



# **THE SUPREME COURT'S ELECTRONIC FILING SYSTEM GUIDELINES**

**EFFECTIVE JANUARY 29, 2021**

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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 self-represented litigants, incarcerated individuals, and attorneys granted a waiver in accordance with Article X, Rule 3(c). However, 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 conflicts between Article X, the Rhode Island Judiciary User Guide for Electronic Filing, and the Supreme Court Electronic Filing System Guidelines, Article X shall control.

## 2. Electronic Filing System

- 2.1 Overview - The Rhode Island Judiciary's electronic filing system (EFS) is called Odyssey File and Serve, a product of Tyler Technologies, Inc. The EFS is an approved Judiciary-wide system for the filing and service of pleadings, motions and other documents or information via electronic means such as the Internet, a court-authorized remote service provider, or through other remote means to and from the Judiciary's case management system (CMS).

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 Registered Users 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 litigant, an attorney who has been granted a waiver of the mandatory efilings requirements, or a self-represented litigant who has chosen not to electronically file documents.
- 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 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 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](http://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 Methods of Filing - With limited exception for sealed cases and motions to proceed in forma pauperis, Registered Users shall file all papers with the Supreme Court using the EFS. See Article I, Rule 18(h) of the Supreme Court Rules of Appellate Procedure for a list of filings that require additional hardcopies to be filed manually.

2.3.1 Attorneys Waived from Using the EFS - Attorneys who are granted a waiver of using the EFS in accordance with Article X, Rule 3(c) shall file a copy of the Supreme Court order granting the waiver with all papers filed manually with the clerk’s office.

2.3.2 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, Registered Users are deemed to consent to receive electronic service of all documents through the EFS upon the initiation of a case and/or upon submission of an entry of appearance in a matter.

2.3.3 Service on Non-registered Users – Service upon non-registered users shall continue in the manner as provided for in Article I, Rule 18(d) of the Supreme Court Rules.

2.4 Service Contacts

2.4.1 Overview - In order to receive electronic service when documents are filed in a case using the EFS, Registered Users must:

(A) File an Entry of Appearance in each case if the Registered User is an attorney (see Section 7.4 for information on filing entries of appearance); and



(B) Register their contact information in each case on the EFS.

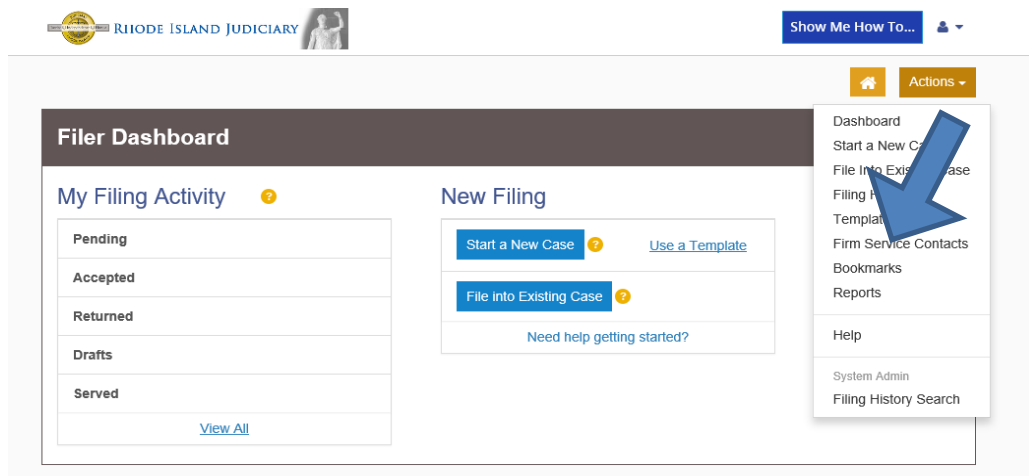
In addition to filing an entry of appearance in each case, Registered Users must also add themselves to the case “Service Contacts” list on each case in the EFS. Filing an entry of appearance in a case ensures that attorneys receive eNotify when court-initiated papers are added to the case docket. (See Section 4 for information on eNotify.) Being added as a service contact in a case ensures that attorneys receive electronic service from the EFS when papers are filed by attorneys in a case.

The case “Service Contacts” list is different from the “Firm Service Contacts” list. The “Firm Service Contacts” list allows a law firm to maintain a list of attorneys registered for eFiling but does not attach listed attorneys to any specific case. Attorneys must be added to the case service contacts list to receive electronic service of papers filed in a 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.

2.4.2 Firm Service Contacts - From the Filer Dashboard, select “Firm Service Contacts” to add a Registered User to the list.

**Note:** When adding attorneys to “Firm Service Contacts” the email address used must be the email address listed in the attorney registration records of the Supreme Court.



2.4.3 Case Service Contacts - See Section 6.1.7 for instructions on how to add a Registered User as a service contact after starting a new case and Section 6.2.2

for instruction on adding a Registered User as a service contact when filing into an existing case.

### 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, or 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 – eNotify 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 eNotify 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.

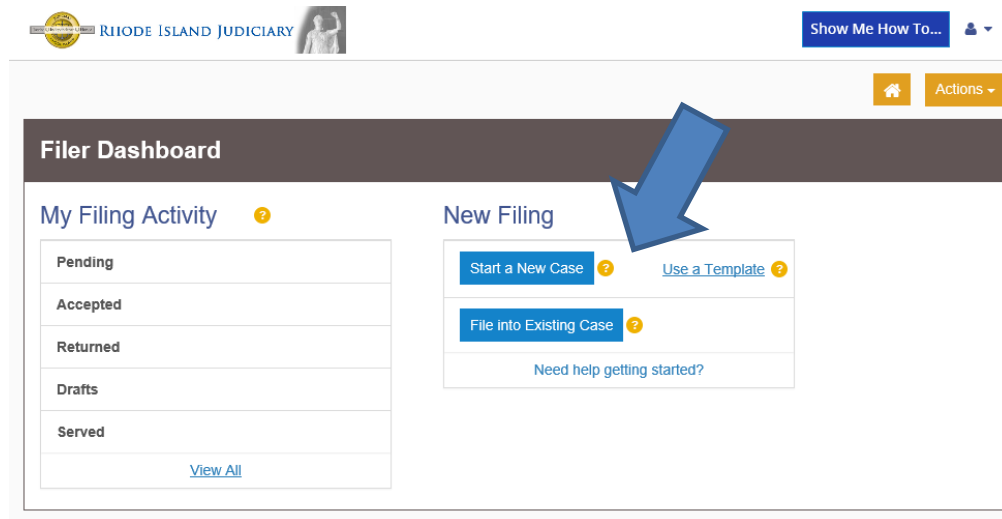
### 5. Document Requirements

- 5.1 Overview - 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 the heading of "Electronic Filing" for system requirements for using the EFS.
- 5.2 Document Size - A single filing should not be greater than thirty-five (35) megabytes per filing and fifty (50) megabytes per envelope. See Section 7.10 for guidance on submitting filings that exceed the size limitation.
- 5.3 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.
- 5.4 Document Name - All documents shall be labeled with specificity. For example, Appellant [Name] Rule 12A Statement of the Case. Document names cannot exceed 100 characters.

