



**THE FAMILY COURT'S
ELECTRONIC FILING
SYSTEM GUIDELINES
FOR JUVENILE
PROCEEDINGS**

EFFECTIVE JANUARY 6, 2020

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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 Family Court’s Electronic Filing System Guidelines for Domestic Relations Cases, 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 under the heading of Electronic Filing or the Registered User may go directly to <https://rhodeisland.tylerhost.net/ofswb>.

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:
- 2.2.3.1 Email Address - 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 Rhode Island Supreme Court Attorney Portal (RISCAP).

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 (1) 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.

2.2.3.2 Usage Agreement - Sign a Usage Agreement that establishes the obligations and responsibilities of the Registered User and provides guidelines for the use of the EFS.

2.2.3.3 Credit Card - Provide and maintain a valid credit card for billing purposes.

2.2.4 Training – Taped training sessions are available online (on-demand) on the Judiciary’s website. You may view the taped sessions on the Judiciary’s website at www.courts.ri.gov under the heading of Electronic Filing, Training or go directly to the following address:

<https://www.courts.ri.gov/efiling/Pages/training.aspx>.

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 under the heading of Electronic Filing.

2.3.1 Document Size - A single filing should not be greater than twenty-five (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.”

Case PC-2015-0695 John Smith v. Mary Shaw Providence/Bristol County Superior Court - Breach of Contract

Parties Filings Summary

Select Filing Code*
Motion for Summary Judgment E-File Service

Filing Description

Reference Number*
1234

Documents

Lead Document*
Plaintiff John Smith's Motion for Summary Judgment...
292.1 kb
Description
Plaintiff John Smith's Motion for Summary Ju Confidential

Attachments
Add More Documents
Plaintiff John Smith's Memorandum in Support of...
292.1 kb
Description
Plaintiff John Smith's Memorandum in Suppor Confidential

Filing Comments
File Exceeds Size Limitation - Part 2 to Follow

Parties

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.”

Case PC-2015-0695 John Smith v. Mary Shaw Providence/Bristol County Superior Court - Breach of Contract

1 Parties 2 Filings 3 Summary

Select Filing Code*
Motion for Summary Judgment E-File Service

Filing Description

Reference Number*
1234

Documents

Lead Document* 292.1 kb Confidential
Description
Plaintiff John Smith's Motion for Summary Judgment...

Attachments Confidential
Add More Documents

Attachment 1.Test.pdf 292.1 kb Confidential
Description
Attachment 1.Test.pdf

Attachment 2.Test.pdf 292.1 kb Confidential
Description
Attachment 2.Test.pdf

Filing Comments
File Exceeds Size Limitation - Part 2

Parties

2.4 Methods of Filing - Registered Users shall no longer be permitted to file by mail. No parties will be permitted to file by facsimile transmission. Emailing of documents is not an electronic filing with court. No parties will be permitted to file in the courtroom absent exceptional circumstances. Other than ex parte petitions, emergency motions, motions for an expedited hearing, motions to proceed in forma pauperis, and in exceptional circumstances, Registered Users shall not be permitted to file in the juvenile clerk's office. See Section 8 within these guidelines.

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

2.6.1 Registered Users – **There are two (2) separate requirements that need to be performed by each Registered User:**

(A) File an Entry of Appearance (see Section 5.7 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.

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 efilng but does not attach listed attorneys to any specific case.

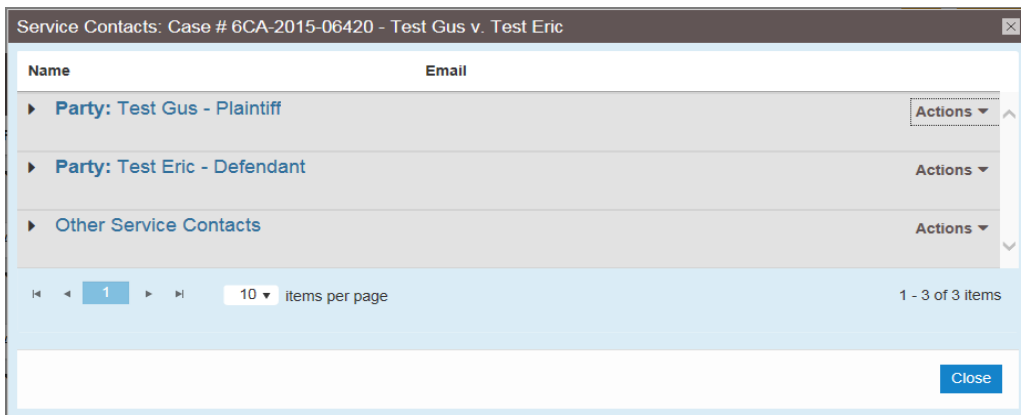
Registered Users should not enter contact information for opposing Registered Users on the case in the EFS. If a Registered User should enter the incorrect contact information for an opposing Registered User, only the Registered User who originally entered the incorrect contact information can edit that 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.

