



**THE WORKERS'  
COMPENSATION COURT'S  
ELECTRONIC FILING  
SYSTEM GUIDELINES**

**EFFECTIVE FEBRUARY 9, 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 Workers' Compensation 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](http://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 efileing requirements, or a self-represented litigant who has chosen not to use efileing.
- 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](http://www.courts.ri.gov) under the heading of Electronic Filing, Training or go directly to the following address:

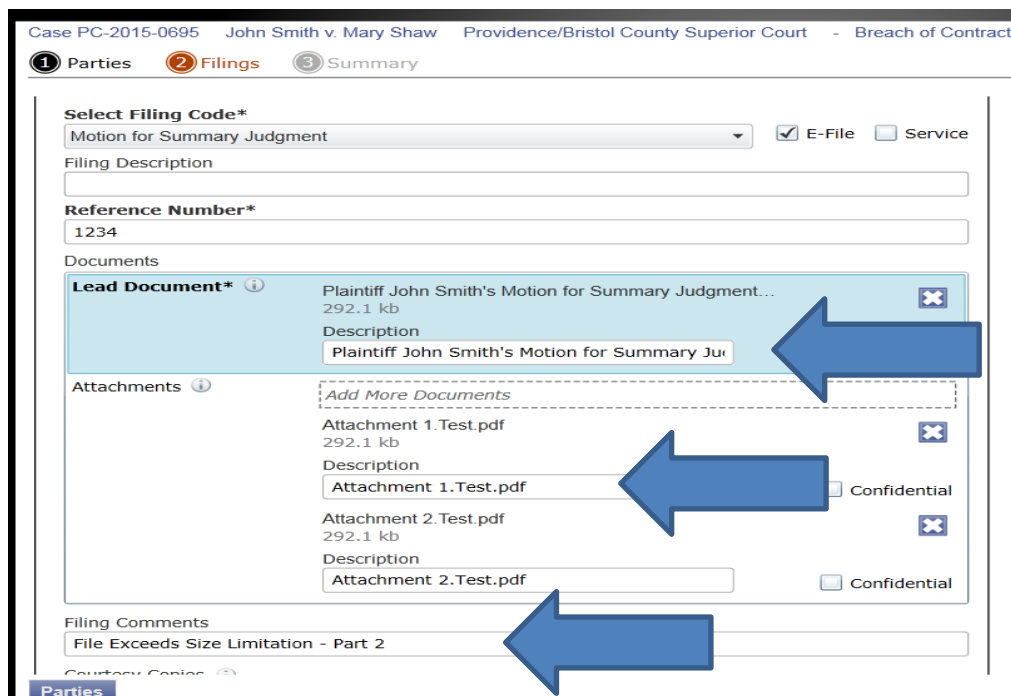
<https://eg2113prss.egain.net/system/templates/selfservice/national/#!/portal/1027/article/4776/When-are-the-Online-Training-Sessions-for-Rhode-Island-RI4776>.

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](http://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 'Filings' tab is active, showing a 'Select Filing Code\*' dropdown set to 'Motion for Summary Judgment', with 'E-File' checked and 'Service' unchecked. The 'Filing Description' field is empty. The 'Reference Number\*' field contains '1234'. Under 'Documents', there is a 'Lead Document\*' section with a document titled 'Plaintiff John Smith's Motion for Summary Judgment...' (292.1 kb) and a description 'Plaintiff John Smith's Motion for Summary Ju...'. Below it, an 'Attachments' section shows a document titled 'Plaintiff John Smith's Memorandum in Support of...' (292.1 kb) with a description 'Plaintiff John Smith's Memorandum in Suppor...'. A blue arrow points to the 'Filing Comments' field, which contains the text 'File Exceeds Size Limitation - Part 2 to Follow'.

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.”



- 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 (see Section 8 within these guidelines), Registered Users shall not be permitted to file in the clerk’s office.
- 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 4.7 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.

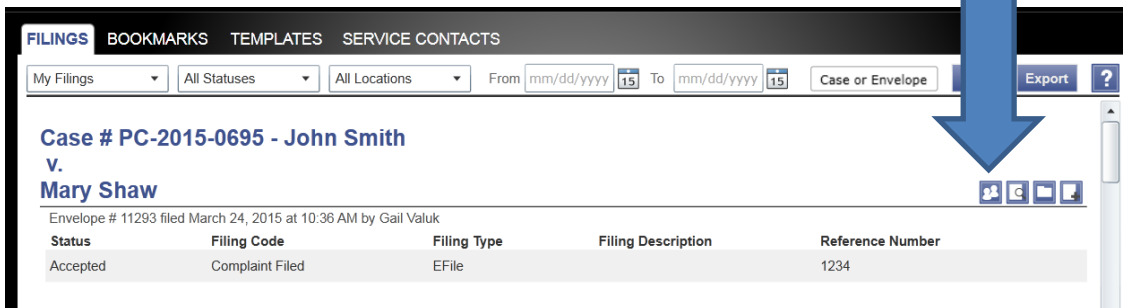


These are two (2) separate requirements that need to be performed.

