

Dear Carbon County District Court patrons:

The President and Governor have declared national and statewide emergencies due to the COVID-19 pandemic. As a result, several court systems have limited non-essential operations, delayed certain matters, or suspended operations altogether. In accordance, the Court implements the following protocol:

- (1) All hearings/trials that are scheduled in the District Court, Carbon County Courthouse remain set as scheduled at this time unless notified otherwise. However, we encourage attorneys and clients to appear **by telephone and/or by videoconference** whenever possible for any of these hearings. You may call into the conference line at 307-328-7834, access code 783411. Please notify the Court prior to the hearing. If the attorney appears by phone, the clients shall also appear by phone.
- (2) Obviously, there are some hearings/trials where in-person presence is required. In those events, we ask that counsel and participants practice the recommended health and sanitation measures for the prevention of the transmission of COVID-19.
- (3) If you and/or your clients and/or your witnesses are ill, please alert the Court prior to the hearing/trial so that the matter may be continued, if necessary.
- (4) If you and/or your clients and/or your witnesses are particularly concerned about travel or public appearances or transmission of COVID-19 over the next few weeks, please alert the Court prior to the hearing/trial so that the matter may be continued, if necessary.
- (5) Attached is a PDF copy of the Wyoming Judicial Branch Interim Pandemic Plan, which may provide you with additional useful information.
- (6) The Clerk of District Court's Office encourages the use **of fax filing and e-mail filing** for the remainder of the month of March 2020. The Clerk's office has agreed to **waive** filing fees specifically associated with fax/e-mail filing until further notice. Please send any email filings directly to the Clerk of District Court, Mara Sanger at codccounter@carbonwy.com. Fax filings shall be sent to 307-328-2629. Please review the Wyoming Rule of Civil Procedure 5(e) (see below) for rules regarding fax/e-mail filings.

(e) Filing with the court defined. Papers may be filed, signed, or verified by electronic means (including but not limited to email) if the necessary equipment is available to the clerk. No documents shall be transmitted to the court by facsimile or

electronic means for filing without prior telephonic notification to the clerk of court. Only under emergency circumstances shall documents be filed by electronic means (including but not limited to email) or facsimile transmission. Any paper filed by electronic means must be followed by an identical signed or otherwise duly executed original, or copy of any electronic transmission other than facsimile transmission, together with the fee as set forth in the Rules For Fees and Costs for District Court or the Rules For Fees and Costs For Circuit Court, mailed within 24 hours of the electronic transmission. The clerk upon receiving the original or copy shall note its date of actual delivery, and shall replace the facsimile or other electronic transmission in the court file. A paper filed by electronic means in compliance with this rule constitutes a written paper for the purpose of applying these rules. No document which exceeds ten (10) pages in length may be filed by facsimile or electronic means. All format requirements contained in applicable rules must be followed. The court may reject any paper filed not in compliance with this rule.

Wyo. R. Civ. P. 5 (underline added).

If you have any other questions or concerns, please do not hesitate to let us know. Thank you.

Dawnessa Snyder
District Judge