

Packet 18

Miscellaneous Forms and Procedures
for Wyoming
Guardianship Actions

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LIST OF FORMS – PACKET 18
MISCELLANEOUS FORMS FOR GUARDIANSHIP ACTIONS

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PLEASE CAREFULLY READ THE FORMS AND INSTRUCTIONS CONTAINED IN THIS PACKET. IF YOU HAVE ANY QUESTIONS, PLEASE CONSULT WITH AN ATTORNEY.

THESE ARE EDUCATIONAL FORMS AND INSTRUCTIONS DESIGNED TO ASSIST YOU, BUT YOU ARE REPRESENTING YOURSELF. PLEASE REVIEW AND FOLLOW THE DIRECTIONS TO IMPROVE YOUR PERFORMANCE IN YOUR CASE. FAILURE TO READ AND FOLLOW THE INSTRUCTIONS MAY ADVERSELY IMPACT YOUR CLAIM.

Instructions for Miscellaneous Forms for Guardianship Actions

This packet contains forms that are not usually needed when neither party has a lawyer. These forms supplement the packet(s) you have already purchased or downloaded from the Court. Most likely you will only need to use these additional forms for one of the following areas:

1. **Additional ways to serve a Defendant/Respondent** – use if you are unable to serve the Defendant/Respondent by the Sheriff or if the Defendant/Respondent will not sign an Acknowledgement and Acceptance of Service;
2. **Waiver of Fees** – use if you are unable to pay the Court’s filing fees and/or the Sheriff’s service fees;
3. **Motion Forms** – use if you need to make a request of the Court (or respond to a request) before the final order is entered;
4. **Dismissal Forms** – use if you would like to dismiss the action before a final order is entered.

Please read through the instructions carefully to decide what form(s) you need for your case.

1. Additional Ways to Serve Defendant/Respondent. If the Sheriff could not serve the Defendant/Respondent and the Defendant/Respondent would not sign an Acknowledgement and Acceptance of Service, then you may request to serve the Defendant/Respondent by publication or by registered or certified mail. Service by publication is helpful when 1) you cannot find the Defendant/Respondent’s address, or 2) the Defendant/Respondent is uncooperative and lives outside of Wyoming.

A. Service by publication requires the following forms:

- i. Motion and Affidavit to Allow Service by Publication
- ii. Order for Service by Publication
- iii. Notice of Publication
- iv. Affidavit Following Service by Publication

To use service by publication, you must show that you have made every effort to find the Defendant/Respondent’s address. Completely fill out a *Motion and Affidavit to Allow Service by Publication* and a *Notice of Publication*. (DO NOT sign where the Clerk needs to sign.)

The *Motion and Affidavit to Allow Service by Publication* says that service of *Summons* cannot be made in Wyoming. If the Defendant/Respondent lives in another state and you know their address, check the first box and enter the address.

If you do not know the Defendant/Respondent’s address, check the second box. Also, be sure to check off each method you used to try to find the Defendant/Respondent’s address. Note that you will need to attach any returned letters you wrote to the Defendant/Respondent.

Complete the *Order for Service by Publication* and the *Notice of Publication* by filling out the caption of each form. The Judge will decide whether or not to grant your motion. If the Judge orders service by publication, the Clerk will complete and sign the *Notice of Publication*.

Be aware that there are additional fees for service by publication. Service of process by publication is allowed pursuant to Wyoming Statutes § 3-2-102(d), and Rule 4(k) of the Wyoming Rules of Civil Procedure. If you are unsure whether or not you are allowed to serve the Defendant/Respondent by publication, you need to talk to a lawyer.

If you DO NOT KNOW the Defendant/Respondent's address and cannot find it after making every effort, the affidavit must detail the efforts you made to obtain an address.

If you DO KNOW the Defendant/Respondent's address, the publication must include the address. Immediately after the first publication appears in the newspaper, bring a copy to the Clerk. The Clerk will mail a copy to the Defendant/Respondent by registered or certified mail. [NOTE: **You must give the Clerk an envelope for each Defendant/Respondent along with proper postage. Before going to the Clerk, complete the registered or certified mail forms and mark them as “Restricted Delivery” with return receipt requested.**]

Contact the newspaper. After the Judge signs the *Order for Service by Publication*, and the Clerk signs and files the *Notice of Publication*, it is time for you to publish the *Notice* in a newspaper. The newspaper must:

1. Have printed issues at least once each week for at least fifty-two (52) weeks in a row;
2. Have at least five hundred (500) paying subscribers; and
3. Have pages that are all at least ten (10) inches by twelve and one-half (12.5) inches.

When you contact the newspaper, be ready to pay the newspaper's fees. Remember that if you know the Defendant/Respondent's address, you must include it in the notice. The newspaper must publish the *Notice* once a week for **four (4) weeks** in a row.

