



UNITED STATES DISTRICT COURT
District of Rhode Island

CLERKS'S OFFICE HOURS MONDAY- FRIDAY

9:00 A.M. TO 4:30 P.M.

TEL. # : (401) 752-7200 FAX # : (401) 752-7247

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1. If not filed electronically, all papers filed in the Clerk's Office **MUST** be on 8 ½" by 11" paper with two holes punched at the top of each page.
 2. All papers filed in the Clerk's Office **MUST** include case numbers, Judge's initial(s), attorney or filer's address, telephone number and FAX number.
 3. If not filed electronically, all motions and objections to motions shall be filed in duplicate. All memoranda, affidavits, 12.1 statements, briefs and objections to Report and Recommendations are to be filed in triplicate (an original and two copies).
 4. Memorandum of law must accompany all motions and objections to motions, unless it is a motion to compel or motion for enlargement of time.
 5. New civil case filings must be accompanied by: a.) Civil Cover Sheet; b.) filing fee of \$400.00 (or a motion to proceed in forma pauperis).
 6. Papers (including memoranda of law) will **NOT** be accepted for filing unless Certification of service to all parties is attached.
 7. All papers to be filed (including memoranda of law) shall be filed with the Clerk's Office.
 8. The District Court Clerk's Office receives the \$505.00 filing fee on all First Circuit appeals.
 9. A search of the record must be requested in person, or by mail with a \$30.00 search fee.
 10. Interrogatories and answers or objections thereto under Rule 33 FRCP and requests for production, responses and objections thereto under Rules 34 and 36, shall **NOT** be filed with the Court. Initial Disclosures shall **NOT** be filed with the Court. A party moving to compel under Rule 37(a)(2) shall file all pertinent portions of discovery material with their motion and copies.
 11. Counsel must submit a motion and form of order to the Court when requesting the deposit of monies into the Registry of the Court. If it is to be an interest-bearing account, the type of account and bank must be specified. Counsel must also submit a motion and form of order to the Court for withdrawal of monies from the Registry, stating the exact amount to be disbursed to each party or person, and their names and addresses.
 12. All checks should be made payable to Clerk, U.S. District Court.
 13. A request for a file from Federal Record Center/National Archives must be accompanied by a check in the amount of \$64.00, payable to Clerk, U.S. District Court.

