

IN THE SUPREME COURT, STATE OF WYOMING

APRIL TERM, A.D. 2008  
IN THE SUPREME COURT  
STATE OF WYOMING  
FILED

APR 11 2008

IN THE MATTER OF ESTABLISHING )  
A JUDICIAL BRANCH POLICY ON )  
NOTARIZATIONS PURSUANT TO )  
WYO. STAT. ANN. §§ 34-26-101 through 109 )

JUDY PACHECO, CLERK  
*Carol Thompson*  
by CHIEF DEPUTY  
Administrative Order

**ORDER ESTABLISHING A JUDICIAL BRANCH POLICY ON NOTARIZATIONS BY CLERKS  
OF COURT PURSUANT TO WYO. STAT. ANN. §§ 34-26-101 through 109**

This matter came before the Court by direction of the Board of Judicial Policy and Administration. The Court has determined that a Judicial Branch Notary Policy is necessary and proper. It is, therefore,

**ORDERED** that the Judicial Branch Notary Policy, a copy of which is attached hereto, is adopted and shall be effective July 1, 2008.

DATED this 11<sup>th</sup> day of April, 2008.

BY THE COURT:

*Barton R. Voigt*  
BARTON R. VOIGT  
Chief Justice

# **Judicial Branch Notary Policy**

## **General Policy Statement**

The Judicial Branch adheres to the highest standards of competence and responsibility in providing notary services.

## **Application of the Policy**

This policy applies to supreme court clerks, district court clerks, circuit court clerks, and their respective deputies.

## **Specific Guidelines for Oaths and Acknowledgments**

Clerks of court shall not perform, nor be instructed to perform, any notarial act that the clerk knows to be false;

Clerks of court shall not notarize any signature without the maker of the signature appearing personally before the clerk;

Clerks of court shall exercise reasonable care properly to verify the identity of the maker of every signature they notarize by means of personal knowledge or by valid satisfactory evidence;

Clerks of court shall exercise diligence and due care in the performance of all notarial acts;

Clerks of court shall only notarize documents to be filed before a Wyoming state court or the U.S. State Department.