Waiting period. The other party will have thirty (30) days **from the date of the last publication** to file a written response. After the thirty (30) day waiting period, fill out, sign and notarize the *Affidavit Following Service by Publication*. You must attach the *Affidavit of Publisher*. The newspaper will send you the *Affidavit of Publisher* after it completes publishing the *Notice*. File the *Affidavit Following Service by Publication* with the Court. If the other party fails to respond by that time limit, you may follow the procedures for default as discussed in your other packet.

Recap for Serving by Publication:

1. Fill out a *Motion and Affidavit to Allow Service by Publication* and the captions of the *Order for Service by Publication* and the *Notice of Publication*.
2. After the Judge signs the *Order*, the Clerk will complete and sign the *Notice of Publication*.
3. If you know the other party's address, you must supply the Clerk with the envelope and proper postage to mail the documents to the Defendant/Respondent by registered or certified mail marked "restricted delivery".
4. Contact the newspaper and pay the fee to have the *Notice of Publication* published once per week for 4 weeks.
5. Wait 30 days.
6. Fill out the *Affidavit Following Service by Publication* and file it with the Court. Be sure to attach the *Affidavit of Publisher*, which is a form the newspaper will prepare and send to you.
7. Service has now been completed and you may proceed with the next step in your prior packet.

Look at Rule 4(l) of the Wyoming Rules of Civil Procedure for more details.

B. The following form is needed for service by registered or certified mail:

- Affidavit to Allow Service by Registered or Certified Mail

If the Defendant/Respondent lives outside of Wyoming and you know their address, you may serve the Defendant/Respondent by registered or certified mail. To serve a person by registered or certified mail, you need to pay a fee and ask the Clerk to mail the *Notice* to the Defendant/Respondent. You need to have everything ready before going to the Clerk.

- First, complete the *Affidavit to Allow Service by Registered or Certified Mail* and make two copies.
- Second, fill out the *Summons*. The address in the *Summons* must match the address in the *Affidavit to Allow Service by Registered or Certified Mail*. Remember that you do not sign the *Summons*, the Clerk does.
- Third, prepare an envelope for the Clerk to send to each Defendant/Respondent. Make sure you have the correct addresses and proper postage on the envelope. Then complete the registered or certified mail forms and mark them as "Restricted Delivery" with return receipt requested.
- Fourth, gather the document that you want to serve and make two copies. This should be the *Petition* or *Motion*, depending on what you are trying to do.
- Fifth, make sure you have an extra copy of everything for your records.

Bring all of the above materials to the Clerk, including *Summons* and the *Petition/Motion*. Pay the fee and the Clerk will mail the documents to the Defendant/Respondent. When the Clerk gets the signed mail receipt from the Defendant/Respondent, the Clerk will file the receipt and record that service is complete. See Wyoming Rules of Civil Procedure Rule 4(l) and 4(r).

Recap for Serving by Registered or Certified Mail:

1. Fill out an *Affidavit to Allow Service by Registered or Certified Mail* and file an original and two copies with the Clerk.
2. Take an envelope with proper postage, and the registered or certified mail postal forms marked “restricted delivery,” to the Clerk so that the Clerk can mail the documents to the Defendant/Respondent.
3. Once service has been completed, you may proceed with the next step in your prior packet.

Look at Rule 4(l) and (r) of the Wyoming Rules of Civil Procedure for more details.

2. Waiver of Fees. If you are unable to pay the fees, you may ask the Judge to waive the costs of the filing and service fees with an *Affidavit of Indigency and Request for Waiver of Filing Fees and All Fees Associated Therewith*, together with the *Order on Request for Waiver of Filing Fees and All Fees Associated Therewith*. (You cannot waive the cost of the newspaper publication fee.) The Judge will then decide whether or not to grant your request. Procedures and policies vary from court to court so there is no guarantee that you will not have to pay fees.

Recap for Requesting a Waiver of Fees:

1. Fill out an *Affidavit of Indigency and Request for Waiver of Filing Fees and All Fees Associated Therewith*;
2. Fill out an *Order on Request for Waiver of Filing Fees and All Fees Associated Therewith*;
3. File both the *Affidavit* and the *Order* with the Court;
4. The Judge will determine whether or not you will need to pay the filing fees and service fees in your action and will mail a copy of the *Order* to you.

3. Motion Forms. It is recommended that you ask an attorney for help. However, if you need to make a request of the Court (or respond to a request) before the Court enters its final order, this packet contains the following forms to help you:

- Motion
- Response to Motion
- Order on Motion

For each motion you wish to file, you must complete the *Motion* form as well as the *Request for Setting* and *Order Setting Hearing* forms that are in your original packet. You must file all three (3) forms with the Clerk’s office. The *Request for Setting* allows the court to hear about your motion and to decide whether to grant your request. It also tells the court what the hearing is for and the amount of time needed. The Judge will fill in the hearing date and time and return the *Order Setting Hearing* to you. For each form you file, you must give the Clerk an addressed, stamped envelope for both you and the other party.

