

How to File into an Existing Small Claims Case in File & Serve

Step 1: Prepare your Appearance, and any other documents you intend to file, using the e-Filing version of the court forms and/or your own pleading templates where appropriate. Save these forms where you can easily retrieve them.

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



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

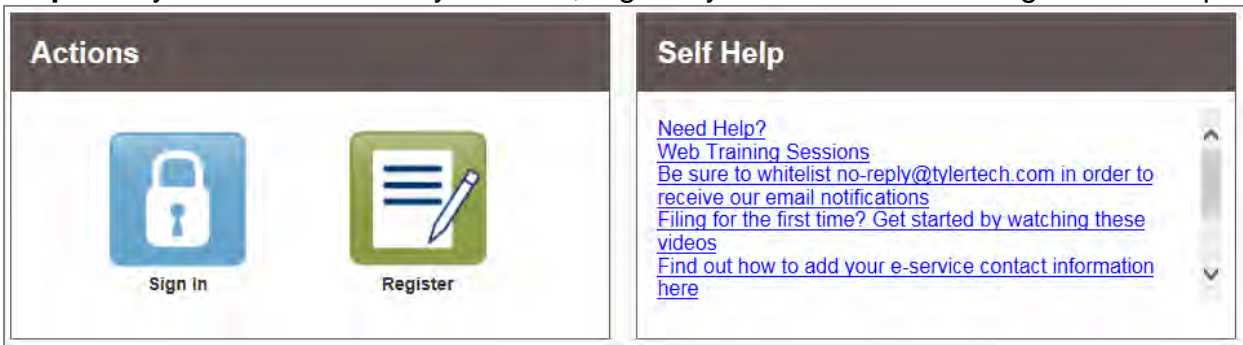


Step 4: Select the Attorneys E-File Here link and E-File Here.



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



The screenshot shows two main sections: "Actions" and "Self Help".

- Actions:** Contains two icons: a blue padlock icon labeled "Sign In" and a green document icon with a pencil labeled "Register".
- Self Help:** Contains a list of links: "Need Help?", "Web Training Sessions", "Be sure to whitelist no-reply@tylertech.com in order to receive our email notifications", "Filing for the first time? Get started by watching these videos", and "Find out how to add your e-service contact information here".

Step 6: Sign in with your username and password.



The screenshot shows a sign-in form with the following elements:

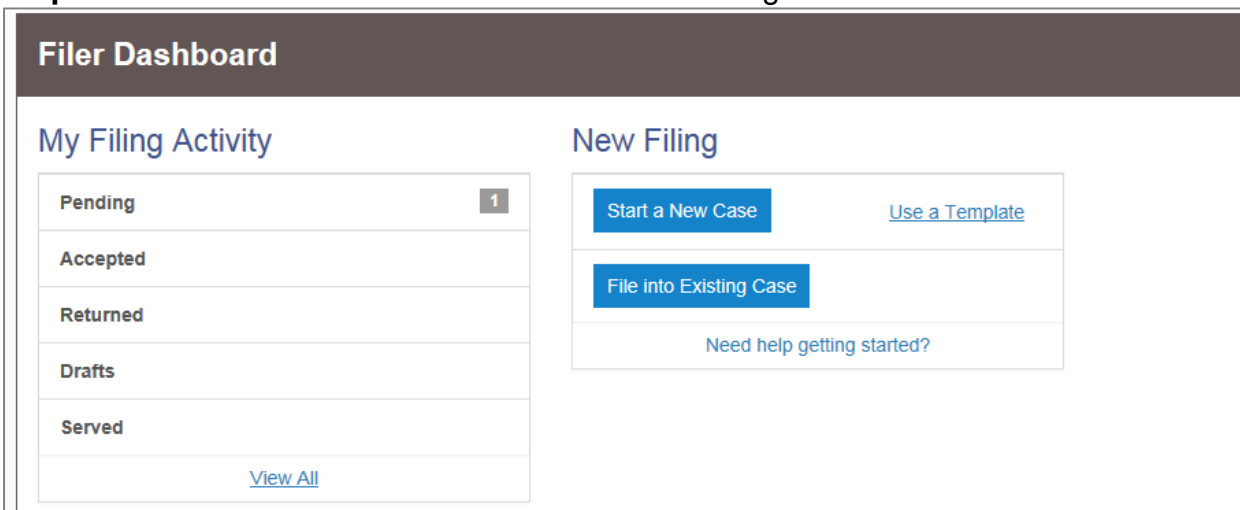
- A message: "Please sign in to continue".
- An "Email" input field.
- A "Password" input field.
- A "Sign In" button.