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 e filing 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](http://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](http://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 Electronic Filing of Documents - When using the EFS:
- 4.4.1 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;
- 4.4.2 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); and
- 4.4.3 Categories of Items - Categories of items such as bills, receipts, invoices, photographs, etc. may be submitted in one attachment.

- 4.5 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 petition types and the required documents is attached hereto as Appendix A.
- 4.5.1 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.
- 4.5.2 Request for Permission for Major Surgery Petition - This petition will not be efiled. Please bring the Request for Permission for Major Surgery to the Clerks’ Office. Once the petition is signed by a judge, the Clerks’ Office will enter the case into the case management system.
- 4.6 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.
- 4.6.1 Subsequent Pleadings, Motions, and Other Papers Which Cannot be Efiled – The following documents cannot be efiled:
- 4.6.1.1 Consent Decree –This document should be presented to the court at the time of hearing for the judicial officer’s signature.
- 4.6.1.2 Withdrawal of Entry of Appearance – Complete the Stipulation form on the Judiciary’s website at [www.ri.courts.gov](http://www.ri.courts.gov) under the heading of Public Resources, Forms, Workers’ Compensation Court. This document should be presented to the court at the time of hearing for the judicial officer’s signature.
- 4.6.1.3 Request to Extend the Reasons Date - The party requesting the extension of time to file reasons of appeal should appear at the clerk’s office to make such request. The clerk will process this extension and if approved, the information will be entered into the case management system.
- 4.7 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.
- 4.7.1 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](http://www.courts.ri.gov) under the heading of Public Resources, Forms, Workers' Compensation Court.

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

4.8 Workers' Compensation Petition Cover Sheet – Petition cover sheets are still required to be filed in each case.

## 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 3:30 p.m. will be processed the following business 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 non-public.

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 W.C.C. – R.P. 1.8, documents will be rejected under the following circumstances:
- 5.3.1 No Signature – Documents filed without a conventional signature where required;
  - 5.3.2 Required Documents - Petitions 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 W.C.C. – R.P. 1.7;
  - 5.3.5 Orientation of the Scanned Document – Documents, including any required documents, attachments, or exhibits, scanned in the wrong orientation;
  - 5.3.6 Unreadable Documents – Documents scanned and filed that are unreadable; and/or
  - 5.3.7 Fillable PDFs – The EFS does not support the submission of fillable PDFs.
- 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](http://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 displays a web-based filing interface. At the top, there is a 'Select Filing Code\*' dropdown menu set to 'Complaint Filed' and an 'EFile' checkbox. Below this is a 'Filing Description' text box. The 'Reference Number\*' is '1234'. The 'Documents' section contains two entries: a 'Lead Document\*' and an 'Attachments' section. The 'Lead Document\*' is 'Complaint.Test.pdf' (32.2 kb) with a description of 'Complaint.Test.pdf' and a 'Confidential' checkbox. The 'Attachments' section includes 'Envelope 3257 Resubmission.Test.pdf' (292.1 kb) with a description of 'Envelope 3257 Resubmission.Test.pdf' and a 'Confidential' checkbox. A dashed box labeled 'Add More Documents' is also present. At the bottom, the 'Filing Comments' section contains the text 'Envelope 3257 resubmission'. Two large blue arrows point from the 'Attachments' and 'Filing Comments' sections towards the left.

## 6. Service of Process and Issuance of Summonses

6.1 Service of Process - While all new petitions filed with the court will be electronically filed using the EFS, the first documents served on opposing parties will be served in the **traditional paper** process. The Certificate of Service will then be filed electronically with the court. The most current version of the Certificate of Service is located on the Judiciary's website at [www.courts.ri.gov](http://www.courts.ri.gov) under the heading of Public Resources, Forms, Workers' Compensation Court.

## 7. Assignment of Hearings, Scheduling, and Notification

7.1 Notice - Upon acceptance in File and Serve and usually within forty-eight (48) business hours, the court will assign the case for hearing and send a notice indicating the date and time of the hearing as well as the judicial officer assigned to the case.

## 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](http://www.courts.ri.gov) under the heading of Public Resources, Forms, Workers' Compensation Court.