Fill out the *Order on Motion* form by completing the caption and the addresses for you and the other party. Then submit the *Order on Motion* with your *Motion*. The Judge will either fill out the rest, or tell you their decision at the hearing so that you can write it down on the *Order* for the Judge to sign.

Responding to a Motion: If the other party files a motion, you should fill out a *Response to Motion* form and state your objections, if any, to the other party's request. If you fail to respond in writing, you may not be allowed to respond at the hearing and the other party may be given what they asked for in the motion. Generally, you must file your *Response* and deliver it to the other party by the earlier of two dates: 1) within twenty (20) days from the date it was mailed to you; or 2) if there is a hearing, at least three (3) days before the hearing date. If there are any documents or other evidence you wish the judge to consider, attach it to your *Response*.

Attend Hearing: Attend the hearing scheduled by the Court. It is important that you show up on time and that you dress appropriately.

Recap for Motion Forms:

1. Fill out the *Motion* and the caption and addresses of the parties on the *Order on Motion*.
 - **If you only need to respond to a motion, fill out the *Response to Motion* and file it with the Court. Be sure to send a copy to the other party. Attend any hearing you receive notice of.**
2. Fill out a *Request for Setting* and *Order Setting Hearing* – these forms are contained in your prior packet.
3. File the *Motion*, *Order on Motion*, *Request for Setting*, and *Order Setting Hearing* with the Clerk.
 - Make two copies of each document (one is for your records).
 - Take an original and two copies of each document to file with the Clerk's office. You will need to send a copy of any filed document to the Defendant/Respondent.
 - Take two (2) addressed and stamped envelopes (one addressed to you and one to the other party) with enough postage to cover the cost of mailing the *Motion* and the *Order Setting Hearing*.
4. Attend the hearing set by the Court.

4. Dismissal Forms. If you would like to dismiss the pending action for any reason (such as you were unable to serve the other party, or for any other reason you decide you no longer wish to proceed with the *Petition* or *Motion*), you will need the following forms:

- i. Motion to Dismiss Action
- ii. Order of Dismissal

Complete the *Motion to Dismiss Action*. If the Defendant/Respondent has not filed an *Answer* or *Response* to your *Petition* or *Motion*, only the Petitioner/Movant needs to sign the *Motion to Dismiss Action*. If the Defendant/Respondent filed an *Answer* or *Response*, however, both parties will need to sign the *Motion to Dismiss Action*. Be sure to mark the correct box to request that the Court dismisses the action that applies to your case.

Complete the *Order of Dismissal* by filling out the caption and by providing the addresses for you and the other party at the bottom. The Judge will decide whether or not to grant the *Motion*.

Take the *Motion to Dismiss Action* and *Order* to the Clerk for filing. The Clerk will be sure to give the *Order* to the Judge for consideration. You must also give the Clerk two stamped envelopes: one addressed to you and one addressed to the other party. After the Judge signs the *Order*, the Clerk will send you each a copy.

Recap for Dismissal Forms:

1. Fill out the *Motion to Dismiss Action* and have the Defendant/Respondent sign it if they filed an *Answer* or *Response*.
2. Fill out the *Order of Dismissal* by completing the caption and addresses of the parties. The Judge will fill out the rest.
3. Take an original and two copies of each document to file with the Clerk's office. You will need to send a copy of any filed document to the other party. Be sure to bring two (2) addressed and stamped envelopes (one addressed to you and one to the other party).

STATE OF WYOMING)
) SS
COUNTY OF _____)

IN THE DISTRICT COURT
____ JUDICIAL DISTRICT

IN THE MATTER OF THE)
GUARDIANSHIP OF)
_____))
_____))
_____))
_____))
_____))
_____))
[] Minor child(ren) or [] An Adult.)

Probate No. _____

MOTION AND AFFIDAVIT TO ALLOW SERVICE BY PUBLICATION

The Petitioner/Movant asks this court to allow service of process to be made upon the Respondent by publication for the reason that service cannot be made with reasonable diligence by personal service. This motion is made pursuant to Wyoming Statutes §3-2-102(d), and Rule 4(k) of the Wyoming Rules of Civil Procedure.

WHEREFORE, the Petitioner/Movant moves this Court for an Order for Service by Publication.

DATED this _____ day of _____, 20__.

