

**AMENDMENTS TO THE RHODE ISLAND BANKRUPTCY  
COURT'S LOCAL RULES AND FORMS  
EFFECTIVE FEBRUARY 28, 2011**

**RULE 1005-1 FILING PAPERS - REQUIREMENTS [Modified 2/28/11]**

**(a) Caption of Papers.** The bankruptcy case name, number, and chapter shall appear on all papers filed with the Clerk and must also appear on the signature page of all documents filed with the court.

**(b) Size and Form.** All papers, including the bankruptcy petition, schedules, statements, lists and other papers shall be on 8 ½" x 11" paper. All text in papers other than the bankruptcy petition and related schedules and lists must appear in at least 11 point type, except for footnotes which shall not be less than 10 point, and may not contain material that belongs in the body of the text or argument. All such text shall be double spaced, with the exception of quotations and footnotes.

**(c) Required Signatures and Identifying Information.** Each original paper filed with the Clerk shall include the filer's name, original signatures, address, telephone number, facsimile number, e-mail address, and if an attorney, the name of the law firm, the attorney's state bar identification number, and the name of the client.

**(d) Required Response Time Language Must Be Included on All Papers.**

**(1) Usual Papers.** In order to provide adequate notice to interested parties of the time to respond, every motion (except those set forth in paragraph (2) below), application, petition (not including bankruptcy petition), objection to claim or objection to exemption filed with the clerk's office shall contain language substantially similar to the following, in single or double space and must appear in at least 11 point type:

Within fourteen (14) days after service as evidenced by the certification, and an additional three (3) days pursuant to Fed. R. Bank. P. 9006(f) if served by mail, any party against whom such paper has been served, or any other party who objects to the relief sought, shall serve and file an objection or other appropriate response to said paper with the Bankruptcy Court Clerk's Office, 380 Westminster Street, 6th Floor, Providence, RI 02903, (401) 626-3100. If no objection or other response is timely filed, the paper will be deemed unopposed and will be granted unless: (1) the requested relief is forbidden by law; (2) the requested relief is against public policy; or (3) in the opinion of the Court, the interest of justice requires otherwise.

**(2) Excepted Papers with Different Response Times.** A different objection/response time applies to the following matters and should be substituted for the above fourteen (14) day period:

(A) Application to Compromise -- 21 days;

- (B) Motion/Notice of Intended Sale -- 21 days;
- (C) Motion to Amend or Modify a Plan -- 21 days;
- (D) Motion to Modify Secured Claim -- 21 days;
- (E) Application (or Notice) to Abandon -- 21 days;
- (F) Motion to Shorten Time (Expedited treatment) seven (7) days;
- (G) Emergency Motion for Relief -- left to discretion of Court, above language should not be used;
- (H) Motion for Rule 2004 Examination -- see R.I. LBR 2004-1(b)(2).

(I) Motion to Extend Time [other than motion requesting an extension of time to file an objection to discharge under §§ 523 or 727] for filing schedules, statements, reports, responses, and replies -- left to discretion of Court, above language should not be used;

(J) Motion to Continue Hearing – See R.I. LBR 5005-4 and 5071 for the deadline for filing motions to continue hearing.

- (i) One-sided motion -- three calendar (3) days. If less time is needed, the motion should be filed as an emergency motion pursuant to LBR 9013-2(e) and served as specified in subsection (d)(2)(G) above;
- (ii) Consent/Joint motion -- left to discretion of Court, above language should not be used.

(3) Objection to Claim. See R.I. LBR 3007-1.

(4) Objection to Exemption. See R.I. LBR 4003-1(b).

**(e) Filings Made on Day of Court.** An intended filing related to a matter on the day set for hearing shall be filed in open court, and not with the clerk's office.

**(f) Caption of Amendments.** Any paper filed to effect an amendment of a previously-filed or served paper, including bankruptcy petition, lists, schedules, and statements, shall clearly state in bold print that it is an amendment. Any amendment proposing to add creditors to the case shall be accompanied with the appropriate filing fee, and a supplemental diskette containing only the names and addresses of the added creditors. See also, R.I. LBR 1009-1.

**CROSS REFERENCE** See R.I. LBR 5005-4 (Electronic Filing).

## **RULE 3002-1 FILING PROOF OF CLAIM OR INTEREST [Modified 2/28/11]**

**(a) Service of Proof of Claim on Attorney for the Debtor and case trustee.** An original proof of claim shall be filed with the Clerk. In addition, in all chapters, the claimant shall, contemporaneously with the filing, serve a copy of the proof of claim, with all attachments thereto, on the trustee, if any, and on the debtor's attorney, or debtor, if pro se.

**(b) Notice to Creditors in Chapter 7 Cases.** Following expiration of the bar date for filing claims, the Clerk and parties designated to provide service may limit the serving and distribution of papers, except notices as governed by Fed. R. Bankr. P. 2002, to those parties who have filed proofs of claim or who have been granted extensions within which to file claims, excepting therefrom, however, creditors whose claims have been fully disallowed.

### **(c) Creditors Duties in Chapter 13 Cases -**

#### **(1) Notice of Contract Change**

**(A) Creditor's Duty to file Notice of Contract Change.** At any time during the pendency of the debtor's case, a creditor must file on the Claims Register and serve, by first class mail, upon the trustee, debtor, and debtor's counsel, at least thirty (30) days before the change is to take place, or a payment at a new amount is due, a "Notice of Contract Change".

**(B) Contents of Notice.** The notice shall outline any change(s) in the amount owed by Debtor under any Agreement, including any change(s) in the:

**(i)** Interest rate;

**(ii)** Escrow payment requirement;

**(iii)** Insurance premiums;

**(iv)** Change in payment address or other similar matters impacting the amount owed by debtor under such Agreement (each a "Contract Change").

**(C) Disallowance for failure to comply.** Additional amounts owed by the debtor due to a Contract Change may be disallowed by the Court to the extent the amounts:

**(i)** Were not reflected in a Notice of Contract Change filed as required by this rule, and;

**(ii)** Exceed the amount set forth in the proof of claim filed by the creditor or deemed filed under this plan.

**(D) Debtor's Duties and time to object.** Within thirty (30) days of receipt of the Notice of Contract Change, debtor shall either adjust the Post-Petition Payment to the amount set forth in the Notice of Contract Change, or file a motion with the court, objecting to the payment amount listed in the Notice of Contract Change and the stated reasons for the objection.

## **(2) Notice of Outstanding Obligations**

**(A) Creditor's Duty to file Notice of Outstanding Obligations.** At any time during the pendency of the debtor's case, a creditor shall file on the Claims Register and serve upon the trustee, debtor, and debtor's counsel within sixty (60) days after the date such Outstanding Obligations were incurred, a Notice of Outstanding Obligations. Said Notice must be sworn to by the creditor pursuant to 28 U.S.C. § 1746, referencing the paragraph(s) (or specific section(s) and page number(s)) in the Agreement that allows for the reimbursement of the services and/or expenses. This subsection will not apply to the extent that the court has previously approved a creditor's outstanding obligations pursuant to a Court order or conditional order.

**(B) Contents of Notice.** The notice shall contain an itemization of any obligations arising after the filing of this case that the creditor believes are recoverable against the debtor or against the debtor's property (the "Outstanding Obligations"). Outstanding Obligations include, but are not limited to:

- (i)** All fees, expenses, or charges incurred in connection with any Agreement, such as any amounts that are due or past due related to unpaid escrow or escrow arrearages;
- (ii)** Insurance premiums;
- (iii)** Appraisal costs and fees;
- (iv)** Taxes;
- (v)** Costs associated with the maintenance and/or upkeep of the property; and other similar items.

**(C) Time to Object.** The debtor may file a motion with the court no later than sixty (60) days following the filing of a Notice of Outstanding Obligations, objecting to the amounts listed in the Notice of Outstanding Obligations and stating the reasons for the objection.

**(D)** The bankruptcy court shall retain jurisdiction to resolve disputes relating to any Notice of Outstanding Obligations.

**(3) Application for Reimbursement of Costs and Fees of Professionals.** Pursuant to Bankruptcy Rule 2016 and Local Rule 2016-1(d), a creditor must file an application with the court on an annual basis if it wishes to be compensated from the debtor or the estate for services rendered or expenses incurred by its professionals [attorneys, accountants, appraisers, auctioneers, or other professional persons], after debtor's filing of the petition and before the issuance of the Notice of Discharge. See, R.I. LBR 2016-1(d)

## **RULE 5005-4 ELECTRONIC FILING [Modified 2/28/11]**

**(a) Requirement to File Cases and Documents Electronically.** All cases filed after April 24, 2003 are part of the Court's Case Management/Electronic Case Filing (CM/ECF) System. Commencing on January 1, 2007, all petitions, motions, memoranda of law, or other pleadings and documents must be electronically filed except as expressly provided in section (c) below, or in circumstances where the Electronic Filer is prevented from filing electronically, i.e., CM/ECF System failure. "Electronic Filer" refers to those who have a court-issued log-in and password to file documents electronically. Filing of documents submitted, signed, or verified by electronic means must be consistent with technical standards established by the Judicial Conference of the United States and must comply with the within local rule and such other local rules as are applicable.

### **(b) Eligibility and Registration for Electronic Filing; Use of Passwords.**

**(1) Eligibility.** Attorneys, United States trustees and their assistants, private trustees, and others as the Court deems appropriate, are entitled to one System password to enable the user or any support staff so authorized by the user to participate in the electronic retrieval and filing of documents within the System.

#### **(2) Registration and Training.**

##### **(A) Registration Requirements:**

**(i)** Eligible applicants must file with the Clerk's Office an application for registration using Form A entitled, "Electronic Case Filing System Attorney Registration Form", and must also meet the minimum system requirements.

**(ii)** An "Application for Limited Use/Claim Password for Electronic Case Filing System", Form E, shall be submitted by any Creditor who intends to use the system for the limited purpose of filing claims and related claim activity, and not requiring the appearance of counsel.

**(iii)** Registration forms are available on the Court's Internet web site ([www.rib.uscourts.gov](http://www.rib.uscourts.gov)).

(iv) Applicants must have a PACER login and password. A PACER login and password can be secured by contacting the PACER Service Center to establish an account. Registration may be made online at <http://pacer.psc.uscourts.gov>, or by calling the PACER Service Center at (800) 676-6856. PACER Access to the CM/ECF System will allow retrieval of the docket sheet and documents. PACER Access to the CM/ECF System will be on a "read only" basis.

**(B) Training.** After successful completion of the Court's training program, or certification by the Clerk in circumstances where completion of the Court's training program is not required, each Electronic Filer will receive a System password.

**(C) Passwords; Unauthorized Use Prohibited.**

(i) **Admission.** Admission to the System by receipt of a password from the Court constitutes a request for electronic service and notice pursuant to Fed. R. Bankr. P. 9036. By receiving a password, Electronic Filers agree to accept notice and service by electronic means, and registration as an Electronic Filer constitutes: (a) waiver of the right to receive notice by first class or certified mail and consent to receive notice electronically; and (b) waiver of the right to service by personal service, first class or certified mail and consent to electronic service, except with regard to service of a summons and complaint under Fed. R. Bankr. P. 7004. Waiver of service and notice by first class or certified mail applies to notice of the entry of an order or judgment under Fed. R. Bankr. P. 9022.

(ii) **Password.** The password serves as the filer's signature. The password required to submit documents to the System serves as the Electronic Filer's original signature on all electronically filed documents. The password also serves as a signature for purposes of Fed. R. Bankr. P. 9011, other Federal Rules of Bankruptcy Procedure, the local rules of this Court, and any other purpose for which a signature is required in connection with proceedings before this Court. Electronically filed documents must include a signature block that sets forth the name, address, telephone number, and the attorney's bar registration number and e-mail address. In addition, the name of the Electronic Filer under whose log-in and password the document is submitted must be preceded by an "/s/" and typed in the space where the signature would otherwise appear.

(iii) **Unauthorized Use of Passwords.** No Electronic Filer shall permit his/her password to be used by anyone other than himself/herself or an authorized employee. An Electronic Filer shall immediately notify the Clerk by telephone, facsimile, and e-mail if they learn that their

password has been compromised. Electronic Filers may be subject to sanctions for failure to comply with this provision.

**(iv) Revocation.** The Court may revoke an Electronic Filer's password and, therefore, his or her authority and ability to electronically file documents for: (1) failure to comply with any provision of the agreement contained in the Electronic Filer's Registration Form; (2) failure to adequately protect his or her password; (3) failure to comply with the provisions of these Local Rules; (4) failure to pay fees required for documents filed electronically; (5) other misuse of the System; or (6) as a sanction ordered by the Court after notice and opportunity for hearing.

**(c) Exemption/Withdrawal From Electronic Filing.**

**(1) Attorney Exemption.** If filing electronically creates an undue hardship, an attorney may request permission to file documents conventionally. The request should be made to the Court and shall contain a detailed explanation of the reason(s) for the request. However, prior to requesting an exemption, attorneys are urged to participate in Court-sponsored ECF training and to seek assistance from the Clerk's Office. Information regarding ECF training and support may be obtained from the Clerk's Office and is also included on the Court's web site at: [www.rib.uscourts.gov](http://www.rib.uscourts.gov). If an exemption is granted, the attorney or his/her representative may be required to scan the filings into the system at a workstation at the Clerk's Office Intake counter. Upon the issuance of an order to show cause, notice, and hearing, the Court may withdraw an exemption and require the attorney to file documents electronically.

**(2) One Time Exemption.** An attorney who is not an Electronic Filer may conventionally file the first document on behalf of a client in an ECF case without leave of Court. Within twenty-one (21) days thereafter, the attorney must register as an Electronic Filer, or seek an exemption under subsection (1) above. Failure to register or seek an exemption may result in the issuance of an order to show cause why the attorney should not be sanctioned.

**(3) Attorneys Appearing Pro Hac Vice.** An attorney who is not a member of the bar of this Court, but who is permitted to appear and practice in this Court pursuant to R.I. LBR 9010-1 may, but is not required to, register as an Electronic Filer and to participate in the System for the duration of the Pro Hac Vice appearance.

**(4) Pro Se Litigants.** Pro se litigants may conventionally file and serve documents in accordance with the provisions of the Federal Rules of Bankruptcy Procedure and the Local Rules of this Court.

**(5) Withdrawal.** Once registered, an attorney/participant may withdraw as an Electronic Filer by providing the Clerk with a request to withdraw, stating the

reason(s) for the request. Copies of the request must also be served upon all registered attorneys/participants who have appeared in pending cases in which the withdrawing attorney/participant has appeared. Upon approval of said withdrawal, the Clerk will immediately cancel the attorney/participant's password and will delete the attorney/participant from any applicable electronic service list. However, once an Electronic Filer withdraws from the system, he or she will be unable to file documents with the Court unless one of the exemptions listed above applies.

**(d) Format for Filing Electronic Documents.**

**(1) Format for Transmission of Electronic Documents.** All electronically filed documents must be submitted as a PDF file, and when viewed in the electronic filing system, shall conform in appearance to the requirements listed in R.I. LBR 1005-1.

**(2) Attachments to Electronic Documents.** Multiple documents that are part of a pleading, which are filed at the same time by the same party may be electronically filed as a single document. Documents that are not a part of the pleading, e.g., memorandum of law, supporting affidavit, or appendix, shall be filed as an attachment to the pleading.

**(3) Designation of Electronic Documents.** Electronic Filers must designate a title for the document by selecting the appropriate event title from the categories provided in the System. Once a document is submitted and becomes part of the case docket, corrections to the docket are made only by the Clerk's Office, or after motion and approval by the Court.

**(4) Conventional Filing of Sealed Documents.** Motions to file documents under seal shall be filed electronically without attaching the documents that are the subject of the motion. Contemporaneous with filing the motion to seal, the Electronic Filer shall conventionally file the documents sought to be placed under seal. If the motion to file under seal is granted, the related documents will be maintained by the Clerk until further order.

**(e) Consequences of Electronic Filing.** Electronic transmission of a document to the CM/ECF system or the e-filing of an event on the System, together with the transmission of a Notice of Electronic Filing from the Court, constitutes filing of the document for all purposes under the Federal Rules of Bankruptcy Procedure and the local rules of this Court, and constitutes entry of the document or event on the docket kept by the Clerk under Fed. R. Bankr. P. 5003.

**(f) Time of Filing.** The System is "real-time", so the receipt of the Notice of Electronic Filing will show the actual date and time a document was filed on the System. Documents filed electronically outside of normal business hours will be deemed filed on the date and time received. Deadlines will not change as a result of this rule. The deadline for filing, unless otherwise specifically set, is 11:59 P.M. (E.S.T.)

**(g) Waiver of Notice and Service.** Registration with the Court as an Electronic Filer of the CM/ECF system will constitute:

(1) waiver of the right to receive notice by first class or certified mail and consent to receive notice electronically; and

(2) waiver of the right to service by personal service, first class or certified mail and consent to electronic service, except with regard to service of a summons and complaint under Fed. R. Bankr. P. 7004. Waiver of service and notice by first class or certified mail applies to notice of the entry of an order or judgment under Fed. R. Bankr. P. 9022.

**(h) Service of Documents by Electronic Means.** Each Electronic Filer of the CM/ECF system who electronically files a pleading or other document will automatically receive a "Notice of Electronic Filing" generated by the System and this Notice of Electronic Filing will automatically be transmitted by the System to all parties who are registered users of the System. Electronic transmission by the Court of the "Notice of Electronic Filing" generated by the CM/ECF System will constitute service or notice of the filed document. Parties having been excepted from the requirement to file and receive documents electronically are entitled to receive a paper copy of any electronically filed pleading or other document, and service or notice by the Electronic Filer must be made in accordance with the Federal Rules of Bankruptcy Procedure and these local rules.

**(i) Official Court Record.** The Case Management/Electronic Case Filing System (CM/ECF) shall constitute the official Court record in electronic form. The electronic filing of a pleading or other paper in accordance with the CM/ECF System procedures, or the conventional filing of a document which is subsequently imaged by the Court and placed into the System, shall constitute entry of that pleading or other papers on the docket kept by the Clerk pursuant to Fed. R. Bankr. P. 5003. The Court will not maintain paper except for the following:

(1) Documents filed under seal;

(2) Conventionally filed petitions, lists, schedules, statements, amendments, pleadings, affidavits, and other documents which contain original signatures;

(3) Official Bankruptcy Form B-21; and

(4) Conventionally filed handwritten documents

**(j) Original Signatures**

Petitions, lists, schedules, statements, amendments, pleadings, affidavits, stipulations and other documents which must contain original signatures, documents requiring verification under FRBP 1008, and unsworn declarations under 28 U.S.C. § 1746, shall be filed electronically and bear "electronic signatures", including the /s/. The Electronic Filer shall

retain the original documents containing the original signatures for two (2) years after the case is closed. The Electronic Filer must produce all such original documents for review or filing at the request of a party in interest or upon order of the Court.

**(k) Consent Motions/Joint Motions**

(1) The following procedure shall be used in the case of joint or consent motions.

