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Court Management Solutions



*INSTRUCTIONS FOR USING
Wyoming Supreme Court
Case Management System
C-Track E-Filing System
Version 2.0*

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CHAPTER 1: Public Access Functions

1.1 General Navigation

The menu along the top of the screen is called the Main Navigation Menu. You can access the Main Navigation Menu from anywhere in the system. It allows you to move between the Case Management, Reporting, Calendar, Internal Processing, and Administrative functionalities.

Each of the Main Menu selections at the top of the screen is a clickable hyperlink. Clicking on a Main Menu selection will change the submenu on the left side of your screen. Each Main Menu selection has its own submenu. The submenus on the left hand side are for Navigation within each Main Menu selection. The selected submenu will be highlighted. Hovering over any other submenus will highlight them.

NOTE: If while navigating through the system you do not see options on your screen that appear in this manual, it means that your username does not have permission to view, create or edit these fields. Please contact the Application Administrator to alter your permissions.

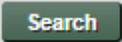
Hyperlinks:

- As you navigate through the system, you will see green text on the individual screens. This text is always a **clickable** hyperlink. Clicking on a clickable hyperlink takes you to a new screen or displays new data.

1.2 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**
- **Exclude Closed**

Once you have completed the applicable fields, click the  button to perform the case search.

1.2.1 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 “%” (percent) sign to indicate that you would like to see all records containing the specified information.

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

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

The **Case Search** screen will display the following information for each case that fits the search criteria entered:

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

You may sort the results by the following criteria:

- **Case Number**
- **Status**
- **Type**
- **Subtype**
- **Docketed Date**
 - All records that match the search term will show on the bottom half of the screen. The results will be displayed in groups of 50. You can move through them by clicking on 'Next' and 'Previous' at either the top or bottom of the search results. The results can be sorted by using the arrows on either side of the displayed fields.

When a list is displayed on the screen, a default number of 50 records will be displayed, along with a sentence that says "X to Y of Z records are displayed". Where

- X = the record number of the first record in the list
- Y = the record number of the last record on the list
- Z = the total number of records that qualified under the search criteria

On each screen on which there are lists, sort arrows will be provided on the column headings where possible.

The up arrow (▲) will sort the results in ascending order.

The down arrow (▼) will sort the results in descending order.

Clicking on the highlighted portion of the record (Case Number) will select that record. This will bring up the general **Case View** for the selected case. A 'Case Navigation Menu' will now appear on the left hand margin of the screen.

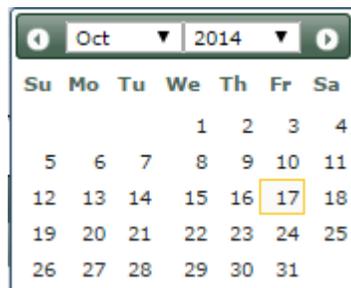
If the user has not logged in confidential cases will not be displayed, and when a user is logged in only confidential cases the user is a participant in will be displayed. Search results will be sorted by descending Case Number. Likewise, if there is a document associated with the case and the case is confidential, if the user is not logged on, they will not be able to see the case. If they are logged on and they are a participant in the case, they will be able to see any documents associated with the case, even if the case is confidential.

Case Number	Short Title	Status	Type	Subtype	Docketed Date
S-14-0015	WYCT-1817		Civil	Corporations, Partnerships and Associations (Title 17)	10/16/2014
S-14-0014	Efile Test		Petition for writ of review	Extraordinary Relief	10/16/2014
S-14-0013	test		Civil	Wyoming State Constitution	10/15/2014
S-14-0008	John Q. Smith, Petitioner, v Widget Corporation, Respondent - Fitnessse		Civil	Common Law - Personal Injury	10/09/2014
S-14-0009	John Q. Smith, Petitioner, v Widget Corporation, Respondent - Fitnessse		Civil	Common Law - Personal Injury	10/09/2014
S-14-0006	eFile Short Title Test 1		Other	Other	10/08/2014
S-14-0007	Test 2		Civil	Elections (Title 22)	10/08/2014
S-14-0005	John Q. Smith, Petitioner, v Widget Corporation, Respondent - Fitnessse		Civil	Common Law - Personal Injury	10/07/2014

1.3 Calendar Dates

Whenever a date is needed, either as an input field or as search criteria, you will see a calendar icon .

Dates can be typed in the field manually (using MM/DD/YYYY format) OR they can be selected from the calendar function. By clicking on the icon, you will bring up a calendar, defaulting to the current month.



Dates can be selected by clicking on the highlighted day. By clicking on the < and the > on either side of the month, you will move consecutively through the year by month. Once the correct month is displayed, click on the date desired. By doing so, the date selected will be filled in the date field. By clicking on the < and the > on either side of the year, you can also move consecutively through the years.

Except as otherwise noted, all date fields on screens will have the docket icon to allow the user to select a date from a docket view. If the user types a "T" or "t" in a date field, the current date will be automatically inserted ("T" is a shortcut for today's date).

For a MM/DD/YYYY date field, the user must enter either 8 characters in MMDDYYYY format (e.g. "04242010") or 10 characters in MM/DD/YYYY format (e.g. "04/24/2010").

For a MM/YYYY date field, the user must enter either 6 characters in MMYYYY format (e.g. "042010") or 7 characters in MM/YYYY format (e.g. "04/2010").

Entering a "T" in any date field will enter today's date into the field.

1.4 Required Fields

A red asterisk (*) generally indicates a required field.



Clerk's Office
Supreme Court

Wyoming Appellate E-Filing
C-Track, the browser based CMS for Appellate Courts

Tina Kerin

Cases

E-Filing

Account

E-Filing

- Draft Filings
- Pending Filings
- Rejected Filings
- Approved Filings

Case Information (S-14-0008)

Case Number: S-14-0008	Case Docketed On: 10/09/2014
Short Title: John Q. Smith, Petitioner, v Widget Corporation, Respondent - Fitness	Status: Unmatured

Create E-Filing

Type:*

Select...

Subtype:*

▼

* Requires Court Order

Filed by on Behalf of:*

Abromats, Philip E.; Attorney: o/b/o Smith, John Q.
 Tanner, Patrick Lance; Attorney: o/b/o Widget Corporation
 Pam McCullough; Eighth Judicial District Converse County
 Terri Cornella; Fifth Judicial District Hot Springs County

NOTE: Hold down the control (Ctrl) key to select more than one option

Filed by Other: (if not in multiselect)

Comments:

Continue

Cancel

Docket Information

Select	Thread To	Filing Date	Type	Subtype
<input type="checkbox"/>	Notice-Incoming - Record completion notice from district court	10/09/2014	Notice-Incoming	Record completion notice from district court
<input type="checkbox"/>	Notice-Incoming - Request to place on expedited docket	10/13/2014	Notice-Incoming	Request to place on expedited docket
<input type="checkbox"/>	Order - Appointment - Board/Commission/Committee	10/14/2014	Order	Appointment - Board/Commission/Committee

1.5 Public Access Case View

The main **Case View** will give you an overview of the case, Case Heading Details, Party Information, Tickler Information, and Docket Information displays on this screen.