Signature of Petitioner/Movant

STATE OF WYOMING)
) ss.
COUNTY OF _____)

The Petitioner/Movant, being duly sworn upon her/his oath and being of lawful age, states and alleges as follows:

1. I am the Petitioner/Movant in the above referenced matter. Service of a *Summons* cannot be made within this state on the Respondent,

_____ (name of Respondent who cannot be served).

2. The Respondent's address is: _____

_____.

NOTE: Immediately after the first publication, you must deliver to the Clerk of District Court a copy of the publication notice and an envelope to be sent by certified mail/restricted delivery addressed to Respondent with proper postage. The Clerk shall then mail the notice and make an entry on the appearance docket. (Rule 4(1)(2)(B) Wyoming Rules of Civil Procedure)

OR

The Respondent's address is unknown and cannot with reasonable diligence be ascertained. I have made the following efforts to obtain the Respondent's address:

I have called him/her and the telephone number is disconnected and directory assistance has no other telephone number.

I have written the Respondent and my letter was returned [a copy is attached].

I have contacted the Respondent's known relatives and they cannot supply a current address.

Other: _____.

3. I am requesting service by publication in this action pursuant to Wyoming Statutes §3-2-102(d) and Rule 4(k) of the Wyoming Rules of Civil Procedure.

FURTHER, I swear under penalty of perjury that the information I have provided on this form is true and correct.

DATED this ____ day of _____, 20 ____.

Signature

Printed Name: _____

Address: _____

Phone Number: _____

Subscribed and sworn to before me on this ____ day of _____, 20 ____.

WITNESS my hand and official seal.

Notarial Officer

My commission expires: _____

STATE OF WYOMING)
) SS
COUNTY OF _____)

IN THE DISTRICT COURT
____ JUDICIAL DISTRICT

IN THE MATTER OF THE)
GUARDIANSHIP OF)
_____))
_____))
_____))
_____))
_____))
_____))
[] Minor child(ren) or [] An Adult.)

Probate No. _____

ORDER FOR SERVICE BY PUBLICATION

The court has reviewed the Petitioner's/Movant's *Motion and Affidavit for Service by Publication*, and verified [] *Petition for Appointment of Guardian* or [] *Motion to Terminate Guardianship*. It appears that:

1. The Respondent's address is known but service to Respondent cannot be made within the state because Respondent is a nonresident;

OR

The Respondent's address is unknown and cannot with reasonable diligence be ascertained; and

2. Service of process by publication is proper pursuant to Wyoming Statutes §3-2-102(d), and Rule 4(k) of the Wyoming Rules of Civil Procedure.

NOW, THEREFORE, IT IS HEREBY ORDERED that:

1. The Petitioner/Movant will serve process on the Respondent by publishing the Summons in this case in a newspaper of general circulation, in the County of _____ (county where Petition/Motion filed), State of Wyoming, at least once per week for four (4) consecutive weeks. The Summons to be published must contain a statement of the Petitioner's/Movant's claim against the Respondent and the consequence of default if the Respondent fails to appear.
2. Because the Respondent's address is known but Respondent is a nonresident, the Petitioner/Movant will immediately, after the first publication, deliver to the Clerk of District Court a copy of the publication notice and an envelope to be sent by certified mail/restricted delivery addressed to Respondent with proper postage. The Clerk shall

then mail the notice and make an entry on the appearance docket. (Rule 4(1)(2)(B), Wyoming Rules of Civil Procedure)

3. When publication is completed, the Petitioner/Movant will file with the court an Affidavit of Publication, verifying publication of the Summons in accordance with this order.

DATED: _____, 20__.

District Judge

STATE OF WYOMING)
) SS
COUNTY OF _____)

IN THE DISTRICT COURT
____ JUDICIAL DISTRICT

IN THE MATTER OF THE)
GUARDIANSHIP OF)
_____))
_____))
_____))
_____))
_____))
_____))
[] Minor child(ren) or [] An Adult.)

Probate No. _____

NOTICE OF PUBLICATION

NOTICE TO _____ RESPONDENT.

(Print Respondent's Name)

RESPONDENT'S CURRENT ADDRESS: _____

_____.

You are hereby notified that a [] *Petition for Appointment of Guardian* or
[] *Motion to Terminate Guardianship*, Probate Action No. _____, has been
filed in the Wyoming District Court for the _____
Judicial District, whose address is: _____

seeking [] Guardianship of a Minor Child(ren) / Adult or [] Termination of a
Guardianship.

Unless you file an Answer or otherwise respond to the *Petition* or *Motion*
referenced above within 30 days following the last date of publication of this notice, a
Default Judgment will be taken against you and the party's request may be granted.

DATED this ____ day of _____, 20____.

BY CLERK OF COURT:

Clerk of District Court / Deputy

STATE OF WYOMING)
) SS
COUNTY OF _____)

IN THE DISTRICT COURT
____ JUDICIAL DISTRICT

IN THE MATTER OF THE)
GUARDIANSHIP OF)
_____))
_____))
_____))
_____))
_____))
[] Minor child(ren) or [] An Adult.)

