

How to File an Initial Estate 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.

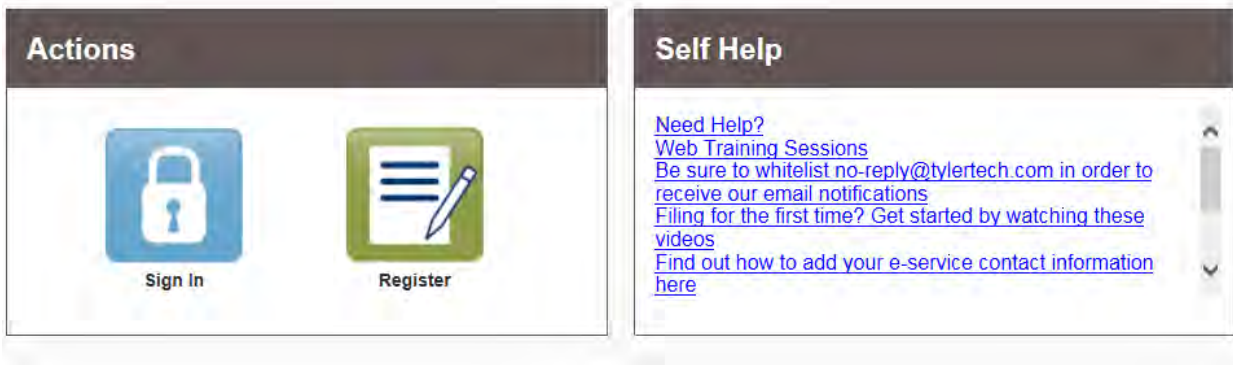


Step 4: Select the Attorneys E-File Here link and E-File Here:



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



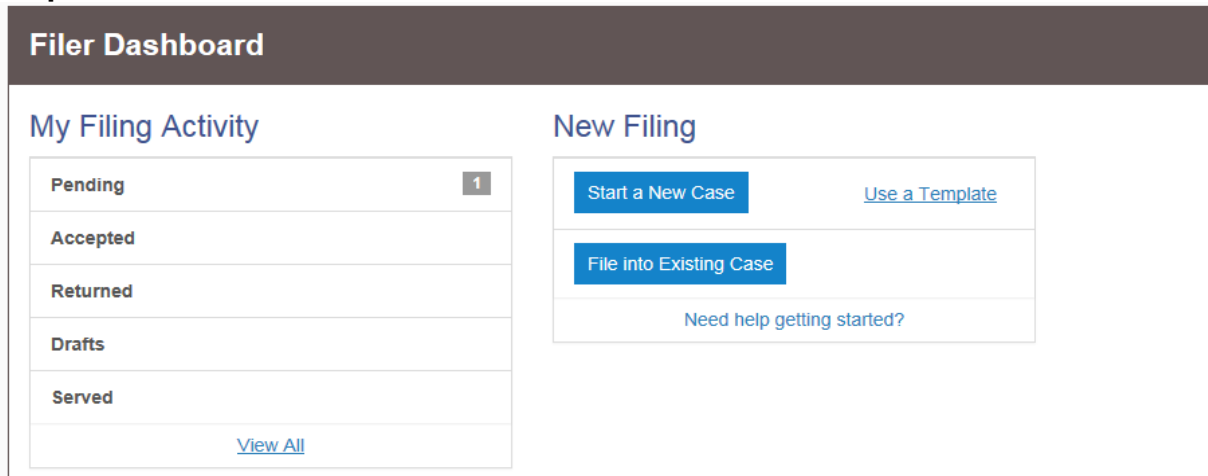
The screenshot shows two side-by-side panels. The left panel, titled "Actions", contains two icons: a blue padlock icon labeled "Sign In" and a green document icon with a pencil labeled "Register". The right panel, titled "Self Help", contains a list of links: "Need Help?", "Web Training Sessions", "Be 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. At the top, there is a message box with an information icon and the text "Please sign in to continue". Below this are three input fields: "Email", "Password", and "Sign In". The "Sign In" button is a blue button with white text.

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



The screenshot shows the "Filer Dashboard" interface. The dashboard is divided into two main sections: "My Filing Activity" and "New Filing".

My Filing Activity: This section contains a list of filing statuses: "Pending" (with a notification badge showing "1"), "Accepted", "Returned", "Drafts", and "Served". At the bottom of this list is a link labeled "View All".

New Filing: This section contains three buttons: "Start a New Case", "Use a Template", and "File into Existing Case". Below these buttons is a link labeled "Need help getting started?".

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

The screenshot shows a 'Case Information' form with the following fields:

- Location:** A dropdown menu with '10th Circuit - Probate Division - Brentwood' selected.
- Category:** A dropdown menu with 'Click to select Category' selected. Below it is a search dropdown with a magnifying glass icon and a list of options: 'Click to select Category', 'Probate & Wills (No Admin)', 'Probate Estate (Administration)', and 'Probate Guardianship'.
- Case Type:** A dropdown menu with 'Click to select Case Type' selected.
- Buttons:** 'Undo' and 'Save Changes' buttons are located at the bottom right of the form.