The Case Heading section displays the following information:

- **Case Number**
- **Case Docketed On**
- **Status**
- **Original Court**
- **Case Type**
- **Short Title**
- **Full Title**

The Party Information section displays the following information:

- **Role**
- **Party Name**
- **Attorney(s)**

The Pending Ticklers section displays the following information:

- **Tickler Due Date**
- **Original Due Date**
- **Status**
- **Title**
- **Description**
- **Docket Entry**

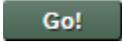
The Case Decision Information section displays the following information:

- **Issues**
- **Opinion Number**
- **Citation**

The Docket Information section displays the following information:

- **Filing Date**
- **Document Description**
- **Docket Entry Type**
- **Docket Entry Subtype**
- **Status**

The user can view the Docketing Information in either chronological or threaded view. The user can select which filter display they prefer from the drop down menu in the Docketing Filter View section and click



***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 E-Filing

C-Track, the browser based CMS for Appellate Courts

Tina Kerin



Cases

E-Filing

Account

Cases

Case Search

Issue Search

Participant Search

Case Heading (S-14-0008)

Case Number: S-14-0008	Case Docketed On: 10/09/2014
Status: Unmatured	
Original Court: Fifth Judicial District Hot Springs County	Case Type: Direct Appeal - Civil - Common Law - Personal Injury
Short Title: John Q. Smith, Petitioner, v Widget Corporation, Respondent - Fitness	
Full Title: John Q. Smith, Petitioner, v Widget Corporation, Respondent - Fitness	

Party Information

Role	Party Name	Attorney(s)
Petitioner	John Q. Smith	Philip E. Abromats
Respondent	Widget Corporation	Patrick Lance Tanner

Pending Ticklers

Tickler Due Date	Original Due Date	Status	Title	Description
10/14/2014	10/14/2014	Open	Manual Case Tickler	Enter Text.: Manual Tickler test
			Docket Entry:	Notice-Incoming - Record completion notice from district court
10/15/2014	10/15/2014	Open	Manual Case Tickler	Enter Text.: Manual Tickler - test
			Docket Entry:	Notice-Incoming - Record completion notice from district court

Service Information

Role	Party Name	Service Type
Attorney • Widget Corporation: Respondent	Patrick Lance Tanner 15 West South Temple, Suite 950 Salt Lake City UT 84101	Conventional
Attorney • Smith, John Q.: Petitioner	Philip E. Abromats 750 Hwy. 14 Greybull WY 82426 E-Mail: test@lt-holdings.com	Electronic

E-File Document on this case

Docketing Filter View

Display: Chronological ▼ Go!

Docket Information

Filing Date	Document Description	Docket Entry Type	Docket Entry Subtype	Status
10/09/2014	Notice-Incoming - Record completion notice from district court	Notice-Incoming	Record completion notice from district court	Final
10/13/2014	Notice-Incoming - Request to place on expedited docket	Notice-Incoming	Request to place on expedited docket	Final
10/14/2014	Order - Appointment - Board/Commission/Committee	Order	Appointment - Board/Commission/Committee	Final

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1.6 Issue Search

Locating specific issues in any case stored as a public record in the state's system can be located using the Issue Search link on the left menu bar. Issue searches use any of the following criteria:

- **Date From**
- **Date To**
- **Case Group**
- **Case Type**
- **Case Subtype**
- **Issues** (multi-select field, user may choose one or more issues to search)

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

The Issue Search will return the following information

- **Case Number**
- **Short Title**
- **Issue(s)**
- **Status**
- **Type**
- **Subtype**

The screenshot displays the 'Wyoming Appellate E-Filing' web interface. At the top, it identifies the user as Tina Kerin and provides navigation links for 'Cases', 'E-Filing', and 'Account'. A search bar is present with the text 'Find Case...'. On the left, a 'Cases' menu is visible with options for 'Case Search', 'Issue Search', and 'Participant Search'. The main 'Issue Search' form includes fields for 'Date From', 'Date To', 'Case Group', 'Case Type', 'Case Subtype', and a multi-select 'Issues' field. The 'Issues' field is currently populated with 'Appellate Procedure', 'Arbitration', and 'Attorney Discipline'. There is also an 'Exclude Closed' checkbox. A 'Search' button is located at the bottom right of the form. Below the form, a status bar indicates '1 to 50 of 51 rows are displayed. Next'. The 'Search Results' table is shown below, with columns for Case Number, Short Title, Issue(s), Status, Type, and Subtype. The table contains three rows of search results.

Case Number	Short Title	Issue(s)	Status	Type	Subtype
S-13-0114	JUDY E. BREDTHAUER v. DAVID J. BREDTHAUER	Appellate Procedure, Marriage and Divorce, Trial	Expedited/Under Advisement	Civil	Domestic Relations (Title 20)
D-12-0008 (C)	BOARD OF PROFESSIONAL RESPONSIBILITY, WYOMING STATE BAR v. DION J. CUSTIS, WSB #6-2674	Attorney Discipline	Closed	Attorney	Discipline-Formal Complaint
D-12-0007 (C)	BOARD OF PROFESSIONAL RESPONSIBILITY, WYOMING STATE BAR v. JODY MONTGOMERY VANNOY, WSB #5-2345	Attorney Discipline	Decided	Attorney	Discipline-Formal Complaint

1.7 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 link on the left menu bar. Participant searches use any of the following criteria:

- **Last Name** (or company/organization name)
- **First Name**
- **Middle Name**
- **Docketed Date To**
- **Exclude Closed** (unchecked by default)

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

The Participant Search will return the following information

- **Case Number**
- **Participant**
- **Short Title**
- **Docketed Date**
- **Role**
- **Status**

The screenshot displays the Wyoming Appellate E-Filing system interface. At the top, it shows the Clerk's Office Supreme Court logo and the user's name, Tina Kerin. The main navigation bar includes links for Cases, E-Filing, and Account, along with a search bar labeled "Find Case...".

The "Participant Search" form is active, showing the following fields:

- Last Name (or Company / Organization Name):** widget
- First Name:** (empty)
- Middle Name:** (empty)
- Docketed Date To:** (empty)
- Exclude Closed:** (unchecked)

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

Below the form, the "Search Results" section displays a table with 3 rows. The table has columns for Case Number, Participant, Short Title, Docketed Date, Role, and Status. The results are sorted by Case Number in descending order.

Case Number	Participant	Short Title	Docketed Date	Role	Status
S-14-0009	Widget Corporation	John Q. Smith, Petitioner, v Widget Corporation, Respondent - Finesse	10/09/2014	Respondent	Unmatured
S-14-0008	Widget Corporation	John Q. Smith, Petitioner, v Widget Corporation, Respondent - Finesse	10/09/2014	Respondent	Unmatured
S-14-0005	Widget Corporation	John Q. Smith, Petitioner, v Widget Corporation, Respondent - Finesse	10/07/2014	Respondent	Unmatured

At the bottom of the results table, it indicates "1 to 3 of 3 rows are displayed."

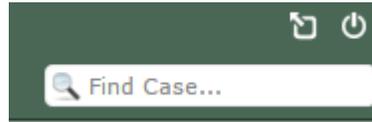
The user can sort the search results by the following criteria:

- **Case Number**
- **Participant**
- **Docketed Date**
- **Role**
- **Status**

You may access a particular case by clicking on the Case Number hyperlink (highlighted in blue).

