

## **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.

- (I) *Amendment.* At any time in its discretion and upon such terms as it deems just, the court may allow any process or proof of service thereof to be amended, unless it clearly appears that material prejudice would result to the substantial rights of the party against whom the process issued.