

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 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.

- (D) *Summons: Personal Service.* The summons, Small Claims Notice of Suit, Language Assistance Notice, and all other required documents shall be served together. The plaintiff shall furnish the person making service with such copies as are necessary. Service shall be made as follows:
- (1) Upon an individual other than an incompetent person by delivering a copy of the summons, Small Claims Notice of Suit, Language Assistance Notice, and all other required documents to the individual personally or by leaving copies thereof at the individual's dwelling house or usual place of abode with some person of suitable age and discretion then residing therein or by delivering a copy of the summons, Small Claims Notice of Suit, Language Assistance Notice, and all other required documents to an agent authorized by appointment or by law to receive service of process, provided that if the agent is one designated by statute to receive service, such further notice as the statute requires shall be given.
 - (2) Upon a person for whom a guardian or conservator has been appointed by serving copies of the summons, Small Claims Notice of Suit, Language Assistance Notice, and all other required documents upon such guardian or conservator and upon the incompetent person in the manner provided in paragraph (1) of this subdivision.
 - (3) Upon a private corporation, domestic or foreign, by delivering a copy of the summons, Small Claims Notice of Suit, Language Assistance Notice, and all other required documents to an officer, a managing or general agent, or by leaving a copy of the summons, Small Claims Notice of Suit, Language Assistance Notice, and all other required documents at the office of the corporation with a person employed therein, or by delivering a copy of the summons, Small Claims Notice of Suit, Language Assistance Notice, and all other required documents to an agent authorized by appointment or by law to receive service of process provided that if the agent is one designated by statute to receive service, such further notice as the statute requires shall be given.
 - (4) Upon the state by delivering a copy of the summons, Small Claims Notice of Suit, Language Assistance Notice, and all other required documents to the attorney general or an assistant attorney general.

- (5) Upon a public corporation, body, or authority by delivering a copy of the summons, Small Claims Notice of Suit, Language Assistance Notice, and all other required documents to any officer, director or manager thereof.