



**THE RHODE ISLAND
TRAFFIC TRIBUNAL'S
ELECTRONIC FILING SYSTEM
GUIDELINES**

EFFECTIVE JUNE 8, 2015

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1. Mandatory Electronic Filing

- 1.1 Overview - Pursuant to Article X of the Rhode Island Supreme Court Rules Governing Electronic Filing, electronic filing (efiling) shall be mandatory for all parties except for incarcerated individuals or where a waiver is granted in accordance with Article X, Rule 3(c). Self-represented litigants may electronically file documents in accordance with Article X, Rule 3(b) but are not required to do so. If there are any conflicts between Article X, the Rhode Island Judiciary User Guide for Electronic Filing, and the Rhode Island Traffic Tribunal's Electronic Filing System Guidelines, Article X shall control.

2. Electronic Filing System

- 2.1 Overview - The Rhode Island Judiciary's (Judiciary) electronic filing system (EFS) is called Odyssey File and Serve, a product of Tyler Technologies, Inc. Access to the EFS is located on the Judiciary's website at www.courts.ri.gov under the heading of Electronic Filing or the Registered User may go directly to <https://rhodeisland.tylerhost.net/>.

2.2 Registration Requirements

- 2.2.1 Registered User – A Registered User is an individual or entity with an assigned username and password authorized by the Judiciary to access and utilize the EFS.
- 2.2.2 Non-registered User – A Non-registered User is an incarcerated individual, an attorney who has been granted a waiver of the mandatory efileing requirements, or a self-represented litigant who has chosen not to use efileing.
- 2.2.3 Overview – To become a Registered User of the EFS, an individual or entity shall be responsible for the following:

- (A) Maintain an email address where notice and service can be made. An attorney shall register his or her email address with the Supreme Court through the Supreme Court Attorney Portal, Attorney Registration.

It is the responsibility of every Registered User to have a valid, working email address. The Judiciary assumes no responsibility for inoperable email addresses or unread email.

The case management system (CMS) can currently store only one email address per attorney, which shall be the one on file with the Supreme Court. Attorneys may want to configure their own email systems to forward any emails from the court to the appropriate staff within their offices.

(B) Sign a Usage Agreement that establishes the obligations and responsibilities of the Registered User and provides guidelines for the use of the EFS.

(C) Provide and maintain a valid credit card for billing purposes.

2.2.4 Training – Registered Users are strongly encouraged to participate in a training session conducted by staff of Tyler Technologies, Inc. via live webinars through the Internet. If you are an attorney, the training session will qualify for one (1) Rhode Island mandatory continuing legal education (MCLE) credit.

As the taped training sessions are available online (on-demand) on the Judiciary’s website, anyone can view them as needed. MCLE credit will not be offered for the self-study taped sessions online. You may register for the webinar training or view the taped sessions on the Judiciary’s website at www.courts.ri.gov under the heading of Electronic Filing, Training or go directly to the following address:

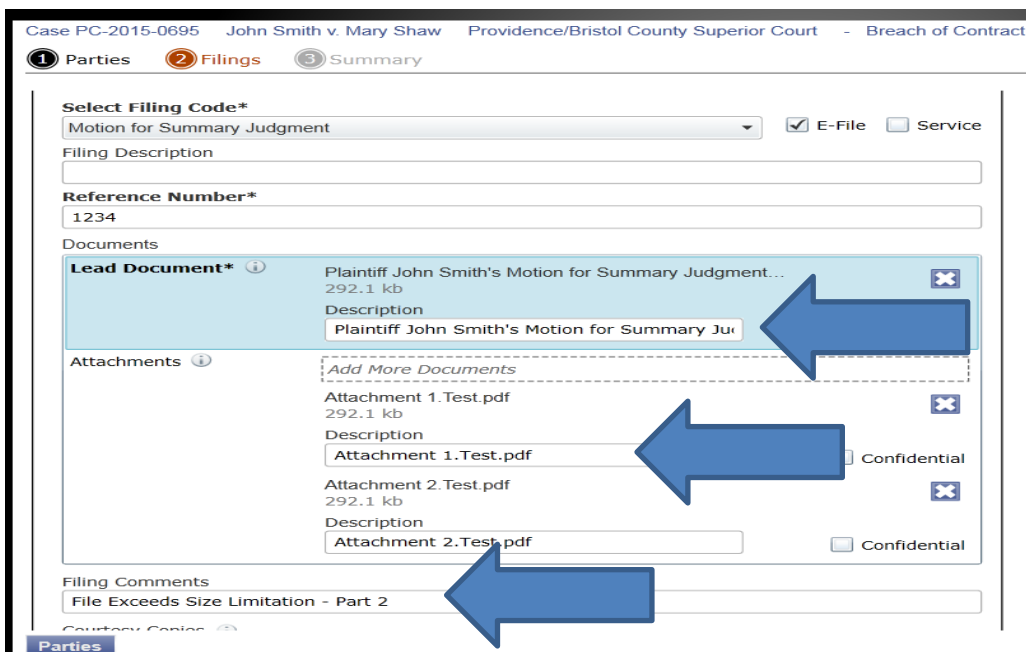
<https://eg2113prss.egain.net/system/templates/selfservice/national/#!/portal/1027/article/4776/When-are-the-Online-Training-Sessions-for-Rhode-Island-RI4776>.

2.3 Technical Requirements - For technical requirements for using the EFS, please refer to the Rhode Island Judiciary Guide to Electronic Filing available on the Judiciary’s website at www.ri.courts.gov under the heading of Electronic Filing.

2.3.1 Document Size - A single filing should not be greater than 25 megabytes. If a filing exceeds the size limitation, the first filing should contain the lead document and attachments with a note in the “Filing Comments” that “File Exceeds Size Limitation – Part 2 to Follow.”

The screenshot shows the EFS filing interface for Case PC-2015-0695, John Smith v. Mary Shaw, Providence/Bristol County Superior Court, Breach of Contract. The interface includes tabs for Parties, Filings, and Summary. The 'Select Filing Code*' dropdown is set to 'Motion for Summary Judgment'. The 'Reference Number*' is 1234. The 'Documents' section shows a 'Lead Document*' and an 'Attachment'. The 'Filing Comments' field contains the text 'File Exceeds Size Limitation - Part 2 to Follow'. A blue arrow points to this field.

The second filing should contain the same lead document but with the remaining attachments and a note in the “Filing Comments” that “File Exceeds Size Limitation – Part 2.”



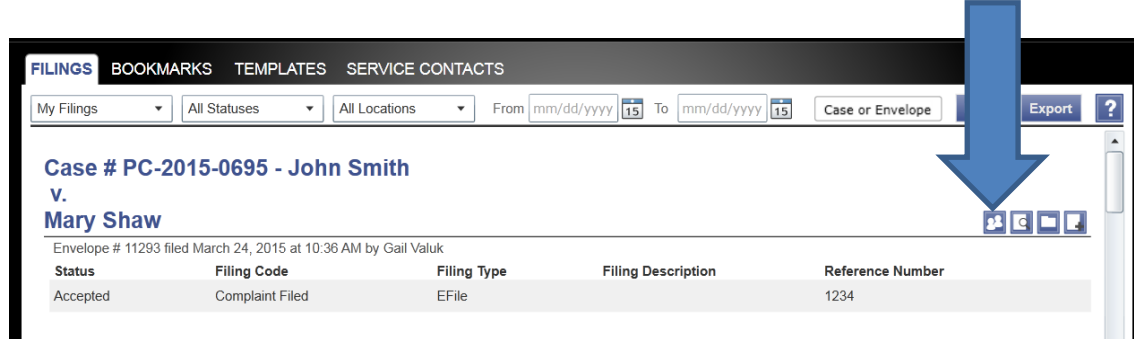
- 2.4 Methods of Filing - Registered Users shall no longer be permitted to file by mail. No parties shall be permitted to file by facsimile transmission. No parties shall be permitted to file in the courtroom or clerk’s office except for matters before the court and at the discretion of the judicial officer. Except for emergency motions, notices of appeal, and motions to proceed in forma pauperis, Registered Users shall not be permitted to file in the clerk’s office. See Section 8 within these guidelines.
- 2.5 Consent to Electronic Service – In accordance with Article X, Rules 3(a) and 6(b) of the Rhode Island Supreme Court Rules Governing Electronic Filing, upon the initiation of a case and/or upon submission of an entry of appearance in a matter, Registered Users are deemed to consent to receive electronic service of all documents through the EFS.
- 2.5.1 Attorneys Waived From Using the EFS – Attorneys that are granted a waiver in accordance with Article X, Rule 3(c) shall file a copy of the Order with the filing of all pleadings.
- 2.6 Case Service Contacts List – Registered Users must:
- (A) File an Entry of Appearance (see Section 4.9 within these guidelines) in each case if the Registered User is an attorney; and
 - (B) Register their contact information in each case on the EFS.