## 6. How to File Documents in the Supreme Court Using the EFS

- 6.1 Start a New Case - A Case Initiating Document is the first document filed to start a new case. In the Supreme Court, Case Initiating Documents are referred to generally as Miscellaneous Petitions and create a Supreme Court case with the M.P. designation.

Select “Start a New Case.”



- 6.1.1 Case Information - Complete all fields in the “Case Information” section except “Lower Court/Agency” which is not being used at this time. Click “Save Changes.”

The screenshot shows the 'Case Information' form. At the top is a header with 'Case Information' and a 'Need Help?' link. Below the header are four dropdown menus: 'Location' (CR-Supreme Court), 'Category' (Appellate), 'Case Type' (Miscellaneous Petitions), and 'Lower Court/Agency' (Click to select Lower Court/Agency). At the bottom right are 'Undo' and 'Save Changes' buttons.

Once saved, additional fields will appear. Complete all additional fields.

RIODE ISLAND JUDICIARY Show Me How To...

**Location**  
CR-Supreme Court

**Category** ? **Case Type**  
Appellate Miscellaneous Petitions

**Lower Court/Agency**  
Click to select Lower Court/Agency

**Lower Court Case Number** **Lower Court Name** **Lower Court Case Judge**  
PC-2015-XXXX Superior Court Judge XXXX

**Lower Court Case Description**  
John Doe v. Jane Doe

Undo Save Changes

If the new case does not relate to a lower court case, enter any information from the case as used before the board, committee, or agency where the case originated. If the case is unrelated to proceedings before another body (i.e., Petitions for Reinstatement to the bar after disciplinary action or retirement) enter NA in the “Lower Court Case Number,” “Lower Court Name,” and “Lower Court Case Judge fields.”

**Category** ? **Case Type**  
Appellate Miscellaneous Petitions

**Lower Court/Agency**  
Click to select Lower Court/Agency

**Lower Court Case Number** **Lower Court Name** **Lower Court Case Judge**  
NA NA NA

**Lower Court Case Description**  
In re Jane Doe, Esq.

The “Lower Court Case Description” field is asking for the case title. Enter the same case title used in the lower court. The following are examples of appropriate case titles in the specific Supreme Court case types:

Termination of Parental Rights Cases – In re [child’s first name and first letter in last name] (In re Jane D.)

Pro Hac Vice Petition Cases – In re [out of state attorney’s full name with professional designation Esquire] (In re Jane Doe, Esq.)

Petitions for Reinstatement – In re [attorney’s full name with professional designation Esquire] (In re Jane Doe, Esq.)

Click “Save Changes.”

6.1.2 Party Information - Complete all fields in the “Party Information” section.

The Supreme Court uses limited party types (plaintiff, defendant, intervenor, interested party, or receiver) and the **lead parties must be entered as plaintiff and defendant in all cases**. In most cases, plaintiff and defendant designations were used in the lower court and should be entered exactly as they appear on the lower court docket. For example, the plaintiff in lower court should remain the plaintiff in Supreme Court.

In some case types, plaintiff and defendant designations were not used in the lower court or agency and are being used for the first time in the Supreme Court. In those instances, **the lead parties shall be entered as plaintiff and defendant**.

In those limited instances where there is no opposing party to a petition, enter the petitioner as the plaintiff and NA for the defendant.

Party Type	Party Name	Lead Attorney
Plaintiff	Jane Doe	Required Party
Defendant	NA	Required Party

+ Add Another Party

Additional parties may be entered in the “Party Information” section with the appropriate designation after the lead parties are entered.

The following are examples of the appropriate party designations in the following specific case types:

Termination of Parental Rights Cases - The Department of Children, Youth and Families (DCYF) should be entered as the lead plaintiff and the respondent parent as the lead defendant, with the Court Appointed Special Advocate (CASA) entered as an additional plaintiff.

Pro Hac Vice Petition Cases - The parties to the underlying case shall be entered as plaintiff and defendant with the out-of-state attorney seeking pro hac vice admission added as an interested party. Local counsel supporting the petition shall be entered as lead attorney for the interested party.

Please contact the clerk’s office at [SupremeCourtClerksOffice@courts.ri.gov](mailto:SupremeCourtClerksOffice@courts.ri.gov) with questions on appropriate party designations for specific case types.

Click “Save Changes.”

**Note:** You must add both the lead plaintiff and the lead defendant before adding additional plaintiffs and defendants and any additional party types (intervenor, interested party, or receiver). Once a lead plaintiff and a lead defendant are entered, the system defaults to the “Filings” section. Return to the “Party Information” section and select “Add Another Party” to add additional parties.

Party Type	Party Name	Lead Attorney	
Plaintiff	John Doe	TEST ATTORNEY (+1 more)	Required
Defendant	Jane Doe	TEST ATTORNEY	Required

+ Add Another Party

Party Type	Party Name	Lead Attorney	
Plaintiff	John Doe	TEST ATTORNEY	Required Party
Defendant	Jane Doe	TEST ATTORNEY	Required Party
Intervenor	Nephew Doe	TEST ATTORNEY	Actions

+ Add Another Party

### 6.1.3 Filings - Complete all fields in the “Filings” section.

**RHODE ISLAND JUDICIARY** Show Me How To...

**Filings** Need Help?

Enter the details for this filing

Filing Type: EFile | Filing Code: Petition for Writ of Certiorari - \$150.00

Filing Description: Jane Doe's Petition for Writ of Certiorari

Client Reference Number: 432 | Comments to Court: [ ]

Courtesy Copies: Not available for service only filings

Lead Document (Required): Computer [ ]

Attachments: Computer [ ]

Optional Services and Fees

Optional Services and Fees	Fee Amount	Quantity	Fee Total
+ Add Optional Services and Fees			

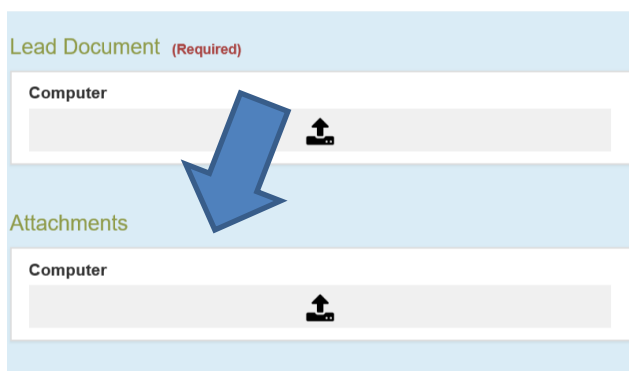
Select the appropriate “Filing Code” for the Case Initiating Document and include a detailed “Filing Description” indicating the name of the party filing the document (i.e., John Doe’s Petition for Writ of Certiorari).

