



UNITED STATES DISTRICT COURT
District of Rhode Island

REQUESTING AN EXCUSAL FROM COURT APPEARANCES

Counsel who wish to be excused from attendance in this Court at any time(s) shall review and be familiar with LR Gen 207(b) and comply with the following procedure:

- **Complete the Request for Excusal Form** which is available on our website or by clicking [here](#). After completing the form, click the e-mail button on the form to send it to the Clerk's Office via your email provider or email the form to the Court's excusal mailbox at excusals@rid.uscourts.gov.
- **Serve the Request for Excusal Form** on all counsel of record *only* in those matters that are scheduled during the period for which the excuse is requested or if the request for excusal is for a period of 14 days or more.

Please note, the mere filing of a request for excusal shall not excuse you from appearances before this Court. All requests must be approved by the Court. If the Court approves your request for excusal, the Clerk's Office will promptly post your name and the approved date(s) of excusal to the Attorney Excusal List on the Court's website. You may access this list by clicking [here](#).

The length of time required to process your request for excusal will depend on the number of pending requests and may vary on a case by case basis. Please allow at least 72 hours for your request for excusal to be processed.

For questions or information pertaining to court excusals, please contact the ECF Help Desk at (401) 752-7100.