

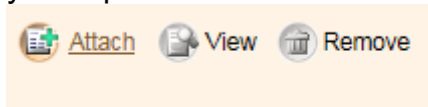
## How to File an Initial Small Claims Case in TurboCourt

1. Go to the court's website at [www.courts.nh.gov](http://www.courts.nh.gov). Select the gold colored e-File icon.
2. Under Circuit Court – Self-Represented Parties and other Non-Attorney Filers click “E-File/Resource/Case Access Information Here”. This brings you to the NHJB Electronic Services page with information and resources for all Circuit Court electronic case types.
3. Under E-File click E-File Here (File Into Your Case). This brings you to the TurboCourt site. If you have not already done so, you must sign up and choose a username and password.
4. Under Circuit Court select Small Claims then select Small Claims - Start a New Case. You are now at the screen where you must choose Jurisdiction and Location. It is important to select the correct answer from the drop down. If you are unsure which location to select, there are links on this page to assist you. Click the Next button.
5. Review the information on the screen. Continue to follow the prompts, answer each question and click the Next button.

Clicking the Next button automatically saves the data to your TurboCourt account. You must click Next after each question asked.

Because this is an initial filing, you will be asked to provide plaintiff, defendant and complaint information. It also asks for an email address. You will be receiving all correspondence from the other parties in the case and from the courts via your email address.

6. This brings you to your payment options. If you select the box for the Court to consider waiving the filing fee, the TurboCourt program will either generate the financial forms or ask you to attach them based on your response.
7. After completing all the information, you must review the information and select the box for Petitioner's Verification. Then you arrive at the Review and Prepare Your Documents screen. Your completed forms will have a green check mark on them and are ready to be filed. The forms with a red exclamation mark are forms that are required or that you said you intended to file and must be attached at this time. If the forms are not attached, the program will not allow you to proceed.



Click View to review your completed forms then click Next.

8. If you did not request the filing fee to be waived, you will be given two options to make payment, which you must select to proceed:

If you choose Credit Card, the TurboCourt program will prompt for the credit card information after you hit the Submit button.

If you choose Cash/Check/Credit Card at the Court, follow the instructions on the screen to make payment within 5 days.

9. **IMPORTANT:** Be sure to click the Submit button in order to submit your document to the court.