**To effectuate electronic service when starting new cases, add the email addresses of all attorneys and self-represented litigants using the EFS in the “Courtesy Copies” field.**

The Case Initiating Document may include supporting documents as attachments for filing as a single PDF. Alternatively, attachments can be submitted as a separate PDF but filed together with the Case Initiating Document in a case.

To file more than one (1) document together as the Case Initiating Document, submit the filing as the “Lead Document” with any supporting documents as separate files within the same submission using the Attachments function. See Section 7.10 for information on how to submit filings that exceed the size limitation.

When filed together, the lead document and the attachment, once accepted by the clerk’s office for filing, appear under the same event/filing code on the case docket.



The image shows a screenshot of a web-based filing interface. It features two main sections: 'Lead Document (Required)' and 'Attachments'. Each section has a 'Computer' label above a text input field and an upload icon (a square with an upward-pointing arrow). A large blue arrow points from the 'Lead Document' section down to the 'Attachments' section, indicating a relationship or flow between the two.

Unlike attachments, related documents, like supporting memoranda and appendices, must be filed separately. The basic rule of thumb is that filings that would appear on the case docket separately should be filed as a separate PDF under its own filing code. If you are unsure if a document should be filed together as an attachment or as a separate filing, review the available filing codes; **if a filing code exists for the document, it must be filed separately.**

Please contact the clerk’s office at [SupremeCourtClerksOffice@courts.ri.gov](mailto:SupremeCourtClerksOffice@courts.ri.gov) with questions on whether documents should be filed together as an attachment or separately.

If starting a new case, subsequent filings cannot be filed into the new case until the clerk’s office has accepted the Case Initiating Document and docketed the

case assigning it a Supreme Court case number. For example, when petitioning the Supreme Court for certiorari, the petition for writ of certiorari is the Case Initiating Document. The required memorandum in support of the petition, must be filed separately after the petition for writ of certiorari has been filed and accepted by the clerk’s office. See Section 6.2 for information on how to file into existing cases.

Similarly, if seeking pro hac vice admission, the Miscellaneous Petition for Pro Hac Vice Admission is the Case Initiating Document which must be filed first and accepted by the clerk’s office before filing the two (2) required additional filings in support of the pro hac vice admission – the Attorney Certification for Pro Hac Vice Admission and the Client Certification.

- 6.1.4 More Than One (1) Petitioner - **When filing a petition on behalf of more than one (1) petitioner, the number of additional petitioners must be added when adding the filing in the “Filings” section.** Additional petitioners must be added before saving the filing to generate the required additional filing fees per petitioner. In cases where there is more than one (1) petitioner, select “Optional Services and Fees” before saving the filing.

The screenshot shows a web application interface for filing a petition. At the top, there is a yellow box with the number '432'. Below this, there is a section for 'Courtesy Copies' with a message 'Not available for service only filings.' and an information icon. The 'Lead Document' section is required and shows a file named 'Jane Doe Petition for Writ of Certiorari.pdf' (18.45 KB) with a 'Security' dropdown set to 'Public'. Below this is the 'Attachments' section, which is currently empty. The 'Optional Services and Fees' section is highlighted with a blue arrow pointing to it. This section contains a table with columns for 'Optional Services and Fees', 'Fee Amount', 'Quantity', and 'Fee Total'. Below the table is a button labeled 'Add Optional Services and Fees'. At the bottom of the interface, there are 'Undo' and 'Save Changes' buttons.

Select the type of petition and add the number of additional petitioners. Click “Save Changes.”



6.1.5 Fees - Review filing fee amounts carefully before entering payment account information and submitting payment. See Section 7.2 below for information on fee waivers and filing motions to proceed in forma pauperis. Click “Save Changes” and then “Summary.”

6.1.6 Submit - A summary draft of the filing will appear after saving payment information. Review the draft filing and information entered under the “Case Information,” “Party Information,” “Filings,” and “Fees” sections, make any necessary changes, and click “Submit” to file.

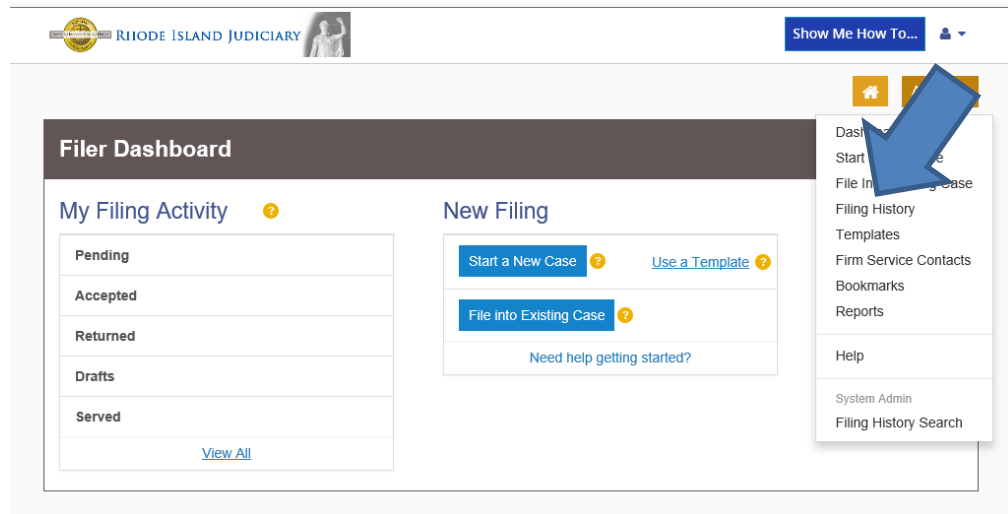
Upon submission, documents are assigned an envelope number. An email confirming the submission with the envelope number and filing details is sent to the filer and any courtesy copy recipients.

