited Docket
Notice – Incoming	Statement of Costs
Notice – Incoming	Status Report – Bankruptcy
Notice – Incoming	Status Report – Other
Notice – Incoming	Suggestion of Death
Notice – Incoming	Waiver of Appeal
Petition	Clarification
Petition	Rehearing
Petition	Reinstatement
Petition	Requested by Supreme Court Order
Response/Objection	Costs

Response/Objection	Extension
Response/Objection	Motion
Response/Objection	Other
Response/Objection	Petition for Review
Service	Certificate of Service

***NOTE** - Documents marked with an asterisk (*) in the above table require a court order. These documents are also marked with an asterisk (*) Docket Entry type dropdown menu.

3.2.3 Editing the Service List

To edit the service list for a particular e-filing, select the draft filing which you wish to modify, and select the “**Edit**” link. Click the “**Edit**” link in the “**Service List**” group to access the service list editing screen. The user will need to choose the “**Service Type**” and “**Service Date**” for each party served the document in accordance with the filing. Click “**Continue**” to confirm the service list.



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:

Case Information (S-07-0253)

Case Number:	S-07-0253	Case Docketed On:	10/30/2007
Short Title:	SHERRI R. SPETEN v. THE STATE OF WYOMING	Status:	Unmatured

Edit E-Filing

Type: Motion

Subtype: Accept late filing

Filed by on Behalf of: Abraham, John Craig; Attorney: o/b/o Speten, Sherri R.

Comments:

Threaded To:

[Edit](#)

Documents [Add Document](#)

Date	Document Name	Status	Comments
01/08/2008	Motion - File an Amended Pleading	Pending Submission	Edit Remove

Service List [Edit](#)

The following parties will be served electronically:

No records were found.

The following parties must be served by conventional means:

D. Michael Pauling 123 Capitol Building Cheyenne WY 82002	Attorney • The State of Wyoming: Appellee	Service Type: Service Date:
---	--	--------------------------------

TERMS AND CONDITIONS FOR USERS OF WYOMING SUPREME COURT CTEF

I certify:

1. I have completed training on the CTEF provided by the Wyoming

I agree

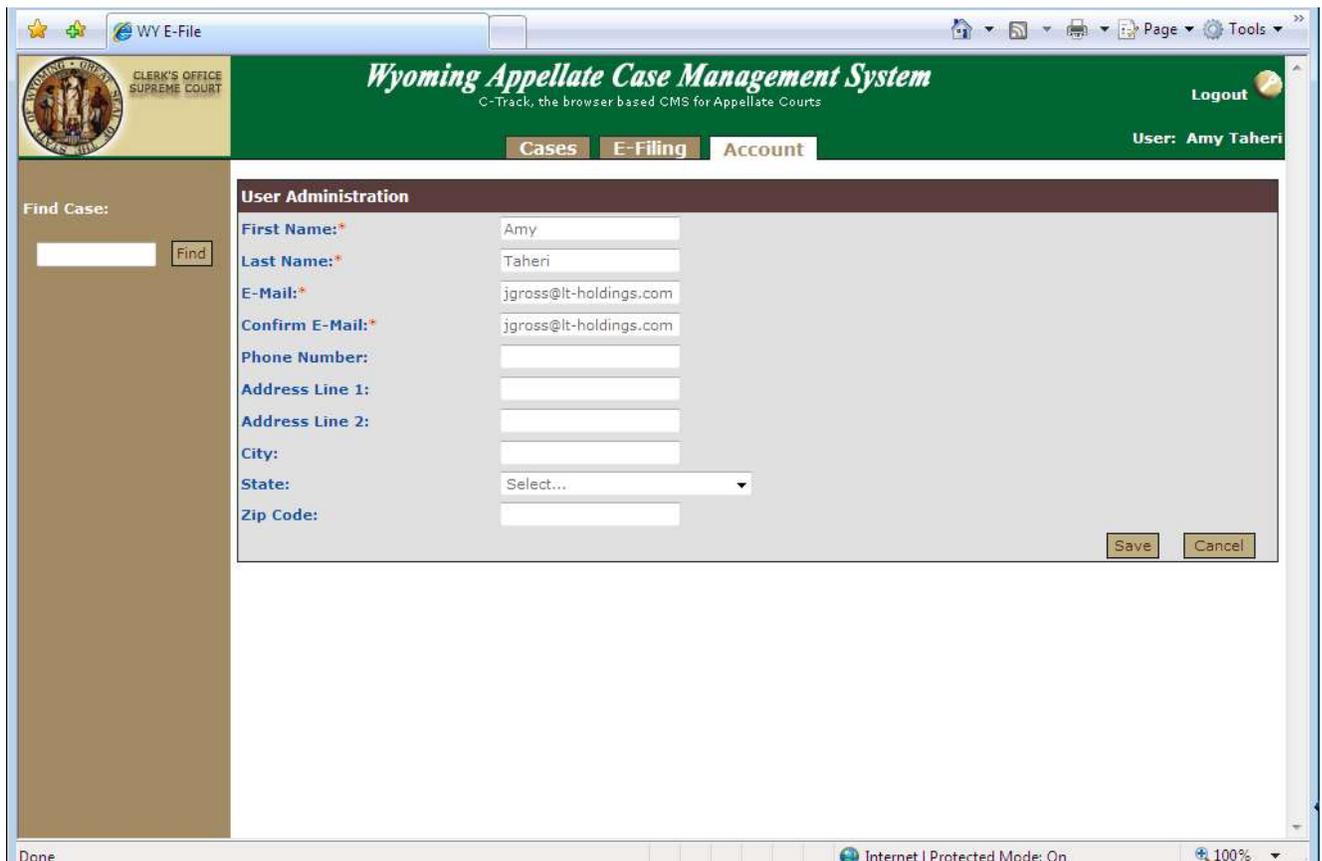
Chapter 4: Account

4.1 Changing Account Settings

The “**Account**” tab allows you to define your user information in the C-Track™ E-Filing system. You can modify the following information by clicking the “**Account**” tab:

- First Name
- Last Name
- Email (you must confirm your email address for it to be applied)
- Phone Number
- Address
- City
- State
- Zip Code

When you have completed all desired information in the “**Account**” tab, click the “**Save**” button.



The screenshot displays the Wyoming Appellate Case Management System interface. The browser window title is "WY E-File". The page header includes the Wyoming State Seal, "CLERK'S OFFICE SUPREME COURT", and the system name "Wyoming Appellate Case Management System" with the subtitle "C-Track, the browser based CMS for Appellate Courts". A "Logout" button and the user name "User: Amy Taheri" are visible in the top right. The navigation menu has three tabs: "Cases", "E-Filing", and "Account", with "Account" being the active tab. On the left, there is a "Find Case:" section with an input field and a "Find" button. The main content area is titled "User Administration" and contains the following fields:

First Name:*	<input type="text" value="Amy"/>
Last Name:*	<input type="text" value="Taheri"/>
E-Mail:*	<input type="text" value="jgross@lt-holdings.com"/>
Confirm E-Mail:*	<input type="text" value="jgross@lt-holdings.com"/>
Phone Number:	<input type="text"/>
Address Line 1:	<input type="text"/>
Address Line 2:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text" value="Select..."/>
Zip Code:	<input type="text"/>

At the bottom right of the form are "Save" and "Cancel" buttons. The browser status bar at the bottom shows "Done", "Internet | Protected Mode: On", and "100%" zoom.