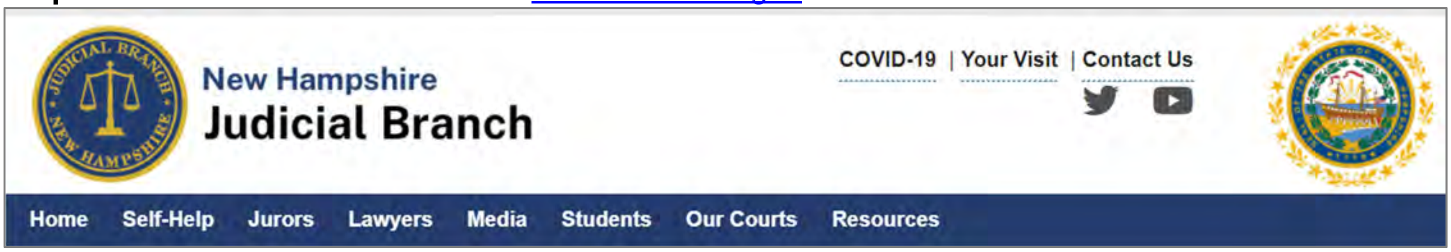
How to File into an Existing Small Claims Case in File & Serve

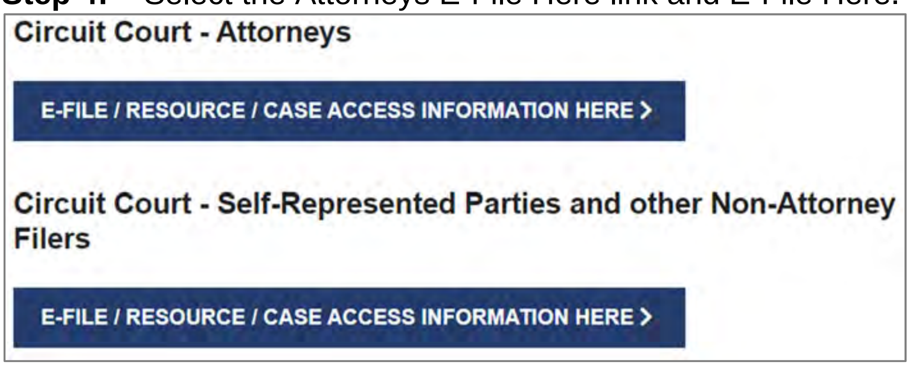
Step 1: Prepare your Appearance, and any other documents you intend to file, using the e-Filing version of the court forms and/or your own pleading templates where appropriate. Save these forms where you can easily retrieve them.

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

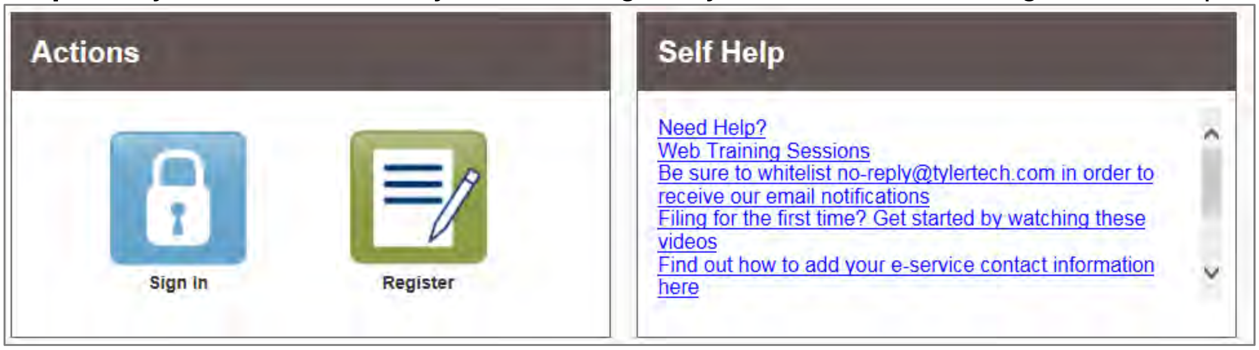


Step 3: Select the gold colored e-File icon.