2.6.2 Adding Service Contacts to a Case - Firms

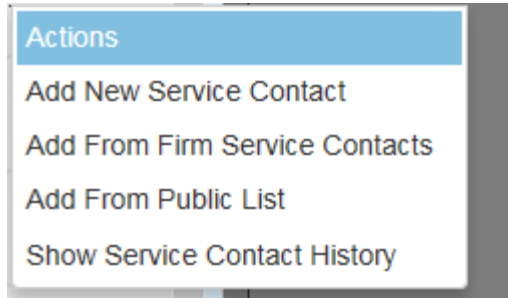
From the Filing History page, locate the case to which you want to add a service contact. From the "Actions" drop-down list for the specified case, select "View Service Contacts."



The "Service Contacts" page opens.

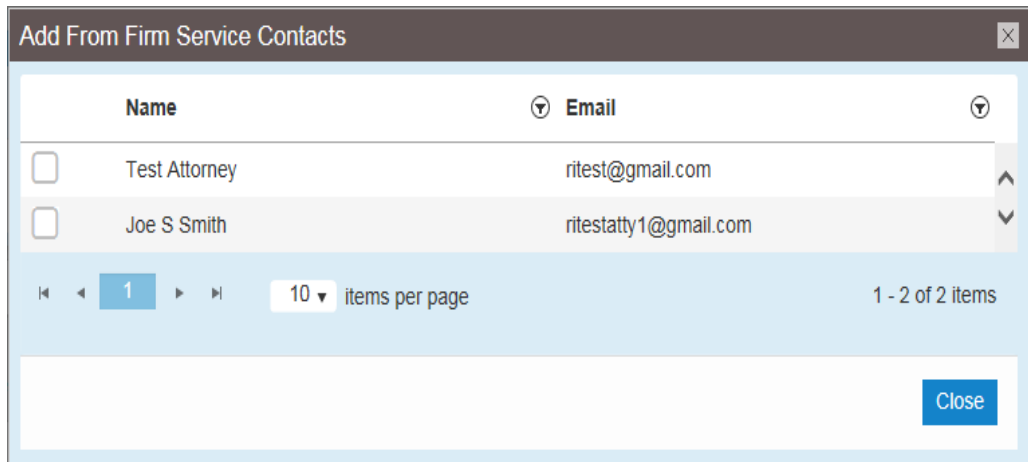


Locate the party in which you want to add a service contact. From the “Actions” drop-down list for the specified party, select “Add From Firm Service Contacts,” or select “Add New Service Contact (for non-attorneys)” to add a new contact to the respective case only.



Select the check box next to the service contacts that you want to add to the case.

After selecting the new service contacts, click close. The new service contacts are now displayed on the “Service Contacts” page under the party to which the service contact has been added.



Click close to return to the Filing History page.

If you need to add a new service contact (not part of the Firm Service Contact list), please select “Add New Service Contact” and fill in the fields below (email is required):

Party: None

First Name: Test

Middle Name:

Last Name: Legal Assistant

Firm Name:

Email: testlegal@gmail.com

Administrative Copy:

Country: United States of America

Make This Contact Public:

Save Contact to Firm Service Contacts:

Address Line 1:

Address Line 2:

City:

State: Click to select State

Zip Code:

Phone Number:

Undo Save Changes

Close

Once completed, you will see the email listed with the existing service contacts on the case.

Service Contacts: Case # 6CA-2015-06420 - Test Gus v. Test Eric

Name	Email	Actions
▶ Party: Test Gus - Plaintiff		Actions ▼
▶ Party: Test Eric - Defendant		Actions ▼
▼ Other Service Contacts		Actions ▼
Test Legal Assistant	testlegal@gmail.com	Actions ▼

1 10 items per page 1 - 3 of 3 items

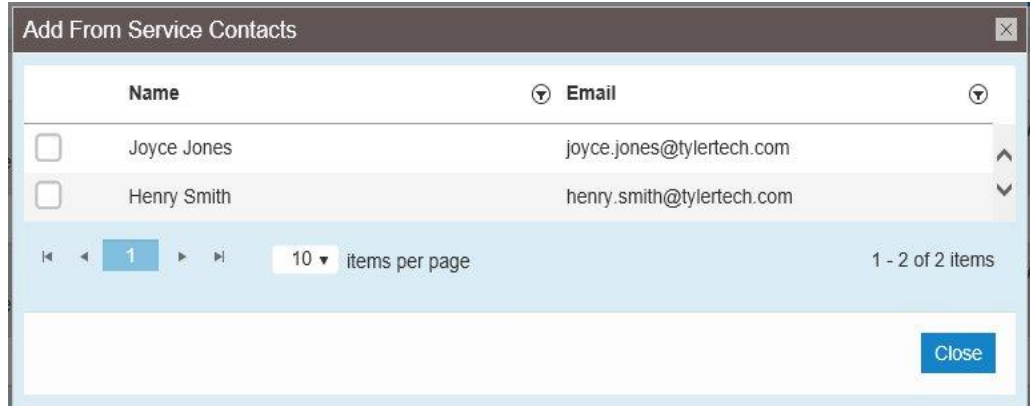
Close

2.6.3 Adding Service Contacts to a Case – Individual Attorneys

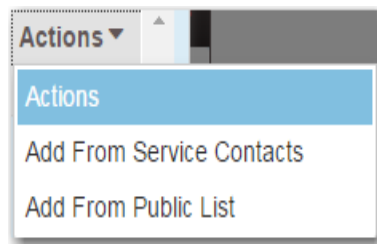
From the “Filing History” page, locate the case to which you want to add a service contact. From the “Actions” drop-down list for the specified case, select “View Service Contacts.”



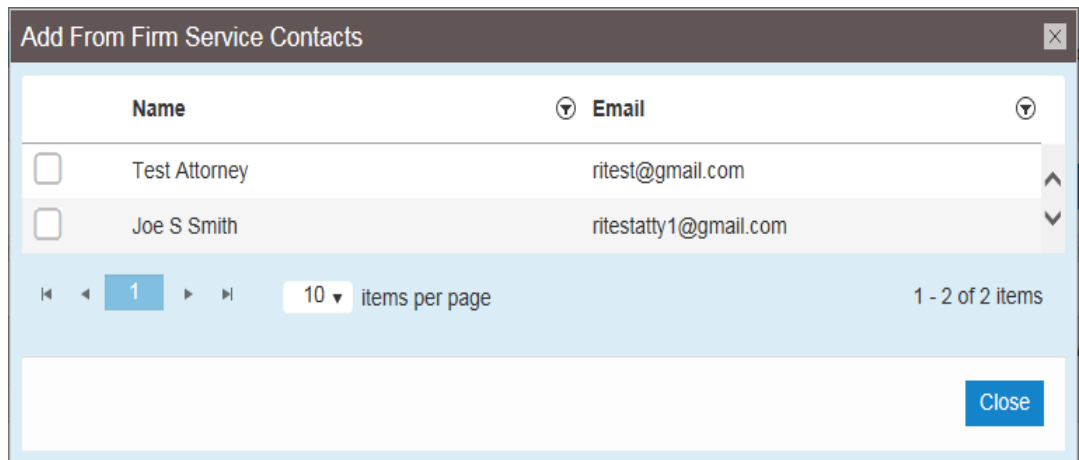
The “Add From Service Contacts” dialog box opens.



Locate the party to which you want to add a service contact. From the “Actions” drop-down list for the specified party, select “Add From Service Contacts.”



Select the check box next to the service contacts that you want to add to the case. After selecting the new service contacts, click close. The new service contacts are now displayed on the “Service Contacts” page under the party to which the service contact has been added.



Click close to return to the “Filing History” page.

3. Rhode Island Judiciary Public Portal (Public Portal)

- 3.1 Public Portal – The Public 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, and other activities in a case in chronological order.

Courthouse and remote access to case information is set forth in the Rhode Island Judiciary Rules of Practice Governing Public Access to Electronic Case Information.