Step 9: Enter Party information. The Petitioner, Executor/Administrator and Deceased are required parties when filing a Petition for Estate Administration. The required parties will change depending on the Petition you select to file.

Category	Petition Type	Required Parties
Probate Estate (Administration)	<ul style="list-style-type: none">• Petition for Estate Administration• Petition for Temporary Administration• Petition of Guardian to Pay Debts and Dispose of Funds of Deceased Ward	Petitioner Executor/Administrator Deceased
Probate Estate (Administration)	<ul style="list-style-type: none">• Petition of Nursing Home Administration	Petitioner Executor/Administrator Deceased Hospital/Nursing Home
Probate & Wills (No Administration)	<ul style="list-style-type: none">• Notice of Will – No Administration• Petition to File and Record Authenticated Copy of Will	Petitioner Deceased
Probate & Wills (No Administration)	<ul style="list-style-type: none">• Petition to Prove Validity of Will	Petitioner

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.

Add all other parties named in the Petition by selecting "Add Another Party".

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

Save Changes between each party entered.

The screenshot shows a blue button with the text 'Save Changes'.

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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 Estate Administration, Petition for Temporary Administration, Petition of Guardian to Pay Debts and Dispose of Funds of Deceased Ward, Petition of Nursing Home Administration, Petition to File and Record Authenticated Copy of Will, Notice of Will - No Administration, or Petition to Prove Validity of Will from the Filing code dropdown.

Enter the details for this filing

Filing Type

EFile

Filing Code

Click to select Filing Code

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 Estate Administration

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



Lead Document (Required)

Computer



Select Save Changes after each document uploaded.

Save Changes

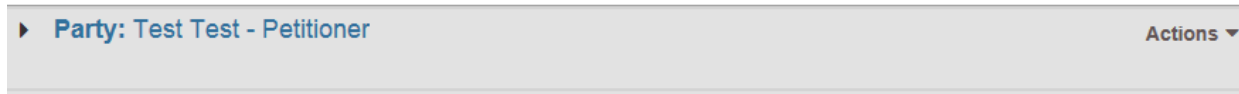
Select Add Another Filing if you have additional documents to upload.

Filing Code	Reference Number	Filing Description	Actions
Petition for Estate Admin - Value...		Petition for Estate Administration	Actions

 Add Another Filing

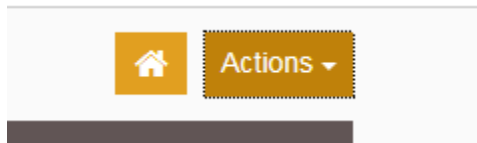
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Step 12: Add your Service Contact information (your email address) onto the party you represent. This is how you will be notified of any action on the case.

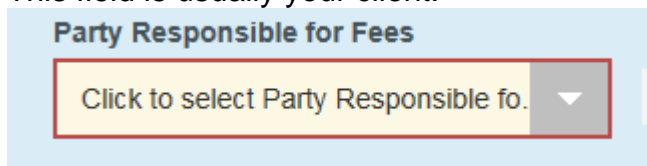


To do this, Select Actions and choose either Add New Service Contact or Add from Firm Service Contacts if you have e-filed previously.

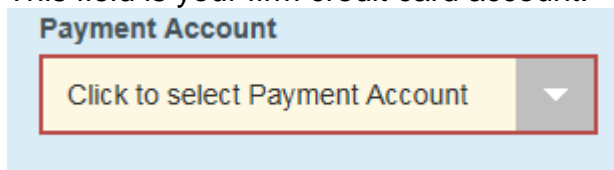
Step 13: A payment account needs to be set up prior to proceeding. If you have not already set up an account do so now by clicking on the yellow Actions word at the top right hand corner and select payment account.



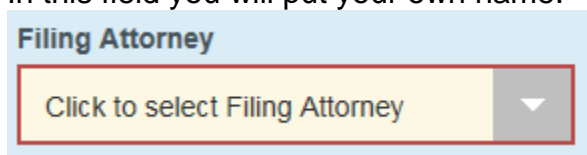
Step 14: Fill in the final three fields and select Save Changes: This field is usually your client.



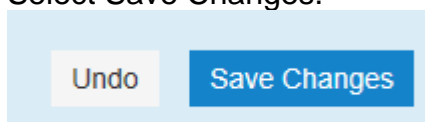
This field is your firm credit card account.



In this field you will put your own name.

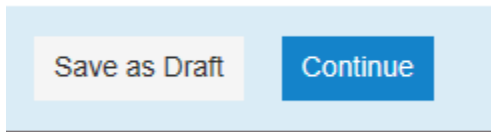


Select Save Changes.

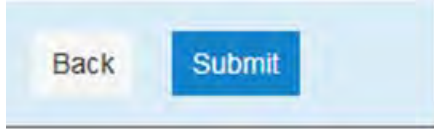


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Select Continue.



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



After reviewing and accepting the filing, the court will prepare the Petition and send out Notice to all interested parties. Instructions to the parties about electronic filing will be included.