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

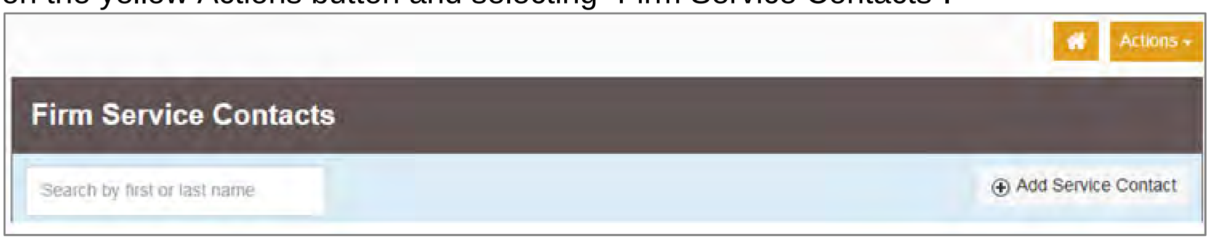


Step 5: If you have not already done so, register your firm after watching the self-help videos.

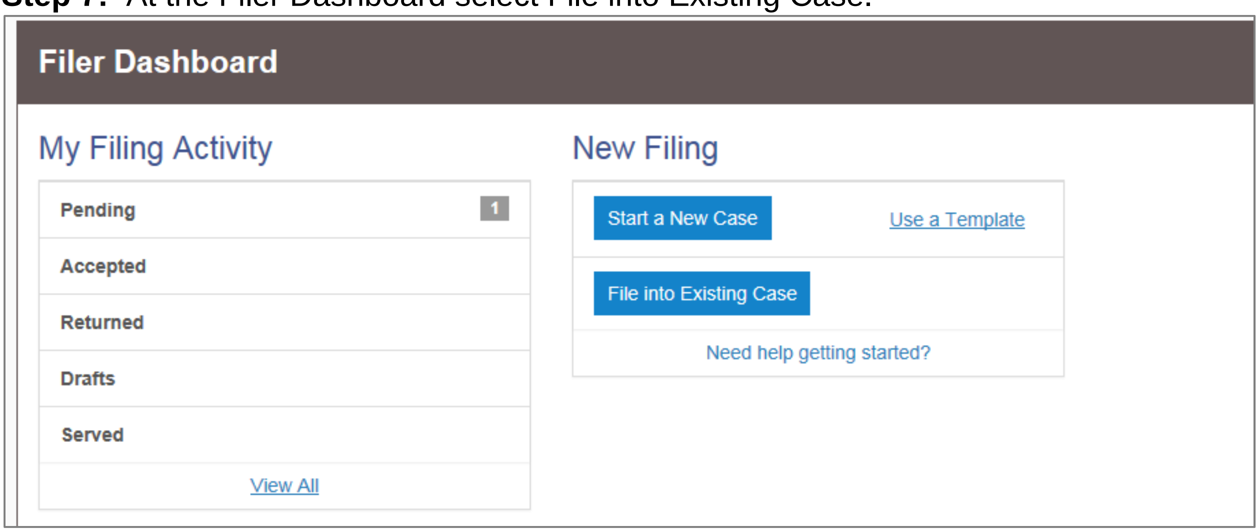


Step 6: Sign in with your username and password.

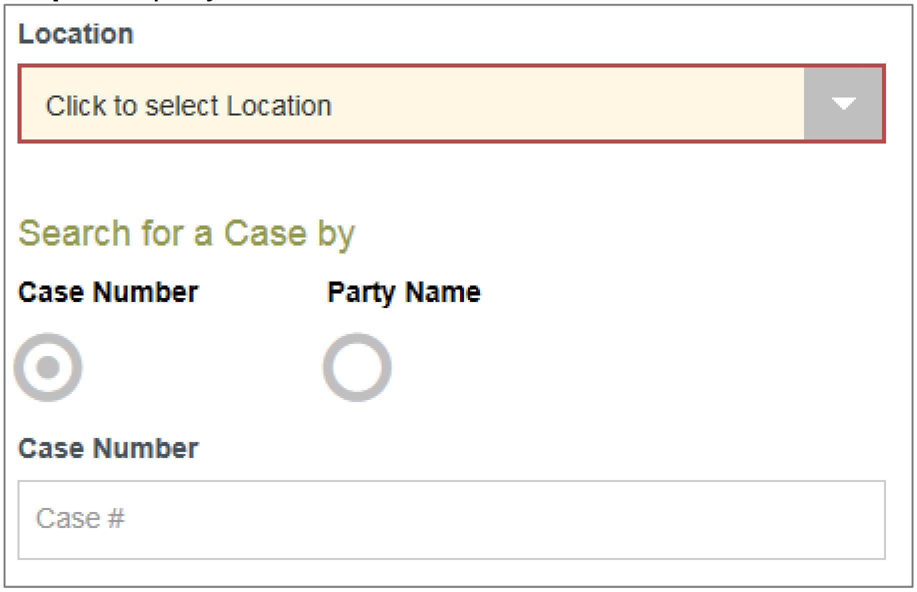
Add your service contact information (your email address) to the Firm Service Contact List by clicking on the yellow Actions button and selecting "Firm Service Contacts".