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".



The screenshot shows the "Firm Service Contacts" page. It features a search bar with the placeholder text "Search by first or last name" and an "Add Service Contact" button. A yellow "Actions" button is visible in the top right corner.

Step 7: At the Filer Dashboard select File into Existing Case.



The screenshot shows the "Filer Dashboard" with two main sections:

- My Filing Activity:** A list of categories: "Pending" (with a count of 1), "Accepted", "Returned", "Drafts", and "Served". A "View All" link is at the bottom.
- New Filing:** Contains buttons for "Start a New Case" and "File into Existing Case", along with a "Use a Template" link and a "Need help getting started?" link.

Step 8: Input your court location and case number.

Location

Click to select Location

Search for a Case by

Case Number **Party Name**

Case Number

Case #

Select the blue search button.

Step 9: Your case information will appear. Select the grey Actions drop down and choose File Into Case.

File Into Existing Case				
Case Number	Location	Description	Case Type	
457-2016-SC-00193	9th Circuit - District Divis...	Sam Test v. John Tetst	Small Claim \$5001 to \$1...	Actions ▾

« 1 » 20 items per page 1 - 1 of 1 items

Back to Search

Step 10: Your Case and Party Information will appear. If you are filing into this case for the first time, in the Party section select the party you represent. Select yourself as the Lead Attorney for this party. Save Changes.

Lead Attorney

Alex Attorney

HOW TO FILE IN AN EXISTING SMALL CLAIM COMPLAINT IN FILE & SERVE

Scroll down to the Filings section.

Leave EFileAndServe as the Filing Type. This ensures that all registered parties will be served a copy of your filing.

Enter the details for this filing

Filing Type

EFileAndServe

Scroll down through the available Filing Codes (names of documents) and select the one that matches your document, such as Appearance.

Fill in the Filing Description by typing Appearance (or whatever document you selected as your Filing Code). (Some attorneys include their client's last name after the word Appearance in case they do not complete their filing process. That makes it easier to retrieve their work in progress.)

Enter the details for this filing

Filing Type EFileAndServe **Filing Code** Appearance **Filing Description** Appearance - 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



Step 11: Upload your previously saved Appearance by selecting the following icon

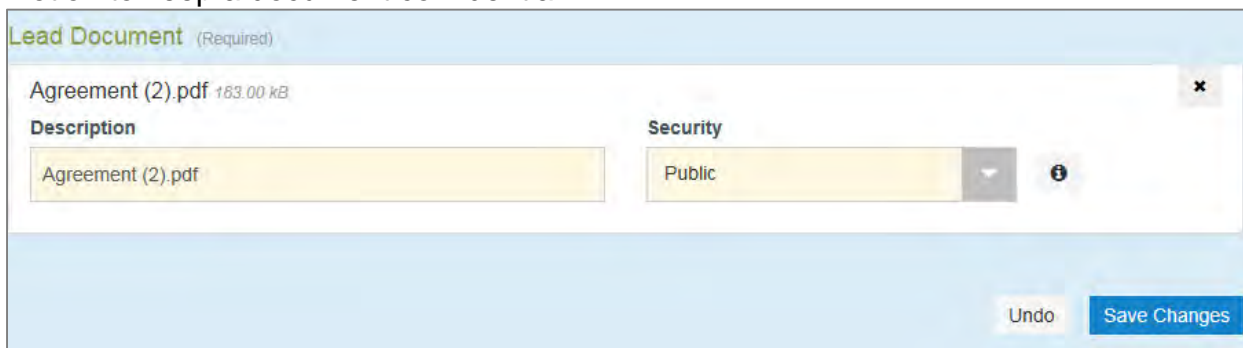
Lead Document (Required)

Computer

Upload icon

HOW TO FILE IN AN EXISTING SMALL CLAIM COMPLAINT IN FILE & SERVE

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)

