

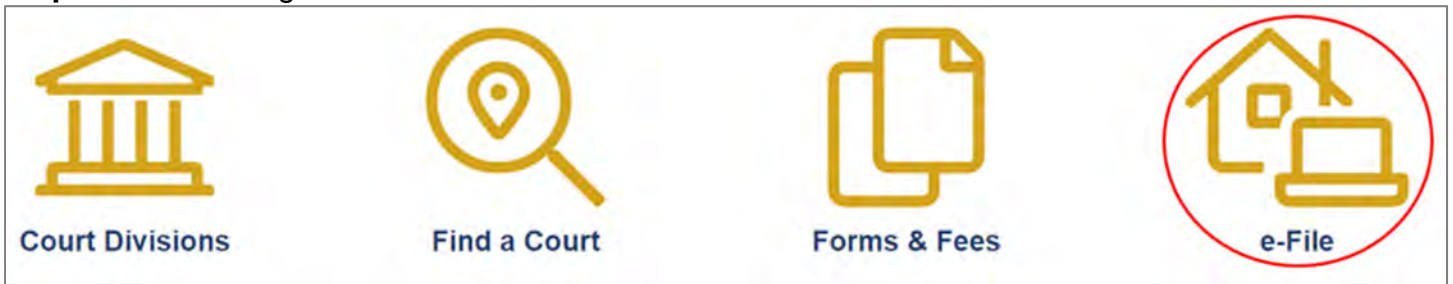
# How to File an Initial Small Claim Complaint in File & Serve

**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.

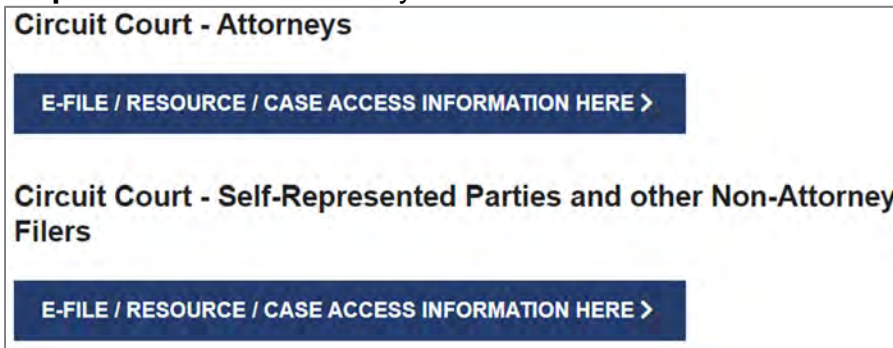
**Step 2:** Go to the court's website at: [www.courts.nh.gov](http://www.courts.nh.gov).



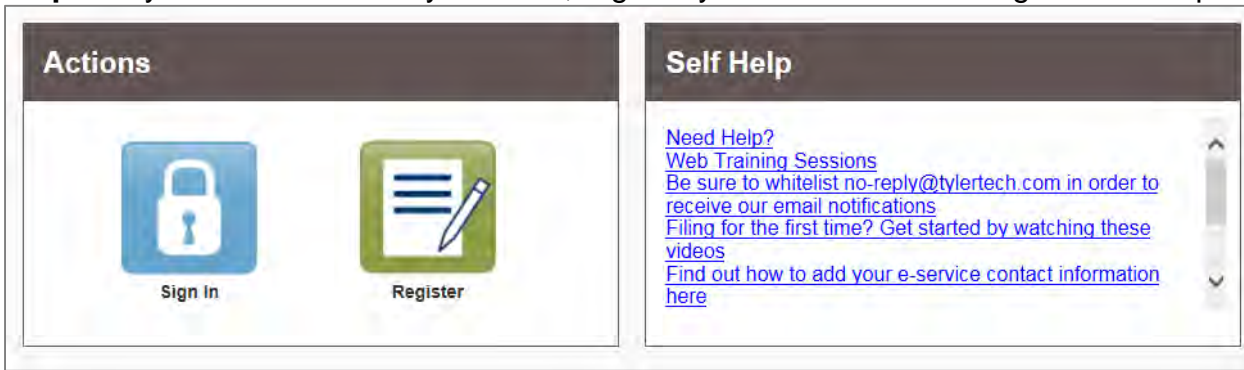
**Step 3:** Select the gold colored e-File icon.



