

## HELP WITH ENTRY OF APPEARANCE and CASE SERVICE CONTACTS LIST

To members of the Rhode Island Bar:

There seems to be confusion as to filing an entry of appearance in a case and registering your contact information in a case on File and Serve. These are two (2) separate requirements as a Registered User that need be performed on every case that an attorney is of record.

When a Registered User files an entry of appearance in a case, the attorney files the document with the respective court through File and Serve. Once accepted by the court, the court will enter the attorney in the case management system for every party that the attorney is representing in a case. The requirements (located in the respective court's electronic filing system guidelines) for filing an entry of appearance are as follows:

### **Entry of Appearance**

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 under the heading of Public Resources, Forms at [www.courts.ri.gov](http://www.courts.ri.gov).

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

An attorney must also enter the attorney's own contact information in the "Case Service Contacts" list in File and Serve for each party in a case that an attorney is of record. This requirement ensures that the attorney will receive service of any documents in the case served through File and Serve. The requirements (located in the respective court's electronic filing system guidelines) for the "Case Service Contacts" are as follows:

## Case Service Contacts List

Requirement - Registered Users are required to enter the Registered User's own contact information in the "Case Service Contacts" list in each individual case to ensure receipt of service of any documents. Please note that the "Case Service Contacts" list is different from the "Firm Service Contacts" list which allows you to maintain a list of attorneys registered for e-filing but are not attached to any specific case.

[Click here to view how to register on a case in File and Serve](#)

Opposing attorneys should not be entering information for any other attorney on the case in File and Serve. If an opposing attorney enters the information incorrectly, only the attorney who entered the information can edit the "Case Service Contacts." Therefore, we are asking that you please contact the opposing attorney if the opposing attorney has not entered the contact information in File and Serve on a case. The "Case Service Contacts" is a requirement for proper service through File and Serve and there will be a learning curve for all Registered Users regarding this function.

Additionally, when an attorney represents multiple parties on a case and does not enter the attorney's contact information for each party in File and Serve, there is no history of service on File and Serve for those parties that the attorney did not register. All attorneys on the case will not be able to produce an accurate service of history to the court if required.

Thank you for your cooperation in this matter. Please do not reply to this e-mail address as it is for outgoing messages only.