

How to File into an Existing Estate Case in File and Serve

Step 1: Prepare your Appearance, and any other pertinent documents, 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.state.nh.us.



Step 3: Select "Go to e-Filing and other Electronic Services" in the upper right hand corner.



Step 4: Select the Attorney E-File Here link.

Electronic Case Filing (e-Filing)

[Circuit Court: e-File, Respond, Manage Your Electronic Case](#)

E-Filing is available in Guardianship and Small Claims only at this time.

Attorneys
[E-File / Resource Information HERE »](#)



Self Represented Parties and other Non-Attorneys
[E-File / Resource Information HERE »](#)

Search...

Other Electronic Services


- [Fill out your Jury Questionnaire](#)
- [Request a Transcript](#)
- [Calculate Child Support](#)

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

Actions	Self Help
 Sign In	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
 Register	

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Step 6: Sign in with your username and password.

 Please sign in to continue

Email


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”.

 **Actions** ▾

Firm Service Contacts

Search by first or last name

 Add Service Contact

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

Filer Dashboard

My Filing Activity

Pending	1
Accepted	
Returned	
Drafts	
Served	
View All	

New Filing

[Use a Template](#)

[Need help getting started?](#)

Step 8: Input your court location and case number.

Location

Case Number

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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	Actions
318-2017-ET-00022	10th Circuit - Probate DI...	Estate of John Doe	Wills and Estates	<input type="button" value="Actions"/>

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

Scroll down to the Filings Section.

Leave E-file and Serve 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

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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 created and saved Appearance by selecting:

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.

Undo

Save Changes

If you have additional documents to upload, Select Add Another Filing

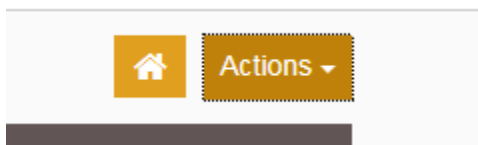
Filings		
Filing Code	Reference Number	Filing Description
Inventory of Fiduciary		Inventory
		Actions ▼
+ Add Another Filing		

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Step 12: If you have not already done so, add your Service Contact information (your email address) to 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.

Serve	Name	Email
▶	Party: Test P PetExec - Petitioner	Actions ▼
▶	Party: Test E PetExec - Executor/Administrator	Actions ▼
▶	Party: Test Deceased - Deceased	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 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, 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 ▼

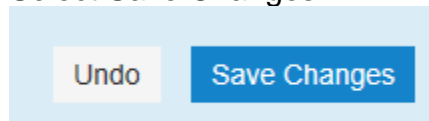
In this field you will put your own name.

Filing Attorney

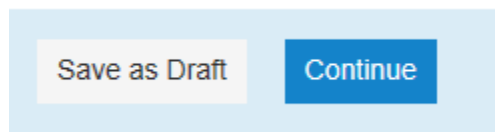
Click to select Filing Attorney ▼

HOW TO FILE IN AN EXISTING ESTATE CASE IN FILE & SERVE

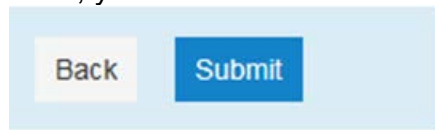
Select Save Changes.



Select Continue.



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.