

## CASPER MUNICIPAL COURT FAQs

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### **1. WHEN DO I HAVE COURT?**

The time and date for each court appearance is located at the bottom of each citation.

### **2. WHAT IS THE AMOUNT I HAVE TO PAY?**

The full bond schedule is located on the City's website under Municipal Court, and that is the amount you will have to pay unless otherwise determined by a Judge.

### **3. HOW CAN I CONTACT THE COURT?**

The Casper Municipal Court is located at 201 North David Street, Casper, WY 82601 which is in the Hall of Justice on the fifth floor. Hours of operation: 8:00-5:00 Mon- Fri. Phone: 307-235-8267.

### **4. HOW DO I REQUEST AN INTERPRETER?**

If an interpreter is required for any proceeding, contact Municipal Court one week prior to your scheduled proceeding. The court provides this service to ensure that non-English speakers receive the same protection and due process as English speakers, and can fully understand the court proceedings.

The court is always in need of interpreters: if you fluently speak and write a foreign language please contact the court if you would like to become a court interpreter.

#### **5. 24/7 PROGRAM**

If you have been ordered to complete the 24/7 program through the Natrona County Detention Center, intakes are on Wednesday's at 11:00 am. You will need to bring \$32.00 to that intake. You will test twice daily between 7am-9am and 7pm-9pm. You will be subject to the rules of the 24/7 program.

#### **6. COMMUNITY SERVICE**

All community service needs to go through Jen Miner. Her office is across from the Casper Police Department window in the Hall of Justice. Her contact information can be found at:

<https://casperpolice.org/staff-directory/name/jennifer-miner/>

#### **7. "FIX IT" TICKETS-NOTATION INCLUDED ON TICKET**

- Eligible Citations:
  - No insurance
  - No proof of insurance
  - Failure to License-Animals
  - Other citations, as noted on the citation by the officer
- What do I do?
  - Bring a copy of your ticket with proof of insurance or current license for the animal to the Community Service Office of the Casper Police Department in the Hall of Justice at 201 North David Street, Casper, Wyoming 82601. Bring the stamped citation to the Court office on the 5th floor.

#### **8. HOW CAN I PAY MY BOND AND/OR FINES?**

Currently the Court can accept payments in person, by mail, or online at [www.caspertix.com](http://www.caspertix.com). Must appear cases are exempt from payment until after a court hearing with the Judge.

#### **9. WHAT WILL HAPPEN IF I DO NOT APPEAR ON MY COURT DATE AND DO NOT PAY MY FINE?**

Failure to resolve your charges through payment or court appearance on the date your court hearing is scheduled will result in a Failure to Appear Warrant for your arrest. This will also add an additional \$250 to your existing charge.

#### **10. HOW DO I HANDLE TICKETS GIVEN BY THE SHERIFF OR HIGHWAY PATROL?**

Both Sheriff's Department and Highway Patrol tickets are typically processed through the Circuit Court. Please call 307-235-9266, for information on those tickets.

#### **11. DO I HAVE AND WARRANT AND WHAT DO I DO IF I HAVE A WARRANT?**

- To find out if you have a warrant, go to <http://www.casperwy.gov/cms/One.aspx?portalId=63067&pageId=95114>
- If you have a warrant:
  - You must come to the Municipal Court Office. Tell the Customer Service Representative that you have a warrant. Your warrant will be served to you at the counter – **if you want to be seen the same day, you must be at the window no later than 8:15**. You will be asked to wait in the lobby and your case will be added to the docket to see the Judge at the 9:00 a.m. court session.

- If your charge is not a must appear charge, you can pay your fine on the original charge, plus the fine for the warrant in full with **CASH**.

## **12. CAN I RESCHEDULE MY COURT DATE?**

The court does allow you to reschedule your initial court appearance one time, within a two week period of your assigned court date. You must come to the Municipal Court and sign a change of setting or fill out the online form at <http://www.casperwy.gov/cms/One.aspx?portalId=63067&pageId=270797> and submit to the court.

## **13. I POSTED A BOND FOR SOMEONE, HOW DO I GET MY MONEY BACK?**

If the Defendant appears for their schedule court appearances, after the case is completely finished you can appear at the Municipal Court Office with the original bond receipt and the bond return process will start. If you do not have the original bond receipt, the person who posted the bond must bring their ID to the Municipal Court Office and a check will be issued within 30 days.