1.8 Find Case

Every screen in C-Track will allow the user to go directly to a specific case. The field is the header. Enter the case number you are searching for in the **Find Case** field and hit the enter key on the keyboard. If the system cannot find the case number, it will take the user to the Case Search screen with the comment “No records were found.” If it finds the case, it will go to **Case View** for that case.



1.9 Viewing an E-Filed Document

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 an icon  next to the Docket Entry Status.

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.

E-File Document on this case				
Docketing Filter View				
Display:	Chronological ▼	Go!		
Docket Information				
Filing Date	Document Description	Docket Entry Type	Docket Entry Subtype	Status
09/16/2013	Event - Docketed and indexed	Event	Docketed and indexed	Final 
09/16/2013	Notice-Incoming - Record completion notice from district court	Notice-Incoming	Record completion notice from district court	Final
09/16/2013	Notice-Outgoing - Docketing letter	Notice-Outgoing	Docketing letter	Final
09/05/2014	Order - Amending caption	Order	Amending caption	Final

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  icon in the upper right hand corner of the screen, and click the Become an E-File user link.



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 and Begin Test**.

The user then must answer several multiple choice and true and false questions regarding the E-Filing process. The user must earn a score of 100% to gain access to the site. The user can take the test as many times as needed in order to score 100%.

The screenshot shows the 'E-Filing - Request Access' form within the Wyoming Appellate E-Filing system. The header includes the Wyoming State Seal, 'Clerk's Office Supreme Court', and 'Wyoming Appellate E-Filing C-Track, the browser based CMS for Appellate Courts'. A search bar on the right contains the text 'Find Case...'. On the left, a 'Cases' menu is visible with options for 'Case Search', 'Issue Search', and 'Participant Search'. The main form area is titled 'E-Filing - Request Access' and contains the following fields and instructions:

The process of requesting access to the CTEF system includes taking a test on the training material. Please enter your information below to begin the process and then take the test. Your username must not already be in use by someone else in the CTEF system. Your username and password will allow you to take the test as many times as needed in order to score 100% correct answers.

Once you have submitted this information, it will take you to the test.

First Name:* [Text Input]
Middle Name/Initial: [Text Input]
Last Name:* [Text Input]
Username:* [Text Input]
Password:* [Text Input]
Confirm Password:* [Text Input]
Access Type:* [Dropdown Menu: Select...]
E-Mail:* [Text Input]
Confirm E-Mail:* [Text Input]
Phone Number: [Text Input]
Address Line 1: [Text Input]
Address Line 2: [Text Input]
Address Line 3: [Text Input]
City: [Text Input]
State: [Dropdown Menu: Wyoming]
Zip Code: [Text Input]
Comments: [Text Area]

I agree to the terms and conditions of the use of this website.

Buttons at the bottom right: **Submit and Begin Test** and **Cancel**.

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. The user will be prompted to enter their username and password. Type the username and password assigned to you, and click the **Login** button.

A "Login" form with a title bar. It contains two input fields: "Username:" and "Password:". Below the password field is a "Login" button.

WY E-File v2.0

A link that says "Forgot Password?" with a sub-link "Become an E-File user".

Once logged in, the user has access to the Cases tab which includes the Case Search and Participant Search functionality outlined in **Chapter 1**. In addition to this, the user has access to the E-Filings and Account tabs.

2.3 Secure Access Case View

The Case View screen will display the Case Heading, Party Information, Pending Ticklers, Service Information, Case Decision Information, and Docket Information sections. When E-Filing users have logged in an E-File Document on this case link will appear below the Docketing Filter section.

The screenshot shows the Wyoming Appellate E-Filing interface. At the top, it displays the Clerk's Office Supreme Court logo and the user's name, Tina Kerlin. The main navigation includes 'Cases', 'E-Filing', and 'Account' buttons, along with a search bar for finding cases.

Case Heading (S-14-0008)

Case Number:	S-14-0008	Case Docketed On:	10/09/2014
Status:	Unmatured		
Original Court:	Fifth Judicial District Hot Springs County	Case Type:	Direct Appeal - Civil - Common Law - Personal Injury
Short Title:	John Q. Smith, Petitioner, v Widget Corporation, Respondent - Fitness		
Full Title:	John Q. Smith, Petitioner, v Widget Corporation, Respondent - Fitness		

Party Information

Role	Party Name	Attorney(s)
Petitioner	John Q. Smith	Philip E. Abromats
Respondent	Widget Corporation	Patrick Lance Tanner

Pending Ticklers

Tickler Due Date	Original Due Date	Status	Title	Description
10/14/2014	10/14/2014	Open	Manual Case Tickler	Enter Text.: Manual Tickler test
			Docket Entry:	Notice-Incoming - Record completion notice from district court
10/15/2014	10/15/2014	Open	Manual Case Tickler	Enter Text.: Manual Tickler - test
			Docket Entry:	Notice-Incoming - Record completion notice from district court

Service Information

Role	Party Name	Service Type
Attorney • Widget Corporation: Respondent	Patrick Lance Tanner 15 West South Temple, Suite 950 Salt Lake City UT 84101	Conventional
Attorney • Smith, John Q.: Petitioner	Philip E. Abromats 750 Hwy. 14 Greybull WY 82426 E-Mail: test@lt-holdings.com	Electronic

E-File Document on this case

Docketing Filter View

Display: Chronological

Docket Information

Filing Date	Document Description	Docket Entry Type	Docket Entry Subtype	Status
10/09/2014	Notice-Incoming - Record completion notice from district court	Notice-Incoming	Record completion notice from district court	Final 
10/13/2014	Notice-Incoming - Request to place on expedited docket	Notice-Incoming	Request to place on expedited docket	Final
10/14/2014	Order - Appointment - Board/Commission/Committee	Order	Appointment - Board/Commission/Committee	Final

The Case Heading section displays the following information:

- **Case Number**
- **Case Docketed On**
- **Status**
- **Original Court**
- **Case Type**
- **Short Title**
- **Full Title**

The Party Information section displays the following information:

- **Role**
- **Party Name**

- **Attorney(s)**

The Pending Ticklers section displays the following information:

- **Tickler Due Date**
- **Original Due Date**
- **Status**
- **Title**
- **Description**
- **Docket Entry**

The Case Decision Information section displays the following information:

- **Issues**
- **Opinion Number**
- **Citation**

The Service Information section displays the following information:

- **Role**
- **Party Name**
- **Service Type**

The E-File Document on this case hyperlink will navigate the user to the **Create E-Filing** screen.

The Docket Information section displays the following information:

- **Filing Date**
- **Document Description**
- **Docket Entry Type**
- **Docket Entry Subtype**
- **Status**

The user can view the Docketing Information in either chronological or threaded view. The user can select which filter display they prefer from the drop down menu in the Docketing Filter View section 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.

2.4 Create E-Filing

- To E-File a document, click the E-File Document on this case hyperlink in the **Case View** screen.

The **Create E-Filing** screen will display the Case Information header, the Create E-Filing section and the Docket Information Section.

