

## **2.00 Commencement of Action, Service of Process, and Scheduling of Cases**

**2.03 Process, Attachment, Trustee Process, Arrest.** The summons, Small Claims Notice of Suit, Language Assistance Notice, and all other required documents shall be served together. The most current version of the forms are located on the Judiciary's website at [www.courts.ri.gov](http://www.courts.ri.gov) under the heading of Public Resources, Forms. The cost assessed to a defendant shall not exceed the cost established by G.L. § 9-29-9. For purposes of service of process upon corporations and on persons outside of the State of Rhode Island, subsections (D)(3) and (E), respectively, shall apply.

- (B) *Summons: Issuance.* The summons, as provided in subdivision (A) of this rule, shall be issued in the following manner:
- (1) For attorneys and self-represented litigants who are Registered Users, a summons shall be generated by the court and attached to the case following the acceptance of the complaint, Civil Case Cover Sheet, and all other required documents by the court. Registered Users can retrieve the summons through the Public Access Portal;
  - (2) For incarcerated individuals, a summons shall be generated electronically by the court and mailed to the individual upon the acceptance of the complaint, Civil Case Cover Sheet, and all other required documents by the court; and
  - (3) For attorneys who are granted a waiver pursuant to Art. X, Rule 3(c) of the Rhode Island Supreme Court Rules Governing Electronic Filing and self-represented litigants who do not elect to electronically file pursuant to Art. X, Rule 3(b):
    - (i) A summons may be generated electronically by the court and handed to the attorney or self-represented litigant at the time of filing the complaint, Civil Case Cover Sheet, and all other required documents at the clerk's office;
    - (ii) If the complaint, Civil Case Cover Sheet, and all other required documents are mailed to the court, a summons may be generated electronically by the court and mailed to the attorney or self-represented litigant if a self-addressed envelope is included; or
    - (iii) If the complaint, Civil Case Cover Sheet, and all other required documents are mailed to the court, a summons may be generated electronically by the court and the attorney or self-represented litigant may obtain the summons at the clerk's office.

The plaintiff's attorney or a self-represented litigant shall deliver to the person who is to make service the original summons upon which to make his or her return of service and a copy of the summons, Small Claims Notice of Suit, Language Assistance Notice, and all other

required documents for service upon the defendant. Additional summons may be issued against any defendant.