The clerk’s office receives the submission for review and, if the submission is in order, accepts the document. See Section 7.11.3 on rejection of papers at filing and Section 7.12 for rejection of papers after acceptance. An email confirming the acceptance or rejection of the filing by the clerk’s office is sent to the filer.

**Note:** If the new case is a confidential case type in the Supreme Court (certain juvenile matters and disciplinary matters), the Clerk’s Office will assign the new case the requisite security upon acceptance of the case initiating documents. See Section 6.2.1 for information on how to file into confidential cases in the Supreme Court.

### 6.1.7 Add a Registered User as a Service Contact After Starting a New Case

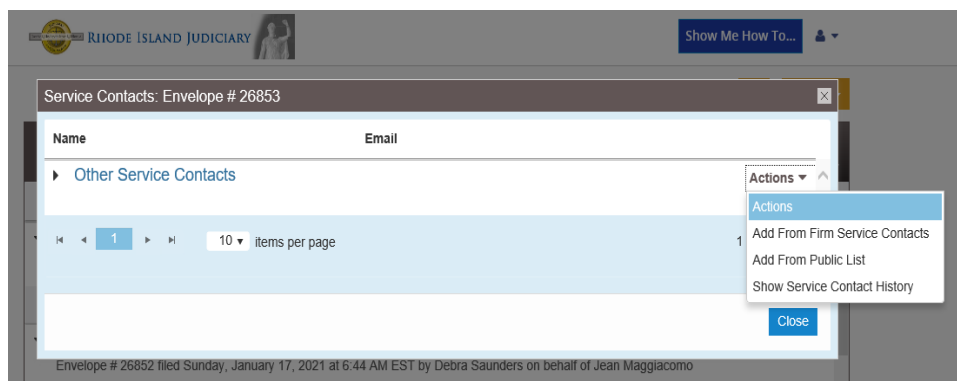
From the Filer Dashboard, select “Filing History.”



Find the case, click on “Actions” and “View Service Contacts.”

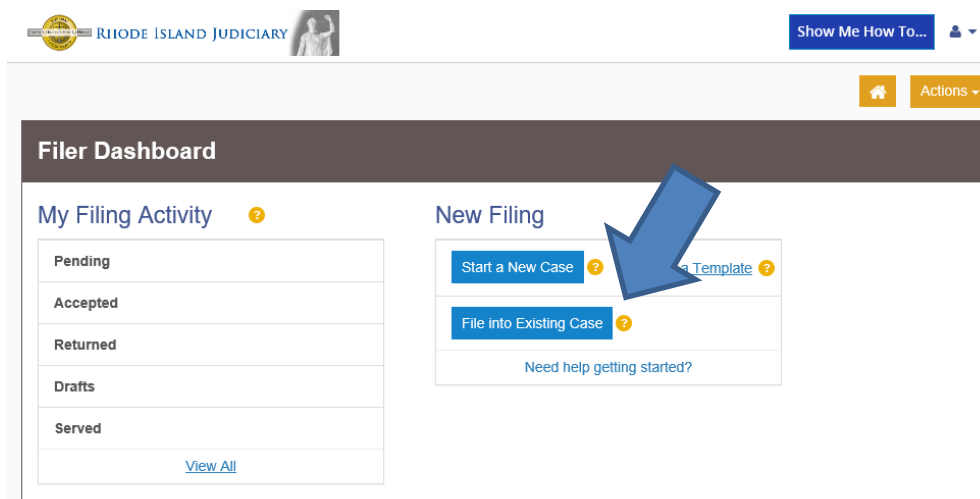


Select “Add from Firm Service Contacts” and select the Registered User(s) to be added to the case from the “Firm Service Contacts” list.

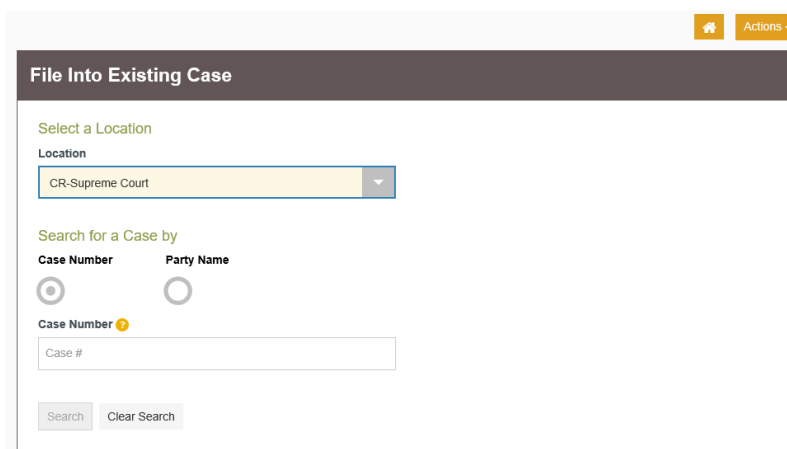


6.2 File Into an Existing Case - Subsequent filings may be submitted into existing cases.

Select “File into Existing Case.”



6.2.1 Search - Search for existing case by “Case Number” or “Party Name.”



**Note:** The Supreme Court uses letter designations to signify the case types criminal appeal (CA), civil appeal (A), and miscellaneous petitions (MP). You

must enter the exact Supreme Court case number, including letter designations, when searching for cases by case number. Juvenile cases are not searchable by Party Name.

Certain Supreme Court confidential case types, including juvenile cases and disciplinary matters, are not searchable by party name and can only be accessed by case number. For security reasons, the case caption and party names will not appear in confidential cases.

### 6.2.2 Add a Registered User as a Service Contact When Filing Into an Existing Case

**Before filing into an existing case, filers shall confirm that they are properly listed as a Service Contact for the case.** Select “View Service Contacts.”

Once confirmed, proceed by selecting “File into Case.”

Case Number	Location	Description	Case Type
SU-2018-0274-A	TEST - CR-Supreme Court	Town of Exeter v. Janet...	Civil Appeal

### 6.2.3 Filings - Complete all fields in the “Filings” section.

Note: When filing into Juvenile cases, for case security, the case caption and party names do not appear.

