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

|  |  |
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| [name]  Plaintiff,  v.  [name]  Defendant. | Case No. CH-2022-0000000 |
| **[Model] SUMMONS** | |

**TO:** Defendant Name

Street Address

City, State Zip

**YOU ARE HEREBY SUMMONED** and required to file with the Clerk and serve upon Plaintiff’s attorney an Answer to the Complaint, which is herewith served upon you, within 20 days after service of this Summons on you, exclusive of the day of service. (If service upon you is outside of the State of Wyoming, you are required to file and serve your answer within 30 days after this Summons is served upon you, exclusive of the day of service.) If you fail to do so, judgment by default will be taken against you for the relief demanded in the Complaint.

**YOU ARE ADVISED** of W.R.C.P.Ch.C. 5(c)(2)’s electronic filing requirement:

(2) *How Filing Is Made--In General.* A document, including a case-initiating document, is filed by:

(A) Electronically submitting it to the chancery court using the electronic filing system, and the electronic version shall be the officially filed document in the case. The current version of the chancery court e-filing training, policies and log-in can be found on the chancery court website, www.courts.state.wy.us/chancery-court/.

(i) Electronic filing must be completed within the time set forth in the Wyoming State Chancery Court Electronic Filing Administrative Policies and Procedures Manual to be considered timely filed on the date it is due. Electronic filing constitutes filing of a document.

(ii) When documents filed do not comply with the rules (such as the Rules Governing Redaction from Court Records), the document may be removed from the public docket and counsel will immediately be notified by email or through the electronic filing system and instructed to re-file the pleading within a specified amount of time. If the pleading is not correctly re-filed within the required time, it shall not be considered timely filed.

(iii) Documents filed by pro se litigants shall comply with the electronic filing requirements.

(iv) Paper filings shall not be accepted absent a prior order of the court. Any request to be excused from the electronic filing requirements must be timely presented and demonstrate exceptional cause for excusal.

(B) Attachments to electronically filed documents may be scanned, however the document to which they are attached shall be uploaded directly from the filer's computer using the electronic filing system.

(C) All pleadings shall be 8 ½ ″ x 11″. Any attachments or appendices, which in their original form are larger or smaller, should be reduced or enlarged to 8 ½ ″ x 11″.

**(Seal of Chancery Court)**

**(Date of Issuance)**

**CLERK OF CHANCERY COURT**

/s/ First Name Last Name

Counsel Name

Street

City, State Zip

Phone

Email

Attorney for Plaintiff