The Case Information header will display:

- Case Number**
- Case Docketed On**
- Short Title**
- Status**

Case Information (S-14-0008)

Case Number: S-14-0008 **Case Docketed On:** 10/09/2014

Short Title: John Q. Smith, Petitioner, v Widget Corporation, Respondent - Fitness **Status:** Unmatured

Create E-Filing

Type: Select...

Subtype: [Dropdown]

* Requires Court Order

Filed by on Behalf of:

Abromats, Philip E.; Attorney: o/b/o Smith, John Q.
Tanner, Patrick Lance; Attorney: o/b/o Widget Corporation
Pam McCullough; Eighth Judicial District Converse County
Terri Cornella; Fifth Judicial District Hot Springs County

NOTE: Hold down the control (Ctrl) key to select more than one option

Filed by Other: (if not in multiselect)

[Text Box]

Comments:

[Text Area]

Docket Information

Select	Thread To	Filing Date	Type	Subtype
<input type="checkbox"/>	Notice-Incoming - Record completion notice from district court	10/09/2014	Notice-Incoming	Record completion notice from district court
<input type="checkbox"/>	Notice-Incoming - Request to place on expedited docket	10/13/2014	Notice-Incoming	Request to place on expedited docket
<input type="checkbox"/>	Order - Appointment - Board/Commission/Committee	10/14/2014	Order	Appointment - Board/Commission/Committee

The Create E-Filing section will allow the user to select the following criteria

Type: *dropdown will filing types (required)

Subtype: *dropdown with filing subtypes (required)

Filed by on Behalf of: * a multiselect list of case attorneys (required) **NOTE*** - To include multiple parties, hold the **Ctrl** button and click the name of each party you would like included.

Filed by Other (if not in multiselect): text box (required if no selection is made for Filed by on Behalf of

Comments: text area

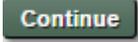
Continue button

Cancel

navigates user back to the **Case View** screen

The Docket Information section will display all Docket Entries for the case with the following information:

- **Select**
- **Thread to**
- **Filing Date**
- **Type**
- **Subtype**

Clicking the checkbox in the Select column will allow the user to thread the E-File document to that Docket Entry. When all required information has been entered, the user can click Continue.

2.4.1 Upload Document

Clicking the **Continue** on the **Create E-Filing** screen will navigate the user to the **Upload Document** screen. This screen will display the Case Information header and the Upload Document section.

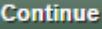
The Upload Document section will allow the user to upload a document to E-File. Click the **Browse...** button to locate the desired document on your computer. The user can enter any desired comments in the Comments text area. If the user needs to upload more than one document, click on the **Attach Another Document** link. Once all documents have been uploaded, click **Continue**.

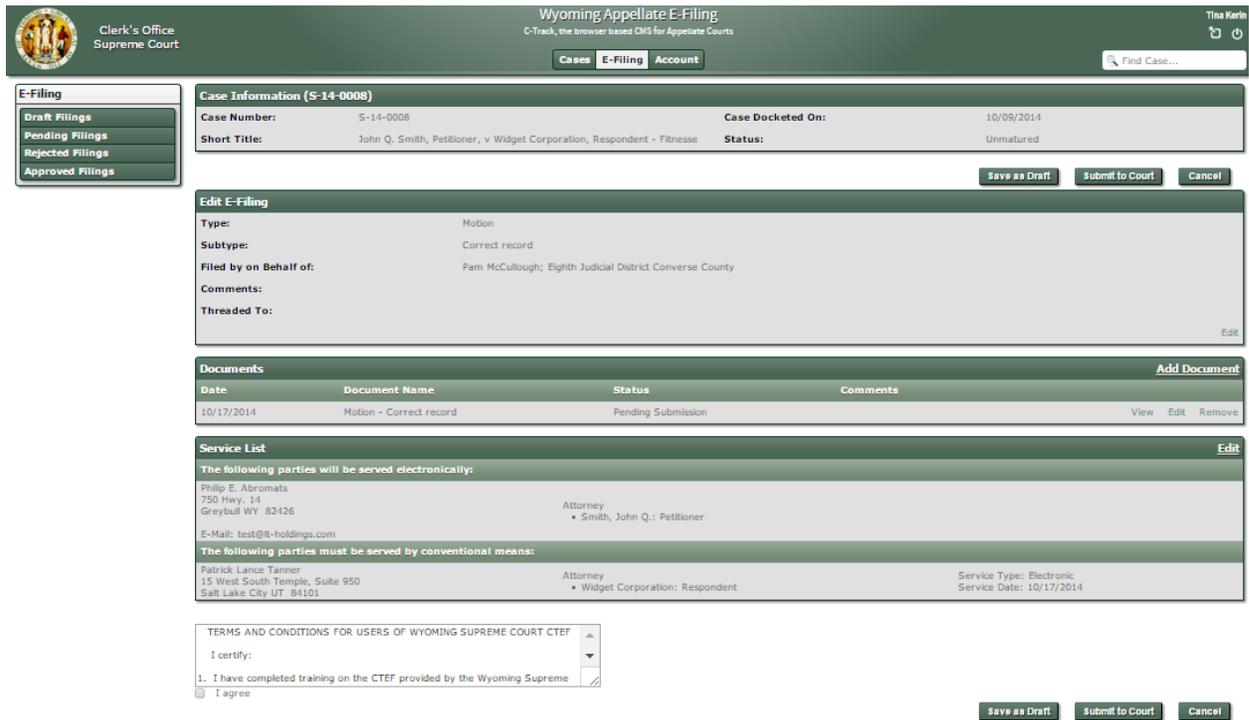
***NOTE:** C-Track/C-Track E-File will not accept blanks filings (a size of 0 bytes), or files more than 25MB.

2.4.2 Service List

Clicking **Continue** on the **Upload Document** screen will navigate the user to the **Service List** screen. Here the user must select the desired Service Type and Service Date for each party to be served by conventional means. Then click to **Continue**.

2.4.3 E-File Document Summary

Clicking  on the **Service List** screen will navigate the user to the **E-File Document Summary** screen. The E-File Document Summary screen will display the Case Information header, Edit E-Filing section, Documents section, the Service List section, and the Terms and Conditions textbox.



The screenshot displays the Wyoming Appellate E-Filing interface. At the top, there is a header with the Wyoming Supreme Court logo, the text "Clerk's Office Supreme Court", and "Wyoming Appellate E-Filing C-Track, the browser based CMS for Appellate Courts". A search bar with "Find Case..." is on the right. Below the header, there are tabs for "Cases", "E-Filing", and "Account".

The main content area is divided into several sections:

- E-Filing**: A sidebar menu with options: Draft Filings, Pending Filings, Rejected Filings, and Approved Filings.
- Case Information (S-14-0008)**: A header section containing:
 - Case Number: S-14-0008
 - Case Docketed On: 10/09/2014
 - Short Title: John Q. Smith, Petitioner, v Widget Corporation, Respondent - Fitness
 - Status: Unmatured
- Edit E-Filing**: A section for editing filing details:
 - Type: Motion
 - Subtype: Correct record
 - Filed by on Behalf of: Pam McCullough; Eighth Judicial District Converse County
 - Comments: (empty text area)
 - Threaded To: (empty text area)
- Documents**: A table listing documents:

Date	Document Name	Status	Comments	
10/17/2014	Motion - Correct record	Pending Submission		View Edit Remove
- Service List**: A section listing parties to be served:
 - The following parties will be served electronically:**
 - Philip E. Abromats, 750 Hwy. 14, Graybull WY 82426, Attorney, Smith, John Q.: Petitioner, E-Mail: test@it-holdings.com
 - The following parties must be served by conventional means:**
 - Patrick Lance Tanner, 15 West South Temple, Suite 950, Salt Lake City UT 84101, Attorney, Widget Corporation: Respondent, Service Type: Electronic, Service Date: 10/17/2014
- TERMS AND CONDITIONS FOR USERS OF WYOMING SUPREME COURT CTEF**: A section with a dropdown menu and a list of terms:
 - I have completed training on the CTEF provided by the Wyoming Supreme

At the bottom right, there are buttons for "Save as Draft", "Submit to Court", and "Cancel".

