

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

Court Name: \_\_\_\_\_  
Case Name: \_\_\_\_\_  
Case Number: \_\_\_\_\_  
(if known)

**SMALL CLAIM PRE-TRIAL ORDER**

1. Parties present:  
 Plaintiff  Plaintiff's attorney: \_\_\_\_\_  
 Defendant  Defendant's attorney: \_\_\_\_\_  
 Other: \_\_\_\_\_
2. Have the parties attempted mediation or other ADR?  Yes  No  
Mediation:  Mediation was unsuccessful Was mediation mandatory?  Yes  No
3. Trial date: \_\_\_\_\_ at: \_\_\_\_\_  
Length of trial: \_\_\_\_\_
4. Forms needed:  
 Financial Statement  Other: \_\_\_\_\_  
 Corporate Authorization
5. Exhibits: \*\*A Notice of Exhibit(s) form must be completed and filed **electronically** in all cases.  
Exhibits must be filed **in paper**. Do not electronically file your exhibits.  
 Exhibits must be submitted to the court in advance in paper on/by: \_\_\_\_\_  
 Exhibits to be given to the court in paper on the day of trial.  
 Parties are required to exchange exhibits/documents intended to be used at trial on/by: \_\_\_\_\_  
\_\_\_\_\_. Failure to exchange exhibits/documents by this date may result in the court prohibiting their use at trial.
6.  Mediation shall be scheduled on: \_\_\_\_\_ at \_\_\_\_\_. Failure of either party to appear at the scheduled mediation may/shall result in a judgment being issued in favor of the other party. A party who fails to appear at the scheduled mediation may also be sanctioned (be required to pay for the cost of the mediation session).
7. Miscellaneous: \_\_\_\_\_

\_\_\_\_\_

If the parties reach an agreement prior to any mediation or trial they must notify the court immediately.

**FOR COURT USE ONLY**

**Recommended:**

**Ordered by the Court:**