

**THE STATE OF NEW HAMPSHIRE  
JUDICIAL BRANCH**  
<https://www.courts.nh.gov>

NHJB Central Processing Center  
1 Granite Place, Suite N400  
Concord, NH 03301

Telephone: (855) 212-1234  
TTY/TDD Relay: (800) 735-2964  
<https://www.courts.nh.gov>

**RECORDS RESEARCH AND PAYMENT FORM**

Court Name: \_\_\_\_\_

Name of Person/Company Requesting Research: \_\_\_\_\_

Address: \_\_\_\_\_  
Address City/Town State Zip

Email results  Yes  No (If no, include self-addressed stamped envelope): \_\_\_\_\_  
Email Address

Phone Number: \_\_\_\_\_ Date and Time of Request: \_\_\_\_\_  am  pm  
(Date) (Time)

	Name	Date of Birth	SEARCH TYPE					RESULT (court use only)	
			Criminal	Civil	Other	Electronic 1992 & forward	Manual Prior to 1992	No Record	See Attached
1.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name of Person/Company Requesting Research: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date and Time of Request: \_\_\_\_\_ (Date) \_\_\_\_\_ (Time)

**RECORDS RESEARCH AND PAYMENT FORM**

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**Electronic Searches: 5 names or less (\$20.00 per name per court).**

**Additional names, add \$5.00 per name per court.**

*(Example: 3 names = \$60.00; 5 names = \$100; 25 names = \$200.00)*

Number of Requests Made: \_\_\_\_\_

\*\*\*Total Amount Due: \$ \_\_\_\_\_

**Manual Searches:**

**Any record search that includes cases *prior* to 1992:**

**5 names or less (\$20.00 per name).**

**Additional names, add \$5.00 per name.**

NOTE: If the time spent on a manual search exceeds one hour, any additional time spent on the search will be billed \$25.00/hour in addition to the initial fee of \$20.00 per name. You will be billed separately for any time spent on manual searches beyond one hour.

**Please mail this completed form with payment to:**

New Hampshire Judicial Branch Administrative Offices

Attention: Central Processing Center

1 Granite Place, Suite N400

Concord, New Hampshire 03301

**PAYMENT METHOD:**

Check for \*\*\*Total Amount Due is enclosed (*checks made payable to NHJB Central Processing Center*)

OR

Charge \*\*\*Total Amount Due to the following:

VISA  MasterCard  Discover

**CARD NUMBER:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Expiration Date: \_\_\_\_/\_\_\_\_

Name: \_\_\_\_\_

Please print as shown on credit card

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature