

RULE 5077-1 TRANSCRIPTS [Amended ~~7/1/15~~ 12/1/23]

~~(a) Non-electronic filers wishing to order a transcript of a hearing or other recorded court session shall make such request to the electronic court recorder operator (ECRO) either in person, by telephone or in writing. Electronic filers shall order transcripts through the Court's ECF system. Filing events and instructions can be found in the Court's Electronic Filer User Manual, located on its website. **Official Written Transcript.** The Court uses an electronic recording system to record all hearings. Any person may request an official transcript of any hearing directly from the transcription service of their choice; information on how to do so is available on the Court's website. At the transcription service's request, the Clerk will provide a recording of the hearing to the transcription service. The person requesting the transcript will be responsible for paying all expenses for preparing the transcript directly to the transcription service.~~

~~(b) Once the transcript order is placed, a confirmatory letter will be sent to the requester advising: (1) the name and address of the transcription service; (2) the approximate date the transcript will be completed; and (3) confirmation of the type of order placed, e.g., expedited or regular service~~

~~(c) Upon completion of the transcript, the original is mailed to the requester and a copy is placed in the electronic case file.~~

~~(d) Any party wishing to order a CD of a hearing for unofficial purposes should contact the ECRO and pay the applicable Miscellaneous Fee. Audio files of eCourt proceedings are also available on the electronic case docket, subject to the applicable Electronic Public Access Fee.~~

CROSS REFERENCE See R.I. Local Rule 9037 (Privacy Protection); Appendix I – (Electronic Transcripts) for redaction procedures.

RULE 9018-1 - FILING UNDER SEAL [Amended ~~2/11/2021~~ 12/1/23]

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(d) Handling and Disposition of Documents Sought to be Sealed. Upon receipt by the Clerk of the Document(s) pursuant to paragraph (a) of this Rule, the Court shall review the Document(s) in camera.

(1) Disposition of Document(s) when Relief is Denied or Motion to Seal is Withdrawn. To the extent the motion to seal is denied in whole or in part, or if the motion to seal is withdrawn by the filer of the motion to seal, the applicable Document(s) shall be returned to the filer of the motion to seal. If those Document(s) are subsequently refiled, they shall be filed with other pleadings in the case to which the public shall have access.

(2) Disposition of Document(s) when Relief is Granted. To the extent that the motion to seal is granted in whole or in part, the order sealing the applicable Document(s) (“Seal Order”) shall be filed on the case docket. The sealed Document(s) shall be transferred to the Clerk for special storage. The Clerk shall attach to the envelope or USB key containing the sealed Document(s) a copy of the Seal Order and copies of any subsequent orders relating to the sealed Document(s). Thereafter, access to the sealed Document(s) shall be limited to the Court, the Clerk, the party or interested persons for whose benefit the order was entered, any other persons authorized to view the Document(s) under the Seal Order or any other order of the Court relating to the sealed Document(s).

If the motion to seal is granted in part and the Court has approved sealing only certain portions of the Document(s), then within 10 days of the entry of the Seal Order the filer shall file on the public docket a redacted version of the Document(s) indicating “redacted” for those portions of the Document(s) that have been redacted. If the redacted Document(s) is/are not timely filed, the motion to seal will be deemed denied in its entirety and the Document(s) will be returned to the filer and will not be part of the record in the case.

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