(A) The Electronic Filer shall initially confirm that the content of the document is acceptable to all parties intending to be bound and that all parties consent to the relief requested; and

(B) The Electronic Filer shall then file the document electronically, indicating his/her signature, e.g. "/s/ Jane Doe", "/s/ John Doe," etc

(2) The following procedure shall be used in all other instances requiring consent orders and/or stipulations where two or more signatures are required, including, but not limited to Joint Pre-Trial Orders:

(A) The Electronic Filer shall initially confirm that the content of the document is acceptable to all persons required to sign the document, and shall have in his or her possession the original signatures of all parties to the document.

(B) The Electronic Filer shall then file the document electronically, indicating the signatories, e.g., "/s/ Jane Doe," "/s/ John Doe," etc.

(C) The Electronic Filer shall retain the original documents containing the original signatures for two years after the case is closed.

**(l) Exhibits**

(1) **Exhibits.** Exhibits filed under Local Bankruptcy Rules, including but not limited to leases, notes, and the like, which are not available in electronic form, shall be submitted to the Court in paper format. The Clerk will indicate on the electronic docket the date such exhibits were submitted and, if appropriate, link them to the Joint Pre-Trial Order. Trial exhibits will not be scanned unless the Court orders otherwise.

(2) **Exhibits to Proofs of Claim.** Exhibits in support of a proof of claim shall be filed electronically whenever possible and shall be e-filed as one event with the proof of claim. The exhibits should be electronically imaged (i.e., scanned) and filed in PDF format as an attachment to the proof of claim.

**(m) Orders**

**(1) Proposed Orders**

(A) Where an Electronic Filer is required to submit a proposed order under R.I. LBR 9072-1, said document shall be electronically filed, docketed, and served in accordance with these procedures and Rule 9072-1.

(B) An Electronic Filer wishing to submit a proposed order before hearing may file such order together with the underlying motion or application, and e-filed as one event. The proposed order should be attached to the underlying motion or application.

**(2) Consent Orders/Reaffirmation Agreements.** Consent orders or reaffirmation agreements shall be filed in accordance with subsection R.I. LBR 5005-4(k).

**(3) Notice of Entry of Orders and Judgments by the Court**

(A) Upon the entry of an order or judgment in an action pending in the CM/ECF System, the System will automatically generate to all Electronic Filers in the case, in electronic form, a Notice of Electronic Filing. Transmission of the Notice of Electronic Filing constitutes the notice required by Fed. R. Bankr. P. 9022. The Clerk shall give conventional notice to persons who have not consented to electronic service.

(B) Orders signed electronically (i.e., "/s/") shall have the same force and effect as conventionally signed orders.

**(n) Emergency Filings and Requests for Continuance**

**(1) Procedure for Emergency Filings.** Electronic Filers requesting emergency hearing and/or relief shall contact the Clerk's Office by telephone at (401) 626-3100, forthwith upon the filing of such motion. Failure to notify the Clerk's Office of such filing as aforesaid, may result in denial of the request for expedited or emergency relief, or a delay in action on the motion.

**(2) Motions for continuance, proposed consent orders, and similar filings that affect a matter scheduled for hearing must be filed by 3:00 p.m. the day before the scheduled hearing, or the matter will remain on the calendar and all counsel will be required to attend the hearing. If an Electronic Filer files a document that affects a matter on the calendar after 3:00 p.m. the day before a scheduled hearing, the Electronic Filer shall also notify the Courtroom Deputy of such filing by e-mail at: RIBCourtroom@rib.uscourts.gov.**

**(o) System Failure.** If electronic filing cannot be accomplished because of a court or filer System failure, the Electronic Filer shall, after making at least two attempts to file electronically, send the document and/or event as an attachment in PDF format via e-mail to the following address: RIBECFSupport@rib.uscourts.gov explaining why it was not possible to file directly in the CM/ECF System. The Electronic Filer must call the Clerk's

office prior to 10:00 a.m. of the next business day to advise that a document has been filed via e-mail. The Clerk's office will download and file the PDF document, which will be deemed filed on the date and time of the e-mail transmittal.

**(p) Fees Payable to the Clerk.** All filing fees must be paid electronically by the Electronic Filer, and only the following credit cards are acceptable for payment of such fees: American Express, Discover, MasterCard, or Visa. Payment of the filing fee is due on the date the document is filed. Failure to make payment on the date of the filing may cause the Electronic Filer to be locked out of the System.

**(q) Public Access to Court documents.** Electronic access at the Clerk's Office is available to the public during regular business hours for viewing the docket sheet and documents filed in the System. Conventional and certified copies of electronically filed documents may be purchased at the Clerk's Office during regular business hours or by mail with a check or money order for the exact amount of the purchase, unless otherwise authorized.

#### **RULE 5071-1 CONTINUANCES [Modified 2/28/11]**

All requests for continuance of matters set for hearing or trial must be requested in writing no later than 3:00 p.m. the day before the scheduled hearing if the motion is consented to by all parties to the matter. If the request for continuance is by one party, the motion shall set forth the reason(s) for the request, and be served upon opposing counsel at least three (3) business days before the hearing or be captioned as an emergency motion and be served in such manner as will ensure actual receipt prior to the scheduled hearing date. See LBR 1005-1(d)(2)(G) and )(J) for the proper objection periods to be included in the motion, as applicable. Absent a written request, all interested parties are required to appear at the scheduled hearing and, if necessary, make an oral request for a continuance at that time. Employees of the clerk's office, including the calendar clerk, are not authorized to grant continuances.

#### **RULE 5072-1 COURTROOM DECORUM [Modified 2/28/11]**

**(a) Announcement of Representation.** Upon the call of the case, counsel or if appropriate, a pro se litigant, shall announce his/her name for the record and the name of the party or parties he/she represents.

**(b) One Counsel per Party.** Unless leave of Court is obtained in advance, only one counsel for each separate interest shall conduct the examination of any one witness, present argument, or make objections with respect to the testimony of that witness.

**(c) Offer and Marking Exhibits.** Before referring to, using, or offering into evidence any exhibit, counsel shall first have the proposed exhibit marked for identification with a copy to opposing counsel.

**(d) Courtroom Security.** Security personnel, including the United States Marshal, a Deputy Marshal, or a deputized court security officer, shall inspect all objects carried by persons entering the premises. No one shall enter or remain on the premises without submitting to such an inspection. Security personnel may search the person of anyone entering the premises or any space in it. Anyone who refuses such a search shall be denied entry.

**(e) Cellular Telephones, Laptop Computers, and Beepers.** Anyone entering the courtroom is required to turn off all cellular phones and noise emitting beepers before entering the courtroom. Laptop computers will be allowed in the courtroom only upon prior request and approval of the Court, except while in use at counsel table.

**(f) General Prohibition.** Except to the extent expressly authorized by the Court, no person shall photograph, record, broadcast, or otherwise transmit any proceeding, event or activity in or from any interior portion of the United States Bankruptcy Court space. The Court may permit photographing, recording or broadcasting of ceremonial proceedings upon such terms and conditions as the Court may specify.

**(g) Courtroom Attire.** All persons appearing before the Court or attending Court are expected to dress in appropriate attire. The Court reserves the right to dismiss individuals from the courtroom if they are dressed inappropriately.

UNITED STATES BANKRUPTCY COURT  
FOR THE DISTRICT OF RHODE ISLAND

IN RE:

**MOTION TO BE EXCUSED FROM COURT**

Now comes \_\_\_\_\_, Esq. and moves this Honorable Court for permission to be excused from attendance in the U.S. Bankruptcy Court, District of Rhode Island, on the following dates:

1. Date(s) requested:
2. The Petitioner seeks to be excused from court because:
3. I have no matters scheduled for hearing in Bankruptcy Court during said time period.

Respectfully submitted,

\_\_\_\_\_  
Date