These are two (2) separate requirements that need to be performed.

A Registered User is required to enter the Registered User's own contact information in the "Case Service Contacts" list in the EFS in each individual case to ensure receipt of service of any documents. The "Case Service Contacts" list is different from the "Firm Service Contacts" list which allows a law firm to maintain a list of attorneys registered for efilings but does not attach listed attorneys to any specific case.

To register the contact information in the EFS on a case:

1. Click on the icon, indicated by the blue arrow below, for "Service Contacts."



2. Click on "Add New" or "Add From Master List" to register on the case in the EFS.



Registered Users should not enter information for opposing Registered Users on the case in the EFS. If a Registered User should enter the incorrect information for an opposing Registered User, only the Registered User who originally entered the incorrect information can edit that information in the "Case Service Contacts." For this reason, if an opposing Registered User has not entered the contact information in the EFS on a case, the opposing Registered User should be contacted and asked to do so. The "Case Service Contacts" is a requirement for proper service through the EFS.

3. Public Access Portal

- 3.1 Public Access Portal - The Public Access Portal is a separate system from the EFS and is the point of entry for electronic access to case information from the Judiciary's database

whether at the courthouse or remotely. The database is an electronic collection of court records displayed as a register of actions or docket sheet. The register of actions or docket sheet lists parties, case events, document filings, or other activities in a case in chronological order.

4. Format and Submission of Documents

- 4.1 Document Type - All documents must be filed in a searchable portable document format (PDF or PDF-A) and completed in full. Fillable PDFs will not be accepted as the EFS does not support them. The documents must be in the correct orientation. For further information relating to the formatting of documents, please refer to the Rhode Island Judiciary Guide to Electronic Filing available on the Judiciary's website at www.ri.courts.gov under the heading of Electronic Filing.
- 4.2 Submission of Filing - To file a document, the Registered User must electronically submit the document to the CMS by means of the EFS. The document will then immediately be assigned an envelope number. The clerk's office will review the submission and, if the submission is in order, the submission will be accepted and the Registered User will receive electronic notice of the acceptance. For further information relating to the review of submitted documents by the clerk's office, please refer to the Rhode Island Judiciary Guide to Electronic Filing available on the Judiciary's website at www.ri.courts.gov under the heading of Electronic Filing.
- 4.3 Labeling of PDF Files – All PDF files must be labeled with specificity. For example, Plaintiff [Name]'s Motion for Summary Judgment Against Defendant [Name].
- 4.4 Electronic Filing of Documents - Electronic filing is mandatory for subsequent pleadings filed in a Traffic Tribunal case and in an appeal filed pursuant to Traffic Trib. R. P. 21. When using the EFS:
 - 4.4.1 Case Initiating Document(s) in an Appeal - A Case Initiating Document(s) in an appeal is the first document(s) filed in a case. All Case Initiating Document(s) in an appeal, including any required documents, attachments, or exhibits, shall be submitted individually as separate files within the same initial submission or filing;
 - 4.4.2 All Other Pleadings - All subsequent pleadings, motions, and other papers, shall be submitted individually with related documents submitted as separate files within the same submission or filing (for example, a motion and memorandum or other supporting attachments or exhibits filed in support of a motion); and
 - 4.4.3 Categories of Items - Categories of items such as bills, receipts, invoices, photographs, etc. may be submitted in one attachment.
- 4.5 Lead Documents and Additional Attachments - The basic rule of thumb is that anything that will be docketed separately should be in its own PDF file. As an example, if an brief

is being filed with a motion, each pleading needs to be a separate filing but can be sent in the same envelope by using the “Add Another Filing” function in the EFS. The EFS creates an event and attaches the document(s) in the CMS for each e-filing. A listing of pleadings and the required documents is attached hereto as Appendix A.