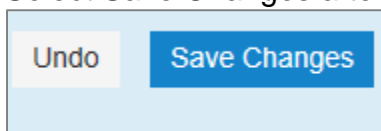
Agreement (2).pdf 183.00 kB

Description: Agreement (2).pdf

Security: Public

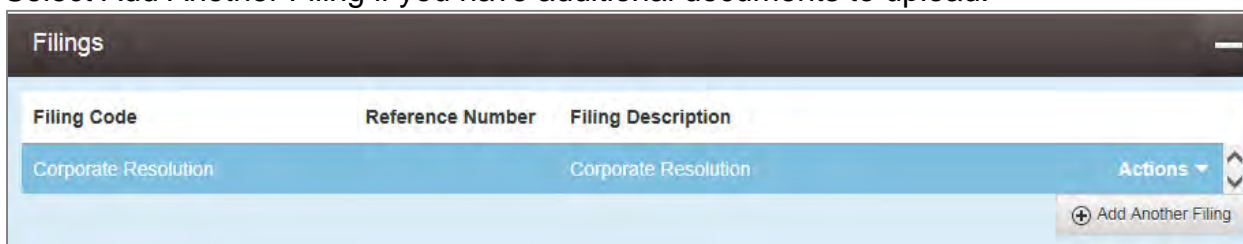
Undo Save Changes

Select Save Changes after each document uploaded.



Undo Save Changes

Select Add Another Filing if you have additional documents to upload.

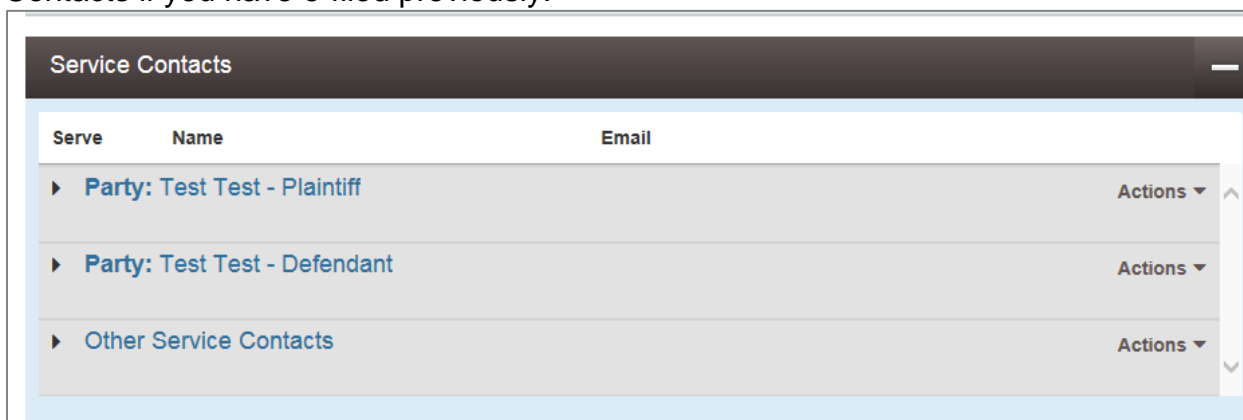


Filings

Filing Code	Reference Number	Filing Description	Actions
Corporate Resolution		Corporate Resolution	Actions

+ Add Another Filing

Step 12: If you have not already done so, 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.



Service Contacts

Serve	Name	Email	Actions
▶	Party: Test Test - Plaintiff		Actions
▶	Party: Test Test - Defendant		Actions
▶	Other Service Contacts		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 do so now by clicking on the yellow Actions word at the top right hand corner and select Payment Account.



Home Actions

HOW TO FILE IN AN EXISTING SMALL CLAIM COMPLAINT IN FILE & SERVE

Step 14: Fill in the final three fields and select Save Changes.

This field is usually your client, even if there are no fees due on this particular filing.

Party Responsible for Fees

Click to select Party Responsible fo. ▼

This field is your firm credit account.

Payment Account

Click to select Payment Account ▼

In this field you will put your own name.

Filing Attorney

Click to select Filing Attorney ▼

Select Save Changes.

Undo Save Changes

Select Summary.

Save as Draft Summary

Once you select the Submit button, your document will be filed with the court and electronically served to all registered parties. You must mail a copy to all parties to the case who are not registered. In the Service Contacts section, you will be able to see an email address associated with each registered party's name. If there is no email address associated with an active party in the case, you must mail or hand-deliver a copy of the pleading.

Back Submit

After reviewing and accepting the filing, the court will act upon the pleading in the normal course of case processing.