Probate No. _____

AFFIDAVIT FOLLOWING SERVICE BY PUBLICATION

STATE OF WYOMING)
) ss.
COUNTY OF _____)

The Petitioner/Movant, being duly sworn upon her/his oath and legal age, states and alleges as follows:

1. I am the Petitioner/Movant in the above-referenced matter.
2. The Respondent's address was known and Respondent resided out-of-state. The Respondent was served by publication once a week for four consecutive weeks and more than 30 days have elapsed since the date of the last publication.
 - A copy of the *Affidavit of Publisher* (usually sent to Petitioner/Movant by newspaper) is attached; AND
 - A copy of the notice of publication was sent by the Clerk of District Court, certified mail to the Respondent; AND
 - A copy of the green card was signed and is included in the court's file; OR
 - The letter was not signed for, see envelope in the court file.

OR

The Respondent's address was unknown despite diligent efforts to discover the address. The Respondent was served by publication once a week for four consecutive weeks. More than 30 days have elapsed since the last publication.

A copy of the *Affidavit of Publisher* (usually sent to Petitioner/Movant by newspaper) is attached.

FURTHER, your affiant sayeth not.

DATED this ____ day of _____, 20__.

Signature
Printed Name: _____
Address: _____
Phone Number: _____

Subscribed and sworn to before me on this ____ day of _____, 20__.

WITNESS my hand and official seal.

Notarial Officer

My commission expires: _____

STATE OF WYOMING)
) SS
COUNTY OF _____)

IN THE DISTRICT COURT
____ JUDICIAL DISTRICT

IN THE MATTER OF THE)
GUARDIANSHIP OF)
_____))
_____))
_____))
_____))
_____))
[] Minor child(ren) or [] An Adult.)

Probate No. _____

AFFIDAVIT TO ALLOW SERVICE BY REGISTERED OR CERTIFIED MAIL

STATE OF WYOMING)
) ss.
COUNTY OF _____)

The Petitioner-Affiant/Movant-Affiant, being duly sworn upon her/his oath and being of legal age, hereby states and alleges as follows:

1. I am the Petitioner/Movant in the above referenced matter. Service of *Summons* cannot be made within the state.

2. The Respondent's address is: _____

3. In accordance with Wyoming Rules of Civil Procedure 4(r), upon the request of any party the clerk shall send by registered or certified mail a copy of the complaint and summons addressed to the party to be served at the address given in this affidavit. The mail shall be sent marked "**Restricted Delivery**," requesting a return receipt signed by the addressee or the addressee's agent who has been specifically authorized in writing by a form acceptable to, and deposited with, the postal authorities. When such return receipt is received signed by the

addressee or the addressee's agent the clerk shall file the same and enter a certificate in the cause showing the making of such service.

4. That I am requesting service by certified mail because the Respondent cannot be served within the state.

FURTHER, I swear under penalty of perjury that the information provided in this form is true and correct.

DATED this ____ day of _____, 20__.

Signature _____
Printed name: _____
Address: _____

Phone Number: _____

Subscribed and sworn to before me on this ____ day of _____, 20__.

WITNESS my hand and official seal.

Notarial Officer

My commission expires: _____

STATE OF WYOMING)
) SS
COUNTY OF _____)

IN THE DISTRICT COURT
____ JUDICIAL DISTRICT

IN THE MATTER OF THE)
GUARDIANSHIP OF)
_____))
_____))
_____))
_____))
_____))
[] Minor child(ren) or [] An Adult.)

Probate No. _____

**AFFIDAVIT OF INDIGENCY AND REQUEST FOR WAIVER
OF FILING FEES AND ALL FEES ASSOCIATED THEREWITH**

THE UNDERSIGNED REQUESTS THE COURT TO WAIVE FILING FEES IN THE ABOVE MATTER. THE UNDERSIGNED FURTHER ADVISES THAT INFORMATION CONTAINED IN THIS AFFIDAVIT IS THE TRUTH, THE WHOLE TRUTH, AND NOTHING BUT THE TRUTH. I FURTHER AUTHORIZE THE COURT TO VERIFY ALL OR ANY PORTION OF THE FOLLOWING INFORMATION:

I. PERSONAL/LIVING ARRANGEMENTS/ RESIDENCE

1. My name is: _____
I am the Petitioner/Movant Respondent in the above matter.
2. Year of Birth: _____ Place of Birth: _____
3. Marital Status: Married Separated Unmarried (single, divorced or widowed)
4. My spouse's name is: _____
5. I currently reside at: _____, _____, _____, _____ How Long? _____
(Physical Address) (City) (State) (Zip) (Yrs-Mos)
(a) Mailing address (if different): _____
(b) I live with: spouse friend roommate parents
6. My Home Number is: (_____) _____ My Work Number is: (_____) _____

- (a) I may be reached during the day at: (_____) _____
- (b) You can leave a message for me at: (_____) _____
- (c) My cell phone number is: (_____) _____

7. I own my home: YES or NO

If **you own** your home:

- (a) I owe \$_____ on the mortgage.
- (b) The monthly mortgage payment is: \$_____
- (c) The house I own could be sold for \$_____
- (d) I pay lot rent of \$_____/mo.

