



# REQUEST TO INSPECT AND/OR COPY DOCUMENTS OR RECORDS OR REQUEST FOR ELECTRONIC INFORMATION OR REPORT

Rhode Island General Laws Title 38, Chapter 2 entitled "Access to Public Records" (APRA) governs the public's access to certain records. APRA applies only to the Judiciary's *administrative functions* (those matters that pertain to the administration of the Judiciary) and does *not* apply to its judicial functions (those matters that pertain to litigants and their proceedings before the court). See § 38-2-2(4)(i)(I), § 38-2-5 (3); and Rhode Island Judiciary "Policy Regarding the Request for and Production of Electronic Information" effective December 19, 2006. In addition, there are other exceptions to APRA that may apply to your request.

You are not required to provide identification or the reason you seek the information, however, in order to fulfill your request in an expeditious manner, we ask that you fill out this request form. If your request falls under APRA, a public body has ten (10) business days to respond. If you feel that you have been denied access to records that fall under APRA, you have the right to petition the State Court Administrator for a review of the determination. Requests for court cases or reports derived from court cases are not governed by the Access to Public Records Act. Court case files are available for inspection in the respective Clerk's Office during normal business hours.

- REQUEST TYPE:**
- Inspect Documents/Records                       Obtain Copies of Documents/Records
- Obtain Electronic Information/Report (Non APRA Request)                       Other \_\_\_\_\_

**REQUESTOR:** \_\_\_\_\_

**NAME OF BUSINESS** (if applicable): \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**INFORMATION OR REPORT REQUESTED:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FORMAT:**     Paper     Fax     E-mail (if available)     CD-ROM     Other \_\_\_\_\_

SUBMIT THIS COMPLETED FORM TO:    Mr. Craig Berke  
Office of Community Outreach and Public Relations  
250 Benefit Street, Providence, Rhode Island, 02903  
Tel: (401) 222-4580    Fax: (401) 222-8632  
Email: [cberke@courts.ri.gov](mailto:cberke@courts.ri.gov)

\_\_\_\_\_  
SIGNATURE OF REQUESTOR

DATE: \_\_\_\_\_

**OFFICE USE ONLY:** Request received by \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ AM/PM.