



THE SUPERIOR COURT'S ELECTRONIC FILING SYSTEM GUIDELINES

EFFECTIVE NOVEMBER 5, 2014

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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 Superior Court'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 efilng requirements, or a self-represented litigant who has chosen not to use efilng.
- 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*' titled 'Plaintiff John Smith's Motion for Summary Judgment...' (292.1 kb) and an attachment titled 'Plaintiff John Smith's Memorandum in Support of...' (292.1 kb). 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.”

The screenshot shows a web-based filing interface for Case PC-2015-0695, John Smith v. Mary Shaw, Providence/Bristol County Superior Court, Breach of Contract. The interface has three tabs: Parties, Filings (active), and Summary. The 'Filings' tab contains the following fields and sections:

- Select Filing Code*:** A dropdown menu set to 'Motion for Summary Judgment'. To the right are checkboxes for 'E-File' (checked) and 'Service' (unchecked).
- Filing Description:** An empty text input field.
- Reference Number*:** A text input field containing '1234'.
- Documents:**
 - Lead Document*:** A section with a blue background. It contains a document titled 'Plaintiff John Smith's Motion for Summary Judgment...' (292.1 kb). Below the title is a description field containing the same text. To the right is a 'Confidential' checkbox (unchecked). A blue arrow points to this section.
 - Attachments:** A section with a dashed border. It contains two entries:
 - Attachment 1.Test.pdf** (292.1 kb): Description field contains 'Attachment 1.Test.pdf'. Confidential checkbox (unchecked). A blue arrow points to this entry.
 - Attachment 2.Test.pdf** (292.1 kb): Description field contains 'Attachment 2.Test.pdf'. Confidential checkbox (unchecked). A blue arrow points to this entry.
- Filing Comments:** A text input field containing 'File Exceeds Size Limitation - Part 2'. A blue arrow points to this field.

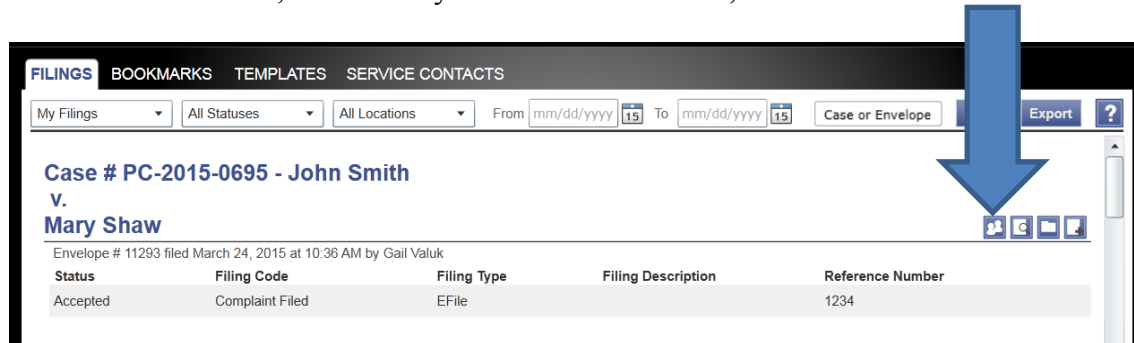
- 2.4 Methods of Filing - Registered Users shall no longer be permitted to file by mail. No parties shall be permitted to file by facsimile transmission. Parties will be able to file orders, judgments, decrees, and trial documents (e.g., motion in limine, exhibits) in the courtroom. Except for temporary restraining orders, emergency motions, 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 who 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 the contact information on the case in the EFS.



Registered Users should not enter contact information for opposing Registered Users on the case in the EFS. If a Registered User should enter the incorrect contact information for an opposing Registered User, only the Registered User who originally entered the incorrect contact 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 Caption of Pleadings – Pursuant to Super.R.Civ.P. 10(a), “[i]n the complaint, the title of the action shall include the names of all the parties, but in other pleadings it is sufficient to state the name of the first party on each side with an appropriate indication of other parties.”
- 4.4.1 Consolidation of Cases – Cases that are consolidated by the court for purposes of case management and trial are NOT consolidated for purposes of the EFS. An attorney or self-represented litigant MUST file any pleadings in the appropriate case. If an attorney or self-represented litigant is not entered on the consolidated case, you may not file pleadings into the case.
- 4.5 Electronic Filing of Documents. When using the EFS:
- 4.5.1 Case Initiating Document(s) - A Case Initiating Document(s) is the first document(s) filed in a case. All Case Initiating Document(s), including any

required documents, attachments, or exhibits, shall be submitted individually as separate files within the same initial submission or filing;