If you **do not** own your home:

- (e) I live with: _____
- (f) I pay \$_____/mo. rent.
- (g) I gave the landlord a damage deposit of \$_____
- (h) I pay lot rent of \$_____/mo.

8. Previous Address: _____, _____, _____, _____
 (Street Address) (City) (State) (Zip)

9. How long at previous address? _____ (Yrs/Mos)

II. OCCUPATION/EMPLOYMENT/INCOME SOURCES:

- 10. My occupation/trade is: _____
- (a) I am employed by: _____
- (b) My monthly GROSS income (before deductions, tax, etc.) is: \$ _____
- (c) My monthly NET income (after deductions) is: \$ _____
- (d) I am unemployed, the last time I worked was: _____
- (e) My last place of employment was: _____
- (f) If currently unemployed, please disclose the amount of your last paycheck: \$ _____

(g) I have the following OTHER sources of income:

- Social Security \$ _____
- Workers' Comp. \$ _____
- TANF Benefits \$ _____
- Veteran's Benefits \$ _____
- Welfare \$ _____
- Child Support \$ _____
- Unemployment \$ _____ Wks/Mos Remaining: _____
- Other \$ _____

III. ASSETS:

11. I have the following cash, or other liquid assets, on hand: \$ _____

12. I and my spouse (if married) have the following savings and/or checking accounts:

NAME OF BANK	LAST 4 DIGITS OF ACCOUNT NO.	CURRENT BALANCE

13. I own the following vehicles, recreational vehicles, ATV's, motorcycles, tractors, boats, jet skis, etc:

YEAR	MAKE / MODEL	APPROX. VALUE

14. (a) My friends or family can give or loan me \$_____ for the expenses of this action.
 (b) I can borrow \$_____ for the expenses of this action.
 (c) I own other real estate (other than primary residence) worth approximately \$_____.
 (d) I do do not expect to receive a \$_____ tax refund on _____.
 (e) I am owed accounts receivable worth about \$_____.
 (f) I own machinery or equipment worth approximately \$_____.
 (g) Estimated value of household furniture and appliances is \$_____.
 (h) I own clothing and jewelry worth approximately \$_____.
 (i) I own guns worth approximately \$_____.
 (j) I own tools worth about \$_____.

IV. DEBTS/OBLIGATIONS:

15. I, or my spouse, (if married) have the following credit cards:

CREDIT CARD/LAST 4 DIGITS OF ACCOUNT #	MONTHLY PMT.	AMOUNT OWING	CREDIT LINE

16. I have the following monthly payments (including utilities, i.e. telephone, cable, etc.):

PAYABLE TO	MONTHLY EST. PMTS.	BALANCE OWING

17. I have remaining debt, as follows: (include to whom and the amount owed)

PAYABLE TO/ADDRESS/PHONE NUMBER	MONTHLY PMTS.	BALANCE OWING

V. OTHER:

18. The dependents I claim on my annual income tax returns are:

NAME (Initials Only)	RELATIONSHIP	NAME (Initials Only)	RELATIONSHIP
1)		4)	
2)		5)	
3)		6)	

19. I have read, am familiar with, and understand the following law of the State of Wyoming:

“A person commits a felony punishable by imprisonment for not more than two (2) years, a fine of not more than two thousand dollars (\$2,000), or both, if, while under a lawfully administered oath or affirmation in a matter where an oath is authorized by law, he knowingly makes a false certificate, affidavit, acknowledgment, declaration or statement other than in a judicial or administrative proceeding.” Wyoming Statute § 6-5-303.

 Signature
 Printed Name: _____
 Address: _____
 Phone Number: _____

STATE OF WYOMING)
)
 COUNTY OF _____)

Subscribed and sworn to before me by _____ this _____ day
 of _____, 20____.

WITNESS my hand and official seal.

 Notarial Officer

My Commission Expires: _____

STATE OF WYOMING)
) SS
COUNTY OF _____)

IN THE DISTRICT COURT
____ JUDICIAL DISTRICT

IN THE MATTER OF THE)
GUARDIANSHIP OF)
_____))
_____))
_____))
_____))
_____))
[] Minor child(ren) or [] An Adult.)

Probate No. _____

**ORDER ON REQUEST FOR WAIVER OF FILING FEES AND ALL FEES
ASSOCIATED THEREWITH**

This matter has come before the Court on the *Affidavit of Indigency and Request for Waiver of Filing Fees and All Fees Associated Therewith*. The Court having reviewed the Affidavit, the Court hereby finds and orders as follows:

1. The request for waiver of filing fees and all fees associated therewith, including service of process fees, is GRANTED.
2. The request for waiver of filing fees and all fees associated therewith is DENIED.

DONE this _____ day of _____, 20_____.

