

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
Cheryl 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 11th 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.