How to File an Initial Small Claim Complaint in File & Serve

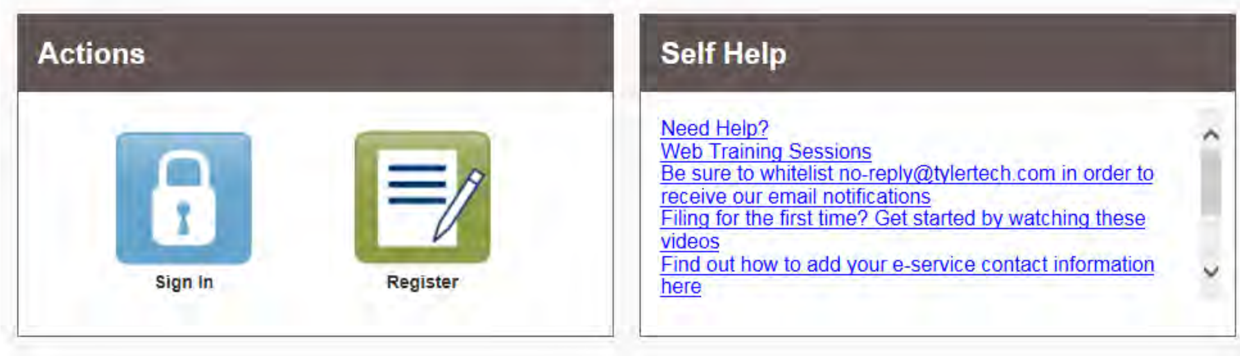
Step 1: Prepare your Complaint, Confidential Information Sheet and any other pertinent documents to your case using the e-Filing version of the court forms and/or your own pleading templates where appropriate. Save your documents where you can easily retrieve them.

Step 2: Go to the court's website at www.courts.state.nh.us.

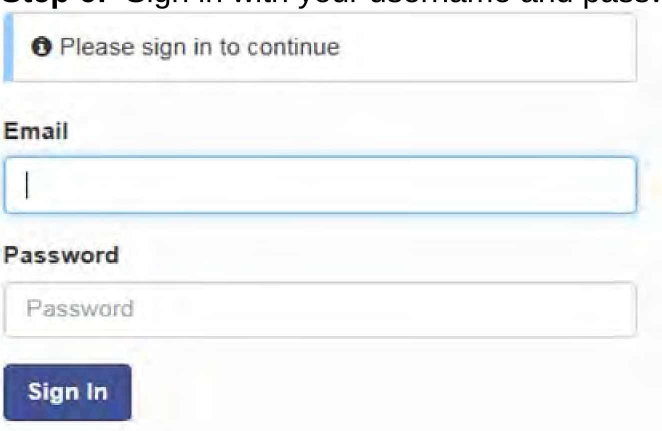
Step 3: Select "Go to e-Filing and other Electronic Services" in the upper right hand corner.

Step 4: Select the Attorneys E-File Here link and E-File Here:

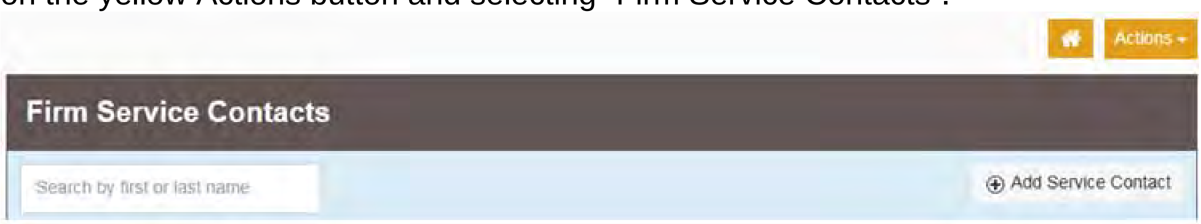
Step 5: If you have not already done so, register your firm after watching the self-help videos.