- 4.5.2 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). The filing should also include an index to the attachments or exhibits submitted as a separate document, for ease in navigating the submission; and
- 4.5.3 Categories of Items - Categories of items such as bills, receipts, invoices, photographs, etc. may be submitted in one attachment.
- 4.6 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 answer is being efiled 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 efile. A listing of the complaint, petition, or application types and the required documents is attached hereto as Appendix A.
 - 4.6.1 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.
 - 4.6.2 Attachment Function in the EFS - The attachment button in the EFS is used to include more than one document in a filing. Using the attachment feature in the EFS for other than submitting required documents with lead documents or a motion with attachments or exhibits may result in documents being misdirected for review by the court and delays in scheduling hearings.
- 4.7 Requirements for Efiling Subsequent Pleadings, Motions, and Other Papers – Certain pleadings, motions, and other papers have efile requirements as set forth in Appendix B attached hereto.
- 4.8 Arbitration
 - 4.8.1 Electronic Filing - Registered Users shall file all arbitration documents through the EFS. The Registered User must know the correct fee to choose depending upon the date the case was certified to Arbitration. Arbitration fees for 2013 shall be applied to cases certified to arbitration prior to January 1, 2014. Arbitration Fees for 2014 shall be applied to cases filed after January 1, 2014.
 - 4.8.2 Fees for Cases Filed Prior to January 1, 2014
 - 2013 Defendant arbitration award – Defendant paid \$150

2013 Plaintiff arbitration award - Plaintiff paid \$75
2013 Plaintiff arbitration award - Defendant paid \$75
2013 Arbitration stipulation - Plaintiff paid \$75
2013 Arbitration stipulation – Defendant paid \$75
2013 Rejection of arbitration award filed - \$200

4.8.3 Fees for Cases Filed After January 1, 2014

Initial arbitration fee – Defendant paid \$100
Initial arbitration fee – Plaintiff paid \$100
Defendant arbitration award – Defendant paid \$200
Plaintiff arbitration award - Plaintiff paid \$100
Plaintiff arbitration award - Defendant paid \$100
Arbitration stipulation - Plaintiff paid \$100
Arbitration stipulation – Defendant paid \$100
Rejection of arbitration award filed - \$300

4.8.4 Events in the EFS – Arbitration uses several events that are also used in Superior Court civil cases. To decipher between the two of the same events in the EFS, any duplicate events will have “(Arbitration)” following the description. For example, the event would be Motion to Stay and Motion to Stay (Arbitration).

4.9 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.

4.9.1 Filing of Case Initiating Document(s) - An Entry of Appearance is not required when filing Case Initiating Document(s). 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.

4.9.2 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 confidential.
 - 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 Super.R.Civ.P. 1(b)(4), 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 - Complaints, petitions, or applications 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 Super.R.Civ.P. 1(b)(3);
 - 5.3.4 Discovery Requests - Discovery requests and responses not filed in accordance with Super.R.Civ.P. 5(d);
 - 5.3.5 Orientation of the Scanned Document – Documents, including any required documents, attachments, or exhibits, scanned in the wrong orientation, e.g., upside down or backwards;

- 5.3.6 Unreadable Documents – Documents scanned and filed that are unreadable or illegible;
 - 5.3.7 Fillable PDFs – The EFS does not support the submission of fillable PDFs; and/or
 - 5.3.8 Fees not Paid – Fees not paid on requested executions and citations.
- 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 submitted document are attached to the event for judicial review.

The screenshot shows a web form for filing a document. It includes the following sections:

- Select Filing Code***: A dropdown menu with "Complaint Filed" selected. A checkbox for "EFile" is checked.
- Filing Description**: An empty text input field.
- Reference Number***: A text input field containing "1234".
- Documents**: A section containing two document entries:
 - Lead Document***: "Complaint.Test.pdf" (32.2 kb). The description field contains "Complaint.Test.pdf". A "Confidential" checkbox is present.
 - Attachments**: "Envelope 3257 Resubmission.Test.pdf" (292.1 kb). The description field contains "Envelope 3257 Resubmission.Test.pdf". A "Confidential" checkbox is present.
- Filing Comments**: A text input field containing "Envelope 3257 resubmission".

Two large blue arrows are overlaid on the image. One arrow points from the description field of the "Envelope 3257 Resubmission.Test.pdf" attachment to the "Filing Comments" field. The second arrow points from the "Filing Comments" field to the left, towards the "Lead Document" section.

6. Service of Process and Issuance of Summonses

6.1 Service of Process

- 6.1.1 Case Initiating Document(s) – Registered Users shall submit all filings, including Case Initiating Document(s), through the EFS. Case Initiating Document(s) such as subpoenas and summonses with complaints, petitions, or applications or other documents that are required by statute or court rule to be hand-delivered, delivered in person, or mailed cannot be electronically served.
- 6.1.2 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.
- 6.1.3 Service on a Non-registered User – Service of all documents shall continue in the manner as provided for in Super.R.Civ.P. 5.