- 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.
- 8.3 Proposed Orders, Judgments, or Decrees – Proposed orders, judgments, or decrees must be presented in the courtroom for the judicial officer's signature.
- 8.4 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.
- 8.5 Trial Exhibits - Trial exhibits shall not be efiled. Unless otherwise ordered by the judicial officer, trial exhibits are to be submitted in the courtroom when offered as an exhibit.
- 8.6 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.



**APPENDIX A**

**REQUIRED DOCUMENTS**

**A. Electronic Filing of New Petitions**

**A.1 Employee’s Petition for Compensation Benefits (Original Petition) or Petition for Compensation Benefits of Deceased Employee**

**Case Type:** Original Petition

**Lead Document:** Employee’s Petition for Compensation Benefits (Original Petition) or Petition for Compensation Benefits of Deceased Employee

**Required Attachments:** Workers’ Compensation Court Petition Cover Sheet  
Secretary of State Corporate Database Sheet  
Department of labor and Training verification of insurance carrier

**Filing Code:** Original Petition

**Note:** During the process of filing a new case, DO NOT include any additional filings. The petition should be submitted with its associated attachments in its own envelope. Once approved by the court and a case number has been received, you may file supplemental documents into the established case.

**A.2 Petition for an Order Concerning Payment for Medical Services**

**Case Type:** Petition for Medical Payment

**Lead Document:** Petition for an Order Concerning Payment for Medical Services

Additional attachments may include:

- A. Document(s) establishing liability, if any;
- B. An itemized bill(s) from the healthcare provider; and/or
- C. A billing affidavit of the healthcare provider.

**Required Attachments:** Workers’ Compensation Court Petition Cover Sheet  
Secretary of State Corporate Database Sheet  
Department of labor and Training verification of insurance carrier

**Filing Code:** Petition for Order Concerning Payment for Medical Services

**Note:** During the process of filing a new case, DO NOT include any additional filings. The petition should be submitted with its associated attachments in its own envelope. Once approved by the court and a case number has been received, you may file supplemental documents into the established case.

**A.3 Employee's Petition to Review and or Amend Agreement or Decree Concerning Compensation**

**Case Type:** Employee's Petition to Review

**Lead Document:** Employee's Petition to Review

Additional attachments may include copies of agreement(s), order(s), and/or decree(s) sought to be reviewed.

**Required Attachments:** Workers' Compensation Court Petition Cover Sheet  
Secretary of State Corporate Database Sheet  
Department of labor and Training verification of insurance carrier

**Filing Code:** Employee's Petition to Review

**Notes:**

1. During the process of filing a new case, DO NOT include any additional filings. The petition should be submitted with its associated attachments in its own envelope. Once approved by the court and a case number has been received, you may file supplemental documents into the established case.
2. Documents originally produced as 8½ by 14 should be scanned in at that size.

**A.4 Miscellaneous Petition**

**Case Type:** Miscellaneous Petition

**Lead Document:** Miscellaneous Petition

**Required Attachments:** Workers' Compensation Court Petition Cover Sheet  
Secretary of State Corporate Database Sheet  
Department of labor and Training verification of insurance carrier

**Filing Code:** Miscellaneous Petition

**Note:** During the process of filing a new case, DO NOT include any additional filings. The petition should be submitted with its associated attachments in its own envelope. Once approved by the court and a case number has been received, you may file supplemental documents into the established case.

#### **A.5 Petition to Enforce**

**Case Type:** Petition to Enforce

**Lead Document:** Petition to Enforce

Additional attachments may include copies of order(s) and/or decree(s) sought to be enforced.

**Required Attachments:** Workers' Compensation Court Petition Cover Sheet  
Secretary of State Corporate Database Sheet  
Department of labor and Training verification of insurance carrier

**Filing Code:** Petition to Enforce

#### **Notes:**

1. During the process of filing a new case, DO NOT include any additional filings. The petition should be submitted with its associated attachments in its own envelope. Once approved by the court and a case number has been received, you may file supplemental documents into the established case.
2. Documents originally produced as 8½ by 14 should be scanned in at that size.

#### **B. Electronic Filing of Commutations**

Proposed orders and decrees will not be filed with the Petition for Commutation. These documents will be presented at the hearing and once entered, the clerk will scan the document into the CMS.

In order to file an Assignment Stipulation with the filing, an attorney should call the Clerk's Office to request an assignment date/time/judge prior to e-filing the Petition for Commutation.

