

Instructions for completing  
**Email Information**  
(NHJB-2153-P)

Form use. This form is used to collect email addresses for attorneys and parties who would like to have GENERAL correspondence sent to them in that manner. Courts will adopt this form as they are prepared to use email for those purposes.

Top part of form

- COURT NAME:** Enter the name of the county probate court where the document will be filed. (example: Belknap County Probate Court; Rockingham County Probate Court).
- CASE NAME:** Enter the name of the case. (example: Estate of John Q. Adams or Guardianship of Susan Jones).
- CASE NUMBER:** Leave blank if not yet assigned by court OR fill in case number if it is known.

List the interested **Party Name** and the **Email Address** of each one who wants to receive the general correspondence on this case. Official court documents, including hearing notices will be sent by the usual means and not through email.

Signature section

You will sign the form on the **Signature of Person filing this information** line, and date it in the appropriate space to the left.

**Review the completed form for accuracy prior to filing it with the court. If completing this form on-line, some fields may be filled in automatically based on entries in other fields. If more space is needed for any question, please attach additional sheets of paper.**