6.2 Issuance of Summons - The summons shall be issued in the following manner:

- 6.2.1 Registered Users - For attorneys and self-represented litigants who are Registered Users, a summons shall be generated by the clerk's office and attached to the case following the acceptance of the complaint or motion for post final judgment relief, and all other required documents by the court. Registered Users can retrieve the summons through the Public Access Portal;
- 6.2.2 Incarcerated Individuals - For incarcerated individuals, a summons shall be generated electronically by the clerk's office and mailed to the individual upon the acceptance of the complaint or motion for post final judgment relief, and all other required documents by the court; and
- 6.2.3 Non-registered Users - For 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):
 - (A) A summons shall be generated electronically by the clerk's office and handed to the Non-registered User at the time of filing the complaint or motion for post final judgment relief, and all other required documents at the clerk's office;
 - (B) If the complaint or motion for post final judgment relief, and all other required documents are mailed to the clerk's office, a summons shall be generated electronically by the court and mailed to the Non-registered User if a self-addressed envelope is included; or

(C) If the complaint or motion for post final judgment relief, and all other required documents are mailed to the clerk's office, a summons shall be generated electronically by the court and the Non-registered User may obtain the summons at the clerk's office.

6.3 Case Types in Which a Summons does not Issue – A list of case types in which a summons does not issue is attached hereto as Appendix C.

6.4 Preparation of Documents - The party requesting a summons or writ is responsible for preparing all copies required for service of the summons or writ along with the accompanying complaint, petition, or application, motion, Language Assistance Notice, and other required documents in accordance with Super.R.Civ.P. 4.

6.5 Delivery of Documents - The party requesting a summons or writ is responsible for delivering the summons, complaint, petition, or application, writ, motion, Language Assistance Notice, and any other required documents and copies of those documents to the person authorized to serve process in accordance with Super.R.Civ.P. 4.

6.6 Proof of Service - The Proof of Service must be efiled by scanning the Proof of Service in accordance with Super.R.Civ.P. 4(j) prior to the hearing date.

7. Scheduling and Notification of Motions

7.1 Motion Date – All motions shall contain a hearing date selected by the Registered User placed on the top, right-hand corner of the document above the case number that is in compliance with the county's designated hearing times. If the calendar is full on the requested date by the Registered User, the clerk's office shall schedule the motion for the next available date. Registered Users can retrieve the motion date through the Public Access Portal.

7.2 No Motion Date – If a motion does not contain a hearing date or an incorrect hearing date, the clerk's office shall not schedule the motion for the next available date.

7.3 Filing – The motion shall be the lead document with the exhibits as the attachments. The Registered User shall “Add Another Filing” and file a completed omnibus form. If the Registered User is filing a memorandum in support of the motion, the Registered User would “Add Another Filing” to file the memorandum. Please see Motions under Appendix B.

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 motions to proceed in forma pauperis, temporary restraining orders, and emergency motions 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 respective 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 the duty 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, Boards, Commissions, and Rhode Island Legal Services – State agencies, boards, commissions, and Rhode Island Legal Services are authorized to waive all fees associated with electronic filing. State agencies, boards, commissions, and Rhode Island Legal Services must select “Waiver” under the “Payment Account” when submitting Case Initiating Document(s). Once the state agency, board, commission, or Rhode Island Legal Services receive a submitted status on the filing, the court shall review and accept or reject the filing.
- 8.2.6 Volunteer Lawyer Program - Absent a court order allowing the litigant to proceed in forma pauperis, litigants represented by attorneys with the Volunteer Lawyer Program are required to pay court fees.
- 8.2.7 Non-profit Health Care Entities – Pursuant to Administrative Order No. 2013-08, “the filing fee for non-profit health care entities authorized to conduct business in the State of Rhode Island which seek to quash subpoenas for medical records issued by the Grand Jury is waived.”

- 8.3 Temporary Restraining Orders and Emergency Motions - Temporary restraining orders and emergency motions may be filed at any time.
- 8.3.1 Hearing Dates - A hearing will be scheduled for the day the motion is filed unless the motion is filed less than one (1) hour before the scheduled closing of the clerk's office. In that case, the motion will be scheduled for a hearing on the following day that the court is open. Further hearing dates, if any are required, will be set at the discretion of the judicial officer to whom the matter is assigned.
- 8.3.2 Denied Motions - Temporary restraining orders and emergency motions that are denied by a judicial officer shall be retained by the clerk for filing.
- 8.4 Trial Exhibits - Trial exhibits shall not be efiled. The Registered User may bring a flash drive with the trial exhibits to the clerk of the trial judicial officer prior to the trial for identification purposes. Unless otherwise ordered by the judicial officer, trial exhibits are to be submitted in the courtroom when offered as an exhibit.
- 8.5 Proposed Orders, Judgments, or Decrees – To follow is the procedure for filing a proposed order, judgment, or decree:
- 8.5.1 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.
- 8.5.2 Filing Status - Once the Registered User receives a submitted status on the filing, the clerk's office shall review the filing.
- 8.5.3 Docket – A proposed order is not a docketable event so the document will not be viewable on the Public Access Portal.
- 8.5.4 Routing - The filing shall then be forwarded to the appropriate judicial officer for review.
- 8.5.5 Objection – Pursuant to Super.R.Civ.P. 77(f), “[w]henver a written order is required by the court, any interested party may file in the clerk's office an order carrying the same into effect with a Certificate of Service in accordance with Rule 1(b)(1)(B) that a copy has been sent to all the other parties. If only one (1) order is filed and no objection thereto be filed within four (4) days thereafter, the clerk shall enter the order. If more than one (1) order is filed or if objection be filed within said four (4) days, the order shall be entered only by the court.”
- 8.5.6 Judicial Officer Review - The judicial officer may grant, modify, or deny the proposed order.

- 8.5.6.1 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.
 - 8.5.6.2 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.
 - 8.5.6.3 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.
- 8.6 Motions Requesting an In Camera Review with Attached Document(s) – To follow is the procedure for filing a motion requesting an in camera review with the respective attached document(s):
- 8.6.1 Overview – All Motions Requesting an In Camera Review with attached document(s) shall be filed directly with the judicial officer reviewing the matter and not filed through the EFS.
 - 8.6.2 Decision - Once the judicial officer has reviewed the motion and attached document(s), the attached document(s) shall be filed in the CMS in accordance with the judicial officer's decision.
- 8.7 Writs - Citations in Supplementary Proceedings may no longer be corrected on the document to reflect a new hearing or return date. In the event that service cannot be made, the writ must be returned to the court, cancelled, and a new writ will be issued. There is a charge for multiple citations unless there was clerk error in the issuance.
- 8.7.1 Writ of Attachment
 - 8.7.1.1 Filing – In the EFS, select “Request for Writ of Attachment” under “Select Filing Code.” The Writ of Attachment (lead document) and the Notice to the Employer (Trustee/Garnishee) (attachment) should be filled out and filed with the court. The most current Writ of Attachment and Notice to Employer (Trustee/Garnishee) forms are located on the Judiciary's website at www.courts.ri.gov under the heading of Public Resources, Forms. **DO NOT SIGN OR FILL IN THE INFORMATION FOR THE CLERK ON THESE FORMS.**

- 8.7.1.2 Court Review – When a request for a Writ of Attachment and Notice to the Employer (Trustee/Garnishee) is submitted for review, upon acceptance, the court will date, sign, and place a seal of the Rhode Island Judiciary next to the clerk signature on both the Writ of Attachment and the Notice to the Employer (Trustee/Garnishee).
- 8.7.1.3 Notification - Registered Users can retrieve the executed Writ of Attachment and the Notice to the Employer (Trustee/Garnishee) on the Public Access Portal.
- 8.7.1.4 Proof of Service – After service has been completed, the Registered User shall file the entire document (all four (4) pages which include the Writ of Attachment and the Proof of Service) with the court through the EFS.

8.8 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.

10. United States District Court for the District of Rhode Island

- 10.1 Notice of Removal - When a party files a Notice of Removal with the United States District Court for the District of Rhode Island (USDC-RI) regarding a Superior Court case, the USDC-RI shall send by email a copy of the Notice of Removal to the Superior Court to be docketed in the CMS. The party shall also file the Notice of Removal with the Superior Court.
- 10.2 Court Record – The Superior Court shall send by email to the USDC-RI in the following order in a PDF file:
 - (A) Clerk Certificate;
 - (B) Docket sheet; and
 - (C) Documents - The documents filed in the case comprising the court record, arranged in the same order as they appear on the docket sheet.

Sealed documents should be clearly identified as such on the pleading itself as well as on the Clerk's Certificate and should be segregated from the single PDF and transmitted as a separate PDF within the same email.

- 10.3 Remand – The USDC-RI shall send a copy of the Remand by email to the Superior Court to be docketed in the CMS.

APPENDIX A
REQUIRED DOCUMENTS

A.1 Civil Case

Lead Document: Complaint, Petition, or Application

Add Another Filing: Request for Jury Trial, if submitted with Case Initiating Documents

A.2 Structured Settlement

Lead Document: Complaint

Required Attachments: Cover Sheet for Application for Court Approval of Transfer of Structured Settlement Proceeds (form Superior-36)

Add Another Filing: Request for Jury Trial, if submitted with Case Initiating Documents

A.3 Friendly Suit

Lead Document: Complaint

The Defendant can file a Friendly Suit by selecting the Defendant as the “Party Responsible for Fees.”

The screenshot shows a web interface for entering filing details. At the top, there are four tabs: 1 Case Information, 2 Parties, 3 Filings (active), and 4 Summary. The main heading is "Enter Filing Details" with a help icon. Below the heading is a button "Add Another Filing". The form is divided into several sections:

- Select Filing Code*:** A dropdown menu set to "Complaint Filed" and a checked "E-File" checkbox.
- Filing Description:** An empty text input field.
- Reference Number*:** An empty text input field.
- Documents:** A list of documents. The "Lead Document*" is "Complaint.Test.pdf" (32.2 kb) with a description of "Complaint.Test.pdf" and a "Confidential" checkbox. There is a close icon (X) next to it.
- Attachments:** A dashed box with the text "Click to Browse".

On the right side, there are two sections:

- Fees:** A table showing the cost of the filing.

Complaint Filed	
Filing Fee	\$0.00
Total this Filing	\$0.00
Case Initiation Fee	\$180.75
Payment Service Fee	\$5.87
Envelope Total	\$186.62
- Payment:** A section with a dropdown for "Payment Account*" (Weybossey Attorneys CC) and a dropdown for "Party Responsible for Fees*" (Test Defendant). A large blue arrow points to the "Party Responsible for Fees*" dropdown.
- Filing Attorney:** A section with a label "Filing Attorney*" and an empty input field.

APPENDIX B

**REQUIREMENTS FOR EFILING SUBSEQUENT PLEADINGS,
MOTIONS, AND OTHER PAPERS**

- * **BE SURE THAT THE CASE NUMBER APPEARS ON ALL DOCUMENTS.**
- * **ALL DOCUMENTS MUST CERTIFY SERVICE TO THE OPPOSING PARTY**

MOTIONS

Lead Document: Omnibus Calendar Assignment form when filing a motion on the Formal Special Calendar, Business Calendar, or the Dispositive Motion Calendar

“Select Filing Code” will be the type of motion you are filing.

- Add Another Filing:**
- a. Motion Attachments, if any
 - b. Memorandum


The Omnibus Calendar Assignment form shall be the lead document.

Enter Filing Details



Add Another Filing

Select Filing Code* E-File Service

Omnibus Form 

Filing Description

Reference Number*

1234

Documents

Lead Document* Confidential

Omnibus Calendar Assignment Form.Test.pdf
292.1 kb

Description
Omnibus Calendar Assignment Form.Test.pdf

Attachments *Click to Browse*

Filing Comments

Courtesy Copies

After the information for the Omnibus Calendar Assignment form is entered, select “Add Another Filing.” The Registered User would now add the motion and any attachments.

Enter Filing Details



Code	Type	Description	Reference Number	
Omnibus Form	EFileAndServe		1234	
Motion for Summary Judgment	EFileAndServe	1234		

Add Another Filing

Select Filing Code*
Motion for Summary Judgment E-File Service

Filing Description
1234

Reference Number*

Documents

Lead Document* Plaintiff Test One's Motion for Summary Judgment...
292.1 kb
Description
Plaintiff Test One's Motion for Summary Judgment Confidential

Attachments [Click to Browse](#)

Filing Comments

After the information for the motion is entered, select “Add Another Filing.” The Registered User would now add the memorandum.

Enter Filing Details



Code	Type	Description	Reference Number	
Omnibus Form	EFileAndServe		1234	
Motion for Summary Judgment	EFileAndServe	1234		
Memorandum in Support of Summary Judgment	EFileAndServe		1234	

Add Another Filing

Select Filing Code*
Memorandum in Support of Summary Judgment E-File Service

Filing Description

Reference Number*
1234

Documents

Lead Document* Plaintiff Test One's Memorandum in Support of...
292.1 kb
Description
Plaintiff Test One's Memorandum in Support of... Confidential

Attachments [Click to Browse](#)

Filing Comments

OBJECTIONS

When filing an objection, there are four (4) types of objections: Rule of court; Motion; Order; and Objection.

APPLICATIONS AND REQUESTS TO THE CLERK FOR DEFAULT AND DEFAULT JUDGMENT

1. If using your own forms:

Lead Document: Application to the clerk for default or default judgment

Attachment:

- a. Affidavit of failure to plead
- b. Affidavit of non-military service
- c. Supporting documentation detailing default/judgment amount requested
- d. Default or judgment to be signed by the clerk

Add Another Filing: Omnibus Calendar Assignment form (*if applicable*)

Add Another Filing

The screenshot shows a web form titled "Add Another Filing". At the top, there is a dropdown menu for "Select Filing Code*" with "Application for Entry of Default Filed" selected. To the right of this dropdown are two checkboxes: "EFile" (checked) and "Service" (unchecked). Below this is a "Filing Description" text box. Next is a "Reference Number*" text box. Under the heading "Documents", there are two buttons: "Lead Document*" and "Attachments", both with "Click to Browse" text next to them. A large blue arrow points from the "Attachments" button towards the "Lead Document*" button. Below the "Documents" section are "Filing Comments" and "Courtesy Copies" text boxes.

2. If using the Affidavit and Request for Entry of Default

The Affidavit and Request for Entry of Default and Default Judgment Upon Application to Clerk are located on the Judiciary's website at www.courts.ri.gov under the heading of Public Resources, Forms. The Registered User can retrieve the signed document on the Public Access Portal.

Lead Document: Affidavit and Request for Entry of Default

Attachment: Supporting documentation detailing default/judgment amount requested (if applicable)

Add Another Filing: Omnibus Calendar Assignment form (if applicable)

REQUESTS FOR CITATIONS OR EXECUTIONS

1. Citation in Supplementary Proceedings

Lead Document: Cover letter requesting a citation

Add Another Filing:

- a. Omnibus Calendar Assignment form
- b. Application for Citation in Supplementary Proceedings

When making a request for a citation in the EFS, the appropriate fee must be added and satisfied. First, select “Request for Citation” from the “Select Filing Code” dropdown. A box will appear where you can add the fee for the number of citations requested on the case.

