

**PROVISIONAL ARTICLE X.
RULES GOVERNING ELECTRONIC FILING**

Rule 1. General

- a. Title
- b. Purpose, Scope and Applicability
- c. Definitions
 - 1. Case Initiating Document(s)
 - 2. Case Management System (CMS)
 - 3. Conventional Service
 - 4. Electronic Case Information
 - 5. Electronic Document
 - 6. Electronic Filing
 - 7. Electronic Filing System (EFS)
 - 8. Electronic Service
 - 9. Non-public Document
 - 10. Personal Identifying Information
 - 11. Registered User
 - 12. Rhode Island Judiciary Rules of Practice Governing Public Access to Electronic Case Information
 - 13. Rhode Island Judiciary User Guide for Electronic Filing
 - 14. Sealed Document
 - 15. Usage Agreement
- d. Technical Requirements
- e. Forms
- f. Civil Case Cover Sheet

Rule 2. Official Court Record

- a. Official Court Record
- b. Scanning of Court Records
- c. Documents Scanned by the Court
- d. Court Control Over Court Records
- e. Paper on demand system

Rule 3. Registration for Use of the Electronic Filing System

- a. Usage Agreement
- b. Self-represented Litigants
- c. Attorney Waiver
- d. Misuse of the Electronic Filing System

Rule 4. Requirements for Use of Electronic Filing System

- a. Document Type and Format
- b. Non-conforming Documents
- c. Documents Shall be Self-contained

Rule 5. Time

- a. Availability of Electronic Filing System
- b. Time of Filing
- c. Clerk Review; Acceptance/Rejection Procedure
- d. Technical Errors; Relief

Rule 6. Service of Electronic Documents

- a. Applicability
- b. Consent to Electronic Service
- c. Service Upon Registered Users

d. Service on Nonregistered Users

e. Certificate of Service

Rule 7. Electronic Signatures and Document Authenticity

a. Judge, Magistrate, Clerk, or Court Reporter Signatures

b. Attorney Signature

c. Self-represented Litigants and Other Registered Users

d. Penalty of Perjury, Acknowledgment, Notarization, and Attestation

e. Documents Requiring Signature of Opposing Parties

f. Certification; Retention of Original Version

Rule 8. Non-public Filings

a. Overview

b. Documents Containing Non-public Information

1. Redaction

2. Submission of Non-public Filing with Court

3. Exchange of Non-public Information with Other Party

4. Access

5. Review

c. Sealed Documents

1. Submission

2. Access

Rule 9. Fees

a. Technology Surcharge

b. Waiver

Rule 10. Sanctions