District Court Judge

Copies sent to:

Petitioner's/Movant's/Respondent's Address or his/her Attorney's Name and Address:

STATE OF WYOMING)
) SS
COUNTY OF _____)

IN THE DISTRICT COURT
____ JUDICIAL DISTRICT

IN THE MATTER OF THE)
GUARDIANSHIP OF)
_____))
_____))
_____))
_____))
_____))
[] Minor child(ren) or [] An Adult.)

Probate No. _____

MOTION FOR _____
(describe what you are requesting from the Court)

I am the Petitioner/Movant Respondent in this action. I am requesting that:

(Describe what you would like the Court to do for you) – TYPE OR PRINT CLEARLY-

Attach additional sheets of paper if needed.

My reasons are:

Attach additional sheets of paper if needed.

DATED this _____ day of _____, 20____.

Signature
Printed Name: _____
Address: _____
Phone Number: _____

CERTIFICATE OF SERVICE

I certify that on _____ (date) the original of this document was filed with the Clerk of District Court; and, a true and accurate copy of this document was served on the other party by Hand Delivery OR Faxed to this number _____ OR by placing it in the United States mail, postage pre-paid, and addressed to the following:

(Print name and address of other party)

TO: _____

Your signature

Print name

STATE OF WYOMING)
) SS
COUNTY OF _____)

IN THE DISTRICT COURT
____ JUDICIAL DISTRICT

IN THE MATTER OF THE)
GUARDIANSHIP OF)
_____))
_____))
_____))
_____))
_____))
[] Minor child(ren) or [] An Adult.)

Probate No. _____

RESPONSE TO MOTION FOR _____
(insert name of Motion)

I am the Petitioner/Movant Respondent in this action. I respond to the allegations in the Motion as follows:

(Describe why you disagree with what is stated in the motion and what you would like the Court to do instead) – TYPE OR PRINT CLEARLY-

Attach additional sheets of paper if needed.

My reasons are:

Attach additional sheets of paper if needed.

DATED this _____ day of _____, 20____.

Signature
Printed Name: _____
Address: _____
Phone Number: _____

CERTIFICATE OF SERVICE

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(Print name and address of other party)

TO: _____

Your signature

Print name

STATE OF WYOMING)
) SS
COUNTY OF _____)

IN THE DISTRICT COURT
____ JUDICIAL DISTRICT

IN THE MATTER OF THE)
GUARDIANSHIP OF)
_____))
_____))
_____))
_____))
_____))
[] Minor child(ren) or [] An Adult.)

Probate No. _____

ORDER ON MOTION FOR _____
(insert name of Motion)

THIS MATTER, having come before the Court on Petitioner's/Movant's or
 Respondent's *Motion for* _____; and the Court
having considered the same and being otherwise fully advised, hereby FINDS AS
FOLLOWS: _____

IT IS THEREFORE ORDERED:

THE MOTION IS Denied Granted Other _____

SO ORDERED this _____ day of _____, 20_____.

DISTRICT COURT JUDGE

Copies sent to:

Petitioner/Movant's or Petitioner's/Movant's Attorney's Name and Address:

Respondent's or Respondent's Attorney's Name and Address:

STATE OF WYOMING)
) SS
COUNTY OF _____)

IN THE DISTRICT COURT
____ JUDICIAL DISTRICT

IN THE MATTER OF THE)
GUARDIANSHIP OF)
_____))
_____))
_____))
_____))
_____))
[] Minor child(ren) or [] An Adult.)

Probate No. _____

REQUEST FOR SETTING

_____ (name), Petitioner/Movant or
 Respondent, respectfully requests a time and date for a hearing/trial of the above-captioned
matter concerning _____
_____. Time requested for the hearing/trial: Hours _____ Minutes _____.

Notice: Any party requesting the reporting of a particular matter by the official court reporter shall make a request to the appropriate official court reporter as soon as possible, but no later than **three (3) working days** before the matter is set for hearing. You can provide notice to the court reporter by phone or by submitting a written request. Please note that if providing notice through the mail, the request must be received by the court reporter no later than three working days prior to the hearing. The Clerk of District Court will be able to inform you which court reporter to contact. The three-day notice requirement will not be waived by the Court. The notice is required for all civil matters including jury trials. If a hearing is not recorded by an official court reporter, a transcript of the hearing will not be available. It is very difficult to appeal the Judge's decision if you do not have a transcript of everything that is said at the trial. Rule 904 of the Uniform Rules of the District Courts of the State of Wyoming.

DATED this _____ day of _____, 20____.

