

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.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:




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

Actions



Sign In



Register

Self Help

[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](#)
[Find out how to add your e-service contact information here](#)

Step 6: Sign in with your username and password.

Please sign in to continue

Email

Password

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”.

Home Actions

Firm Service Contacts

Search by first or last name ⊕ Add Service Contact

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

Filer Dashboard

My Filing Activity

Pending	1
Accepted	
Returned	
Drafts	
Served	

[View All](#)

New Filing

[Start a New Case](#) [Use a Template](#)

[File into Existing Case](#)

[Need help getting started?](#)

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

Case Information

Location
1st Circuit - Family Division - Berlin

Category
Family Guardianship

Case Type
Guardianship of a Minor - \$130.00

Undo 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.

Lead Attorney

Alex Attorney

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

+ Add Another Party

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

+ Add Another Party

Save Changes between each party entered.

Undo 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.

Enter the details for this filing

Filing Type
EFile

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 ✕

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

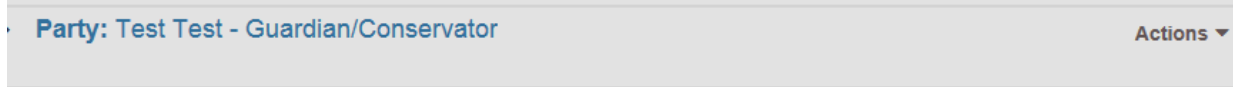
Select Add Another Filing if you have additional documents to upload.

Filings			
Filing Code	Reference Number	Filing Description	
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.

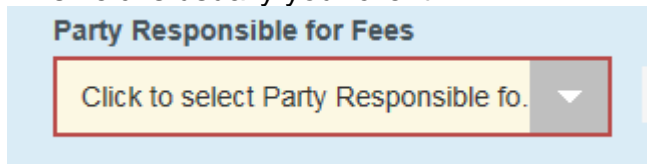
To do this, Select Actions and choose either Add New Service Contact or Add from Firm Service Contacts if you have e-filed previously.



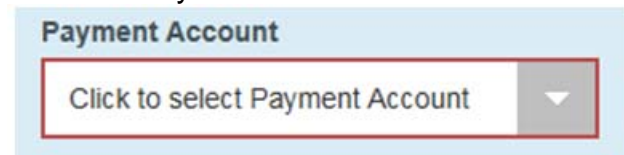
Step 13: A payment account needs to be set up prior to proceeding (even if the first pleading you are filing does not have a fee associated with it). If you have not already set up a payment account the firm administrator may do so now by clicking on the yellow Actions word at the upper right hand corner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



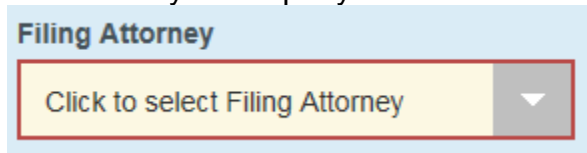
Step 14: Fill in the final three fields and select Save Changes:
This field is usually your client.



This field is your firm credit card account.



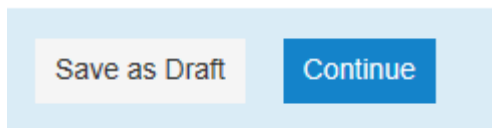
In this field you will put your own name.



Select Save Changes.

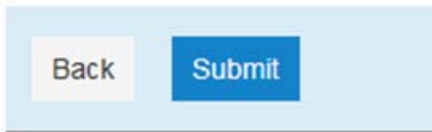


Select Continue.



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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.