Case Number	Location	Description	Case Type
SU-2021-0058-A	TEST - CR-Supreme Court	*****	Civil Appeal

Case Information		
Location TEST - CR-Supreme Court	Category Appellate	Case Type Civil Appeal
Case # SU-2021-0058-A		
Lower Court Case Number	Lower Court Name	
Lower Court Case Description		

Party Information		
Party Type	Party Name	Lead Attorney
Plaintiff		ATTY PORTAL TEST JR
Defendant		Pro Se

**“EFileAndServe” must be selected as the “Filing Type” to ensure electronic service of the filing.**

Select the appropriate “Filing Code” for the document and include a detailed “Filing Description” indicating the name of the party filing the document (i.e., Appellant John Doe’s Rule 12A Statement of the Case).

Filings
<p>Enter the details for this filing</p> <p><b>Filing Type</b></p> <p>EFileAndServe</p> <p><b>Filing Code</b></p> <p>Appellant(s) Rule 12A Statement of the Case</p> <p><b>Filing Description</b></p> <p>Appellant John Doe's Rule 12A Statement of the Case</p> <p><b>Client Reference Number</b></p> <p>123</p>

Filings may include supporting documents as attachments for filing as a single PDF. For example, the lower court decision may be included in the PDF document for a Rule 12A Statement of the Case.

Alternatively, attachments can be submitted as a separate PDF but filed together with the filing in a case. In the above example, the lower court decision may be filed as a separate PDF but filed together with the Rule 12A Statement of the Case. In both scenarios, the lower court decision is added to the case docket under the same event/filing code as the Rule 12A Statement of the Case.

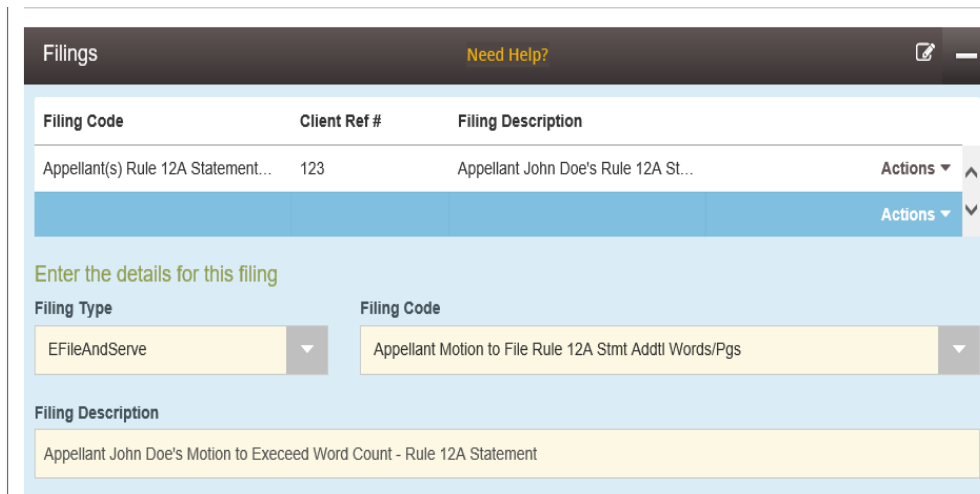
Related documents, like supporting memoranda and appendices, must be filed separately. The basic rule of thumb is that filings that would appear on the case docket separately should be filed as a separate PDF under its own filing code. If you are unsure if a document should be filed together as an attachment or as a separate filing, review the available filing codes; **if a filing code exists for the document, it must be filed separately.**

Please contact the clerk's office at [SupremeCourtClerksOffice@courts.ri.gov](mailto:SupremeCourtClerksOffice@courts.ri.gov) with questions on whether document should be filed together as an attachment or separately.  
Click "Save Changes."

**More than one (1) filing may be submitted at one time in a single submission/envelope by selecting "Add Another Filing."**



The screenshot shows a table with the following columns: Filing Code, Client Ref #, and Filing Description. The table contains one row: Appellant(s) Rule 12A Stateme... | 123 | Appellant John Doe's Rule 12A... Below the table is a button labeled '+ Add Another Filing'. A blue arrow points to this button.



The screenshot shows a form titled 'Enter the details for this filing'. It has two columns: Filing Type and Filing Code. The Filing Type dropdown is set to 'EFileAndServe'. The Filing Code dropdown is set to 'Appellant Motion to File Rule 12A Stmt Addtl Words/Pgs'. Below these is a Filing Description field containing the text: 'Appellant John Doe's Motion to Exceed Word Count - Rule 12A Statement'.

6.2.4 Fees – All subsequent filings require entering payment account information even though no filing fee is required. Click "Save Changes" and then "Summary."

Description	Amount
Filing Fee	\$0.00
<b>Filing Total:</b>	<b>\$0.00</b>
<b>Total Filing Fee</b>	<b>\$0.00</b>
<b>Envelope Total:</b>	<b>\$0.00</b>

Payment Account ?  
Click to select Payment Account

[View Unavailable Payment Accounts](#)

Party Responsible for Fees ?  
Click to select Party Responsible for Fees

Filing Attorney  
Click to select Filing Attorney

6.2.5 Submit - A summary draft of the filing will appear after saving payment information. Review the draft filing and information entered under the “Filings” and “Fees” sections, make any necessary changes, and click Submit to file.

Upon submission, documents are assigned an envelope number. An email confirming the submission with the envelope number and filing details is sent to the filer, any attorneys added as service contacts registered on the case, and any courtesy copy recipients.

The clerk’s office receives the submission for review and, if the submission is in order, accepts the document. See Section 7.11.3 on rejection of papers at filing and Section 7.12 for rejection of papers after acceptance. An email confirming the acceptance or rejection of the filing by the clerk’s office is sent to the filer, any attorneys added as service contacts registered on the case, and any courtesy copy recipients.

## 7. Miscellaneous

7.1 Data Entry – Text entered by filers will appear on the official case docket. Filers shall use proper spelling and capitalization when adding text to fields. Abbreviations are permitted when necessary to accommodate character limits.

### 7.2 Waiver of Fees

7.2.1 Motions to Proceed in Forma Pauperis - Motions to Proceed in Forma Pauperis shall be filed manually in hardcopy with the clerk’s office. The most current version of the Motion to Proceed in Forma Pauperis 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.

7.2.2 State Agencies, Boards, Commissions, and Rhode Island Legal Services – State agencies, boards, commissions, and Rhode Island Legal Services are exempt from filing fees and shall select “Supreme Waiver Account” as the “Payment Account” in the “Fees” section.

