

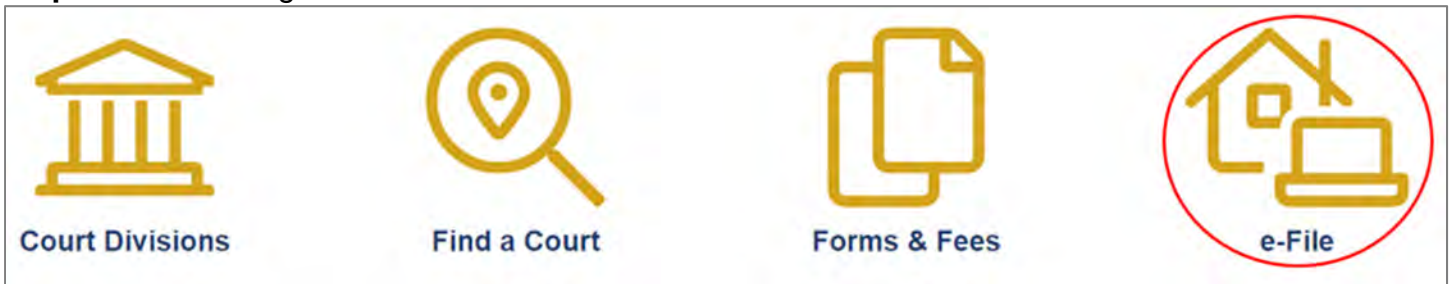
How to File an Initial Guardianship Case in File & Serve

Step 1: Prepare your Petition and any other pertinent documents 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.

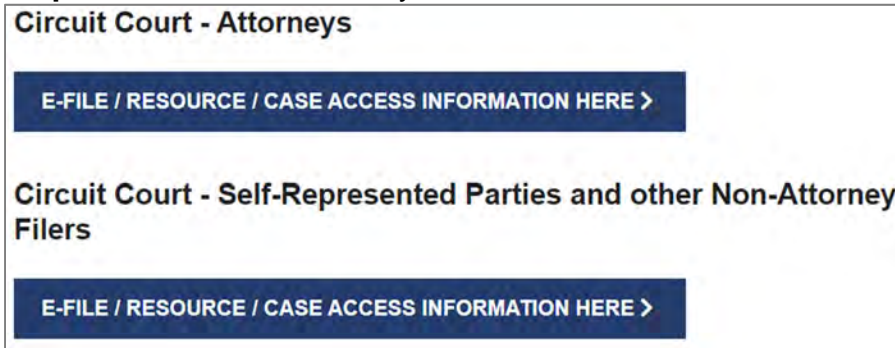
Step 2: Go to the court's website at: www.courts.nh.gov.



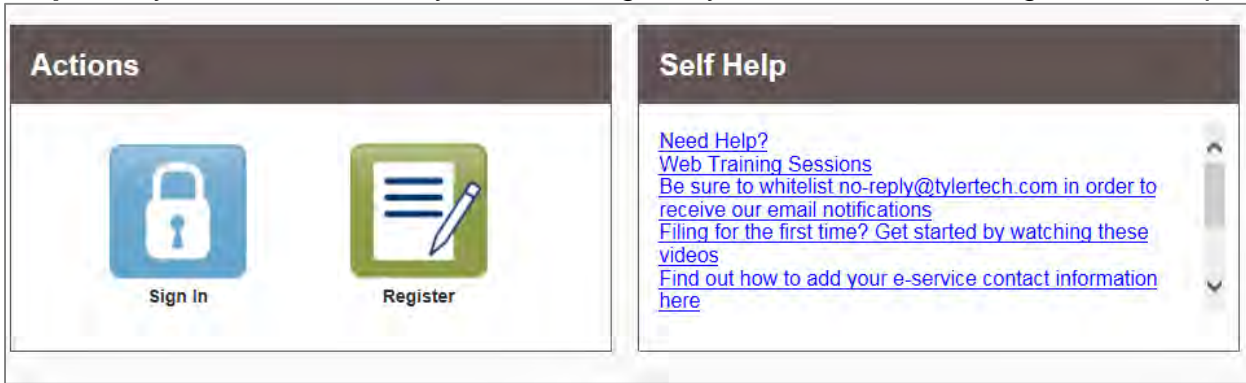
Step 3: Select the gold colored e-File icon.



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.



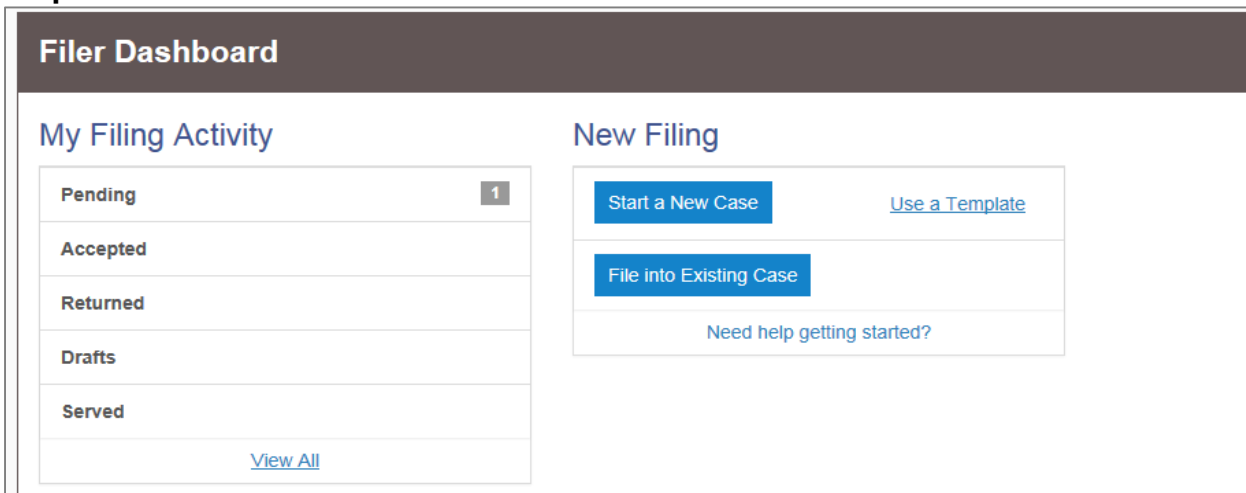
Step 6: Sign in with your username and password.

