

**EXECUTIVE ORDER**

In accordance with the authority granted to the Chief Justice of the Rhode Island Supreme Court pursuant to G.L. 1956 § 8-15-2 and in order to provide a procedure for courthouse access to electronic case files, it is hereby ordered as follows:

One or more public computers will be placed in the clerk's office or in designated areas for each court in all courthouses. The public computer shall display the Public Access Portal, which is the point of entry for access to electronic case information from the Judiciary's database whether at the courthouse or remotely. The database is an electronic collection of court records displayed as a Register of Actions or a Docket Sheet, which is a list of parties, case events, document filings, or other activities in a case set forth in chronological order.

When viewing the Register of Actions or Docket Sheet at the public computer, access will be granted to the public documents only. Documents on a case that are designated as non-public or sealed that are either on the Register of Actions or Docket Sheet or on the listing of docket events will not be viewable.

If a person requests a copy of a public document(s), he or she can print it from the public computer to the printer in the clerk's office. There will be a charge of 10 cents per page. If the copies of documents are numerous and the person does not want to print them, the request should be directed to the court employee at the counter and the court employee can print them or will set up a time for the person to return to pick up the copies. The court employee will determine the number of pages to be printed. The person shall make full payment before printing occurs.

If the person states that he or she is an attorney or a party on the case and is requesting to view a non-public document, the court employee shall verify the person's identity to confirm that the person is an attorney or a party on the case before allowing the person to view non-public documents from the counter computer. The acceptable forms of identification for verification are attached hereto as Exhibit A. When viewing the Register of Actions or Docket Sheet at the counter computer, access will be granted to view non-public documents on a case but not sealed documents.

If a person requests a copy of a non-public document(s), there will be a charge of 10 cents per page. If the copies of the non-public documents are numerous, the court employee can print them or will set up a time for the person to return to pick up the copies. The court employee will determine the number of pages to be printed. The person shall make full payment before printing.

Pursuant to the Rhode Island Judiciary Rules of Practice Governing Public Access to Electronic Case Information Rule 5(d), “[e]xhibits are designated as non-public for purpose of Remote Access due to the construct of the Public Access Portal.” However, “[e]xhibits are designated as Public at the courthouse.” Due to the construct of the Public Access Portal, exhibits will be marked as non-public in the Register of Actions or Docket Sheet at the public computers. All requests to view an exhibit(s) shall be directed to the court employee at the counter. An attorney or a party on the case shall have full access to the non-public case files at the counter computer. If the request to view an exhibit(s) on a case is from the public, the public shall view the exhibits from the counter computer.

This Executive Order shall take effect on November 5, 2014.

Entered as an Executive Order of this Court this 3<sup>rd</sup> day of November 2014.

ENTER:

By Order,

\_\_\_\_\_/s/\_\_\_\_\_  
Paul A. Suttell  
Chief Justice

\_\_\_\_\_/s/\_\_\_\_\_  
Clerk

## **EXHIBIT A**

The following are acceptable forms of identification to view non-public documents on a case, if they include a recent and recognizable photograph as well as a first and last name, to present to a clerk to verify that a person is a party on a case:

- Driver's license
- State-issued identification card
- United States foreign passport
- United States passport card
- United States military identification card
- United States permanent resident card (green card)
- Immigration and Naturalization Service form I-688 (temporary resident card)
- Immigration and Naturalization Service form I-688B or I-766 (employment authorization card)
- National identification card
- Consular identification card (issued by some governments to citizens living abroad)
- Employee identification card
- Student identification card
- Credit cards with photograph