7.3 Consolidated Cases – Cases consolidated in the lower court are not automatically consolidated for purposes of appeal. Cases are consolidated on appeal only upon order of the Supreme Court. **Consolidated cases are not consolidated for purposes of filing in the EFS and therefore all documents must be filed separately in each case. Filings in consolidated cases shall include the Supreme Court case numbers for each consolidated case.**

7.4 Entry of Appearance – If not already entered on a case, attorneys shall file an Entry of Appearance before or when filing into an existing case. When starting a new case, attorneys shall file an Entry of Appearance after the Case Initiating Document has been accepted by the clerk’s office and the case docketed assigning it a Supreme Court case number and before submitting subsequent filings into the case.

Once an Entry of Appearance accepted for filing, the clerk’s office will enter the attorney in the CMS for every party the attorney represents in a case.

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.

7.5 Emergency Matters – Emergency Matters – Filers seeking emergency treatment of a filing shall make that clear in the body of the filing and indicate in the “Comments to Court” field that the filing is an emergency matter.

The screenshot shows a web form titled "Filings" with a "Need Help?" link. The form contains the following fields:

- Filing Type:** A dropdown menu with "EFileAndServe" selected.
- Filing Code:** A dropdown menu with "Motion to Stay" selected.
- Filing Description:** A text input field containing "Petitioner John Doe's Motion to Stay".
- Client Reference Number:** A text input field containing "123".
- Comments to Court:** A text input field containing "Emergency Matter".

A blue arrow points to the "Comments to Court" field.

7.6 Sealed Cases – The EFS is not available for filing papers into a sealed case. Papers in sealed cases must be filed manually in hardcopy with the clerk’s office.

7.7 Filing Documents Under Seal – When filing documents under seal or with a motion for permission to file documents under seal, the documents shall be clearly identified as being filed under seal or conditionally under seal pending order of the Supreme Court.



Sealed documents or documents filed conditionally under seal shall be filed as a separate PDF and designated as “Confidential” in the “Security” field.

- 7.8 Filing Documents in Confidential Case Types – When filing documents in confidential cases, the documents shall be designated as “Confidential” in the “Security” field.

Lead Document (Required)

John Doe Rule 12A Statement of the Case.pdf 18.45 KB

Description: John Doe Rule 12A Statement of the Case.pdf

Security: Confidential

- 7.9 Motions to Extend Time to Transmit Record – Motions to extend time to transmit the record on appeal are treated as separate miscellaneous petitions by the Supreme Court. Accordingly, when additional motions are necessary to extend the time to transmit a record on appeal the **subsequent motions must be filed by starting a new case.**

- 7.10 Filing Exceeds Size Limitations – When filing documents that exceed the size limitation, the large document shall be filed in separate parts. When filing the first part, add a note in the “Comments to Court” field that the “Filing exceeds size limitations – Additional parts to follow.”

Filings Need Help?

Enter the details for this filing

Filing Type: EFileAndServe

Filing Code: Appendix

Filing Description: Apellant John Doe's Appendix to Brief

Client Reference Number: 123

Comments to Court: Filing exceeds size limitations – Additional parts to follow

Filings Need Help?

Enter the details for this filing

Filing Type: EFileAndServe

Filing Code: Appendix

Filing Description: Apellant John Doe's Appendix to Brief

Client Reference Number: 123

Comments to Court: Part 2 of 4

When filing the additional parts, add a note in the “Comments to Court” field indicating which part of the total number of parts (Part 2 of 2, Part 2 of 4). When filing additional parts when filing into an existing case, the parts shall be filed in order (Part 2 of 4, Part 3 of 4, and then Part 4 of 4).

## 7.11 Review of Documents Once Submitted

7.11.1 Review by Clerk - Documents submitted through the EFS will be reviewed by the clerk’s office for completion before acceptance into the CMS.

7.11.2 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 confidential.

7.11.2.1 Non-public Information - It is the responsibility of Registered Users 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” when filing using the EFS.

7.11.2.2 Redacted Documents - When filing a redacted document, Registered Users shall file the redacted version of the document as the lead document with the non-redacted version as an attachment marked “Confidential.”

7.11.2.3 Non-public Documents - When filing a document that is deemed non-public in its entirety, Registered Users need not submit a redacted version of the document.

7.11.2.4 Changing Classification of a Document - The clerk’s office shall not change the classification of a document from public to confidential absent a court order.

7.11.2.5 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.

7.11.3 Rejection of Papers at Filing – In accordance with Article I, Rule 18(g), the following papers may be rejected for filing:

7.11.3.1 Filing, Form, Service, and Notice - Papers failing to comply with Article I, Rules 18(b) – (e);

- 7.11.3.2 No Signature - Papers filed without a conventional signature where required;
- 7.11.3.3 Required Documents – Papers filed without the required documents as set forth in Appendix A attached hereto;
- 7.11.3.4 Electronic Filing of Documents - Papers not 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);
- 7.11.3.5 Orientation of the Scanned Document – Papers scanned and filed in the wrong orientation, e.g., upside down or backwards;
- 7.11.3.6 Unreadable Documents – Papers scanned and filed that are unreadable or illegible;
- 7.11.3.7 Fillable PDFs – Papers filed in a fillable PDF format;
- 7.11.3.8 Wrong Document - Papers filed do not match the selected filing code type;
- 7.11.3.9 Filing Into Wrong Case - Papers filed into the wrong case;
- 7.11.3.10 Case Caption Error - Papers containing an incorrect or incomplete case caption;
- 7.11.3.11 No Case Identification - Papers filed with no case identification;
- 7.11.3.12 Improper Scan or Upload – Papers improperly scanned or uploaded;
- 7.11.3.13 Exceed Character Length Restriction - Papers where the party name, party address, or paper name exceeds the number of allotted characters in the EFS;
- 7.11.3.14 Wrong Party or Participant - Papers where the filer added a party or participant that is not configured in the CMS or does not match the information in the case;
- 7.11.3.15 Payment Processing Error - Papers where a payment processing error occurred; and/or
- 7.11.3.16 Technical Submission Error - Papers where a technical submission error occurred.

7.11.4 Resubmission of Rejected Filings - A rejected filing shall be corrected and resubmitted within ten (10) days from service of notice of the rejection.

7.11.5 Filing Due Date – When the resubmitted document is filed after the filing due date because of a court rejection, the Registered User shall resubmit the filing adding “Envelope [number] Resubmission” in the “Comments to Court” field and attach a copy of the previously rejected submission details.

