

# RULES FOR FEES AND COSTS FOR CIRCUIT COURTS

## TABLE OF CONTENTS

Rule	Rule
1. Costs and fees in criminal actions.	4. (Effective December 7, 2020) Fee for electronic transmission.
2. Record checks.	5. Fee for copies of recorded proceedings.
3. Fee for copies.	6. Overpayments.
4. (Effective until December 7, 2020) Fee for facsimile transmission.	7. Fee for exemplification of court documents.

**Editor's notes.** — The Rules for Fees and Costs for County Courts, adopted April 7, 1987, and effective June 1, 1987, were superseded by Rules for Fees and Costs for Circuit Courts, adopted May 9, 2000, and effective July 1, 2000.

### Rule 1. Costs and fees in criminal actions.

(a) Circuit courts shall collect costs in the sum of \$20.00 for every criminal/traffic case for which a conviction results, unless otherwise specifically excepted by statute or court rule, which costs shall be assessed as part of the sentence. In addition, for every criminal/traffic case for which a conviction results, unless otherwise specifically excepted by statute or court rule, a fee of \$50.00 shall be imposed. Of this amount, \$40.00 shall be deposited into the judicial systems automation account established by W.S. § 5-2-120, and \$10.00 shall be deposited into the indigent civil legal services account established by W.S. § 5-2-121.

(b) In addition to the costs and fees provided for under paragraph (a) above, the court shall impose the victim's compensation fee as required by W.S. § 1-40-119, unless the court determines the defendant has an inability to pay and that no reasonable probability exists that the defendant will have an ability to pay.

(Amended August 13, 2002, effective September 1, 2002; amended December 17, 2002, effective January 1, 2003; amended May 25, 2010, effective July 1, 2010; amended July 18, 2017, effective July 18, 2017; amended August 23, 2017, effective November 1, 2017; amended May 7, 2020, effective July 1, 2020.)

### Rule 2. Record checks.

All requests for a record check shall be submitted in writing by the applicant. Response to the request for a record check shall be made by the court in writing as soon as practicable after the written request is received by the court.

The fee for checking circuit court records shall be ten dollars (\$10.00). Payment of the \$10.00 fee for each record check shall be made in cash, by check payable to the court, or by debit or credit card.

Only one fee shall be charged for a record check involving a particular name and any reasonable derivation or other spelling of that name. However, a separate record check fee will be charged for each and every alias which is dissimilar to the original name submitted.

No charge shall be made for checking circuit court records if requested by an employee of a governmental agency.

Any request for copies of documents shall be billed separately as allowed by these rules above and beyond any fee charged as set forth herein.

This rule and the charge provided only applies to services required from court personnel to check and/or abstract court records. This rule has no application to the

personal examination of any court records including indexes by any individual desiring information from these public records.

(Amended July 24, 2001, effective November 1, 2001; amended December 31, 2001, effective April 1, 2002; amended September 11, 2002, effective November 1, 2002; amended August 11, 2016, effective September 1, 2016.)

**Rule 3. Fee for copies.**

The fee for making copies shall be \$1.00 for the first page and \$.50 for each subsequent page.

(Added December 31, 2001, effective April 1, 2002.)

**Rule 4. (Effective until December 7, 2020) Fee for facsimile transmission.**

The clerk shall charge \$1.00 per page to transmit or receive a facsimile.

(Added December 31, 2001, effective April 1, 2002; amended December 18, 2012, effective March 1, 2013.)

**Rule 4. (Effective December 7, 2020) Fee for electronic transmission.**

The clerk shall charge \$1.00 per page to transmit or receive an electronic transmission, including facsimile or email, unless the court has found the party is indigent or is entitled to representation by appointed counsel.

(Added December 31, 2001, effective April 1, 2002; amended December 18, 2012, effective March 1, 2013; amended October 6, 2020, effective December 7, 2020.)

**Rule 5. Fee for copies of recorded proceedings.**

The fee for copies of recorded proceedings shall be \$5.00 per proceeding.

(Added December 31, 2001, effective April 1, 2002; amended December 22, 2015, effective April 1, 2016.)

**Rule 6. Overpayments.**

In the case of overpayments, a refund need not be made unless the over payment exceeds \$10.00.

(Added December 31, 2001, effective April 1, 2002.)

**Rule 7. Fee for exemplification of court documents.**

The fee for exemplification of court documents shall be \$5.00.

(Added December 31, 2001, effective April 1, 2002.)