Select “Fee for Citation” under the “Optional Services” box. Click the “Add” button to add the “Fee for Citation” to the case. After clicking Add, you will be prompted to enter the amount of citations you need.

Add Another Filing

Select Filing Code*
Request for Citation EFile Service

Filing Description

Reference Number*

Optional Services

Fee for Citation (\$25.00)	Add →	Select Optional Services
	← Remove	

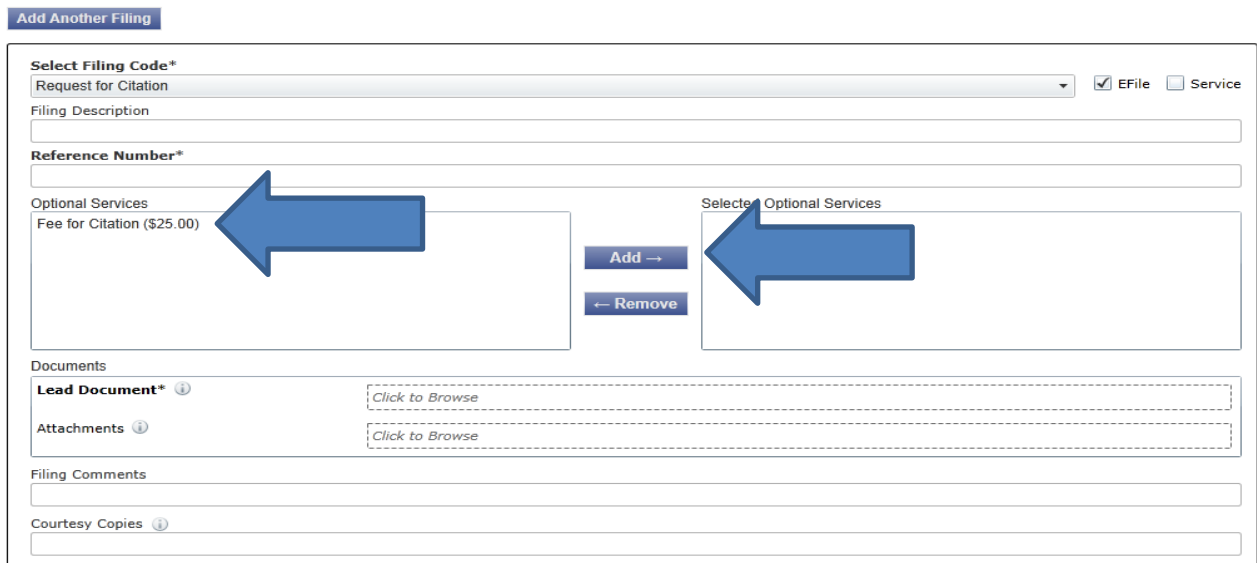
Documents

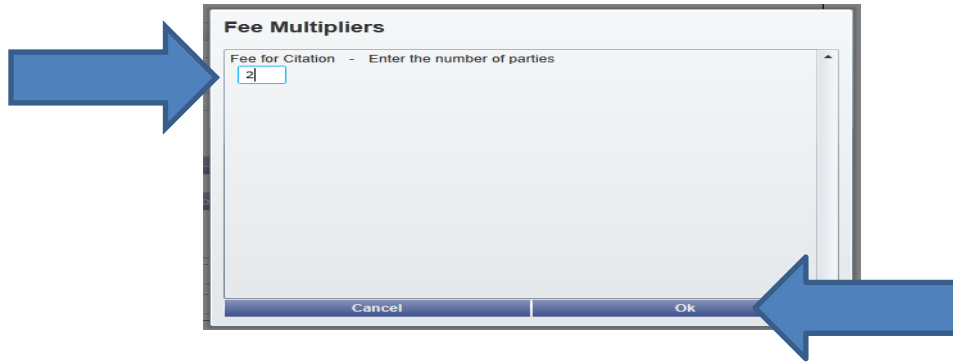
Lead Document* [Click to Browse](#)

Attachments [Click to Browse](#)

Filing Comments

Courtesy Copies





Click “OK” and the citation fee will be added. A cover letter detailing the amount of citations requested and any details necessary to complete the request shall be submitted as the Lead Document on this filing. Any requests made without an accompanying payment shall be rejected in accordance with Section 5.3.6 within these guidelines.

2. Citations Generated by Court

Lead Document: Cover letter requesting a citation

When making a request for a citation in the EFS, the appropriate fee must be added and satisfied. First, select “Request for Citation” from the “Select Filing Code” dropdown. A box will appear where you can add the fee for the number of citations requested on the case.

Select “Fee for Citation” under the “Optional Services” box. Click the “Add” button to add the “Fee for Citation” to the case. After clicking Add, you will be prompted to enter the amount of citations you need.