The Edit E-Filing section includes the following information

- **Type**
- **Subtype**
- **Filed by on Behalf of**
- **Comments**
- **Threaded To**
- Edit hyperlink

Clicking the **Edit** hyperlink will navigate the user to the **Create E-Filing** screen and allow the user to edit the E-Filing information.

The Documents section will include the following information:

- **Date**
- **Document Name**
- **Status**
- **Comments**
 - Edit hyperlink
 - Remove hyperlink
- Clicking the Edit hyperlink will navigate the user to the **Upload Document** screen and allow the user to edit documents. Clicking the Remove hyperlink will delete the attached document.

The Add Document link in the upper right corner will navigate the user to the **Upload Document** screen to add an additional document.

- The Service List section will include the service information for each party. Clicking the **Edit** link in the upper right corner will navigate the user to the **Service List** screen and will allow the user to edit the Service information.

The Terms and Conditions textbox will show the terms and conditions for submitting an E-Filing. The user must click the **I Agree** check box to agree to the terms and conditions of use of the Wyoming E-Filing system.

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.

Clicking the **Save as Draft** button will save the current E-Filing without submitting to the courts. Clicking the **Cancel** button will return to the user to the **Case View** screen. Clicking the **Submit to Court** button will submit the E-Filing to the courts for review and will navigate the user to the **Confirmation** screen.

2.4.4 E-File Confirmation

The E-File Confirmation screen will show a summary of the E-Filing information that was submitted to the court.

The Confirmation section will display the following information:

- **Case**
- **E-Filing Classification**
- **Filed For**
- **Status**
- **Confirmation #**
- **Submission Date**
- **Submission Time**

The screenshot displays the Wyoming Appellate E-Filing interface. At the top, it shows the Clerk's Office Supreme Court logo and the user's name, Tina Kerin. The main navigation includes 'Cases', 'E-Filing', and 'Account' tabs, along with a search bar labeled 'Find Case...'. The 'E-Filing' section is active, showing a sidebar with 'Draft Filings', 'Pending Filings', 'Rejected Filings', and 'Approved Filings'. The main content area displays 'Case Information (S-14-0008)' with the following details:

Case Number:	S-14-0008	Case Docketed On:	10/09/2014
Short Title:	John Q. Smith, Petitioner, v Widget Corporation, Respondent - Fitnessse	Status:	Unmatured

Below this, a table lists the case details:

Case	E-Filing Classification	Filed For	Status
S-14-0008	Motion - Correct record	Pam McCullough; Eighth Judicial District Converse County	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, the submission details are shown:

Confirmation #:	3469
Submission Date:	10/17/2014
Submission Time:	4:38 PM

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, and a confirmation email from the Clerk's Office confirming the E-Filing.

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.

CHAPTER 3: Secured E-Filing

3.1 My E-Filings

The **My E-Filings** screen can be reached by clicking on the **E-Filing** tab. This screen displays all current E-Filings within the court currently associated with the logged on user. The **My E-Filings** screen will show the number of filings the user has in the following statuses:

- Draft** - E-Filings created but not sent to Court
- Pending** - Court has received E-Filings but has not yet approved
- Rejected** - Court rejected E-Filings
- Accepted** - Court accepted E-Filings

- Users can review the filings in each queue by clicking on the [View](#) link to the right of each row.

Status	Description	Count	View
Draft	E-Filings created but not sent to Court	2	View
Pending	Court has received E-Filings but has not approved	5	View
Rejected	Court rejected E-Filings	9	View
Approved	Court accepted E-Filings	108	View

3.2 Draft E-Filings

- The purpose of this screen is to provide users with the ability to review E-Filings that have been saved as draft. The **Draft E-Filings** screen can be accessed either by clicking the View link to the right of the **Draft** row on the **My E-Filings** screen, or by selecting the **Draft Filings** menu link.

Wyoming Appellate E-Filing
C-Track, the browser based CMS for Appellate Courts

Clerk's Office Supreme Court

Tina Kerin

Cases E-Filing Account

Find Case...

E-Filing

- Draft Filings
- Pending Filings
- Rejected Filings
- Approved Filings

My E-Filings

Status	Description	Count	
Draft	E-Filings created but not sent to Court	2	View
Pending	Court has received E-Filings but has not approved	5	View
Rejected	Court rejected E-Filings	9	View
Approved	Court accepted E-Filings	108	View

The **Draft E-Filings** screen will display the following information for each E-Filing that has been saved as draft:

**Case
Type/Subtype
Filed For**

- Edit (link to the **E-File Summary** screen)
- Remove link

Wyoming Appellate E-Filing
C-Track, the browser based CMS for Appellate Courts

Clerk's Office Supreme Court

Tina Kerin

Cases E-Filing Account

Find Case...

E-Filing

- Draft Filings
- Pending Filings
- Rejected Filings
- Approved Filings

Draft E-Filings

Case	Type/Subtype	Filed For	Edit	Remove
S-09-0077	Brief - Appellant reply	Kerin, Tina N.; Attorney: o/b/o Faubion, Jack Elsworth	Edit	Remove
S-10-0085	Brief - Appellant	Kerin, Tina N.; Attorney: o/b/o Nelson, Krystal Dawn	Edit	Remove

- Clicking the Remove link will open a pop-up confirmation window asking the user if they are sure they want to remove the selected E-Filing. Removing the E-Filing will delete any associated documents from the system.

Wyoming Appellate E-Filing
C-Track, the browser based CMS for Appellate Courts

Clerk's Office Supreme Court

Tina Kerin

Cases E-Filing Account

Find Case...

E-Filing

- Draft Filings
- Pending Filings
- Rejected Filings
- Approved Filings

Draft E-Filings

Case	Type	Filed For	Edit	Remove
S-09-0077	Brief - Appellant reply	Kerin, Tina N.; Attorney: o/b/o Faubion, Jack Elsworth	Edit	Remove
S-10-0085	Brief - Appellant	Kerin, Tina N.; Attorney: o/b/o Nelson, Krystal Dawn	Edit	Remove

The page at https://wyefile.qa.ltcourttech.com says: x

Are you sure you want to remove this filing?

OK Cancel

3.3 Pending E-Filings

- The purpose of this screen is to provide users with the ability to review E-Filings that have been sent to the court but have not yet been approved. The **Pending E-Filings** screen can be accessed either by clicking the **View** link to the right of the **Pending** row on the **My E-Filings** screen or by selecting the **Pending Filings** menu link.