4.5.1 Distinct Documents - Distinct documents, such as an Entry of Appearance or a Proof of Service should not be combined with another document into a single PDF file.

4.5.2 Appeals – All appeals shall be electronically filed.

4.5.3 Request for Recording – All requests for recordings of court sessions shall be electronically requested through the EFS. The most current Request for Recording form is located on the Judiciary’s website at www.courts.ri.gov under the heading of Public Resources, Forms. The requester will be advised when the recording is available via the contact information listed on the form. As to appeals, the original transcript must be filed with the Traffic Tribunal within forty-five (45) days of the filing of the appeal in accordance with Traffic Trib. R. P. 21(e).

4.6 Requirements for E-filing Subsequent Pleadings, Motions, and Other Papers – Certain pleadings, motions, and other papers have e-filing requirements as set forth in Appendix B attached hereto.

4.7 Entry of Appearance - When a Registered User files an Entry of Appearance in a case, the attorney shall file the document through the EFS. Once accepted, the clerk’s office will enter the attorney in the case management system for every party that the attorney is representing in a case.

4.7.1 Filing of Case Initiating Document(s) in an Appeal - An Entry of Appearance is not required when filing Case Initiating Document(s) in an appeal. If there is more than one attorney representing the Plaintiff, each subsequent attorney shall file an Entry of Appearance. The most current Entry of Appearance form is located on the Judiciary’s website at www.courts.ri.gov under the heading of Public Resources, Forms.

4.7.2 Responsive Pleadings - An Entry of Appearance is required to be filed with the first responsive pleading.

5. Review of Document Once Submitted

5.1 Review by Clerk - Documents submitted through the EFS will be reviewed by the clerk’s office for completion before acceptance in the CMS. As a general rule, documents will be reviewed by the clerk’s office in a timely manner and entered into the CMS. Documents submitted after 4:00 p.m. will be processed the following day.

- 5.2 Compliance - Documents will not be reviewed for compliance with state and federal law, court rule, court order, or case law designating information or documents as non-public.
- 5.2.1 Non-public Information - It is the responsibility of Registered User to ensure that non-public information or personal identifying information is appropriately redacted prior to filing and that a document deemed in its entirety to be non-public information is appropriately checked as “confidential” in the EFS.
- 5.2.2 Redacted Documents - When filing a redacted document, the Registered User must file the redacted version of the document as the lead document and the non-redacted version marked “confidential” as an attachment.
- 5.2.3 Non-public Documents – When filing a document that is deemed non-public in its entirety, the Registered User need not submit a redacted version of the document.
- 5.2.4 Changing Classification of a Document - The clerk’s office will not change the classification of a document from public to confidential absent a court order.
- 5.2.5 Further Information Regarding Non-public Documents - For further information regarding the submission of non-public documents, documents containing non-public information, or personal identifying information, please see Rule 8 of Article X of the Supreme Court Rules Governing Electronic Filing and Rule 4 of the Rhode Island Judiciary Rules of Practice Governing Public Access to Electronic Case Information.
- 5.3 Rejection of Documents - In accordance with Traffic Trib. R. P., documents will be rejected under the following circumstances:
- 5.3.1 No Signature – Pleadings filed without a conventional signature where required;
- 5.3.2 Required Documents – Appeals filed without the required documents as set forth in Appendix A attached hereto;
- 5.3.3 Electronic Filing of Documents - Pleadings not filed in accordance with Traffic Trib. R. P. 1(b)(2);
- 5.3.4 Depositions - Depositions not filed in accordance with Traffic Trib. R. P. 10(c).
- 5.3.5 Orientation of the Scanned Document – Documents, including any required documents, attachments, or exhibits scanned in the wrong orientation;
- 5.3.6 Unreadable Documents – Documents scanned and filed that are unreadable; and/or

5.3.7 Fillable PDFs – The EFS does not support the submission of fillable PDFs.

5.4 Notification - Notification to the Registered User as to whether the filing is accepted or rejected will be sent to the Registered User through the EFS. For further information regarding the review process and the status of submitted documents, please refer to the Rhode Island Judiciary Guide to Electronic Filing available on the Judiciary’s website at www.courts.ri.gov under Electronic Filing.

