



Hot Springs County Courthouse  
415 Arapahoe St.  
Thermopolis, WY 82443  
(307) 864-3323

Washakie County Courthouse  
1001 Big Horn Ave.  
P.O. Box 408  
Worland, WY 82401-0408  
(307) 347-2331

Big Horn County Courthouse  
420 West "C" St.  
Basin, WY 82410  
(307) 568-2118

**HOLLY NEUFER**  
Judicial Assistant

**BOBBI OVERFIELD**  
District Court Judge

**RANEE L. GONSALEZ**  
Official Court Reporter

**DAVID HILL**  
Law Clerk

---

## NOTICE TO COURT PATRONS

---

March 31, 2020

Re: Social Distancing | Videoconferencing with Microsoft Teams

Dear Respected Counsel and Court Patrons:

As the Court continues to adjust and adapt to the circumstances caused by COVID-19 and the recommendations from the CDC, the State, and the Wyoming Supreme Court, the Court believes it is in the best interest of the Court and all those who appear before the Court to promote social distancing as much as possible and flatten the curve of this unprecedented pandemic.

To accomplish this goal, the Court will be holding its scheduled matters via phone or videoconferencing. Parties may continue to call in to the conference line as they have in the past. However, we will also be trying to utilize the videoconferencing technology of Microsoft Teams. This allows a video conference with or without the surface hub located in each courtroom. When using Microsoft Teams, the Court can generate a link that allows participants to join the meeting from their own personal device, including pc's, tablets and smart phones. You do not have to have

the Microsoft Teams app to join the video conference, but you do need internet access. We have learned in our practice runs that there are fewer connectivity issues if the parties appearing have the Microsoft Teams application downloaded on their device. Therefore, this Court is requesting that all persons who may appear before it download the free Microsoft Teams application in order to facilitate future hearings and conferences. If you are unsure how to download the program, a quick internet search will give directions for your specific device.

If you have a hearing scheduled before the Court, you should expect to receive a link from our office that allows you to join the videoconference at your scheduled time. During the hearing, any party wishing to present exhibits via the video system may do so through a conference screen via the Teams application. Parties are still required to provide copies of the exhibits in advance, but presenting the exhibits via Teams during the hearing can make things go smoother.

We realize that every Court is likely doing something slightly different during this period of uncertainty. We are grateful for your willingness to adapt and help the Court continue to provide valuable legal services to our patrons in need. With the recent recommendations to social distance through April, the Court intends on using Microsoft Teams for the foreseeable future and will continue to advise of any changes to this procedure. The Court will attempt to hear as many of its currently scheduled matters as possible but may need to reschedule some matters as necessary. If your matter must be reset, the Court will notify you as soon as possible. If you need a setting and are willing to have your matter heard via phone or videoconference, please notify our chambers. We are willing to schedule and hear as many matters as possible to try and avoid a future backlog.

Please contact us in advance of your hearing if you have questions about this process or wish to test the system to make sure that it will work for you. Our chambers will remain open during regular business hours at (307) 347-2331. You may also contact Judicial Assistant, Holly Neufer, at [hneufer@courts.state.wy.us](mailto:hneufer@courts.state.wy.us) or Law Clerk, David Hill, at [dhill@courts.state.wy.us](mailto:dhill@courts.state.wy.us). Thank you for your time and patience as we all work together to maintain a healthy and productive judicial system.

Sincerely,



Honorable Bobbi Overfield  
DISTRICT COURT JUDGE