



UNITED STATES DISTRICT COURT
District of Rhode Island

NOTICE REGARDING ELECTRONIC FILING OF CIVIL COMPLAINTS

The United States District Court for the District of Rhode Island will now permit, on a voluntary basis, a Filing User to submit the following case initiation documents and the filing fee,¹ if applicable, electronically using the Court's Case Management/Electronic Case Files ("CM/ECF") system:

Civil complaint (*which must include a civil cover sheet*)
Notice of removal (*which must include a civil cover sheet and the state court complaint*)

New civil cases that are to be sealed or filed by a *pro se* party must continue to be submitted in paper. Filing Users who wish to electronically submit a case initiation document must first:

- **Complete the **mandatory** Electronic Learning Module (ELM) located at www.rid.uscourts.gov** on the CM/ECF section of the Court's website. The lesson provides a step-by-step overview of how to electronically file a civil complaint or notice of removal. If desired, attorneys may also attend an in person training session.
- **Review the Case Opening Instruction manual located at www.rid.uscourts.gov** on the CM/ECF section of the Court's website. The manual provides a detailed overview of the filing process as well as how to avoid common filing errors.

Upon the filing of a new civil case, a case number will be assigned by the system, and a presiding judicial officer will be randomly assigned by the Clerk's Office. The Clerk's Office will electronically issue the service of process documents if a summons was included with the party's filing.

For questions or information pertaining to the electronic filing of civil complaints or if you would like to attend an in person training session, please visit the CM/ECF section of the Court's website at www.rid.uscourts.gov or contact the ECF Help Desk at (401) 752-7100.

May 1, 2014

DAVID A. DIMARZIO
Clerk of Court

¹ A new civil action is \$400.00 payable electronically via credit card.