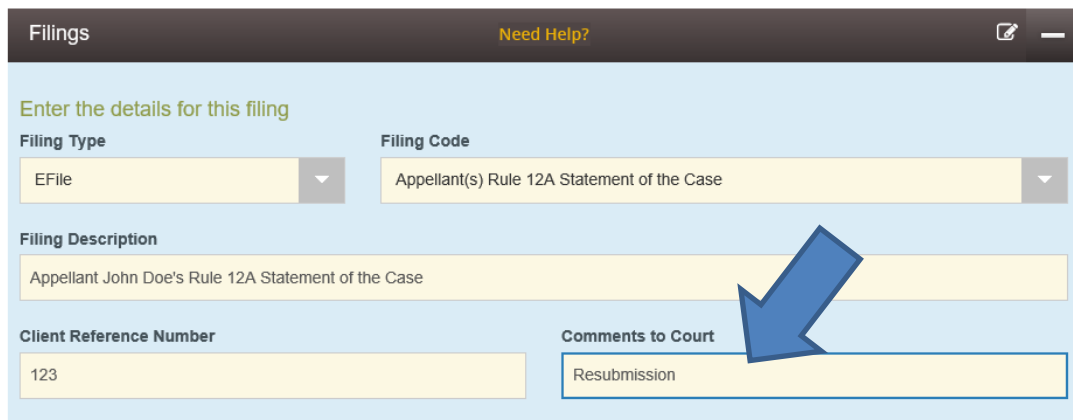


The screenshot shows a web form titled "Filings" with a "Need Help?" link. The form is for entering details for a filing. It includes the following fields:

- Filing Type:** EFile
- Filing Code:** Appellant(s) Rule 12A Statement of the Case
- Filing Description:** Appellant John Doe's Rule 12A Statement of the Case
- Client Reference Number:** 123
- Comments to Court:** Envelope 2222 Resubmission

A blue arrow points to the "Comments to Court" field.

7.12 Rejection of Papers After Acceptance – Papers rejected after acceptance in accordance with Article I, Rule 18(i), shall be resubmitted with a note in the “Comments to Court” field that the filing is a resubmission.



The screenshot shows a web form titled "Filings" with a "Need Help?" link. The form is for entering details for a filing. It includes the following fields:

- Filing Type:** EFile
- Filing Code:** Appellant(s) Rule 12A Statement of the Case
- Filing Description:** Appellant John Doe's Rule 12A Statement of the Case
- Client Reference Number:** 123
- Comments to Court:** Resubmission

A blue arrow points to the "Comments to Court" field.

## 8. Appellate Mediation Program

8.1 Notice of Eligibility - Pursuant to Supreme Court Rule 35, if a case is eligible for participation in the Supreme Court Appellate Mediation Program, a Notice of Eligibility will be sent to all parties. If a case is not eligible for mediation pursuant to Rule 35, parties will receive a Notice of Ineligibility and the case will proceed in accordance with the Supreme Court Rules of Appellate Procedure.

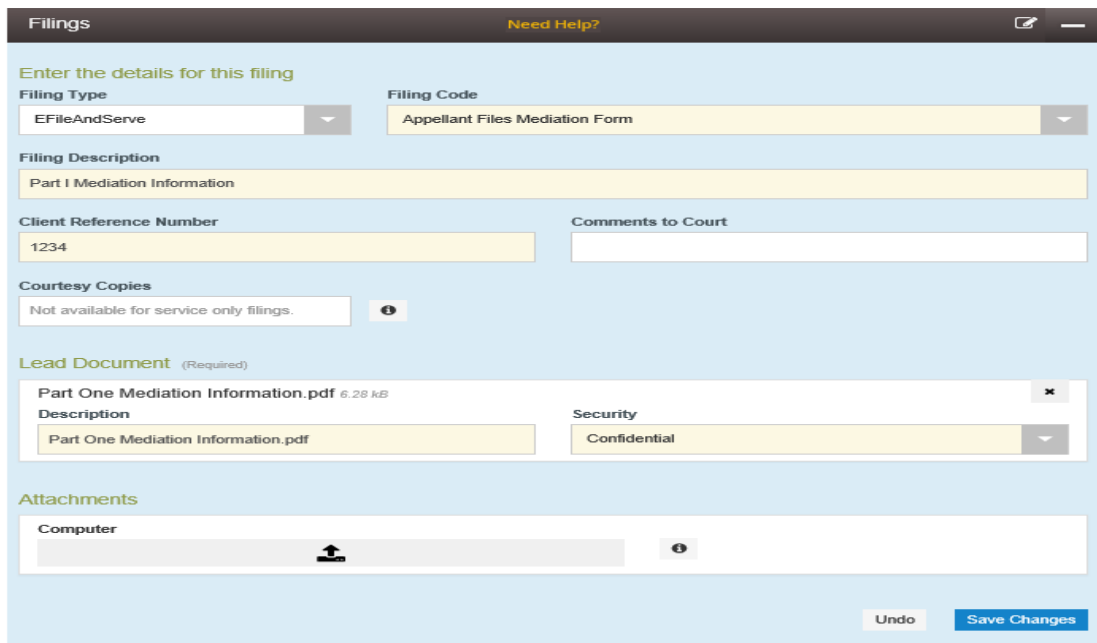
8.2 Electronic Filing of Documents - For the Appellate Mediation Program, you will always be filing into an existing case with the mediation number that is given to you in the Notice of Eligibility emailed to the parties.

- 8.3 Mediation Statement - All parties to eligible cases will be required to complete a Mediation Statement within twenty (20) days from the date of the Notice of Eligibility. The most current version of the Mediation Statement is located on the Judiciary’s website at [www.courts.ri.gov](http://www.courts.ri.gov) under the heading of Supreme Court, Appellate Mediation, Mediation Statement.
- 8.4 Part I Mediation Information Form - All parties must complete Part I of the Mediation Statement. All parties must efile Part I to the Appellate Mediation Program and eserve one (1) copy to all opposing counsel.

Click CR-Supreme Court in the drop down box to search an existing case and enter the mediation number (example: M-20-001). Click the “Actions” drop down to and select “File Into Case.”