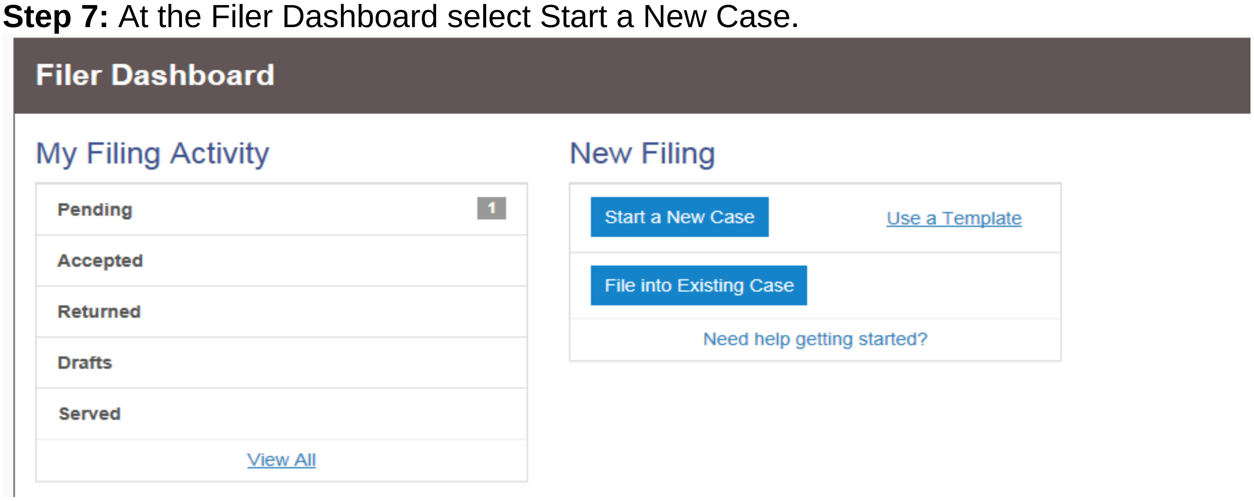
Step 6: Sign in with your username and password.



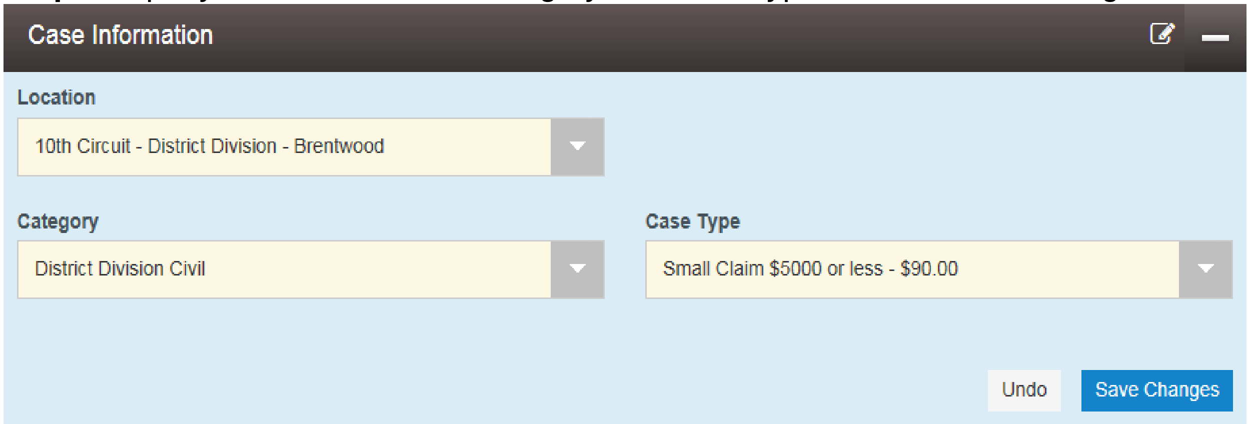
Add your service contact information (your email address) to the Firm Service Contact List by clicking on the yellow Actions button and selecting “Firm Service Contacts”.



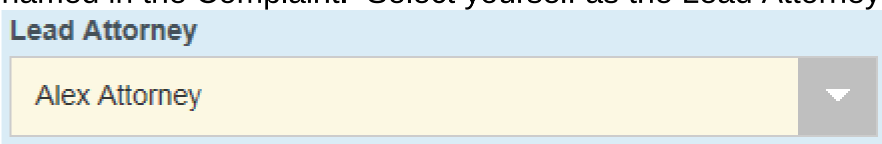
Step 7: At the Filer Dashboard select Start a New Case.



Step 8: Input your court location, category, and case type. Select Save Changes.

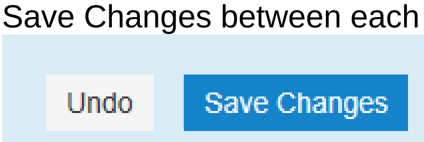


Step 9: Enter Party Information. The Plaintiff and Defendant are required parties. Add all parties named in the Complaint. Select yourself as the Lead Attorney for the party or parties you represent.



