

# How to File an Initial Civil Complaint Case in File & Serve

**Step 1:** Prepare your Complaint 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](http://www.courts.state.nh.us).



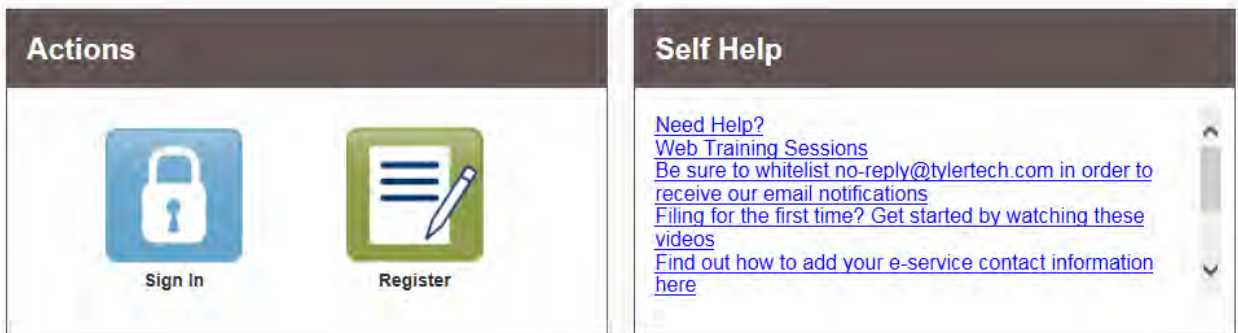
**Step 3:** Select "Go to e-Filing and other Electronic Services" in the upper right hand corner.



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



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



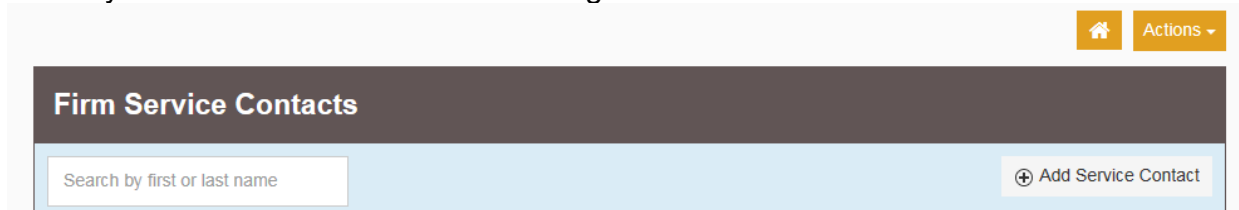
## HOW TO FILE AN INITIAL CIVIL COMPLAINT CASE IN FILE & SERVE

**Step 6:** Sign in with your username and password.



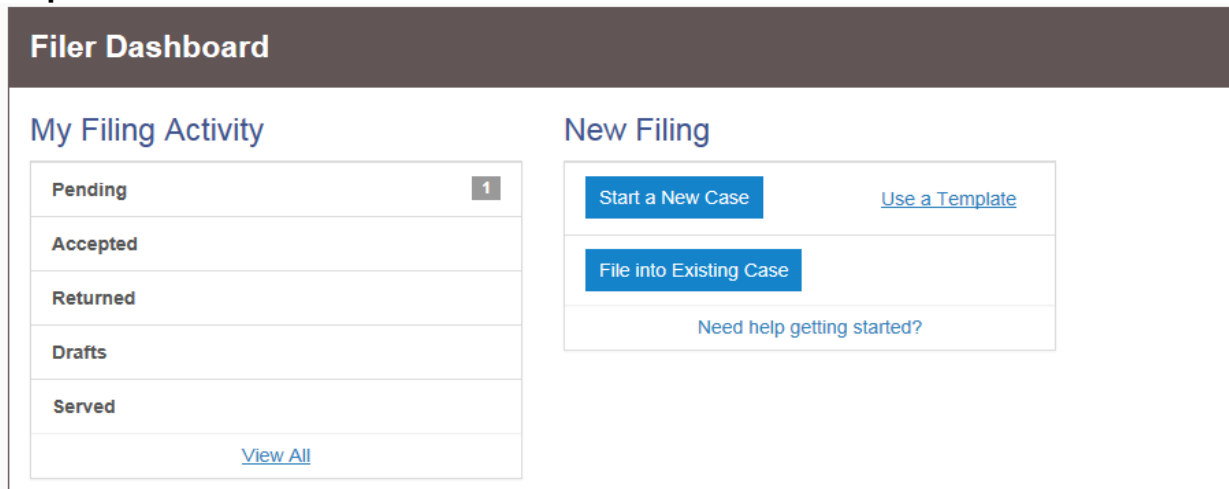
A sign-in form with a message box at the top that says "Please sign in to continue". Below it are two input fields: "Email" and "Password". At the bottom is a blue "Sign In" button.