The **Pending E-Filings** screen will display the following information for each E-Filing that has a status of pending:

- Case**
- Type/Subtype**
- Filed For**
- Confirmation Number**
- Status**

The screenshot shows the 'Wyoming Appellate E-Filing' interface. At the top, it identifies the user as 'Tina Kerin' and the system as 'C-Track, the browser based CMS for Appellate Courts'. Navigation tabs include 'Cases', 'E-Filing', and 'Account'. A search bar is labeled 'Find Case...'. On the left, a sidebar menu lists 'E-Filing' with sub-options: 'Draft Filings', 'Pending Filings', 'Rejected Filings', and 'Approved Filings'. The main content area displays a table of 'Pending E-Filings' with the following data:

Case	Type/Subtype	Filed For	Confirmation Number	Status
S-11-0009	Brief - Appellant	Kerin, Tina N.; Attorney: o/b/o Widget Corporation Tanner, Patrick Lance; Attorney: o/b/o Widget Corporation	2462	Submitted
S-11-0123	Brief - Guardian ad litem	Olson, Tina N.; Attorney: o/b/o Clark, Christina	2464	Submitted
S-11-0123	Motion - Reinstatement	Olson, Tina N.; Attorney: o/b/o Clark, Christina	2465	Submitted
S-14-0005	Brief - Respondent	Abromats, Philip E.; Attorney: o/b/o Smith, John Q.	2472	Submitted
S-14-0008	Motion - Correct record	Pam McCullough; Eighth Judicial District Converse County	3469	Submitted

3.4 Rejected E-Filings

- The purpose of this screen is to provide users with the ability to review E-Filings that have been sent to the court but have been rejected by the court. The **Rejected E-Filings** screen can be accessed either by clicking the **View** link to the right of the **Rejected** row on the **My E-Filings** screen or by selecting the **Rejected Filings** menu link.

The **Rejected E-Filings** screen will display the following information for each E-Filing that has been rejected by the court:

- Case**
- Type/Subtype**
- Filed For**
- Confirmation Number**
- Rejection Reason**
 - Edit hyperlink
 - Remove hyperlink
- Clicking the **Remove** link will open a pop-up confirmation window asking the user if they are sure that they want to remove the selected E-Filing.

The **Clerk's Comments** explaining rejection reasons as well as general comments are also displayed on the **Rejected E-Filings** screen.

Case	Type/Subtype	Filed For	Confirmation Number	Rejection Reason	
S-08-0222	Motion - Supplement the record	Kerin, Tina N.; Attorney: o/b/o Snow, Daniel L.	473		Edit Remove
Clerk's Comments: This isn't dated.					
S-08-0055	Brief - Petitioner	Kerin, Tina N.; Attorney: o/b/o Shaw, Joseph Michael	796	Other	Edit Remove
Clerk's Comments: Please resubmit under the docket entry "Briefs - In support of Petition for Rehearing." Thanks much. Judy					
S-09-0077	Motion - Consolidate	Kerin, Tina N.; Attorney: o/b/o Faubion, Jack Elsworth	1233	Other	Edit Remove
Clerk's Comments: If you submit a filing with both numbers on it you only need to submit it once, in the lowest case number. They other motion was accepted and has been docketed to both cases.					
S-09-0162	Brief - Appellant	Kerin, Tina N.; Attorney: o/b/o Gomez, Andrew Eli	1617	Required redactions needed	Edit Remove
S-09-0258	Brief - Appellant	Kerin, Tina N.; Attorney: o/b/o Fletcher, Chester Darral	1958	Required redactions needed	Edit Remove
Clerk's Comments: Please redact the J&S					
S-10-0116	Brief - Appellant	Kerin, Tina N.; Attorney: o/b/o Leavitt, Blake Bryan	2311	Required redactions needed	Edit Remove
Clerk's Comments: please redact DOB from J&S					
S-10-0137	Brief - Anders	Kerin, Tina N.; Attorney: o/b/o Blagg, Richard Lee	2429	Other	Edit Remove
S-10-0137	Motion - Extension of time - brief	Kerin, Tina N.; Attorney: o/b/o Blagg, Richard Lee	2430	Other	Edit Remove
S-14-0004	Correspondence - Incoming	Filed by other	2469	Defective Certificate of Service	Edit Remove

- Clicking the **Edit** hyperlink will allow the user to edit any information included in the E-Filing and resubmit to the courts.

3.5 Approved E-Filings

- The purpose of this screen is to provide users with the ability to review their E-Filings that have been approved by the court. The **Approved E-Filings** screen can be accessed by clicking either the **View** link to the right of the **Approved** row on the **My E-Filings** screen, or by selecting the **Approved Filings** menu link.

The **Approved E-Filings** screen will display a list of those E-Filings that have been approved by the court. The queue will have the following filter options (by clicking on the arrows):

- From Date**
- To Date**
- Confirmation Number**

Clicking the **Search** button will return all approved E-Filings whose filing date is between the user-entered dates and whose confirmation number is equal to the user entered confirmation number. For each approved E-Filing, the following information will be displayed

- Case**
- Type/Subtype**
- Filed For**
- Confirmation Number**
- Details (link to the **E-Filing Information** screen)

The screenshot displays the 'Approved E-Filings' section of the Wyoming Appellate E-Filing system. It includes a search filter for 'Confirmation Number' and a table listing approved filings with columns for Case, Type/Subtype, Filed For, and Confirmation Number.

Case	Type/Subtype	Filed For	Confirmation Number	
S-07-0079	Correspondence - Incoming	Kerin, Tina N.; Attorney: o/b/o Proffit, Kent Alan, Sr.	7	Details
S-07-0239	Brief - Anders	Kerin, Tina N.; Attorney: o/b/o Ervin, Steven Randall	12	Details
S-07-0239	Motion - Extension of time - brief	Kerin, Tina N.; Attorney: o/b/o Ervin, Steven Randall	13	Details
S-07-0239	Motion - Other	Kerin, Tina N.; Attorney: o/b/o Ervin, Steven Randall	14	Details
S-07-0239	Service - Certificate of service	Kerin, Tina N.; Attorney: o/b/o Ervin, Steven Randall	15	Details

3.6 E-File Details

The **E-File Details** screen will display the following read-only sections:

- **E-Filing Information**
- **Documents**
- **Service List**

The E-Filing Information section will consist of the following information:

- **Type**
- **Subtype**
- **Filed by on Behalf of**
- **Comments**
- **Threaded To**

The Documents section will be displayed consisting of the following information:

- **Date**
- **Document Name**
- **Status**
- **Comments**
- View (link to uploaded PDF document)

The Service List Information will display the parties associated with the E-Filing.