The screenshot shows a sign-in form with a message at the top: 'Please sign in to continue'. Below this are two input fields: 'Email' and 'Password'. The 'Password' field has a placeholder text 'Password'. 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. Save Changes.

The screenshot shows a form titled "Case Information" with a dark header. Below the header, there are three dropdown menus: "Location" (1st Circuit - Family Division - Berlin), "Category" (Family Guardianship), and "Case Type" (Guardianship of a Minor - \$130.00). At the bottom right, there are two buttons: "Undo" and "Save Changes".

Step 9: Enter Party information. The ward/minor, petitioner and guardian are required parties. Select yourself as the Lead Attorney for the party or parties you represent.

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

Add all other parties named in the Petition. Select Save Changes between each party entered. To add additional parties select Add Another Party.

The screenshot shows a button labeled "+ Add Another Party" and a table with the following columns: Party Type, Party Name, and Lead Attorney. The table contains two rows: Plaintiff (Required Party) and Defendant (Required Party). There is also a "+ Add Another Party" button at the bottom right of the table.

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

Save Changes between each party entered.

The screenshot shows two buttons: "Undo" and "Save Changes".

Step 10: Enter the filing details for your case.

Leave EFile as the Filing Type in the first dropdown box as there are not yet other registered parties to whom you would be sending an electronic copy.

Select Petition for Guardian of Incapacitated Person, Petition for Guardian of Veteran, or Petition for Guardianship of Minor from the Filing Code dropdown.

The screenshot shows a form titled "Enter the details for this filing" with two dropdown menus: "Filing Type" (EFile) and "Filing Code" (Click to select Filing Code).

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Fill in the Filing Description by typing in the Petition title. (Some attorneys include their client's last name at the end in case they do not complete their filing process. That makes it easier to retrieve their work in progress.)

Filing Description

Petition for Guardianship of Minor - Jones

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

Related Parties


Paul Petitioner x



Step 11: Upload your previously saved Petition 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)

Petition.pdf 127.17 kB

Description
Petition.pdf

Security
Click to select Security

Undo Save Changes

Select Save Changes after each document uploaded.

Save Changes

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

Filings

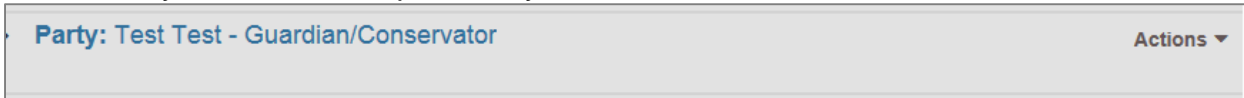
Filing Code	Reference Number	Filing Description	Actions
Petition for Guardian of Incapacita...		Petition	Actions

+ Add Another Filing

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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.



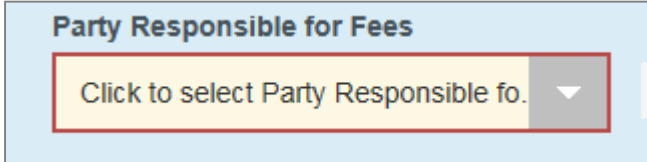
Party: Test Test - Guardian/Conservator Actions ▾

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.



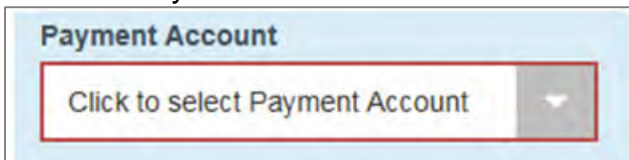
Home Actions ▾

Step 14: Fill in the final three fields and select Save Changes. This field is usually your client.



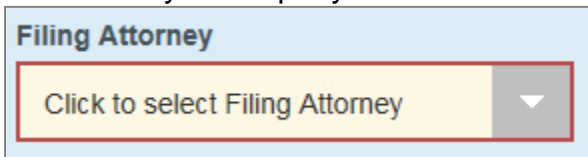
Party Responsible for Fees
Click to select Party Responsible fo. ▾

This field is your firm credit card account.



Payment Account
Click to select Payment Account ▾

In this field you will put your own name.



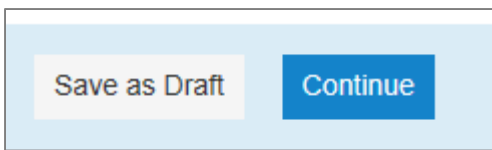
Filing Attorney
Click to select Filing Attorney ▾

Select Save Changes.



Undo Save Changes

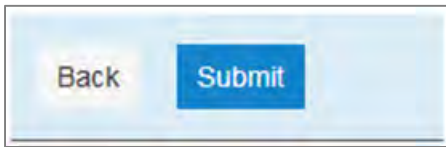
Select Continue.



Save as Draft Continue

HOW TO FILE AN INITIAL GUARDIANSHIP CASE IN FILE & SERVE

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



After reviewing and accepting the filing, the court will prepare Orders of Notice for the appropriate parties and serve them based on statutory requirements and court rules. Instructions to the parties about electronic filing will be included.