

***IN THE SUPREME COURT, STATE OF WYOMING***

*October Term, A.D. 2023*

***In the Matter of Amendments to*** )  
***Rule 6 of the Wyoming*** )  
***Rules for Electronic Filing and*** )  
***Service in District Courts*** )

# ORDER AMENDING RULE 6 OF THE WYOMING RULES FOR ELECTRONIC FILING AND SERVICE IN DISTRICT COURTS

**The Wyoming Supreme Court** has determined it should amend Rule 6 of the Wyoming Rules for Electronic Filing and Service in District Courts. It is, therefore,

**ORDERED** that the amendments to Rule 6 of the Wyoming Rules for Electronic Filing and Service in District Courts, attached hereto, be and hereby are adopted by the Court to be effective May 1, 2024; and it is further

**ORDERED** that this order and the attached amendments be published in the advance sheets of the Pacific Reporter; the attached amendments be published in the Wyoming Court Rules Volume; and that this order and the attached amendments be published online at the Wyoming Judicial Branch’s website, <http://www.courts.state.wy.us>, on the “Rule Amendments” page. The amendments shall also be recorded in the journal of this Court.

**DATED** this 19<sup>th</sup> day of March, 2024.

**BY THE COURT:**

/s/

**KATE M. FOX**  
**Chief Justice**

## Wyoming Rules for Electronic Filing and Service in District Courts

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### **Rule 6. Format requirements.**

#### **(a) *Electronic format and size.* —**

(1) A document submitted electronically to the court should be directly converted to .pdf rather than scanned when feasible to make the document searchable. The size of any eFiled document must not exceed 150 megabytes. A document that exceeds the size limit must be broken down and submitted as separate files that do not exceed 150 megabytes each and 50 megabytes per transaction. Separate files under this subsection must include in the “Note to Clerk” field for each submission a description that clearly identifies the part of the document that the file represents, for example, “Motion for Summary Judgment, part 1 of 2.”

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(4) Filers must leave a blank header that extends at least 3-inches ~~by 3-inch space at the from the top right-hand corner~~ of the first page of each eFiled document for use by the EFS and clerk.

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#### **(b) *Proposed order.* —**

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(2) Proposed orders shall have a blank header that extends at least 23-inches from the top of the first page.

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