#### **B.1 Lump Sum Settlement**

**Case Type:** Commutation

**Lead Document:** Petition for Settlement

Additional attachments may include:

- A. A copy of the most recent court Impartial Medical Examiner;
- B. A statement of the treating physician; and/or
- C. A copy of the Medicare Set-Aside Agreement, if applicable.
- A. A signed Attorney Worksheet for Lump-Sum or Structured Type Settlements;
- B. Assignment Stipulation;
- C. Legible copies of all agreements, orders, and decrees establishing:
  - i. Liability and periods of disability;
  - ii. For specific compensation; and/or
  - iii. Weekly or medical payments for any “Flow From” injury.
- D. An affidavit from the employer’s attorney or a statement from the employer regarding the proposed settlement;
- E. A Life Expectancy Table;
- F. An affidavit of the employee regarding CMS: Medicare and Social Security;
- G. A copy of all notices of lien;
- H. A list of treating medical providers and all outstanding balances owed; and/or
- I. A copy of Structured Settlement Agreement, if applicable.

**Required Attachments:**

Workers’ Compensation Court Petition Cover Sheet

**Filing Code:**

Commutation

**Note:** During the process of filing a new case, DO NOT include any additional filings. The petition should be submitted with its associated attachments in its own envelope. Once approved by the court and a case number has been received, you may file supplemental documents into the established case.

## **B.2 Medical Open Settlements**

**Case Type:** Commutation

**Lead Document:** Petition for Settlement

Additional attachments may include:

- A. A copy of the most recent court Impartial Medical Examiner; and/or
- B. A statement of the treating physician
- C. A signed Worksheet for “Meds Open” Settlements Where Medical Payments Will Continue;
- D. Assignment Stipulation;
- E. Legible copies of all agreements, orders, and decrees establishing:
  - i. Liability and periods of disability;
  - ii. For specific compensation; and/or
  - iii. Weekly or medical payments for any “Flow From” injury.
- F. An affidavit from the employer’s attorney or a statement from the employer regarding the proposed settlement;
- G. A Life Expectancy Table; and/or
- H. A list of treating medical providers and all outstanding balances owed.

**Required Attachments:** Workers’ Compensation Court Petition Cover Sheet

**Filing Code:** Commutation

**Note:** During the process of filing a new case, DO NOT include any additional filings. The petition should be submitted with its associated attachments in its own envelope. Once approved by the court and a case number has been received, you may file supplemental documents into the established case.

**APPENDIX B**

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

\* **BE SURE THAT THE CASE NUMBER APPEARS ON ALL DOCUMENTS.**

**AGREED STATEMENT OF FACTS**

**Lead Document:** Agreed Statement of Facts

**Filing Code:** Agreed Statement of Facts

**Filing Description:** Please indicate whether the statement is “on behalf of the Petitioner” or “on behalf of the Respondent.”

**CERTIFICATE OF SERVICE**

**Lead Document:** Certificate of Service

**Filing Code:** Certificate of Service

**CLAIM FOR TRIAL**

**Lead Document:** Claim for Trial

**Filing Code:** Claim for Trial

**Filing Description:** Please indicate whether the statement is “on behalf of the Petitioner” or “on behalf of the Respondent.”

**CLAIM OF APPEAL** – This will require the payment of an appeal fee in File & Serve

**Lead Document:** Claim of Appeal

**Filing Code:** Claim of Appeal

**Filing Description:** Please indicate whether the statement is “on behalf of the Petitioner” or “on behalf of the Respondent.”


## ENTRY OF APPEARANCE FOR THE RESPONDENT

**Lead Document:** Entry of Appearance

**Filing Code:** Entry of Appearance

**Filing Description:** “(Attorney Name) for the Respondent”

Access the case number by selecting “Workers’ Compensation Court,” enter the case number, and press “Go.”



WORKSPACE MY ACCOUNT HELP ABOUT LOGOUT Welcome Stephen Deni

RHODE ISLAND JUDICIARY

NEW CASE Workers' Compensation Court 201406686 Go Advanced Search

LINKS BOOKMARKS TEMPLATES SERVICE CONTACTS

My Filings All Statuses All Locations From mm/dd/yyyy 15 To mm/dd/yyyy 15 Case or Envelope Filter Export

When case number displays, select the “Start a New Subsequent Filing for this case” icon.

Searching for:  
As: Case Number

Case Number	Location	Description	Case Type	Actions
201406686	Workers' Compensation Court	Conlon Maureen v. ABC Editing Company	Original Petition	

Be sure to enter the attorney information on the Party screen:

Enter the Details for the Parties Involved in this Case

Required fields are bold and have an asterisk (\*).

Party Type	Name	Attorney
Petitioner	Martha Stewart	JULIE HAMIL
Respondent	Food Network	
Insurance Carrier	Liberty Mutual Insurance	

ADD PARTY

Party Type: Respondent  
Party Name: Food Network  
Address: 123 Brown Lane  
Providence, RI 02903

Attorney

## LETTER FILED

**Lead Document:** Letter

**Filing Code:** Letter Filed

**Filing Description:** Please give a brief description of the letter filed.



**MEDICAL RECORDS SUBMITTED FOR AN INDEPENDENT MEDICAL EXAMINER (IME)**

**Lead Document:** The stipulation listing the medical records being sent to the IME.

A paper copy of the medical records, along with the check for the IME, will be filed at the Clerk's Office.

**Filing Code:** Stipulation Filed

**Filing Description:** "For IME"

**MEMORANDUM**

**Lead Document:** Memorandum

**Filing Code:** Memorandum Filed

**Filing Description:** Further describe the Memorandum being filed

**MISCELLANEOUS CORRESPONDENCE**

**Lead Document:** Miscellaneous Correspondence

**Filing Code:** Miscellaneous Correspondence

**Filing Description:** Further describe correspondence being filed

**MOTIONS**

**Lead Document:** Motion

**Filing Code:** Choose one of the following:  
Motion for Continuance  
Motion for Impartial Examination  
Motion for Protective Order  
Motion to Adjudge in Contempt  
Motion to Amend  
Motion to Compel  
Motion to Dismiss  
Motion to Proceed in Forma Pauperis  
Motion to Quash  
Motion to Reconsider  
Motion to Vacate  
Motion to Withdraw as Counsel

Motion and describe the Motion in the Filing Description

**Filing Description:** A general description of the motion. Please indicate whether the statement is “on behalf of the Petitioner” or “on behalf of the Respondent.”

**NOTICE OF CONTEST**

**Lead Document:** Notice of Contest

**Filing Code:** Notice of Contest

**Filing Description:** Further describe the Notice of Contest. The description will appear as a comment on the docket sheet.

**NOTICE OF INTENTION**

**Lead Document:** Notice of Intention

**Filing Code:** Notice of Intention

**Filing Description:** Further describe the Notice of Intention. The description will appear as a comment on the docket sheet.

**NOTICE OF LIEN FILED**

**Lead Document:** Notice of Lien

**Filing Code:** Notice of Lien Filed

**Filing Description:** Describe the type of lien being filed.

**OBJECTION FILED**

**Lead Document:** Objection

**Filing Code:** Objection Filed

**Filing Description:** Describe the objection. Please indicate whether the statement is “on behalf of the Petitioner” or “on behalf of the Respondent.”

**OBJECTION TO ENTRY OF FINAL DECREE**

**Lead Document:** Objection to Entry of Final Decree

**Filing Code:** Objection to Entry of Final Decree  
**Filing Description:** Please indicate whether the statement is “on behalf of the Petitioner” or “on behalf of the Respondent.”

**OTHER**

**Lead Document:** Name of document being filed.

**Filing Code:** Other

**Filing Description:** Briefly describe what is being filed.

**PRETRIAL EXCHANGE OF DOCUMENTS**

**Lead Document:** The packet of documents to be exchanged at pretrial must be preceded by an index page. The lead document is the index page.

**Filing Code:** Pretrial Exchange of Documents

**Filing Description:** Please indicate whether the statement is “on behalf of the Petitioner” or “on behalf of the Respondent.”

**PRETRIAL MEMORANDUM OF LAW**

**Lead Document:** Memorandum of Law

**Filing Code:** Pretrial Memo of Law Filed

**Filing Description:** Please indicate whether the statement is “on behalf of the Petitioner” or “on behalf of the Respondent.”

**PROPOSED PETITION WITHDRAWAL STIPULATIONS**

**Lead Document:** Stipulation signed by all attorneys entered in the case

**Filing Code:** Proposed Withdrawal Stipulation

**Filing Description:** Petition to be withdrawn upon judicial signature.

**REASONS FILED**

**Lead Document:** Reasons Filed

**Filing Code:** Reasons Filed

**Filing Description:** Please indicate whether the statement is “on behalf of the Petitioner” or “on behalf of the Respondent.”

**RECORDS SUBPOENA FILED**

**Lead Document:** Records Subpoena

**Filing Code:** Records Subpoena Filed

**Filing Description:** Further describe the Records Subpoena. The description will appear as a comment on the docket sheet.

**STIPULATION FILED**

**Lead Document:** Stipulation

**Filing Code:** Stipulation Filed

**Filing Description:** Describe the Stipulation being filed.