

1.4. **DEFINITIONS.** -- For further definitions, see Art. X, Rule 1(c) of the Rhode Island Supreme Court Rules Governing Electronic Filing.

(A) Case Initiating Document(s). The first document(s) filed in a case.

(B) Certificate of Service. Where the Workers' Compensation Court Rules of Practice require service of a document to be certified by an attorney of record or an unrepresented party, the following certification shall be used:

CERTIFICATE OF SERVICE

I hereby certify that, on the _____ day of _____, _____:

I filed and served this document through the electronic filing system on the following parties: _____.
The document electronically filed and served is available for viewing and/or downloading from the Rhode Island Judiciary's Electronic Filing System.

I served this document through the electronic filing system on the following parties: _____.
The document electronically served is available for viewing and/or downloading from the Rhode Island Judiciary's Electronic Filing System.

I mailed or hand-delivered this document to the attorney for the opposing party and/or the opposing party if self-represented, whose name is _____ at the following address _____.

/s/ NAME _____

(C) Civil Case Cover Sheet. A civil case cover sheet shall be filed with any Case Initiating Document(s). The document shall capture identifying information regarding the parties in a case to ensure proper identification within the Judiciary's case management system (CMS), which is party driven. Once the information is entered into the CMS by the court, the document shall be sealed by the court and it shall not be available to the parties or the public due to the identifying information contained therein. The most current version of the Civil Case Cover Sheet is located on the Judiciary's website at www.courts.ri.gov under the heading of Forms, Workers' Compensation Court.

(D) Electronic Filing System (EFS). An approved Judiciary-wide system for the filing and service of pleadings, motions and other documents or information via electronic means such as the Internet, a court-authorized remote service provider or through other remote means to and from the Judiciary's CMS.

(E) Filing. Where the Workers' Compensation Court Rules of Practice require a document to be filed, filing shall mean electronic filing using the EFS unless stated otherwise.

(F) Notice. Where the Workers' Compensation Court Rules of Practice require notice to be given, notice shall mean electronic notice using the EFS unless stated otherwise.

(G) Registered User. An individual or entity with an assigned username and password authorized by the Judiciary to access and utilize the EFS.

(H) Service. Where the Workers' Compensation Court Rules of Practice require a document or information to be served, sent, delivered, or forwarded, the following shall be applicable: (1) Subpoenas, petitions, or other documents that must be hand-delivered or delivered in person cannot be electronically served; and (2) All other service or notice within a case shall be electronic using the EFS unless stated otherwise.

(I) Signature. Where the Workers' Compensation Court Rules of Practice require an electronic signature on any document, the signature shall be reflected as /s/ NAME unless stated otherwise.