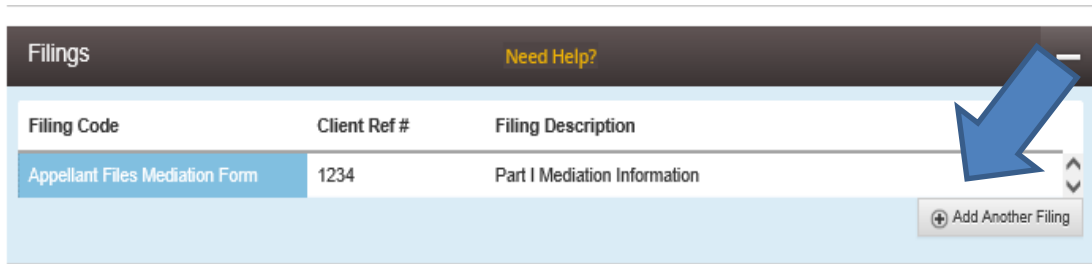


Under “Filing Type,” please select “eFileAndServe.” Under “Filing Code,” please select “Appellant Files Mediation Form” or “Appellee Files Mediation Form.” Under “Filing Description,” please type “Part I Mediation Information.” Since appellate mediation cases are confidential, please choose “Confidential” for the security type on the document. Select “Save Changes.” See Section 8.5 to directions on how to file Part II.



- 8.5 Part II Confidential Mediation Statement and Authorization - Fully complete Part II inclusive of the confidentiality and negotiation authorization section. Attach copies of the relevant orders, memoranda, and opinions from which this appeal has been taken. Part II is for the use of the mediator only. **Do NOT send a copy of Part II to opposing parties.**

After you have saved your changes in Section 8.4, click on the” + Add Another Filing box.”



Under “Filing Type,” please select “eFile.” Under “Filing Code,” please select “Appellant Files Mediation Form” or “Appellee Files Mediation Form.” Under “Filing Description,” please type “Part II Confidential Mediation Statement and Authorization.” Since appellate mediation cases are confidential, please choose “Confidential” for the security type on the document. Select “Save Changes.”

Enter the details for this filing

Filing Type:  Filing Code:

Filing Description:

Client Reference Number:  Comments to Court:

Courtesy Copies:

Lead Document (Required)

Part II Confidential Mediation Statement and Authorization.pdf 6.32 kB

Description:  Security:

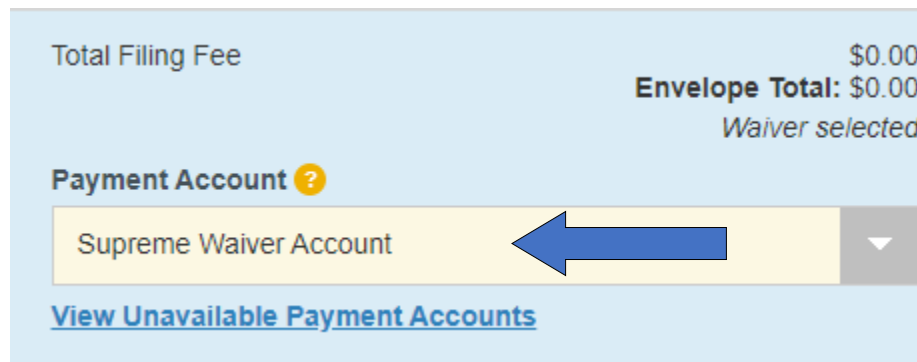
Attachments

Computer:

+ Add Another Filing

Undo Save Changes

- 8.6 Letter Filed – After filing the Mediation Statement, you may file any letters that you wish the mediator to review. This document should only be filed with the Appellate Mediation Program under the filing code “Letter Filed” and marked with security of “Confidential.”
- 8.7 Memorandum Filed - After your case is scheduled for mediation, you must file a confidential memorandum that you wish the mediator to review. This document should only be filed with the Appellate Mediation Program under the filing code “Memorandum Filed” and marked with security of “Confidential.”
- 8.8 Consent Order - A consent order filing is a settlement agreement after mediation has taken place. This document should be filed with the Appellate Mediation Program and served on the opposing party.
- 8.9 Sanctions – Formal sanctions should be filed with the Appellate Mediation Program and served on the opposing party.
- 8.10 Service Contacts – Please see Sections 2.4, 6.17, and 6.2.2 within these guidelines.
- 8.11 Fees - There is no filing fee for Appellate Mediation Program cases. Please choose “Supreme Waiver Account” when filing any documents.



- 8.12 Submission of filing- The Appellate Mediation Program 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.

**Note:** Acceptance of a filing does not mean that the case has been accepted into the Appellate Mediation Program. Following review of the Mediation Statements submitted by all parties, a case may be scheduled for mediation or deemed to be inappropriate for mediation proceedings. In either circumstance, a notice shall be sent to all parties and the case shall proceed to mediation or shall proceed in accordance with these rules.

- 8.13 Rejection of Documents - Documents will be rejected under the following circumstances:

- 8.13.1 No Signature - Papers filed without a conventional signature where required;

- 8.13.2 Orientation of the Scanned Document – Papers scanned and filed in the wrong orientation, e.g., upside down or backwards;
- 8.13.3 Unreadable Documents – Papers scanned and filed that are unreadable or illegible;
- 8.13.4 Fillable PDFs – Papers filed in a fillable PDF format;
- 8.13.5 Wrong Document - Papers filed do not match the selected filing code type;
- 8.13.6 Filing Into Wrong Case - Papers filed into the wrong case;
- 8.13.7 Improper Scan or Upload – Papers improperly scanned or uploaded;
- 8.13.8 Exceed Character Length Restriction - Papers where the party name, party address, or paper name exceeds the number of allotted characters in the EFS; and/or
- 8.13.9 Technical Submission Error - Papers where a technical submission error occurred.
- 8.14 Resubmission of Rejected Filings - A rejected filing shall be corrected and resubmitted within ten (10) days from service of notice of the rejection.
- 8.15 Filing Due Date – When the resubmitted document is filed after the filing due date because of a court rejection, the Registered User shall resubmit the filing adding “Envelope [number] Resubmission” in the “Comments to Court” field and attach a copy of the previously rejected submission details.
- 8.16 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.
- 8.17 Public Portal - The Appellate Mediation Program cases are not accessible on the Public Portal.



## APPENDIX A - REQUIRED DOCUMENTS

Filing	Lead Document	Required Additional Documents to be filed Separately
Petition for Pro Hac Vice Admission	Miscellaneous Petition for Admission Pro Hac Vice (Form Supreme-6)	<ol style="list-style-type: none"> <li>1. Attorney Certification for <i>Pro Hac Vice</i> Admission (Form Supreme-5); and</li> <li>2. Client Certification. (Form Supreme-8)</li> </ol>
Appellant Rule 12A Statement of the Case	Rule 12A Statement	<ol style="list-style-type: none"> <li>1. Copy of the judgment, order, or other ruling appealed from; and</li> <li>2. Written decision deciding the matter</li> </ol>
Brief	Brief	Brief Checklist
Reply Brief	Reply Brief	Brief Checklist
Appendix	Appendix	Brief Checklist