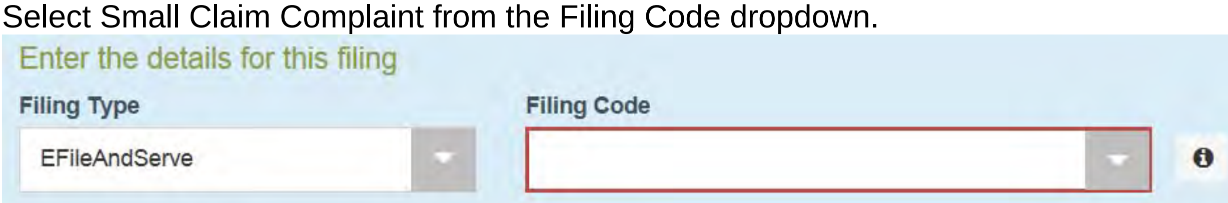
Select Save Changes between each party entered. To add additional parties select Add Another Party.

Save Changes between each party entered.

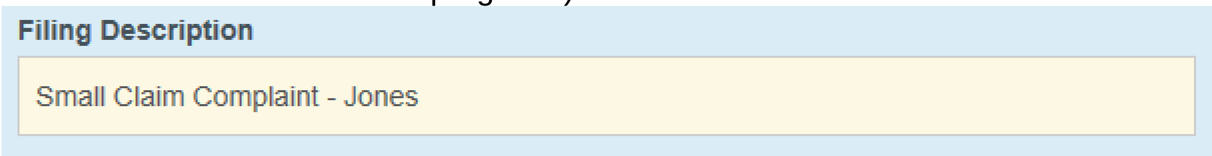


Step 10: Enter the filing details for your case. Leave EFileAndServe as the Filing Type in the first dropdown box.

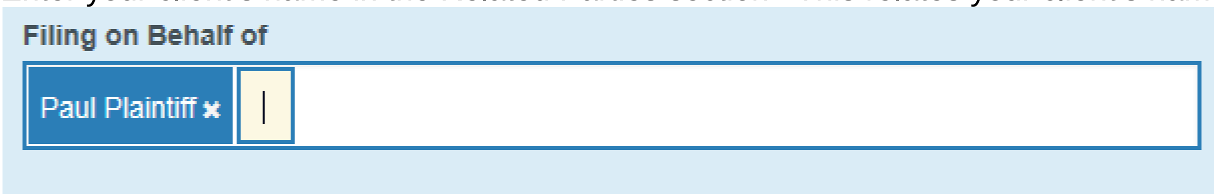
Select Small Claim Complaint from the Filing Code dropdown.



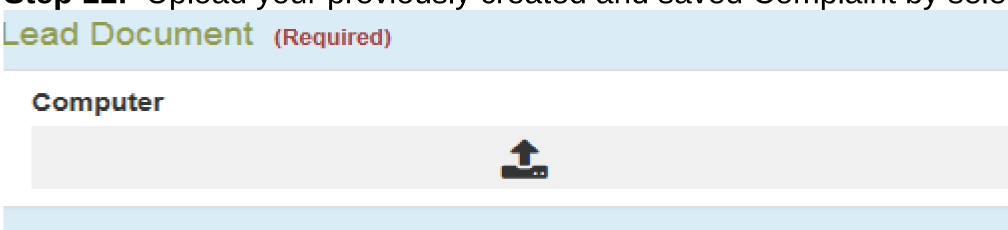
Fill in the Filing Description by typing in Small Claim Complaint. (Some attorneys include their client's last name after the word Complaint in case they do not complete their filing process. That makes it easier to retrieve their work in progress.)



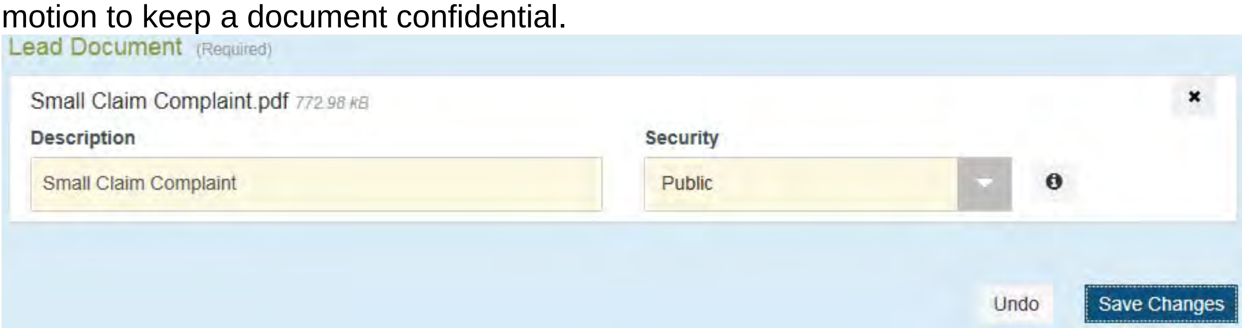
Enter your client's name in the Related Parties section. This relates your client's name to the filing.



