

2.00 Commencement of Action, Service of Process, and Scheduling of Cases

2.03 Process, Attachment, Trustee Process, Arrest. The summons, Small Claims Notice of Suit, Language Assistance Notice, and all other required documents shall be served together. The most current version of the forms are located on the Judiciary's website at www.courts.ri.gov under the heading of Public Resources, Forms. The cost assessed to a defendant shall not exceed the cost established by G.L. § 9-29-9. For purposes of service of process upon corporations and on persons outside of the State of Rhode Island, subsections (D)(3) and (E), respectively, shall apply.

- (A) *Summons: Form.* The summons shall bear the Signature of the clerk, be under the seal or watermark of the court (which shall be generated by the CMS), identify the court and the parties, be directed to the defendants, and state the name and address of the plaintiff's attorney or state the name and address of the self-represented litigant. The summons shall also state the time within which the defendant must file an answer, and shall notify the defendant that failure to do so will result in a judgment by default against the defendant for the relief demanded in the complaint. Process issued out of any division of the court may be made returnable in any other division. The court may allow a summons to be amended.