**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.



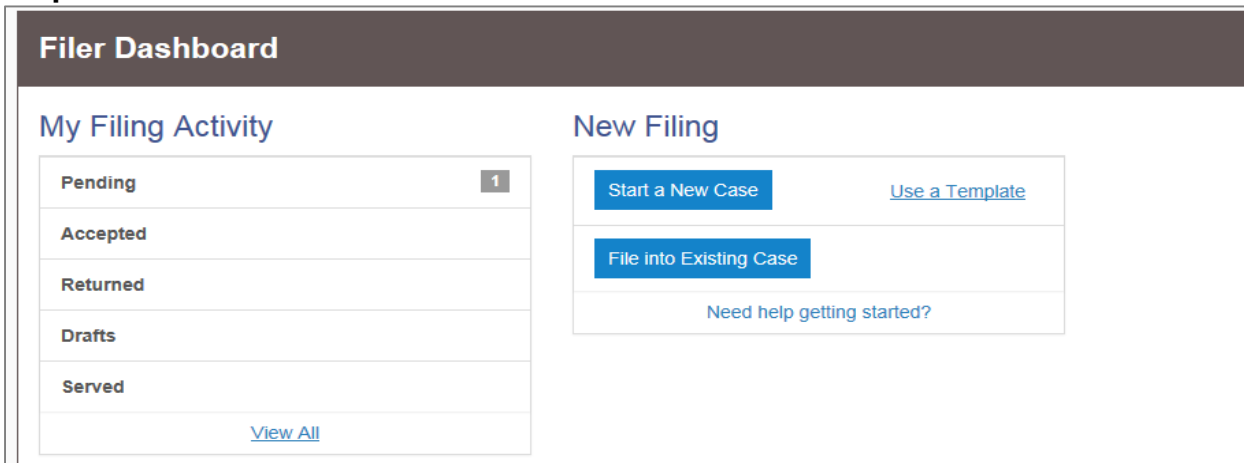
**Step 6:** Sign in with your username and password.

A screenshot of a sign-in form. At the top, there is a message: "Please sign in to continue". Below this, there are two input fields: "Email" and "Password". The "Password" field has the text "Password" inside it. At the bottom left of the form is a blue button labeled "Sign In".

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.



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

The screenshot shows a 'Case Information' form with three dropdown menus: 'Location' (10th Circuit - District Division - Brentwood), 'Category' (District Division Civil), and 'Case Type' (Small Claim \$5000 or less - \$90.00). At the bottom right, there are 'Undo' and 'Save Changes' buttons.

**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.

The screenshot shows a 'Lead Attorney' dropdown menu with 'Alex Attorney' selected.

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

The screenshot shows a button with a plus sign and the text 'Add Another Party'.

Party Type	Party Name	Lead Attorney
Plaintiff		Required Party
Defendant		Required Party

At the bottom right of the table is a button with a plus sign and the text 'Add Another Party'.

Save Changes between each party entered.

The screenshot shows 'Undo' and 'Save Changes' buttons.

**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.

The screenshot shows a form titled 'Enter the details for this filing' with two dropdown menus: 'Filing Type' (EFileAndServe) and 'Filing Code' (empty). An information icon is visible to the right of the Filing Code dropdown.

## HOW TO FILE AN INITIAL SMALL CLAIM COMPLAINT IN FILE & SERVE

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.)


**Filing Description**

Small Claim Complaint - Jones

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


**Filing on Behalf of**

Paul Plaintiff x |

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

**Lead Document (Required)**

Computer



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

**Lead Document (Required)**

Small Claim Complaint.pdf 772.98 KB

Description: Small Claim Complaint

Security: Public

Undo Save Changes

Select Save Changes.

Save Changes

Select Add Another Filing.

+ Add Another Filing



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

**Lead Document (Required)**

**Computer**

**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.

▶ **Party: Paul Plaintiff - Plaintiff** Actions ▾

**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.

**Actions ▾**

**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.

**Party Responsible for Fees**

Click to select Party Responsible fo. ▾

This field is your firm credit card account.

**Payment Account**

Click to select Payment Account ▾

In this field you will put your own name.

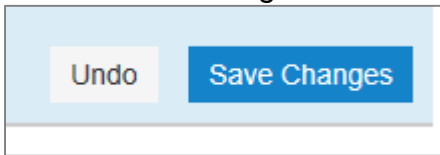
**Filing Attorney**

Click to select Filing Attorney ▾

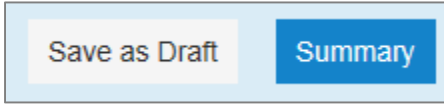
## HOW TO FILE AN INITIAL SMALL CLAIM COMPLAINT IN FILE & SERVE

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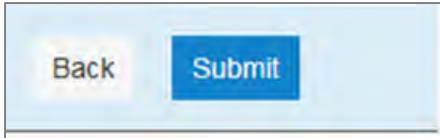
Select Save Changes.



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.