The screenshot displays the Wyoming Appellate E-Filing interface. At the top, it shows the Clerk's Office Supreme Court logo and navigation tabs for Cases, E-Filing, and Account. A search bar is present with the text "Find Case...". The main content area is divided into several sections:

- E-Filing**: A sidebar menu with options: Draft Filings, Pending Filings, Rejected Filings, and Approved Filings.
- Case Information (S-07-0079)**: A summary box containing:

Case Number:	S-07-0079	Case Docketed On:	04/10/2007
Short Title:	KENT ALAN PROFFIT, SR. v. THE STATE OF WYOMING	Status:	Closed
- View E-Filing**: A box showing details for the selected filing:

Type:	Correspondence
Subtype:	Incoming
Filed by on Behalf of:	Kerin, Tina N.; Attorney: o/b/o Proffit, Kent Alan, Sr.
Comments:	
Threaded To:	
- Documents**: A table listing documents associated with the case:

Date	Document Name	Status	Comments	
01/10/2008	Correspondence - Incoming	Active	Notice Of Additional Authorities	View
- Service List**: A section detailing electronic and conventional service.

The following parties will be served electronically:

James Michael Causey 123 Capitol Building Cheyenne WY 82002 E-Mail: mcause@state.wy.us	Attorney • The State of Wyoming: Appellee
---	--

The following parties must be served by conventional means:

No records were found.

Each section includes a "Cancel" button to return to the previous screen.

- Clicking the View link will open a new pop-up window containing the PDF version of the document. Clicking to **Cancel** will return the user to the **Approved E-Filings** screen.

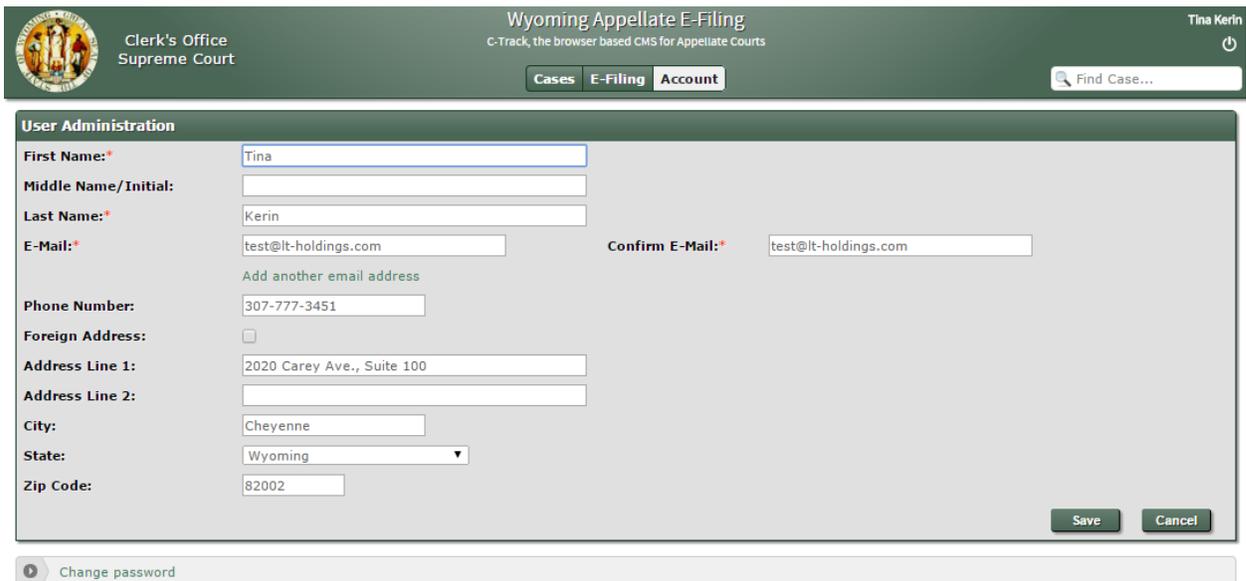
CHAPTER 4: Account

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  button.



Wyoming Appellate E-Filing
C-Track, the browser based CMS for Appellate Courts

Clerk's Office
Supreme Court

Tina Kerin

Cases E-Filing **Account** Find Case...

User Administration

First Name:* Tina

Middle Name/Initial:

Last Name:* Kerin

E-Mail:* test@lt-holdings.com Confirm E-Mail:* test@lt-holdings.com

Add another email address

Phone Number: 307-777-3451

Foreign Address:

Address Line 1: 2020 Carey Ave., Suite 100

Address Line 2:

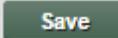
City: Cheyenne

State: Wyoming

Zip Code: 82002

Save Cancel

Change password

- Clicking on the Change password hyperlink will navigate the user to the **Change Password** screen where they can enter their new desired password and click . Clicking to Add another email address will add an additional row for **Alternate E-Mail** and **Confirm Alt. E-Mail**. Once an alternate email address has been added, the user will see a trash can icon  that when clicked will remove the alternate email address.



Wyoming Appellate E-Filing
C-Track, the browser based CMS for Appellate Courts

Clerk's Office
Supreme Court

Tina Kerin

Cases E-Filing **Account** Find Case...

Change Password

Password:*

Confirm Password:*

Save Cancel

CHAPTER 5: Accepting E-Filings

To accept E-Filings, you must be logged into C-Track™, and have access to the E-Filings component. To access current pending E-Filings, click the **E-Filings** link on the left margin of the **Administrative** tab.

The screenshot displays the 'Wyoming Appellate Case Management System' interface. At the top, it identifies the user as 'Clerk A. Wyoming' and the system as 'C-Track, the browser based CMS for Appellate Courts'. The main navigation bar includes tabs for 'Case Management', 'Reporting', 'Calendar', 'Internal Processing', and 'Administrative'. A search bar labeled 'Find Case...' is also present. On the left, a vertical menu under the 'Administrative' tab lists various functions, with 'E-Filings' highlighted. The main content area shows the 'E-Filing' section, which is divided into 'Review Queues' (with 'Filing Review Queue (5)' and 'User Review Queue (1)') and 'Administration Queues' (with 'Filing Administration Queue', 'User Administration Queue', and 'Email Administration Queue'). Below these is an 'Administration' section with 'Splash Message Maintenance'.

5.1 Clerk Review Queue

- Clicking the Filing Review Queue allows the user to search and approve pending E-Filings. Documents shown in this queue are in **Pending** status in the E-Filing module, and require clerk’s approval to proceed.

The screenshot shows the 'Wyoming Appellate Case Management System' interface. At the top, there is a header with the system name and a search bar labeled 'Find Case...'. Below the header is a navigation menu with options: Case Management, Reporting, Calendar, Internal Processing, and Administrative. The 'Administrative' menu is expanded, showing a list of options including Participant Management, Search Participants, Bulk Docketing, Bulk Distribution, Create Consolidation, Edit Consolidation, Create Link, Edit Link, Personal Tickler, Personal Tickler Search, Bar Apps Transmittals, Bar Review (1), Holiday Calendar, Fee Tracking, Import File, Import File Report, Import Schedule Report, Issues List, User Admin, Security, Email Queue, E-Filings, and E-File User Exam. The 'E-Filing Review Queue' section is active, displaying search criteria: From Date, To Date, User Name, and Confirmation No., with a Search button. Below this is a 'Search Results' table with columns: Date, Case, E-Filing Classification, Filed By, Filed For, Conf. No., and Status. The table contains five rows of data.