5.5 Rejected Filings

5.5.1 Rule for Resubmission of Rejected Filing - Pursuant to Article X, Rule 5 of the Supreme Court Rules Governing Electronic Filing, “[a] rejected filing shall be promptly corrected and resubmitted and shall be deemed to have been submitted and filed on the initial filing date for purposes of any statutory or rule-based deadline.”

5.5.2 Statute of Limitations – **When the resubmission is filed after the statute of limitations because of a court rejection, the Registered User shall submit a new filing, type “Envelope [put in number] resubmission” (indicating the filing which was previously rejected by the court) in the “Filing Comments,” and attach a copy of the previously rejected submission details.** Once confirmed, the administrator, or his or her designee, of each court shall change the event date in the CMS and ensure that both the original (rejected) document and the newly accepted document are attached to the event for judicial review.

The screenshot displays the EFS filing interface. At the top, there is a 'Select Filing Code*' dropdown menu set to 'Complaint Filed' and a checked 'EFile' option. Below this is a 'Filing Description' field. The 'Reference Number*' is '1234'. Under the 'Documents' section, there is a 'Lead Document*' field containing 'Complaint.Test.pdf' (32.2 kb) with a description of 'Complaint.Test.pdf' and a 'Confidential' checkbox. Below the lead document is an 'Attachments' section with a dashed border and a blue arrow pointing to it. It contains an 'Add More Documents' link and an attachment 'Envelope 3257 Resubmission.Test.pdf' (292.1 kb) with a description of 'Envelope 3257 Resubmission.Test.pdf' and a 'Confidential' checkbox. At the bottom, the 'Filing Comments' field contains 'Envelope 3257 resubmission' with a blue arrow pointing to it.

6. Service of Process

6.1 Case Initiating Document(s) in an Appeal – Registered Users shall submit all filings, including Case Initiating Document(s) in an appeal, through the EFS. Case Initiating Document(s) such as subpoenas and summonses with complaints, petitions, or other

documents that are required by statute or court rule to be hand-delivered, delivered in person, or mailed cannot be electronically served.

- 6.2 All Other Documents – Documents that are not required by statute or court rule to be hand-delivered or delivered in person shall be electronically served on Registered Users through the EFS.
- 6.3 Service on a Non-registered User – Service of all documents shall continue in the manner as provided for Traffic Trib. R. P. 27.

7. Assignment of Hearings, Scheduling, and Notification

- 7.1 First Appearance - The First Appearance hearing date is assigned by the issuing law enforcement agency on the summons and is scheduled within the time frame prescribed by the Chief Magistrate of the Traffic Tribunal.
- 7.2 Scheduling of Motions - All motions must provide a minimum of five (5) days' notice to all parties.
- 7.3 Trial Dates – Trial dates are scheduled at the First Appearance or at a subsequent hearing.
- 7.4 Continuances - All motions for a continuance of a hearing date shall be filed through the EFS. Continuances of a hearing outside of the court proceeding shall only be granted upon written request to and subsequent written approval granted by the Chief Magistrate or Administrative Magistrate. If granted, all parties will receive a new hearing date via Notice of your Next Court Date. Continuances that occur in the courtroom will be decided at that time.