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".



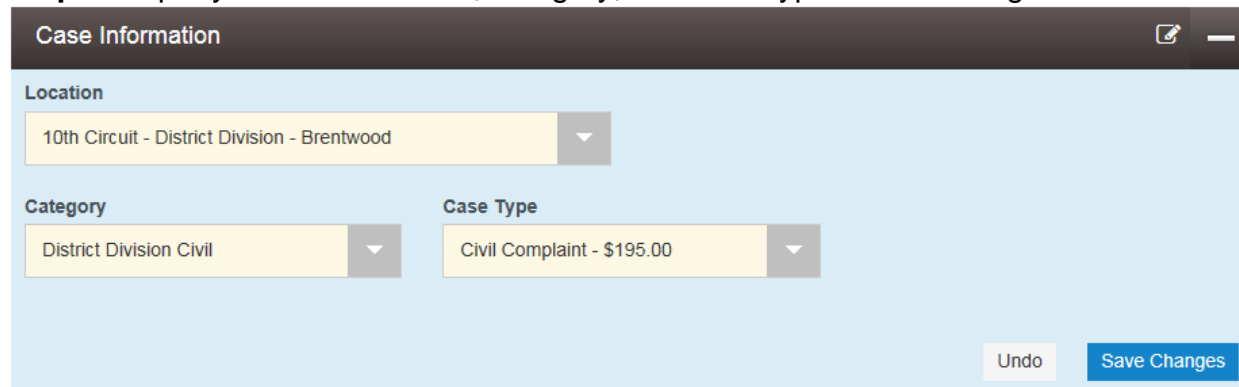
The "Firm Service Contacts" interface. It features a search bar labeled "Search by first or last name" and a yellow "Actions" button with a dropdown arrow. Below the search bar is a "+ Add Service Contact" button.

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



The "Filer Dashboard" interface. It has a "My Filing Activity" section with a list of categories: Pending (with a '1' badge), Accepted, Returned, Drafts, and Served. Below this list is a "View All" link. To the right is a "New Filing" section with three buttons: "Start a New Case", "Use a Template", and "File into Existing Case". At the bottom of the "New Filing" section is a link that says "Need help getting started?".

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



The "Case Information" form. It has three dropdown menus: "Location" (set to "10th Circuit - District Division - Brentwood"), "Category" (set to "District Division Civil"), and "Case Type" (set to "Civil Complaint - \$195.00"). At the bottom right are "Undo" and "Save Changes" buttons.

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**Step 9:** Enter Party information. The Plaintiff and Defendant are required parties. Select yourself as the Lead Attorney for the party or parties you represent.

### Lead Attorney

Alex Attorney

Add all parties name in the Complaint . 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 EFileAndServe as the Filing Type in the first dropdown box.

Select Civil Complaint from the Filing Code dropdown.

### Enter the details for this filing

#### Filing Type

EFileAndServe

#### Filing Code



Fill in the Filing Description by typing in the Complaint 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

Civil Complaint - Jones

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

### Filing on Behalf of

Paul Plaintiff ✕



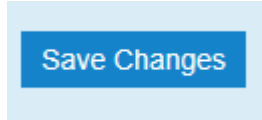
**Step 11:** Upload your previously saved Complaint by selecting the following icon:



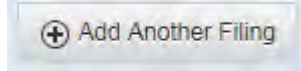
Selecting a security type is usually not necessary. Select non-public (confidential) if you are filing a motion to keep a document confidential.



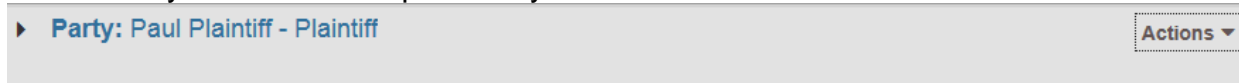
Select Save Changes



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



**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.

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### 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 Summary.

Save as Draft

Summary

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

Back

Submit