



## Rhode Island Superior Court Asbestos Special Instructions

### Uploading Your Documents:

- Upload the main document first, and then upload any supporting documents (in the same transaction).
- Upload only one main document per transaction.
- Electronically staple supporting documents to the main document in the transaction using the Main/Supporting column in the Attached Documents List.
- Use the Linking feature in the Attached Documents list when filing responses to previously filed documents.
- If the previously filed document is unavailable to 'link to', reference the previous document's transaction id in the "Document Title."
- If you are concerned about metadata, save the document as an .rtf file instead of a .doc or .wpd file.
- Be sure to accept any Tracked Changes before uploading your document.

### Adding New Cases:

- New Cases are accepted from plaintiff firms only.
- Please use the New Case Template (available on the Resource Center) to submit new cases.
- Submit new case data to [dataintegrity@fileandservexpress.com](mailto:dataintegrity@fileandservexpress.com).
  - *Plaintiff Firms Only*
    - When completing the Template for Submitting new cases, please include all plaintiff and defense parties in the template.

- Each party should be placed on a separate row of the template.
- If a party is unrepresented, or you do not know who represents a party, you may leave the columns for attorney and firm data blank.
- You may include multiple cases in the same template.
- You may submit new cases if no case number has been assigned to the case by leaving the Case Number field blank.
- When the case number is assigned, please email the number to [dataintegrity@fileandservexpress.com](mailto:dataintegrity@fileandservexpress.com).
- It is recommended you include the names of defense attorneys for each defendant, but this is not mandatory.
- When submitting new cases, the case name should only contain the name of the named plaintiff who was exposed and is sick.

#### Creating Your Documents

- Be sure to include the appropriate electronic signature in your pleadings.
- In Rhode Island, the appropriate electronic signature is *'/s/ Adam Attorney'*

#### Other

- Your transaction will only be available to other firms/parties within your litigation.
- Your File & Serve receipt is your proof of service. Please print this document for your records.