



Wyoming Judicial Branch

Administrative Office of the Courts

Hardware and Software Policy

Policy Approver(s)	Wyoming Judicial Council
Storage Location	\\wsc-fs01\Shares\WSC\Court Administration Policies and Protocols
Effective Date	July 1, 2024 – dependent upon legislative approval of increase in spending authority
Review Period	Every Three (3) years

I. PURPOSE

This policy establishes a comprehensive set of hardware and software standards for all employees within the Wyoming Judicial Branch (WJB), based on their respective job roles.

II. DEFINITIONS

A. As used in this policy:

1. “Standard Hardware Package” means standard keyboard, mouse, headset, web camera and speakers. External CD drive will be provided upon request.
2. “Standard Software Package” means Microsoft 365 (including a courts.state.wy.us email address), Adobe Acrobat DC, Liberty Player, Virtual Private Network (VPN) client (if approved by employee’s supervisor). This list does not include anti-virus or other security products as deemed necessary by the IT Division.

III. APPLICATION

- A. This policy applies to all WJB employees and limited software for county employees working with the courts, i.e. District Court Clerks or other outside agencies or contractors. Any other use cases to be approved by the State Court Administrator.
- B. All existing equipment and software will be grandfathered, excluding subscription-based software. Should the equipment or software malfunction or necessitate renewal and falls outside the specifications outlined in this policy, it will not be renewed or replaced.

- C. Liberty Recording Software will be provided to all Circuit Court courtroom computers. Upon request, Liberty recording, associated hardware and licensing costs can be provided to a District Court courtroom; paid for from local court budget.
- D. Software not listed or provided by the IT Division is not supported by the IT Division.
- E. Additional equipment (monitors, keyboard, mouse, docking station etc.) will be provided to those locations where there is not a permanent Judge.
- F. Monthly service fees associated with iPads or smartphone will be paid from local court budget.
- G. This policy only covers hardware and software for end-users. It does not include networking infrastructure or courtroom technology.
- H. This standard does not cover printers or copy machines. Requests for additional printers or copy machines will be approved based on location and need, as determined by the State Court Administrator and the Technology committee as appropriate.

IV. HARDWARE/SOFTWARE BY JOB ROLE

A. Supreme Court Justice.

- 1. Hardware:
 - a. One (1) Laptop;
 - b. One (1) Docking station;
 - c. Two (2) Monitors;
 - d. Smartphone (if requested);
 - i. Monthly service cost paid out of local court budget.
 - e. Standard Hardware Package.
- 2. Software:
 - a. Acrobat Pro (if requested); and
 - b. Standard Software Package.

B. Supreme Court Judicial Assistant.

- 1. Hardware:
 - a. One (1) Laptop;
 - b. One (1) Docking station;
 - c. Two (2) Monitors; and
 - d. Standard Hardware Package.
- 2. Software:

- a. Acrobat Pro (if requested); and
- b. Standard Software Package.

C. Supreme Court Staff Attorney/Law Clerk.

- 1. Hardware:
 - a. One (1) Laptop;
 - b. One (1) Docking station;
 - c. Two (2) Monitors; and
 - d. Standard Hardware Package.
- 2. Software:
 - a. Acrobat Pro (if requested); and
 - b. Standard Software Package.

D. Supreme Court Clerk.

- 1. Hardware:
 - a. One (1) Laptop;
 - b. One (1) Docking station;
 - c. Two (2) Monitors; and
 - d. Standard Hardware Package.
- 2. Software:
 - a. Acrobat Pro (if requested); and
 - b. Standard Software Package.

E. District Court Judge.

- 1. Hardware:
 - a. One (1) Desktop;
 - b. One (1) Laptop;
 - c. One (1) Docking station;
 - d. One (1) iPad (if requested);
 - i. Monthly service cost paid out of local court budget.
 - e. One (1) Fingerprint scanner for bench computer (if requested);
 - f. Smartphone (if requested);
 - i. Monthly service cost paid out of local court budget.

- g.** Three (3) Monitors; and
 - h.** Standard Hardware Package.
- 2.** Software:
- a.** Acrobat Pro (if requested); and
 - b.** Standard Software Package.

