

# RULES FOR FEES AND COSTS FOR MUNICIPAL COURTS

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**Editor's notes.** — The former rules, adopted December 23, 1974, and effective January 1, 1975, were superseded by revised rules adopted May 9, 2000, and effective July 1, 2000.

### Rule 1. [Abrogated].

**Editor's notes.** — This rule, providing the scope of the rules for fees and costs for justice of the peace courts and municipal courts, was abrogated by order of the Supreme Court dated December 2, 2002, effective January 6, 2003.

### Rule 2. Municipal courts.

(a) Costs and fees assessed and collected in municipal courts shall be fixed by ordinance in each city and town, but costs shall not exceed \$10.00. Such costs shall be remitted to the city or town treasurer. By ordinance, a city or town may prescribe either a court automation fee of \$40.00 or an indigent civil legal services fee of \$10.00 or both as a cost to be paid by every person guilty of a violation of a city or town ordinance. If so prescribed, those fees shall be remitted to the judicial systems automation account established by W.S. § 5-2-120 and the indigent civil legal services account established by W.S. § 5-2-121.

(b) *Record check requests.* — 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 municipal court records shall be ten dollars (\$10.00). Payment of the \$10.00 fee for each record check shall be made in cash or check payable to the court.

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 municipal court records if requested by an employee of a governmental agency.

Any request for copies of documents shall be billed separately 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 May 9, 2000, effective July 1, 2000; amended December 17, 2002, corrected June 26, 2003, effective July 1, 2003; amended May 25, 2010, effective July 1, 2010; amended July 18, 2017, effective July 18, 2017; amended May 7, 2020, effective July 1, 2020.)

**Rule 3. [Abrogated].**

**Editor's notes.** — This rule, pertaining to fees and costs for justice of the peace courts, was abrogated by order of the Supreme Court dated December 2, 2002, effective January 6, 2003.

**Rule 4. 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 5. 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 6. Fee for copying tapes.**

The fee for copying tapes shall be \$5.00 per tape.  
(Added December 31, 2001, effective April 1, 2002.)

**Rule 7. 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 8. 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.)