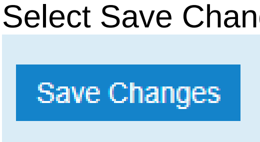
Step 11: Upload your previously created and saved Complaint by selecting the following icon: 



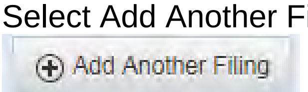
Selecting a security type is usually not necessary. Select non-public (confidential) if you are filing a motion to keep a document confidential.



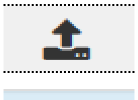
Select Save Changes



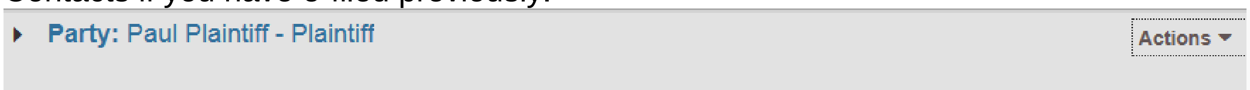
Select Add Another Filing.



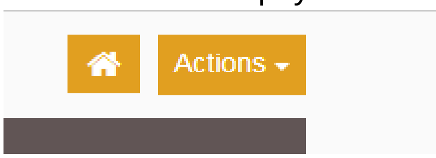
Upload the Confidential Information Sheet you already prepared by selecting the icon:



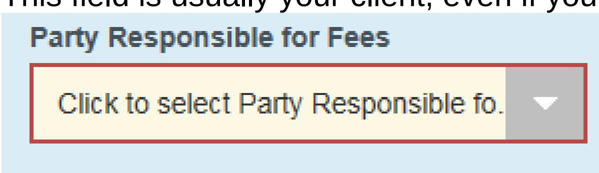
Step 12: Add your Service Contact information (your email address) onto the party you represent. This is how you will be notified of any action on the case.
To do this, Select Actions and choose either Add New Service Contact or Add from Firm Service Contacts if you have e-filed previously.



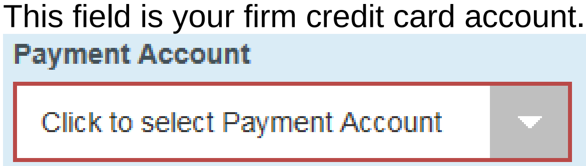
Step 13: A payment account needs to be set up prior to proceeding (even if the first pleading you are filing does not have a fee associated with it). If you have not already set up a payment account the firm administrator may do so now by clicking on the yellow Actions word at the upper right hand corner and select payment account.



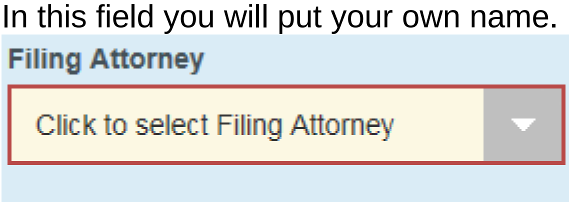
Step 14: Fill in the final three fields and select Save Changes.
This field is usually your client, even if you may recover filing fees later upon judgment.



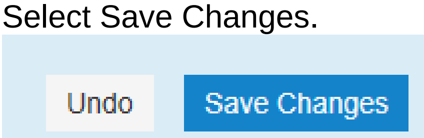
This field is your firm credit card account.



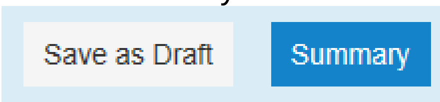
In this field you will put your own name.



Select Save Changes.



Select Summary.



Select the Submit Button. Your documents will be E-Filed to the court.

After reviewing and accepting the filing, the court will prepare the U.S. mailing to serve upon the Defendant(s). Instructions to the Defendant about electronic filing will be included.