4. Electronic Notification System (eNotify)

- 4.1 eNotify – eNotification messages are computer generated and transmitted by the CMS upon the entry of a docketable event or the scheduling of a hearing in a given case and are sent to attorneys who are entered in the case at the email address on file with the Supreme Court attorney registration. The system is programmed to update and send out messages every fifteen (15) minutes. The messages will identify the case and provide the event date and event description. An eNotification message is for informational purposes only and does not constitute official notice from the court, is not entered into the court record, and shall not be relied upon by recipients for any official purpose.

5. Format and Submission of Documents

- 5.1 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 under the heading of Electronic Filing.
- 5.2 Submission of Filing - To file a document, the Registered User must electronically submit the document to the CMS by means of the EFS. Emailing of documents is not an electronic filing with court. The document will then immediately be assigned an envelope number. The juvenile clerk’s office staff 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 juvenile clerk’s office staff, please refer to the Rhode Island Judiciary Guide to Electronic Filing available on the Judiciary’s website at www.ri.courts.gov under the heading of Electronic Filing.
- 5.3 Labeling of PDF Files – All PDF files must be labeled with specificity. For example, Respondent’s [Name]’s Motion for Change of Placement and for Visitation.

Similarly, an entry of appearance must be labelled “Entry of Appearance” not “Stipulation.”

The screenshot shows a web interface titled "Filings" with a "Need Help?" link. The main heading is "Enter the details for this filing". The form includes several fields: "Filing Type" (set to "EFile"), "Filing Code" (set to "Account Filed"), "Filing Description" (with a blue callout box pointing to it containing the text "PDF files are limited to 100 characters."), "Client Reference Number" (set to "1234"), "Comments to Court" (empty), "Courtesy Copies" (set to "Not available for service only filings."), and "Lead Document" (Required) which shows a file named "MST2857.pdf" (79.55 KB) with a description "Name document with specificity - Appears on Public Portal".

- 5.4 Caption of Pleadings – The petition shall contain the title of the action and shall include the names of all the parties. In subsequent filings, the caption need only contain the name of the child and the case number.
- 5.5 Electronic Filing of Documents - When using the EFS:
 - 5.5.1 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;
 - 5.5.2 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). The filing should also include an index to the attachments or exhibits submitted as a separate document, for ease in navigating the submission; and
 - 5.5.3 Categories of Items - Categories of items such as bills, receipts, invoices, photographs, etc. may be submitted in one attachment.
- 5.6 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, the answer and motion each 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.

- 5.6.1 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.
 - 5.6.2 Attachment Function in the EFS - The attachment button in the EFS is used to include more than one (1) document in a filing. Using the attachment feature in the EFS for other than submitting required documents with lead documents or a motion with attachments or exhibits may result in documents being misdirected for review by the court and delays in scheduling hearings.
- 5.7 Entry of Appearance - When Registered User files an Entry of Appearance in a case, the attorney shall file the document through the EFS. Once accepted, the juvenile clerk’s office staff will enter the attorney in the CMS. When an attorney is representing a party in a matter having multiple cases, an entry of appearance is required in each case in which the attorney is representing that party. For example, when an attorney is representing a mother with multiple children, the attorney must file a separate entry of appearance in each child’s case.
- 5.7.1 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 (1) attorney representing the Petitioner, 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 under the heading of Public Resources, Forms.
 - 5.7.2 Responsive Pleadings - An Entry of Appearance is required to be filed with the first responsive pleading.
- 5.8 Special Requests for Accommodations - All requests for special accommodations including requests for foreign language interpreters and requests under the Americans With Disabilities Act must be made in the “Filing Comments” section.

The screenshot displays a web form titled "Enter the details for this filing". The form includes several sections:

- Filing Type:** A dropdown menu set to "EFileAndServe".
- Filing Code:** A dropdown menu set to "Motion for Summary Judgment".
- Filing Description:** A text field containing "Plaintiff's Motion for Summary Judgment".
- Client Reference Number:** A text field containing "Client Motion".
- Comments to Court:** A text field containing "Request for Spanish interpreter at hearing". A large blue arrow points to this field from the right.
- Courtesy Copies:** A text field with the message "Not available for service only filings." and an information icon.
- Lead Document (Required):** A section showing a document titled "Motion for Summary Judgment.pdf" (84.83 KB) with a description of "Motion for Summary Judgment.pdf" and a security level of "Public".
- Attachments:** A section with a "Computer" label and an upload icon.

 At the bottom right of the form, there are "Undo" and "Save Changes" buttons.

