



UNITED STATES DISTRICT COURT
District of Rhode Island

**NOTICE REGARDING MANDATORY ELECTRONIC FILING
OF CIVIL COMPLAINTS**

Effective December 15, 2014, and pursuant to LR Gen 303(a), the electronic filing of the following case initiation documents using the Court's Case Management/Electronic Case Files ("CM/ECF") system is mandatory for all attorneys absent an exemption from the Clerk's Office in accordance with LR Gen 302(a):

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. Prior to electronically filing a case initiation document a Filing User 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 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.

December 15, 2014

DAVID A. DIMARZIO
Clerk of Court