



REQUEST TO INSPECT AND/OR COPY DOCUMENTS OR RECORDS OR REQUEST FOR ELECTRONIC INFORMATION OR REPORT

Rhode Island General Laws Title 38, Chapter 2 entitled "Access to Public Records" (APRA) governs the public's access to certain records. APRA applies only to the Judiciary's *administrative functions* (those matters that pertain to the administration of the Judiciary) and does *not* apply to its judicial functions (those matters that pertain to litigants and their proceedings before the court). See § 38-2-2(4)(i)(T), § 38-

2-5 (3); and Rhode Island Judiciary "Policy Regarding the Request for and Production of Electronic Information" effective December 19, 2006. As a result, court cases and electronic reports derived from court case files do not fall under APRA. In addition, there are other exceptions to APRA that may apply to your request. You are not required to provide identification or the reason you seek the information, however, in order to fulfill your request in an expeditious manner, we ask that you fill out this request form. If your request falls under APRA, a public body has ten (10) business days to respond. If you feel that you have been denied access to records that fall under APRA, you have the right to petition the State Court Administrator for a review of the determination.

If you are interested in obtaining a court case file or a document contained in a court case file, they are available for inspection in the respective Clerk's Office during normal business hours. Requests for court files are not governed by the Access to Public Records Act and cannot be obtained by use of this form.

REQUEST TYPE: Inspect Documents/Records Obtain Copies of Documents/Records
 Obtain Electronic Information/Report (Non APRA Request) Other

REQUESTOR: _____

NAME OF BUSINESS (if applicable): _____

ADDRESS: _____

TELEPHONE: _____ **FAX:** _____

EMAIL ADDRESS: _____

INFORMATION OR REPORT REQUESTED: _____

FORMAT: Paper Fax E-mail (if available) CD-ROM Other: _____

SUBMIT THIS COMPLETED FORM TO: Mr. Craig Berke
Office of Community Outreach and Public Relations
250 Benefit Street, Providence, Rhode Island, 02903
Tel: (401) 222-4580 Fax: (401) 222-8632
Email: cberke@courts.ri.gov

DATE

SIGNATURE OF REQUESTOR

OFFICE USE ONLY: Request received by _____ DATE: _____ TIME: _____ AM/PM
Revised June 2012