6. Review of Document Once Submitted

- 6.1 Review by Juvenile Clerk's Office Staff - Documents submitted through the EFS will be reviewed by the juvenile clerk's office staff for completion before acceptance in the CMS. Documents submitted after 3:00 p.m. will be processed the following day.
- 6.2 Rejection of Documents - In accordance with R.Juv.P. 1(c)(3), documents will be rejected under the following circumstances:
 - 6.2.1 No Signature - Pleadings filed without a conventional signature where required;
 - 6.2.2 Required Documents – Pleadings filed without the required documents as set forth in Appendix A attached hereto;
 - 6.2.3 Electronic Filing of Documents - Pleadings not filed in accordance with R.Juv.P. 1(c)(2);
 - 6.2.4 Discovery Requests - Discovery Requests - Discovery requests and responses not filed in accordance with R.Juv.P. 50(d);
 - 6.2.5 Orientation of the Scanned Document – Documents, including any required documents, attachments, or exhibits, scanned in the wrong orientation, e.g., upside down or backwards;
 - 6.2.6 Unreadable Documents – Documents scanned and filed that are unreadable or illegible;
 - 6.2.7 Fillable PDFs – The EFS does not support the submission of fillable PDFs;
 - 6.2.8 Wrong Document - The document filed does not match the selected filing code type;
 - 6.2.9 Filing Into Wrong Case - The document is filed into the wrong case;
 - 6.2.10 Case Caption Error - The document contains the wrong or incomplete case caption;
 - 6.2.11 No Case Identification - The document is filed with no case identification;
 - 6.2.12 Improper Scan or Upload – The document was improperly scanned or uploaded;

- 6.2.13 Exceed Character Length Restriction - The document name or address for a party exceeds the number of allotted characters;
 - 6.2.14 Wrong Party or Participant - The filer added a party or participant that is not configured in the CMS or does not match the information in the case;
 - 6.2.15 Payment Processing Error - A payment processing error occurred; and/or
 - 6.2.16 Technical Submission Error - A technical submission error occurred.
- 6.3 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 under Electronic Filing.
- 6.4 Rejected Filings
- 6.4.1 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.”
 - 6.4.2 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 dropdown menu for 'Select Filing Code*' with 'Complaint Filed' selected, and a checked 'EFile' option. Below this is a 'Filing Description' text box. The 'Reference Number*' is '1234'. The 'Documents' section contains a 'Lead Document*' and an 'Attachments' section. The 'Lead Document*' is 'Complaint.Test.pdf' (32.2 kb) with a description of 'Complaint.Test.pdf'. The 'Attachments' section includes 'Envelope 3257 Resubmission.Test.pdf' (292.1 kb) with a description of 'Envelope 3257 Resubmission.Test.pdf'. A 'Filing Comments' section at the bottom contains the text 'Envelope 3257 resubmission'. Blue arrows point from the description fields to the filing comments.

7. Service of Process and Issuance of Summonses

7.1 Service of Process

7.1.1 Case Initiating Document(s) – Registered Users shall submit all filings, including Case Initiating Document(s), through the EFS. Case Initiating Documents such as subpoenas and summonses with complaints, petitions, or other documents that are required by statute or court rule to be hand-delivered, delivered in person, or mailed cannot be electronically served.

7.1.2 All Other Documents – Documents that are not required by statute or court rule to be hand-delivered or delivered in person shall be electronically served on Registered Users through the EFS.

7.1.3 Service on a Non-registered User – Service of all documents shall continue in the manner as provided for in the Rules of Juvenile Proceedings.

7.2 Issuance of Summons - The summons shall be issued in the following manner:

7.2.1 Registered Users - For attorneys and self-represented litigants who are Registered Users, a summons shall be generated by the juvenile clerk's office staff and attached to the case following the acceptance of the petition and all other required documents by the court. Registered Users can retrieve the summons through the Public Portal;

7.2.2 Incarcerated Individuals - For incarcerated individuals, a summons shall be generated electronically by the juvenile clerk's office and mailed to the

individual upon the acceptance of the petition and all other required documents by the court; and

