

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

2.04 Service and Filing of Pleadings and Other Papers

(B) *Service: How Made.*

- (1) Whenever under these rules service is required or permitted to be made upon a party represented by an attorney, the service shall be made upon the attorney unless the court orders service on the party. Motions to withdraw by attorneys and objections thereto must be served upon both the attorney and the party.
- (2) For attorneys and self-represented litigants who are Registered Users, service is made electronically using the EFS.
- (3) For incarcerated individuals, 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), service under subsection (A) is made by:
 - (i) Delivering a copy to the person served by:
 - (a) Handing it to the person;
 - (b) Leaving it at the person's office with a clerk or other person in charge; or
 - (c) Leaving it at the person's dwelling house or usual place of abode with someone of suitable age and discretion residing there.
 - (ii) Mailing a copy to the last known address of the person served. Service by mail is complete on mailing.