

TETON COUNTY CLERK OF DISTRICT COURT OFFICE OPERATIONS

UNTIL FURTHER NOTICE

Last updated 4.6.2020

FILING:

The Clerk of District Court Anne Sutton and District Court Judge Timothy C. Day are encouraging the use of fax/e-mail filing for time sensitive Teton County District Court case filings whenever possible. We welcome and encourage non-time sensitive pleadings via mail.

- Fax/email filing fees are waived until further notice.
- As of April 1, 2020 and until further notice, only limited original pleadings need to follow in the mail. The clerk will provide details when you call.
- **You must call the Clerk's Office at 733-2533 to request to fax or email file in every instance and follow all instructions provided.**

CASE QUESTIONS:

If you have specific case questions about hearings or filings, please call or email us at contacts below.

BACKGROUND SEARCHES:

Background searches can be requested over fax or email for \$10 per name. If you wish to search court records on-site and in person, please call our office to make an appointment and discuss options.

FILING, CHILD SUPPORT AND CRIMINAL CASE PAYMENTS:

If you are attempting to make child support or criminal case payments or submit new / re-open case filing fees, appeal fees, copy charges directly owed to Clerk of District Court, we ask that you call us or email us for the best available option that minimizes the exchange of cash or credit cards in person.

- We have an online credit card payment link we can send if it is determined to be an appropriate option.
- We also can direct you to online payment options for child support.

- We can direct other payments to any drop boxes we may setup.

PASSPORTS:

Passport appointments will be limited to applicants with near term confirmed international travel itinerary. You must call our office to request an appointment and make arrangements with a clerk at 733-2533. The U.S. Department of State processing timeframes and acceptance facility appointments are regularly changing. [Click Here](#) for more information.

JURORS:

Our next jury trial is not scheduled until May 11th and remains subject to change either through a continuance or entry of a plea.

Please call, email us, or reach out through the ejuror website and we will reply as soon as we can.

ELECTRONIC FILING INFORMATION

When making the required telephone call to the Clerk's office:

- State the case number, title of pleadings, and number of pages being filed.
- When given staff permission to file electronically, please forward the pleadings only to the specific fax number or email address provided by the clerk.
- Fax/email filings sent without a phone call, sent to individual staff email addresses, or sent to otherwise incorrect email addresses will not be processed.

Your consistent attention to the following details will best set us all up for success:

- Only include filings for **ONE CASE NUMBER** per email.
- Write the **CASE NUMBER** in the email subject line.
- Submit **SEPARATE PDFS** for each pleading.
- Proposed Orders should also be submitted as a separate PDF.
- Cover letters should also be submitted as a separate PDF.

- **When mailing any original filings that are required to follow, it is critical that you include a cover sheet stating:** “This pleading/set of pleadings was fax/email filed on (insert date) during the fee waiver period.” This critical step will help us avoid duplicate docket entries and confusion.

If you have any other questions or concerns don't hesitate to call or email us.
Thank you for your patience and cooperation during this time.

PHONE: 307.733.2533 **FAX:** 307.734.1562 **EMAIL:** codc@tetoncountywy.gov