- 7.2.3 Non-registered Users - For attorneys who are granted a waiver pursuant to Art. X, Rule 3(c) of the Rhode Island Supreme Court Rules Governing Electronic Filing, authorized law enforcement agencies, authorized truant officers, and self-represented litigants who do not elect to electronically file pursuant to Article X, Rule 3(b):
- (A) A summons shall be generated electronically by the juvenile clerk's office staff and made available to the Non-registered at the juvenile clerk's office; or
 - (B) If the petition and all other required documents are mailed to the juvenile clerk's office, a summons shall be generated electronically by the court and made available to the Non-registered User at the juvenile clerk's office.
- 7.3 Preparation of Documents - The party requesting a summons or writ is responsible for preparing all copies required for service of the summons or writ along with the accompanying petition, Language Assistance Notice, and other required documents in accordance with the Rules of Juvenile Proceedings.
- 7.4 Delivery of Documents - The party requesting a summons or writ is responsible for delivering the summons, writ, petition, Language Assistance Notice, and any other required documents and copies of those documents to the person authorized to serve process in accordance with the Rules of Juvenile Proceedings.
- 7.5 Proof of Service - The Proof of Service must be efiled prior to the hearing date.

8. Rescheduling of Hearing Dates and Automatic Continuances

- 8.1 Rescheduling a Hearing - Only the judicial officer to whom a case is assigned may change a hearing date. A signed order rescheduling a hearing must be filed at the juvenile clerk's office.
- 8.2 Automatic Continuances - If for any reason sessions of the Family Court in any county are cancelled, unless otherwise ordered by the court or the parties otherwise consent with the court's approval, all matters shall automatically be continued for four (4) weeks and all outstanding orders which would by their own terms have expired on the day such session was cancelled, shall automatically be continued in full force and effect for the same period.

9. Filing Documents Subsequent to the Initial Filing

- 9.1 Filing of Documents - Whether the attorney or the self-represented litigant is a Registered User or not, all ex parte motions, emergency motions, motions for an expedited hearing, or motions to proceed in forma pauperis shall be filed at the juvenile clerk's office.
- 9.2 Waiver of Fees - Motion to Proceed in Forma Pauperis
- 9.2.1 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, Affidavit in Support of Motion to Proceed in Forma Pauperis, and other supporting documentation at the juvenile clerk's office. The most current version of the Motion to Proceed in Forma Pauperis, Order, Affidavit in Support of Motion to Proceed in Forma Pauperis, and other supporting documentation is located on the Judiciary's website at www.courts.ri.gov under the heading of Public Resources, Forms.
- 9.2.2 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 clerk shall file the Motion to Proceed in Forma Pauperis, Order, Affidavit in Support of Motion to Proceed in Forma Pauperis, and supporting documentation in the CMS.
- 9.2.3 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, the in forma pauperis pleadings and order, and any other required documents with the clerk.
- 9.2.4 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 petition, the in forma pauperis pleadings and order, and any other required documents with the clerk.
- 9.3 No Documents Filed on Day of Scheduled Hearing - Other than ex parte motions, emergency motions, motions to proceed in forma pauperis, motions for an expedited hearing, and in exceptional circumstances, no documents, including entries of appearance, may be submitted to the juvenile clerk's office for filing or submitted to a clerk in the courtroom for filing on the day of a scheduled hearing.
- 9.3.1 Review by Clerk - As a general rule, documents will be reviewed by the juvenile clerk's office staff in a timely manner and entered into the CMS.
- 9.3.2 Filing of Documents Before Hearing - Documents relating to a scheduled court hearing should be filed a minimum of two (2) business days prior to a hearing.

- 9.4 Trial Exhibits - Trial exhibits shall not be efiled. Trial exhibits are to be submitted in the courtroom when offered as an exhibit.
- 9.5 Subpoena Duces Tecum - The juvenile clerk's office will not accept documents submitted in response to a subpoena duces tecum. Those documents will either be returned to the sender or destroyed.
- 9.6 Proposed Orders, Judgments, or Decrees – To follow is the procedure for filing a proposed order, judgment, or decree.
 - 9.6.1 Filing and Service - The proposed document(s) are efiled by the Registered User in the EFS as a “Proposed Order” with the juvenile clerk's office and eserved on the selected parties listed in the “Case Service Contacts” for that case and served conventionally on all Non-registered Users.
 - 9.6.2 Filing Status - Once the Registered User receives a submitted status on the filing, the juvenile clerk's office staff shall review the filing.
 - 9.6.3 Docket – A proposed order is not a docketable event so the document will not be viewable on the Public Portal.
 - 9.6.4 Routing - The filing shall then be forwarded to the appropriate judicial officer for review.
 - 9.6.5 Judicial Officer Review - The judicial officer may grant, modify, or deny the proposed order.
 - 9.6.5.1 Order Granted - If the judicial officer signs the proposed order, the document is sent to the clerk to docket in the CMS. Registered Users can retrieve the order on the Public Portal. Non-registered Users can obtain the signed order at the juvenile clerk's office.
 - 9.6.5.2 Order Modified – If the judicial officer modifies the proposed order, the document with the modifications is sent to the clerk to docket in the CMS. Registered Users can retrieve the order on the Public Access Portal. Non-registered Users can retrieve the order at the juvenile clerk's office.
 - 9.6.5.3 Order Denied – If the judicial officer denies the proposed order, the document is sent to the clerk to docket in the CMS with the reason why it was denied. Registered Users can view that the order was denied on the Public Portal. Non-registered Users can view that the order was denied at the juvenile clerk's office.