Add Another Filing

Select Filing Code*
 Request for Citation EFile Service

Filing Description

Reference Number*

Optional Services

Fee for Citation (\$25.00)

Add →

← Remove

Selected Optional Services

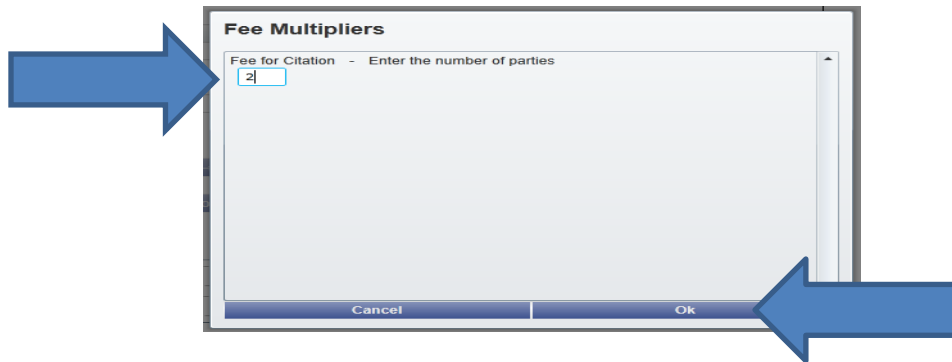
Documents

Lead Document* ⓘ

Attachments ⓘ

Filing Comments

Courtesy Copies ⓘ



Click “OK” and the citation fee will be added. A cover letter detailing the amount of citations or executions requested and any details necessary to complete the request shall be submitted as the Lead Document on this filing. Any requests made without an accompanying payment shall be rejected in accordance with Section 5.3.6 within these guidelines.

3. Citations Prepared by Attorney or Self-represented Litigant

Lead Document: Mechanic’s Lien or Foreclosure Lien

When making a request for a citation in the EFS, the appropriate fee must be added and satisfied. First, select “Request for Citation” from the “Select Filing Code” dropdown. A box will appear where you can add the fee for the number of citations requested on the case.

Select “Fee for Citation” under the “Optional Services” box. Click the “Add” button to add the “Fee for Citation” to the case. After clicking Add, you will be prompted to enter the amount of citations you need.

Add Another Filing

Select Filing Code*
 Request for Citation EFile Service

Filing Description

Reference Number*

Optional Services

Fee for Citation (\$25.00)	Add → ← Remove	Select Optional Services
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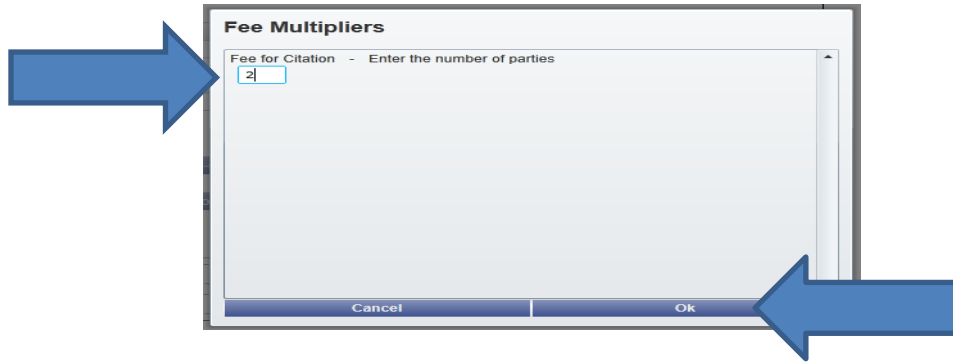
Documents

Lead Document* Click to Browse

Attachments Click to Browse

Filing Comments

Courtesy Copies Click to Browse



Click “OK” and the citation fee will be added. Any requests made without an accompanying payment may not be fulfilled.

4. Request for Execution

Lead Document: Cover letter requesting a writ of execution

When making a request for an execution in the EFS, the appropriate fee must be added and satisfied. First, select “Request for Execution” from the “Select Filing Code” dropdown. A box will appear where you can add the fee for the execution requested on the case.

Select “Fee for Execution” under the “Optional Services” box. Click the “Add” button to add the “Fee for Execution” to the case. After clicking Add, you will be prompted to enter the number of parties.

Add Another Filing

Select Filing Code*
 Request for Execution E-File Service

Filing Description

Reference Number*

Optional Services **Selected Optional Services**

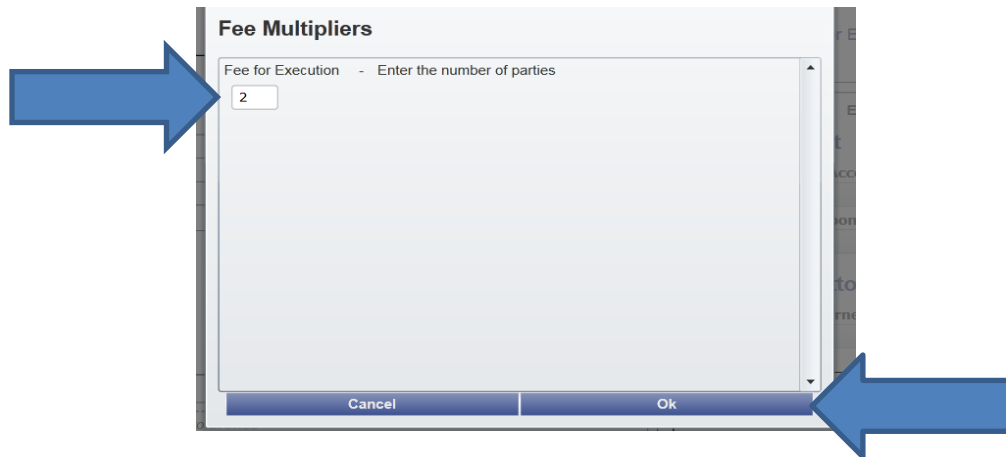
Fee for Execution (\$50.00) **Add >** **< Remove**

Documents

Lead Document* *Click to Browse*

Attachments *Click to Browse*

Filing Comments



Click “OK” and the execution fee will be added. A cover letter detailing the amount of executions requested and any details necessary to complete the request shall be submitted as the Lead Document on this filing. Any requests made without an accompanying payment shall be rejected in accordance with Section 5.3.6 within these guidelines.

5. Request for Writ of Execution and Citation in Supplementary Proceedings

Lead Document: Cover letter requesting a Writ of Execution and Citation in Supplementary Proceedings

Add Another Filing: Omnibus Calendar Assignment form with requested hearing date for the Citation in Supplementary Proceedings.

The hearing date requested must be scheduled at least five (5) weeks from the filing date. Cases in Providence/Bristol County are scheduled on Wednesdays and cases in Kent, Washington, and Newport Counties are scheduled on Fridays.

When making a request for a Writ of Execution and Citation in Supplementary Proceedings in the EFS, the appropriate fee must be added and satisfied. First, select “Request for Execution/Citation” from the “Select Filing Code” dropdown. A box will appear where you can add the fee for the Writ of Execution and Citation in Supplementary Proceedings requested on the case.

Select “Fee for Execution/Citation” under the “Optional Services” box. Click the “Add” button to add the “Fee for Execution/Citation” to the case. After clicking Add, you will be prompted to enter the number of parties.

Add Another Filing

Select Filing Code*
Request for Execution Citation E-File Service

Filing Description

Reference Number*

Optional Services
Execution Citation Fee Schedule (\$75.00)

Selected Optional Services

Add →
← Remove

Documents
Lead Document* *Click to Browse*
Attachments *Click to Browse*

Filing Comments

Courtesy Copies

Fee Multipliers

Execution Citation Fee Schedule - Enter a Quantity

2

Cancel Ok

Click “OK” and the execution/citation fee will be added. A cover letter requesting a Writ of Execution and Citation in Supplementary Proceedings shall be submitted as the Lead Document on this filing. An Omnibus Calendar Assignment form with requested hearing date for the Citation in Supplementary Proceedings shall be submitted as an additional filing. Any requests made without an accompanying payment shall be rejected in accordance with Section 5.3.6 within these guidelines.

NOTICE OF APPEAL

Notice of Appeals shall be filed at the clerk's office. When filing a Notice of Appeal please note that the filing fee is based upon the number of appellants. If two (2) parties are noted on the Notice of Appeal then two (2) filing fees shall be required.

In addition to the filing fee, to follow are the **one-time** fees **per case** that shall be assessed when the Notice of Appeal is scanned and filed into the Judiciary's case management system at the clerk's counter.

Civil Case Processing Fee to Tyler Technologies:	\$17.50
Technology Surcharge:	\$3.25
Credit Card Fee:	3.25%^

^ Credit card fees are 3.25% of the amount of the transaction, which includes the filing fee, civil case processing fee to Tyler Technologies, Inc., and the technology surcharge.

FILING CERTIFIED RECORDS

For purposes of judicial review, the filing party shall retain the original paper copy of any certified record that is filed in the Superior Court as long as the case is ACTIVE (not assigned) or open and not on appeal. For example, the filing party shall retain the original certified record when filing an appeal of a probate case.

APPENDIX C

The following case types are not served with a summons:

- Agency Appeal
- Police Officer Bill of Rights
- Contempt
- Domestic Abuse
- Excessive Tax
- Foreign Judgment
- Foreclosure of Right of Redemption
- Foreclosure/Tax Lien
- Grand Jury Investigation
- Habeas Corpus
- Mechanics' Lien
- Material Witness
- District Court Appeal
- Other Probate Appeal
- Out-of-state Witness
- Rule 5A Petition – Superior Court Rules of Criminal Procedure
- Post-conviction Relief
- Petition to Expunge
- Petition for Constable
- Petition for Immunity
- Perform Surgery
- Petition to Take Deposition
- Petition for Inventory (Wire Tap)
- Sexual Violent Predator
- Structured Settlement
- Trespass and Ejectment
- Title Clearing (Tax Title)
- Title Clearing