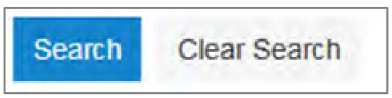
Step 7: At the Filer Dashboard select File into Existing Case.



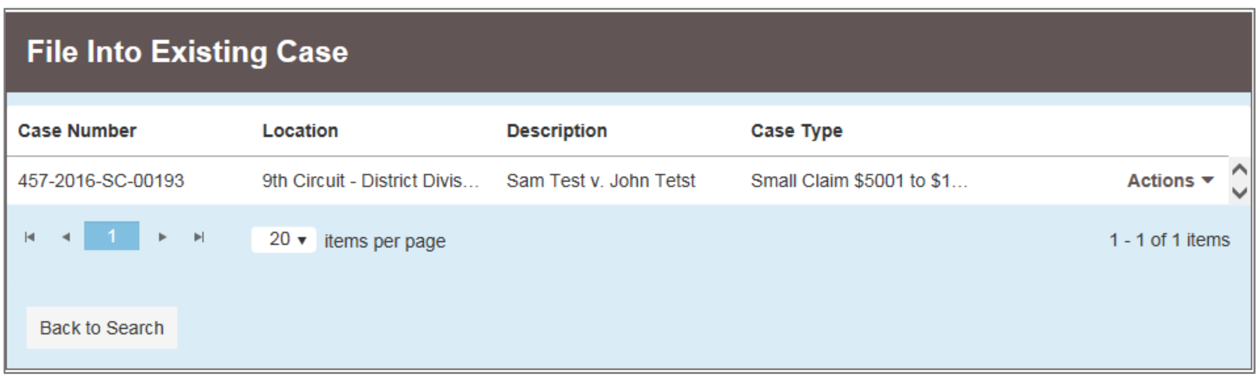
Step 8: Input your court location and case number.



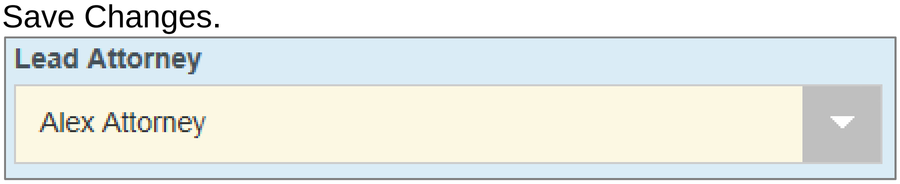
Select the blue search button.



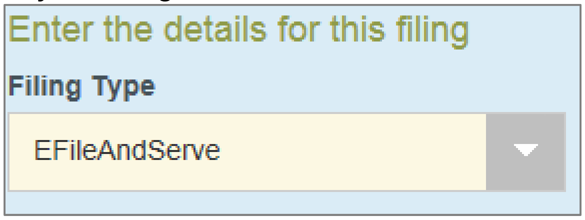
Step 9: Your case information will appear. Select the grey Actions drop down and choose File Into Case.



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.