Date	Case	E-Filing Classification	Filed By	Filed For	Conf. No.	Status
08/08/2011	S-11-0009	Brief - Appellant	tkerin	Kerin, Tina N.; Attorney: o/b/o Widget Corporation Tanner, Patrick Lance; Attorney: o/b/o Widget Corporation	2462	Submitted View
05/09/2012	S-11-0123	Brief - Guardian ad litem	tkerin	Olson, Tina N.; Attorney: o/b/o Clark, Christina	2464	Submitted View
05/09/2012	S-11-0123	Motion - Reinstatement	tkerin	Olson, Tina N.; Attorney: o/b/o Clark, Christina	2465	Submitted View
10/07/2014	S-14-0004	Petition - Clarification	parkcounty	Davis, James F.; Attorney: o/b/o Madsen M.D., Kenneth	2466	Submitted View
10/07/2014	S-14-0005	Brief - Respondent	tkerin	Abromats, Philip E.; Attorney: o/b/o Smith, John Q.	2472	Submitted View

The user can search using the following criteria

- **From Date**
- **To Date**
- **User Name**
- **Confirmation No.**

Click  to perform a search based on your criteria.

5.1.1 Reviewing E-Filings

- To review an E-Filing for approval or rejection, click the View link next to the appropriate E-Filing. Here you will be able to view the following information on the E-Filing:

Case Information

- **Case Number**
- **Case Docketed On**
- **Short Title**
- **Status**

Electronic Filing

- **Type**
- **Subtype**
- **Filed By**
- **Filed by on Behalf of**
- **Threaded To**
- **Entry Date**
- **Comments**

- **Attached Documents**
- **Title**
- **Comments**
- **Watermark?**
- [View hyperlink](#)

Service List

- Parties to be served electronically
- Parties to be served conventionally



Wyoming Appellate Case Management System

C-Track, the browser based CMS for Appellate Courts

Clerk A. Wyoming I



Case Management
Reporting
Calendar
Internal Processing

Administrative

- Participant Management
- Search Participants
- Bulk Docketing
- Bulk Distribution
- Create Consolidation
- Edit Consolidation
- Create Link
- Edit Link
- Personal Tickler
- Personal Tickler Search
- Bar Apps Transmittals
- Bar Review (1)
- Holiday Calendar
- Fee Tracking
- Import File
- Import File Report
- Import Schedule Report
- Issues List
- User Admin
- Security
- Email Queue
- E-Filings
- E-File User Exam

Attorney File Information

Case Number:	BA-07-04681	File Opened On:	10/09/2010
Short Title:	Carissa Dawn Mobley		

Electronic Filing

Type:	Brief
Subtype:	Appellant
Filed By:	tkerin
Filed by on Behalf of:	Kerin, Tina N.; Attorney: o/b/o Widget Corporation Tanner, Patrick Lance; Attorney: o/b/o Widget Corporation
Threaded To:	
Entry Date:	08/08/2011 09:57 AM
Comments:	

Attached Documents

Title	Comments	Watermark ?	
Brief - Appellant		<input checked="" type="checkbox"/>	View

Service List

The following parties will be served electronically:

Philip E. Abromats P.O. Box 827 Greybull WY 82426	Attorney • Smith, John Q.: Petitioner
E-Mail: test@lt-holdings.com	

The following parties have been served by conventional methods:

Patrick Lance Tanner 15 West South Temple, Suite 950 Salt Lake City UT 84101	Attorney • Widget Corporation: Respondent	Service Type: Electronic Service Date: 08/08/2011
--	--	--

Rejection Reason:	<div style="border: 1px solid #ccc; padding: 2px;"> Defective Certificate of Service Document(s) failed conversion Not a party Other </div>	Clerk's Comments:	<input style="width: 90%;" type="text"/>
		<input type="button" value="Accept"/> <input type="button" value="Reject"/> <input type="button" value="Cancel"/>	

- To view any documents attached to the E-Filing, click the View link in the **Attached Documents** section.

Clicking the Watermark checkbox will add a watermark seal to the uploaded document. To accept or reject an E-Filing, select the **Accept** or **Reject** button at the bottom of the screen. If you select **Reject**, you must select one of the items from the **Rejection Reason** list before you can proceed. **Clerk's Comments** is not a required field.

Once the document has been accepted, the user will be navigated to the the Create Docket Entry screen. Depending on the docket entry type and subtype, the user may need to enter additional required information before saving.

The screenshot displays the 'Wyoming Appellate Case Management System' interface. The top navigation bar includes 'Case Management', 'Reporting', 'Calendar', and 'Internal Processing'. A search bar on the right contains 'Find Case...'. The left sidebar lists various case management functions such as 'Case View', 'Docketing', and 'Case Participants'. The main content area is titled 'Create Brief Docket Entry' and contains the following fields:

- Attorney File Information:** Case Number: BA-07-04681, File Opened On: 10/09/2010, Short Title: Carissa Dawn Mobley.
- Create Brief Docket Entry:**
 - Docket Entry Type: Brief
 - Docket Entry Subtype: Appellant
 - Thread to: Brief - Appellant
 - Document Description: * (text area)
 - Comments (Court Personnel Only): (text area)
 - Filing Date: * 08/08/2011
 - Sort Order Time: * 09:57 AM
 - Docket Entry Date: 10/17/2014 04:58 PM
 - On Suspense:
- Incoming:**
 - Filed By: (dropdown menu)
 - NOTE: Hold down the control (Ctrl) key to select more than one option
 - Filed By Other: (text field)
 - Method of Service: * (dropdown menu)
 - Certificate of Service Date: ^ (date field)

Buttons for 'Save' and 'Cancel' are located at the bottom right of the form.



Once you have completed the **Create Docket Entry** screen and click **Save**, the E-Filing acceptance process is complete. The **Confirmation** screen will load, and the user may choose from the following links:

- Review Pending Ticklers for the case
- Return to Pending Electronic Filings
- Return to Case View
- Add a Document



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

Clerk A. Wyoming I



Case Management
Reporting
Calendar
Internal Processing

Administrative

Case Management

- Case View
- Docketing
- Case Participants
- Orig. Court Info.
- Manual Tickler
- Case Ticklers
- Case Call Log
- Document Center
- Master Dist. List
- Document Queue
- Print Docket Sheet
- Opinion Processing

Case Information

Case Number:	S-14-0019	Case Docketed On:	10/23/2014
Short Title:	John Q. Smith, Petitioner, v Widget Corporation, Respondent - Fitness	Status:	Unmatured

Docket Entry Confirmation

Docket Entry Notice-Incoming - Statement of costs saved as Final.

The following ticklers have been set:

Due Date	Title
10/27/2014	Hard copies of electronic file due

- [Review Pending Ticklers](#)
- [Return to Pending Electronic Filings](#)
- [Return to Case View](#)
- [Add a Document](#)

APPENDIX A: 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	In Support of Petition for Rehearing
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 *
Memorandum	In Support of Motion
Memorandum	In Support of Petition
Motion	Accept Late Filing
Motion	Accept Misc. Documents
Motion	Admission pro hac vice
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 Counsel
Motion	Withdrawal of Record
Notice - Incoming	Additional Authority
Notice - Incoming	Bankruptcy Proceeding
Notice - Incoming	Change of Address
Notice - Incoming	Confession of Error
Notice - Incoming	Consent and Approval
Notice - Incoming	Consent of Client
Notice - Incoming	Entry of Appearance
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
Response/Objection	Show case order
Service	Amended Certificate of Service
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 (*) in the subtype dropdown menu.