## **14. I RECEIVED A JUROR QUESTIONNAIRE WHAT DO I DO?**

- Jurors are randomly selected from voting and drivers' license records of Casper residents. This list is provided to the Casper Municipal Court through the Wyoming Attorney General's Office.
- Wyoming State Statute §1-11-104 provides: "A juror may not be excused for trivial cause or for hardship or inconvenience to his business, but only when material injury or destruction to his property or property entrusted to him is threatened, or when his health or the sickness or death of a member of his family requires his absence. A person may be excused at his request if he is over seventy-two (72) years of age. A person may be excused from jury duty when the care of the person's young children requires his absence. Any person who has served on a jury shall, upon request, be excused from further jury service in that court for the remainder of that jury term and in the discretion of the court may be excused from jury service for the following jury term."
- Automatic exemptions from Jury Duty include:
  - If you are seventy-two (72) years of age or older
  - If you are salaried member of a police or fire department
  - If you are an elected public official
  - If you live outside the city limits of Laramie
  - If you are a convicted felon
  - If you are not a U.S. citizen
  - If you are an undertaker
- If you want to request an exemption, please fill out pages two and three of your questionnaire. The Judge will review your request and you will receive a letter stating whether the Judge has granted or denied your request.
- You will be notified one week prior to the Jury Trial if your services as a juror are required. These trials typically last one day however the trial could go until late evening or even the next day. The court can provide you with a letter excusing you from work or school to serve on the jury.

**15. HOW DO I GET AN ACCIDENT REPORT?**

Police Records, 201 N David 1st Floor, 307-235-8300 or a link can be found at <https://casperpolice.org/records-request-and-fees/>

**16. DOES A PARKING TICKET AFFECT MY DRIVING RECORD?**

Parking tickets are not moving violations and are not reported to WYDOT.

**17. HOW MANY TICKETS CAN I GET BEFORE MY LICENSE IS SUSPENDED?**

Contact WYDOT at 307-777-4800 or information can be found at [http://www.dot.state.wy.us/home/driver\\_license\\_records/suspensions.html](http://www.dot.state.wy.us/home/driver_license_records/suspensions.html)

**18. HOW CAN I FIND OUT WHY MY LICENSE WAS SUSPENDED?**

Contact WYDOT at 307-777-4800 or information can be found at [http://www.dot.state.wy.us/home/driver\\_license\\_records/suspensions.html](http://www.dot.state.wy.us/home/driver_license_records/suspensions.html)

**19. HOW DO I CONTACT THE YOUTH DIVERSION PROGRAM?**

Youth Diversion is located in the District Attorney's office, 201 N David Street, 4th Floor, Casper, WY 82601 or call 307-235-9223.

**20. CAN I GO TO DRIVING SCHOOL TO GET MY TRAFFIC TICKET DISMISSED?**

The Casper Municipal Court does not offer driving school as a dismissal option at this time.

**21. DOES WYOMING HAVE A POINT SYSTEM FOR TRAFFIC OFFENSES?**

No.

**22. WHERE DO I GO TO GET A MARRIAGE LICENSE?**

Contact the Natrona County Clerk, 200 N. Center Street, Casper, WY, 82601 or call 307-235-9421

**23. HOW DO I GET PAPERWORK FOR A DIVORCE?**

Contact the District Court, 115 N Center 1st Floor, Casper, WY 82601 or call 307-235-9243 or <https://www.courts.state.wy.us/legal-assistances-and-forms/court-self-help-forms/>

**24. HOW DO I GET A RESTRAINING ORDER?**

Contact the Circuit Court, 115 N Center Street 4th Floor, Casper, WY 82601 or call 307-235-9266

**25. WHERE DO I FILE A SMALL CLAIMS SUIT?**

Contact the Circuit Court, 115 N Center Street 4th Floor, Casper, WY 82601 or call 307-235-9266

**26. WHERE DO I GO TO GET HELP WITH AN EVICTION?**

Contact Natrona County Sheriff's Department, 201 N. David 2<sup>nd</sup> floor, 307-235-9282

**27. HOW CAN I GET A COPY OF MY RECORDS?**

Fill out a request form which can be found online at [http://www.casperwy.gov/UserFiles/Servers/Server\\_62983/File/Government/Courts/Court%20Copies%20-%20Records%20Request.pdf](http://www.casperwy.gov/UserFiles/Servers/Server_62983/File/Government/Courts/Court%20Copies%20-%20Records%20Request.pdf) and return to the Municipal Court. A \$10.00 fee will be due with the request form.

**28. OTHER AGENCY PHONE NUMBERS:**

- Natrona County Circuit Court—307-235-9266
- Natrona County District Court—307-235-9243
- Natrona County Detention Center-307-235-9524