9.7 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):

9.7.1 Overview - All Motions Requesting an In Camera Review with attached documents(s) shall be filed directly with the judicial officer reviewing the matter and not filed through the EFS.

9.7.2 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.

9.8 Sealed Cases - Any pleadings that are to be filed into a sealed case shall be filed directly with the juvenile clerk's office and not through the EFS.

10. Signatures

10.1 Signature of Judicial Officer - Documents requiring the signature of a judicial officer shall be submitted through the EFS and shall include only a signature line. The document will be transmitted electronically to the appropriate judicial officer for consideration.

10.2 Signature of Clerk - Documents signed by a judicial officer do not require a clerk's signature. There should not be a line for a juvenile clerk's signature on any submitted order, judgment, or decree.

11. Removal of Attorneys

11.1 Removal of Attorneys – Attorneys will be removed as attorney of record thirty-five (35) days after the date the case is closed.

APPENDIX A

A. Required Documents

A.1 Wayward or Delinquent

Lead Document: Petition

Attachments: Police report

A.2 Disobedient

Lead Document: Petition

Attachments: Needs assessment and failure of treatment plan

A.3 Truancy

Lead Document: Petition

Attachments: Information and addendum

A.4 Petition Alleging Dependency, Neglect, or Abuse

Lead Document: Petition

Attachments: Summary of Facts

A.5 Termination of Parental Rights

Lead Document: Petition

Attachments:

- a) Birth certificate or order waiving the filing of a birth certificate
- b) Certified translation of a non-English language birth certificate
- c) Summary of Facts
- d) Entry of Appearance

A.6 Adoption

Lead Document: Petition

Attachments:

- a) Birth certificate or order waiving the filing of a birth certificate
- b) Certified translation of a non-English language birth certificate
- c) Motion to waive Home Study, if applicable
- d) Consent of child if over fourteen (14) years of age

A.7 Ratification of Foreign Adoption

Lead Document: Petition

Attachments:

- a) Complete adoption packet from agency (birth certificate, adoption decree, post placement reports)
- b) Certified translation of a non-English language documents
- c) Motion to waive Home Study, if applicable

A.8 Miscellaneous Petition for Voluntary Placement

Lead Document: Petition

Attachments: Summary of Facts

A.9 Petition for Legal Guardianship

Lead Document: Petition

Attachments: a) Consent of Department of Children, Youth, and Families
b) Consent of parent or previous guardian
c) Consent of child if over fourteen (14) years of age.

A.10 Voluntary Extension of Care

Lead Document: Petition

Attachments: a) Agreement for Participation in the Department of Children, Youth, and Families Voluntary Extension of Care Program
b) Department of Children, Youth, and Families court letter

A.11 Petition for Special Findings in Juvenile Immigration Matters

Lead Document: Petition

Attachments: a) Special Immigrant Juvenile Information form
b) Affidavit of Juvenile
c) Birth certificate
d) Certified translation of a non-English language birth certificate
e) Statement of Assets, Liabilities, Income, and Expenses (DR-6) form if petitioner is biological parent
f) Order of Probate Court appointing a guardian or proof of pendency of a petition for guardianship in Probate Court

A.12 Minor Marriage

Lead Document: Petition

Attachments: a) Copy of Application for Marriage License
b) Copy of Parental Consent

A.13 Civil Certifications

Lead Document: Petition

Attachments: Affidavits of two (2) physicians

A.14 Miscellaneous Petition by Child Advocate

Lead Document: Petition

Attachments: a) Special Immigrant Juvenile Information form
b) Summary of Facts

A.15 “Mary Moe”

Lead Document: Petition

Attachments: Confidential affidavit of minor