Signature
Phone Number: _____
Address: _____

CERTIFICATE OF SERVICE

I certify that on _____ (date) the original of this document was filed with the Clerk of District Court; and, a true and accurate copy of this document was served on each of the following:

*Must be sent to every party to the case or their attorney if represented. Print the other party's or other party's attorney's **Name** and **Address**. You must indicate **Method of Service**.*

Other Party's/Other Party's Attorney's Name and Address	Method of Service
	<input type="checkbox"/> Hand Delivery <input type="checkbox"/> Faxed to this number: _____ <input type="checkbox"/> Placed in United States Mail
	<input type="checkbox"/> Hand Delivery <input type="checkbox"/> Faxed to this number: _____ <input type="checkbox"/> Placed in United States Mail
	<input type="checkbox"/> Hand Delivery <input type="checkbox"/> Faxed to this number: _____ <input type="checkbox"/> Placed in United States Mail
	<input type="checkbox"/> Hand Delivery <input type="checkbox"/> Faxed to this number: _____ <input type="checkbox"/> Placed in United States Mail

Your signature

Print name

STATE OF WYOMING)
) SS
COUNTY OF _____)

IN THE DISTRICT COURT
____ JUDICIAL DISTRICT

IN THE MATTER OF THE)
GUARDIANSHIP OF)
_____))
_____))
_____))
_____))
_____))
_____))
[] Minor child(ren) or [] An Adult.)

Probate No. _____

ORDER SETTING HEARING

THIS MATTER, having come before the Court on a Request for Setting; and the Court having considered the same and being otherwise fully advised, hereby finds said matter should be set for a hearing.

IT IS THEREFORE ORDERED, that a hearing on the _____ is hereby scheduled for Courtroom No. _____ of the _____ County Courthouse, located at _____, Wyoming on the _____ day of _____, 20____, commencing at __ :__ o'clock __.M., (_____) minutes/hour(s)/day(s) have been set aside for the hearing of this matter. There will be no continuances or canceling of the hearing date based on telephone calls.

DATED this _____ day of _____, 20____.

DISTRICT COURT JUDGE

Copies sent to:

Petitioner's/Movant's Name and Address or Petitioner's/Movant's Attorney's Name and Address

Respondent's or Respondent's Attorney's Name and Address

STATE OF WYOMING)
) SS
COUNTY OF _____)

IN THE DISTRICT COURT
____ JUDICIAL DISTRICT

IN THE MATTER OF THE)
GUARDIANSHIP OF)
_____))
_____))
_____))
_____))
_____))
_____))
[] Minor child(ren) or [] An Adult.)

Probate No. _____

MOTION TO DISMISS ACTION

1. Pursuant to Wyoming Rules of Civil Procedure 41, Petitioner/Movant and/or Defendant/Respondent ask(s) the court to dismiss this action for the following reasons: _____

2. Defendant/Respondent has NOT filed an *Answer* or *Response*; OR
 Defendant/Respondent filed an *Answer* or *Response* but agrees to the dismissal as verified by his/her signature on this document; OR
 Defendant/Respondent filed an *Answer and Counterclaim* but has agreed in writing to the dismissal of his/her *Counterclaim* together with the dismissal of the *Petition for Appointment of Guardian*; or *Motion to Terminate Guardianship* as verified by his/her signature on this document.

3. It is hereby requested that:
 Petitioner's/Movant's *Petition for Appointment of Guardian*; or *Motion to Terminate Guardianship*, and this action be dismissed without prejudice, and, if applicable;
 Defendant/Respondent's *Counterclaim* be dismissed without prejudice.

DATED this _____ day of _____, 20____.

Petitioner/Movant's Signature
Printed Name: _____
Address: _____
Phone Number: _____

Defendant/Respondent must sign if an Answer or Counterclaim is filed:

Defendant/Respondent's Signature
Printed Name: _____
Address: _____
Phone Number: _____

CERTIFICATE OF SERVICE

I certify that on _____ (date) the original of this document was filed with the Clerk of District Court; and, a true and accurate copy of this document was served on the other party by Hand Delivery OR Faxed to this number _____ OR by placing it in the United States mail, postage pre-paid, and addressed to the following:

(Print name and address of other party)

TO: _____

Your signature

Print name

STATE OF WYOMING)
) SS
COUNTY OF _____)

IN THE DISTRICT COURT
____ JUDICIAL DISTRICT

IN THE MATTER OF THE)
GUARDIANSHIP OF)
_____))
_____))
_____))
_____))
_____))
[] Minor child(ren) or [] An Adult.)

Probate No. _____

ORDER OF DISMISSAL

This matter has come before the Court on Petitioner/Movant's and/or
 Defendant/Respondent's *Motion to Dismiss*. The Court, having reviewed the *Motion*,
hereby finds and orders as follows:

1. The *Motion to Dismiss* is GRANTED without prejudice.
2. The *Motion to Dismiss* is DENIED for the following reason(s):

DONE this _____ day of _____, 20_____.

District Court Judge

Copies sent to:

Petitioner/Movant or their Attorney's Name and Address:

Defendant/Respondent or their Attorney's Name and Address:

