# STATE OF RHODE ISLAND JUDICIARY

## SUPREME COURT

## 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 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 January 25, 2018. 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 APRA 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:** _____ **FACSIMILE:** _____

**EMAIL ADDRESS:** _____

**INFORMATION OR REPORT REQUIRED:** _____

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**FORMAT:** ☐ Paper ☐ Facsimile ☐ Email (if available) ☐ CD-ROM ☐ Other _____

**SUBMIT THIS COMPLETED FORM TO:** Ms. Alexandra Kriss
Office of Community Outreach and Public Relations
250 Benefit Street
Providence, Rhode Island, 02903
Telephone: (401) 222-4580 Facsimile: (401) 222-8632
Email: akriss@courts.ri.gov

_____ _____
DATE SIGNATURE OF REQUESTOR

OFFICE USE ONLY: Request received by _____ DATE: _____ TIME: _____ A.M./P.M.

Supreme-19 (revised November 2022)