

ACCESS TO CASE INFORMATION

Courthouse Access to Case Information

Each court shall have computer terminals available in the respective clerks' offices in each of the courthouses for use by anyone who wishes to review the electronic documents filed in the Judiciary's case management system during regular business hours. Access shall include all public electronic case information. This access does not include access to sealed cases or documents or confidential case types, documents, or information as defined in the Rhode Island Judiciary Rules of Practice Governing Public Access to Electronic Case Information (Public Access Rules).

Attorneys who have entered an appearance in a case shall have electronic access at the respective clerks' offices in each of the courthouses to all documents and information about a case in which they are representing a party. This access does not include access to sealed cases or documents. Self-represented litigants and parties to a case shall have electronic access at the respective clerks' offices in each of the courthouses to all documents and information about a case in which they are named a party. This access does not include access to sealed cases or documents.

Remote Access to Case Information

The Public, Self-represented Litigants and Parties to a Case - **Remote public access** to electronic case information will not be immediately available to the public, self-represented litigants, and parties to a case but may be made available in the future. Please see Courthouse Access to Case Information above.

Attorneys - **For Rhode Island admitted attorneys only.** Attorneys who have entered an appearance on behalf of a client in a case shall have remote access to all documents and information about a case in which they are representing a party. This access may not include access to sealed cases or documents. For all other cases in which they are not directly involved, attorneys shall have remote access to the register of actions or docket but shall not have remote access to other electronic case information. To register for remote electronic access, attorneys shall email the Judicial Technology Center (JTC) at PublicAccessPortalHelp@courts.ri.gov requesting access to case information and attach a signed Request for Access and Data Subscription Agreement which is found at the Judiciary's website at www.courts.ri.gov. A JTC representative will respond by sending you a username and password. You may change your password once you access your account through the Public Access Portal.

State or Federal Agencies

Authorized state or federal agencies and employees thereof that require access to the new case management system in order to assist the state or federal agency in performing its lawful function shall also register for remote electronic access. This access does not include access to

sealed cases or documents or confidential case types, documents, or information as defined in the Public Access Rules except in specific circumstances as authorized by the Judiciary. State or federal agencies shall be approved for access by the Supreme Court. Each state or federal agency shall have a contact person(s) who is authorized to submit signed Request for Access and Data Subscription Agreements to the Judiciary for state or federal agency employees who require access to electronic case information. An authorized contact person(s) from the state or federal agency shall email the JTC at helpdesk@courts.ri.gov requesting access to case information and attach the signed Data Subscription Agreements for all of the employees. The JTC will respond by sending usernames and passwords for the employees. Employees may change passwords after accessing the account through the Public Access Portal.

HELPFUL HINTS

Searching Cases in the Public Access Portal

SUPERIOR COURT CIVIL

Examples:

PC-2009-XXXX	Civil Case
WM-2009-XXXX	Miscellaneous
PB-2010-XXXX	Business
PP-2010-XXXX	Probate

FAMILY COURT CIVIL

Examples:

P20090050A	Abuse Cases
K20090050M	Miscellaneous Case
N20090050	Divorce Cases

DISTRICT COURT CIVIL

Examples:

6SC-200X-XXXXX	Small claims
6CA-200X-XXXXX	Civil Cases
6DA-200X-XXXXX	Domestic Abuse
6AA-200X-XXXXX	Administrative Appeals

WORKERS' COMPENSATION COURT

Examples:

2014-XXXXX

What cases and documents are being displayed on the Public Access Portal?

Cases- At this time you can view civil cases in the Superior and District Court, domestic cases in the Family Court, and cases in the Workers' Compensation Court. Criminal case information is not part of this phase and is still available on the Judiciary's website at <http://courtconnect.courts.ri.gov>.

Documents – The viewing of documents depend upon whether the case has been scanned into the respective court’s case management system or if a document was electronically filed into an active case. In the Superior, Family, and District Courts:

- Prior to November 5, 2014 - The courts only scanned active files that had scheduled future hearing or trial dates within a specific time frame from November 5th. The scanning of active files will be an ongoing process as the respective court moves forward on cases filed prior to November 5th but have future hearing or trial dates scheduled.
- As of November 5, 2014 - Any cases filed and/or any subsequent filings on a case that were electronically filed will be displayed on the Public Access Portal.