F. District Court Judicial Assistant.

- 1. Hardware:**
 - a. One (1) Laptop;**
 - b. One (1) Docking station;**
 - c. Two (2) Monitors; and**
 - d. Standard Hardware Package.**
- 2. Software:**
 - a. Acrobat Pro (if requested); and**
 - b. Standard Software Package.**

G. District Court Staff Attorney/Law Clerk.

- 1. Hardware:**
 - a. One (1) Laptop;**
 - b. One (1) Docking station;**
 - c. Two (2) Monitors; and**
 - d. Standard Hardware Package.**
- 2. Software:**
 - a. Acrobat Pro (if requested); and**
 - b. Standard Software Package.**

H. District Court Receptionist.

1. Hardware:
 - a. One (1) Desktop;
 - b. Two (2) Monitors; and
 - c. Standard Hardware Package.
2. Software:
 - a. Standard Software Package.

I. District Court Reporter.

1. Hardware:
 - a. None.
2. Software:
 - a. Microsoft 365 License (including a courts.state.wy.us email address).

J. Circuit Court Judge.

1. Hardware:
 - a. One (1) Desktop;
 - b. One (1) Laptop;
 - c. One (1) Docking station;
 - d. One (1) iPad (if requested);
 - i. Monthly service cost paid out of local court budget.
 - e. Smartphone (if requested);
 - i. Monthly service cost paid out of local court budget.
 - f. One (1) Fingerprint scanner for bench computer (if requested);
 - g. Three (3) Monitors; and
 - h. Standard Hardware Package.
2. Software:
 - a. Acrobat Pro (if requested); and
 - b. Standard Software Package.

K. Circuit Court Magistrate.

1. Hardware:
 - a. One (1) Laptop;
 - b. One (1) docking station;
 - c. Standard Hardware Package.
2. Software:
 - a. Standard Software Package.

L. Circuit Court Chief Clerk.

1. Hardware:
 - a. One (1) Laptop;

- b.** One (1) Docking station;
 - c.** Scanner;
 - d.** Two (2) Monitors; and
 - e.** Standard Hardware Package.
- 2.** Software:
 - a.** Acrobat Pro (if requested); and
 - b.** Standard Software Package.

M. Circuit Court Deputy Chief Clerk.

- 1.** Hardware:
 - a.** One (1) Desktop;
 - b.** Scanner;
 - c.** Two (2) Monitors; and
 - d.** Standard Hardware Package.
- 2.** Software:
 - a.** Acrobat Pro (if requested); and
 - b.** Standard Software Package.

N. Circuit Court Clerk.

- 1.** Hardware:
 - a.** One (1) Desktop;
 - b.** Two (2) Monitors;
 - c.** Scanner; and
 - d.** Standard Hardware Package.
- 2.** Software:
 - a.** Acrobat Pro (if requested); and
 - b.** Standard Software Package.

O. Administrative Office of the Courts (AOC) Staff.

- 1.** Hardware:
 - a.** One (1) Laptop;
 - b.** One (1) Docking station;
 - c.** Two (2) Monitors; and

- d. Standard Hardware Package.

NOTE: Due to the various duties and responsibilities of AOC staff, deviations from the above hardware standard may be required. Any deviation must be approved by the State Court Administrator.

2. Software:

- a. Standard Software Package.

NOTE: Due to the various duties and responsibilities of AOC staff, deviations from the above software standard may be required. Any deviation must be approved by the State Court Administrator.

V. OTHER LOCATIONS

A. Circuit Court Counter.

1. Hardware:

- a. One (1) Desktop;
- b. One (1) Monitor;
- c. Scanner; and
- d. Standard Hardware Package.

2. Software:

- a. Standard Software Package.

B. Circuit Court Courtroom (Clerk's Desk).

1. Hardware:

- a. One (1) Desktop;
- b. One (1) Monitor;
- c. Scanner; and
- d. Standard Hardware Package.

2. Software:

- a. Standard Software Package; and
- b. Liberty Recording.

VI. NON WJB EMPLOYEES

A. Temporary Judge Assignments

1. Hardware:

- a. One (1) Laptop

2. Software:

- a. Standard Software Package

B. Clerks of District Court

1. Hardware:
 - a. One (1) Multi Factor Authentication (MFA) Token.
2. Software:
 - a. VPN Client.

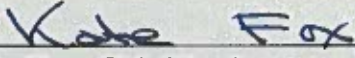

C. Interns/Externs.

1. Hardware:
 - a. None.
2. Software:
 - a. None.

VII. EXCEPTION REQUESTS

Hardware and Software exemption requests must be submitted through the WJB Help Desk Portal and will be approved or rejected by the Technology Committee.

Approved By:

 _____ Kate Fox, Chief Justice	 _____ Date
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