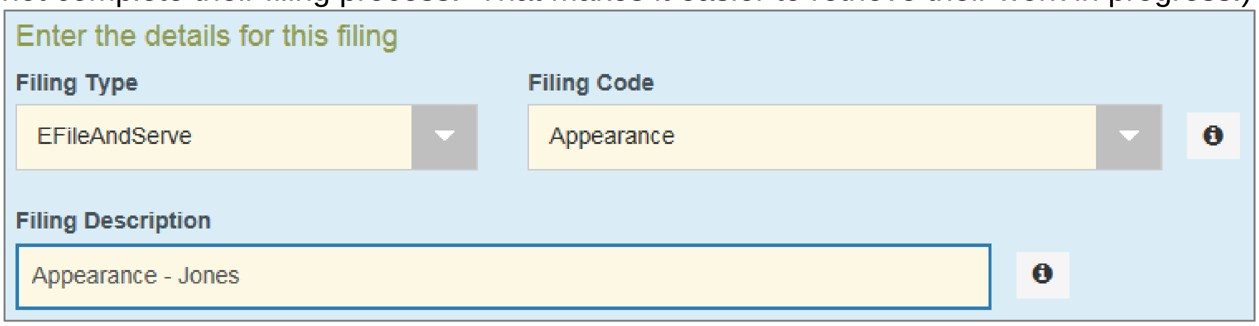


Scroll down to the Filings section.
Leave EFileAndServe as the Filing Type. This ensures that all registered parties will be served a copy of your filing.

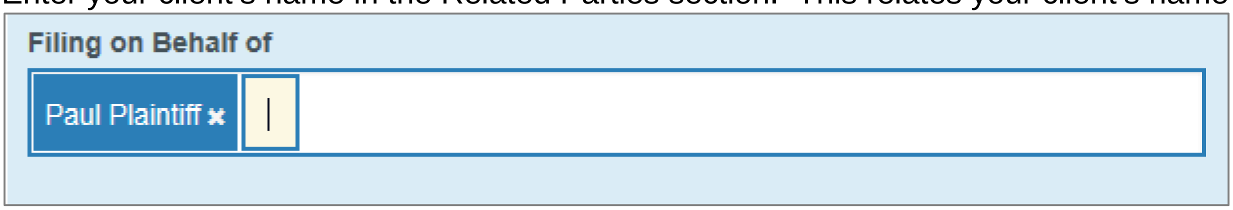


Scroll down through the available Filing Codes (names of documents) and select the one that matches your document, such as Appearance.

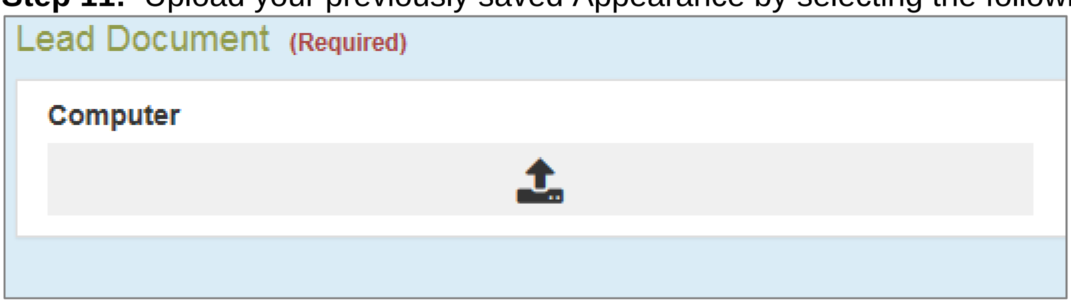
Fill in the Filing Description by typing Appearance (or whatever document you selected as your Filing Code). (Some attorneys include their client's last name after the word Appearance in case they do not complete their filing process. That makes it easier to retrieve their work in progress.)



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

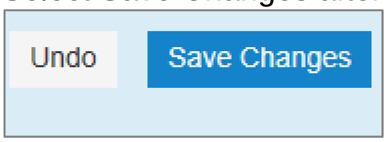


Step 11: Upload your previously saved Appearance by selecting the following icon .



