

Court Service Center

New Hampshire Superior Court

HOW DO I COLLECT ON A CIVIL JUDGMENT? Electronically Filed Cases Only

I have my judgment in an electronically filed case How do I get paid?

- You have gone through the civil process and have been awarded your judgment.
- If payment is not made in full you can collect by filing a Motion for Periodic Payments. This allows the Court to order a payment schedule for the defendant(s).
- There are other options to collect on a judgment if a payment plan is not what you are requesting. Please contact the court at 1-855-212-1234.

What will I need to file?

- If you have not already done so, you will need to register with TurboCourt.** Click here for the Electronic Services page.
- TurboCourt has a guided interview to Collect on a Judgment. You will be asked information about your case including the name and address of the defendant(s), how much was awarded, if any payments have been made, and whether you want the defendant(s) to be served by certified mail, restricted delivery, return receipt requested **OR** by the Sheriff's Department.
- Either method will have a court filing fee attached. Depending on which method of service you have requested, there will also be a cost for you to serve the defendant(s). Be sure to keep the documents that show the amount you paid to serve the defendant(s). The filing fee and cost of service will be added to the judgment but must be paid up front.

What happens next?

- You will receive a Summons from the court via email with detailed instructions on how to serve the opposing party.
- If you have requested **service by the Sheriff's Department** you must mail or deliver in hand the entire packets to the Sheriff's Department. Once the defendant(s) have been served, the Sheriff's Department will mail the "Return" copy to you with their certification. This Return and certification should be electronically filed with the Court using TurboCourt.
- If you have requested **service by certified mail, restricted delivery, return receipt requested**, you will mail **only** the "Service" copy to the defendant via certified mail, restricted delivery, return receipt requested. Once you receive the green return receipt card back, you will attach it to the "Return" copy and electronically file with the Court using TurboCourt.

Will I need to attend the hearing?

- You will need to attend the hearing as scheduled. If you fail to appear the motion may be denied and you may have to wait a year before filing another motion. See Superior Court Rules 51 (j).
- The defendant(s) will be asked to complete a Financial Affidavit. You will receive a copy of the completed Financial Affidavit. At the hearing, you and the defendant will have a chance to address the Court.
- If the defendant does not come to the hearing, the Court may decide on a payment schedule with only your input. The Court could also decide to issue a warrant for the defendant's arrest.

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What happens if I am unable to make service?

- If you have been unable to make service, either through the Sheriff's Department or via certified mail, restricted delivery, return receipt requested, by the date indicated on the original summons, you will need to have a new Summons prepared.
- You will need to complete a Request for Documents (**NHJB-4008-Se**) requesting new Summons. If you want to change the original method of service requested please include this information.
- An additional filing fee will be assessed.
- You will receive a new Summons indicating the new hearing date. Again, please note the date and time as you will not receive a separate hearing notice.
- You will need to make service on the defendant(s) in the requested manner

Forms and Instructions are available from any NH Superior Court

Additional Information can be found at:

www.courts.state.nh.us/superior