8. Filing Documents Subsequent to the Initial Filing

- 8.1 Filing of Documents - Whether the attorney or the self-represented litigant is a Registered User or not, all emergency motions and motions to proceed in forma pauperis shall be filed at the clerk's office. All other documents shall be filed through the EFS.
- 8.2 Waiver of Fees - Motion to Proceed in Forma Pauperis
 - 8.2.1 Attorneys and Self-represented Litigants - Whether the attorney or the self-represented litigant is a Registered User or not, if he or she seeks to have the court waive the cost of service of process and filing fees, the attorney or the self-represented litigant must file a Motion to Proceed in Forma Pauperis, Order, and Affidavit in Support of Motion to Proceed in Forma Pauperis at the clerk's office. The most current version of the Motion to Proceed in Forma Pauperis, Order, and Affidavit in Support of Motion to Proceed in Forma Pauperis is located on the Judiciary's website at www.courts.ri.gov under the heading of Public Resources, Forms.

- 8.2.2 Judicial Officer – Motions to Proceed in Forma Pauperis will be referred to a judicial officer for consideration. Whether or not the court grants or denies the motion, the court shall file the Motion to Proceed in Forma Pauperis, Order, and Affidavit in Support of Motion to Proceed in Forma Pauperis in the CMS.
- 8.2.3 Motion Granted - If the Motion to Proceed in Forma Pauperis is granted, the cost of service of process and filing fees shall be waived and attorneys or self-represented litigants shall file the complaint, petition, or application, the in forma pauperis pleadings and order, and any other required documents with the clerk.
- 8.2.4 Motion Denied – If the Motion to Proceed in Forma Pauperis is denied, proper payment shall be made and the Registered User or self-represented litigant shall file the complaint, petition, or application, the in forma pauperis pleadings and order, and any other required documents with the clerk.
- 8.2.5 State Agencies, Municipalities, or Other Prosecuting Authorities - State agencies, municipalities, and other prosecuting authorities are authorized to waive all fees associated with electronic filing. State agencies, municipalities, and other prosecuting authorities must select “Waiver” under the “Payment Account” when submitting Case Initiating Document(s) in an appeal. Once the State agencies, municipalities, and other prosecuting authorities receive a submitted status on the filing, the court shall review and accept or reject the filing.
- 8.3 No Documents Filed on Day of Scheduled Hearing Through the EFS - No documents, including entries of appearance, shall be filed through the EFS to the clerk’s office on the day of the hearing. No parties shall be permitted to file in the courtroom except for matters before the court and at the discretion of the judicial officer.
 - 8.3.1 Review by Clerk - As a general rule, documents will be reviewed by the clerk’s office in a timely manner and entered into the CMS.
 - 8.3.2 Filing of Documents Before Hearing - Documents relating to a scheduled court hearing should be filed a minimum of three (3) business days prior to a hearing.
- 8.4 Emergency Motions - Emergency motions may be filed at any time.
 - 8.4.1 Hearing Dates - A hearing will be scheduled for the day the motion is filed except in exceptional circumstances, then the hearing will be scheduled on the following day. Emergency motions must be approved by a judicial officer for just cause. Written notice must be made to all parties on the case,
 - 8.4.2 Denied Motions - Emergency motions that are denied by a judicial officer will be retained by the clerk for filing.

- 8.5 Trial Exhibits - Trial exhibits shall not be efiled. Unless otherwise ordered by the judicial officer, trial exhibits are to be submitted in the courtroom when offered as an exhibit.
- 8.6 Proposed Orders, Judgments, or Decrees – To follow is the procedure for filing a proposed order, judgment, or decree:
- 8.6.1 Filing and Service - The document(s) are efiled by the Registered User in the EFS as a “Proposed Order” with the clerk’s office and eserved on the selected parties listed in the “Case Service Contacts” for that case and served conventionally on all Non-registered Users.
 - 8.6.2 Filing Status - Once the Registered User receives a submitted status on the filing, the clerk’s office shall review the filing.
 - 8.6.3 Docket – A proposed order is not a docketable event so the document will not be viewable on the Public Access Portal.
 - 8.6.4 Routing - The filing shall then be forwarded to the appropriate judicial officer for review.
 - 8.6.5 Judicial Officer Review - The judicial officer may grant, modify, or deny the proposed order.
 - 8.6.5.1 Order Granted - If the judicial officer signs the proposed order, the document is sent to the clerk to docket in the CMS. Registered Users can retrieve the order on the Public Access Portal. Non-registered Users can obtain the signed order at the clerk’s office.
 - 8.6.5.2 Order Modified – If the judicial officer modifies the proposed order, the document with the modifications is sent to the clerk to docket in the CMS. Registered Users can retrieve the order on the Public Access Portal. Non-registered Users can retrieve the order at the clerk’s office.
 - 8.6.5.3 Order Denied – If the judicial officer denies the proposed order, the document is sent to the clerk to docket in the CMS with the reason why it was denied. Registered Users can view that the order was denied on the Public Access Portal. Non-registered Users can view that the order was denied at the clerk’s office.
- 8.7 Sealed Cases - Any pleadings that are to be filed into a sealed case shall be filed directly with the clerk’s office and not through the EFS.

