



Wyoming Judicial Branch

FCE and Private PASS Role Policy

Policy Approver(s)	Wyoming Judicial Council (Adopted September 11, 2023)
Effective Date	September 11, 2023
Review Period	Every two (2) years

I. PURPOSE

Anyone with access to the Public Access terminals or who has access to the Wyoming Judicial Branch (WJB) network (at Court locations or via the WJB VPN) will have the ability to look up any non-confidential case information via Public PASS. The following policy establishes additional permissions that would be allowed for these groups to use in the case management system, FullCourt Enterprise (FCE), or another application called Private PASS that grants access to additional confidential information.

NOTE: It is general IT best practice to allow only the minimal permissions necessary to perform one's job duties. This Policy utilizes that philosophy.

II. APPLICATION

This policy applies to all justices, judges, employees, and contractors of the WJB with access to the WJB network.

III. ACCESS BY ROLE

A. Supreme court justices

1. Access to confidential information in all district, chancery, and circuit courts.

B. District court judges

1. Access to confidential information in all district and chancery courts, and access to all non-confidential information in all circuit courts for criminal case types only (no civil case types). Additional permissions within FCE for judge notes, judge appointments, hearings, search warrant information, image annotations, reports, document templates, and reminders are granted in each judge's "home" court.

C. Chancery court judges

1. Access to confidential information in all district and chancery courts. Additional permissions within FCE for judge notes, judge appointments, hearings, search warrant information, image annotations, reports, document templates, and reminders are granted in each judge's "home" court.

D. Circuit court judges

1. Access to confidential information in all circuit courts, and access to all non-confidential information in all district courts for criminal case types only (no juvenile or civil case types). Additional permissions within FCE for judge notes, judge appointments, hearings, search warrant information, image annotations, reports, document templates, and reminders are granted in each judge's "home" court.

E. Supreme court chambers staff (judicial assistants, staff attorneys)

1. Access to confidential information in all district, chancery, and circuit courts.

F. District and chancery court chambers staff (judicial assistants, law clerks/staff attorneys, court reporters)

1. Access to confidential information in their "home" district court, and access to all non-confidential information in all district courts. Upon request, and in coordination with the district court clerk, chambers staff permissions can be elevated to the same as a district court judge in a non-"home" court. Additional permissions within FCE for judge notes, judge appointments, hearings, search warrant information, image annotations, reports, document templates, and reminders are granted in each chamber staff's "home" court.

G. Supreme court clerks

1. Access to confidential information in all district, chancery, and circuit courts.

H. District, chancery, and circuit court clerks

1. Various role levels within their own "home" court and access to non-confidential information in all the courts.

Approved By:

 _____ Kate M. Fox, Chief Justice Chair, Wyoming Judicial Council	 _____ Date
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