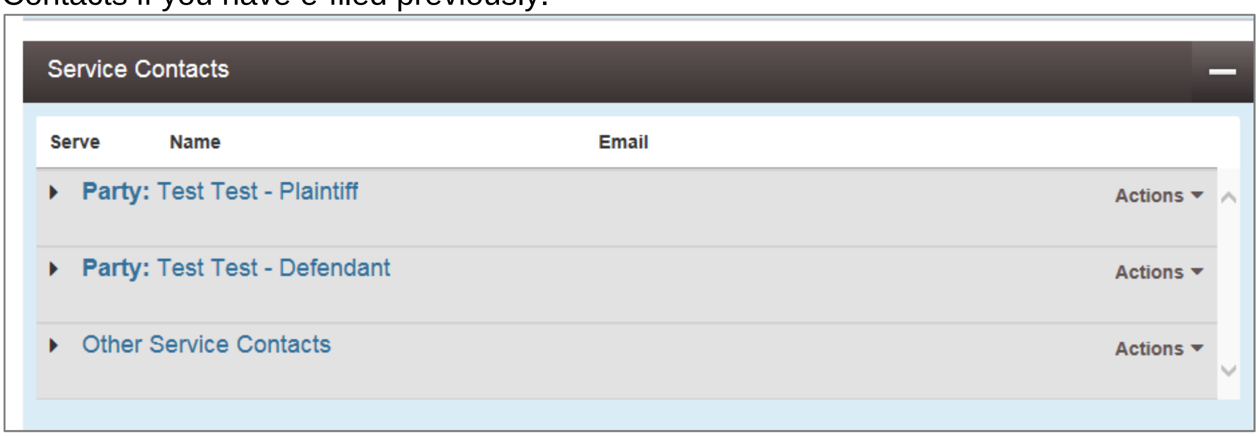
Selecting a security type is usually not necessary. Select non-public (confidential) if you are filing a motion to keep a document confidential.

Select Save Changes after each document uploaded.

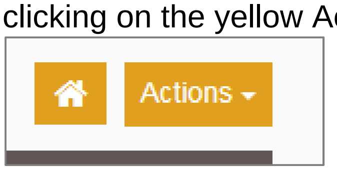


Select Add Another Filing if you have additional documents to upload.

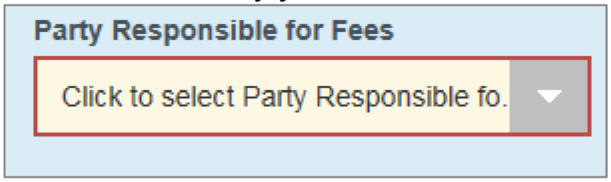
Step 12: If you have not already done so, add your Service Contact information (your email address) onto the party you represent. This is how you will be notified of any action on the case.
To do this, Select Actions and choose either Add New Service Contact or Add from Firm Service Contacts if you have e-filed previously.



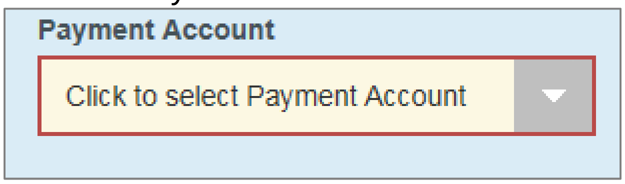
Step 13: A payment account needs to be set up prior to proceeding (even if the first pleading you are filing does not have a fee associated with it). If you have not already set up a payment do so now by clicking on the yellow Actions word at the top right hand corner and select Payment Account.



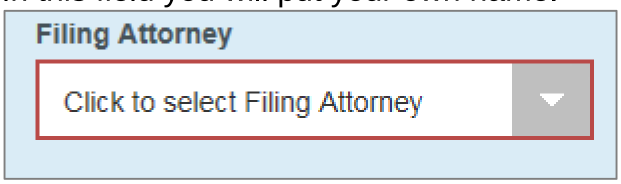
Step 14: Fill in the final three fields and select Save Changes.
This field is usually your client, even if there are no fees due on this particular filing.



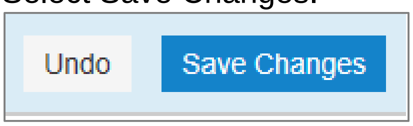
This field is your firm credit account.



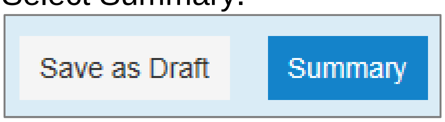
In this field you will put your own name.



Select Save Changes.



Select 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.

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