9. Signatures

- 9.1 Signature of Judicial Officer - Documents requiring the signature of a judicial officer shall be submitted through the EFS and shall include a signature line with the judicial officer's title typed below the line as well as a line for the date the document is signed by the judicial officer. The document will be transmitted electronically to the appropriate judicial officer for consideration.
- 9.2 Signature of Clerk - Documents should also include a signature line for the clerk.

APPENDIX A
REQUIRED DOCUMENTS

The appeal will be scheduled a control date forty-five (45) days from filing. When all required documents are submitted, a hearing date in front of the panel will be scheduled.

A.1 Appeal From a Decision of the Division of Motor Vehicles

Lead Document: Notice of Appeal – Division of Motor Vehicles

The most current version of the Notice of Appeal – Division of Motor Vehicles is located on the Judiciary’s website at www.courts.ri.gov under the heading of Public Resources, Forms.

A.2 Appeal From a Decision of the Rhode Island Traffic Tribunal or a Municipal Court

Lead Document: Notice of Appeal – Appeals Panel

Required Attachments: Request for Recording

The most current version of the Notice of Appeal – Appeals Panel is located on the Judiciary’s website at www.courts.ri.gov under the heading of Public Resources, Forms. The original transcript must be filed with the Traffic Tribunal within forty-five (45) days of the filing of the appeal in accordance with Traffic Trib. R. P. 21(e).

A.3 Appeal From a Decision of the Rhode Island Traffic Tribunal Appeals Panel

Lead Document: Notice of Appeal – District Court

The most current version of the Notice of Appeal – District Court is located on the Judiciary’s website at www.courts.ri.gov under the heading of Public Resources, Forms.

APPENDIX B
REQUIREMENTS FOR EFILING SUBSEQUENT PLEADINGS,
MOTIONS, AND OTHER PAPERS

* **BE SURE THAT THE SUMMONS NUMBER APPEARS ON ALL DOCUMENTS.**

Lead Document: Good Driving Record – Certified Copy of Driving Record

The most current version of the Good Driving Record – Certified Copy of Driving Record is located on the Judiciary’s website at www.courts.ri.gov under the heading of Public Resources, Forms.

Lead Document: Motion (any type)

The most current version of a Motion is located on the Judiciary’s website at www.courts.ri.gov under the heading of Public Resources, Forms.

Lead Document: Motion to Vacate Judgment

The most current version of the Motion to Vacate Judgment is located on the Judiciary’s website at www.courts.ri.gov under the heading of Public Resources, Forms.

Lead Document: Motion for a Continuance

The most current version of the Motion for a Continuance is located on the Judiciary’s website at www.courts.ri.gov under the heading of Public Resources, Forms.

Lead Document: Order

The most current version of an Order is located on the Judiciary’s website at www.courts.ri.gov under the heading of Public Resources, Forms.

Lead Document: Stipulation

The most current version of a Stipulation is located on the Judiciary’s website at www.courts.ri.gov under the heading of Public Resources, Forms.

Lead Document: Termination of Prosecution

The most current version of the Termination of Prosecution is located on the Judiciary's website at www.courts.ri.gov under the heading of Public Resources, Forms.

Lead Document: Refusal packages (can be filed in one PDF or PDF-A)

All refusal packets shall be delivered to the Traffic Tribunal no later than seven (7) days before the first appearance.