

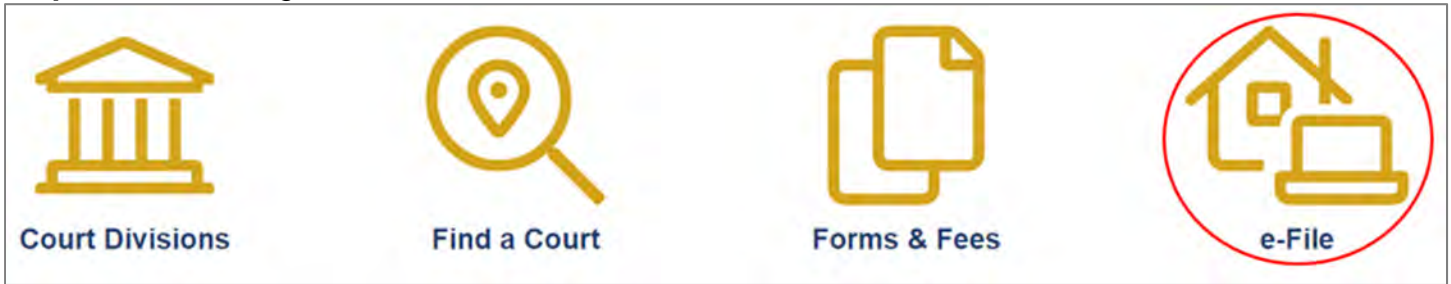
How to File an Initial Civil Complaint Case in File & Serve

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.nh.gov.



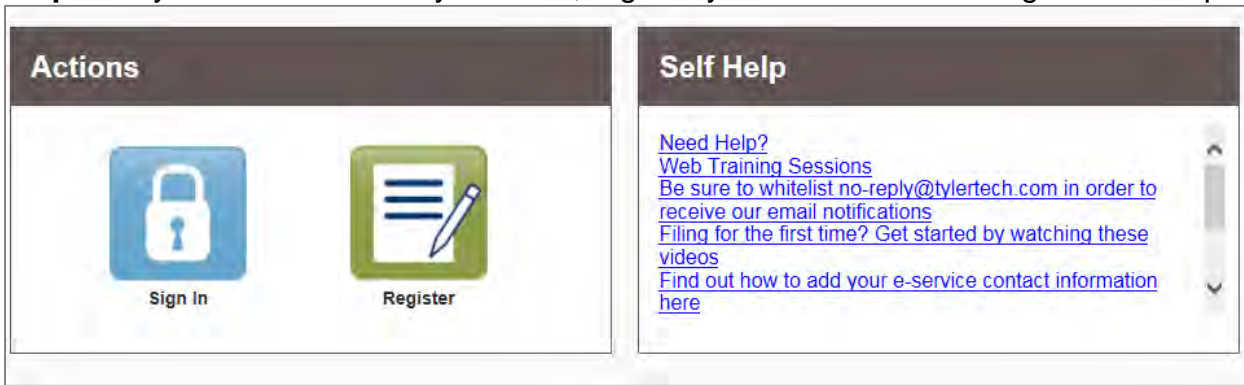
Step 3: Select the gold colored e-File icon.



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



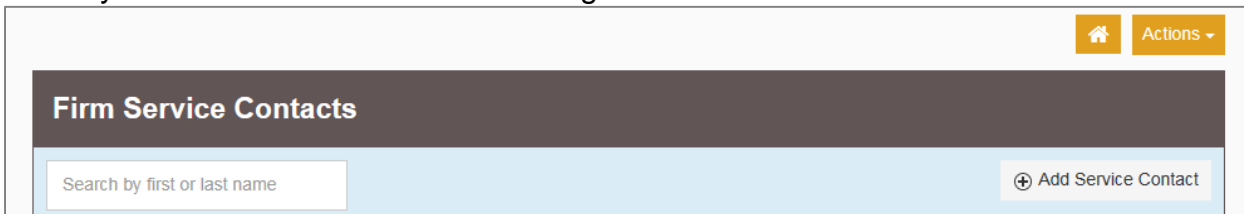
Step 5: If you have not already done so, register your firm after watching the self-help videos.



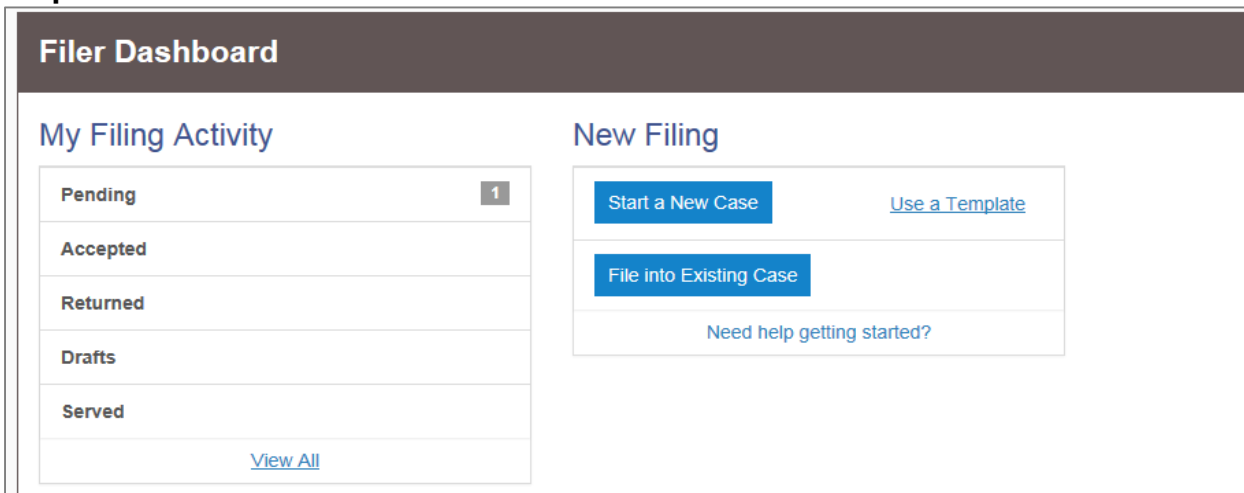
Step 6: Sign in with your username and password.

The screenshot shows a sign-in form with a message 'Please sign in to continue'. Below the message are two input fields: 'Email' and 'Password'. A blue 'Sign In' button is located at the bottom left of the form.

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".



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



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

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

The screenshot shows a form titled "Case Information" with a dark header bar containing a pencil icon and a minus sign. Below the header, there are three dropdown menus: "Location" (10th Circuit - District Division - Brentwood), "Category" (District Division Civil), and "Case Type" (Civil Complaint - \$195.00). At the bottom right, there are two buttons: "Undo" and "Save Changes".

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.

The screenshot shows a dropdown menu titled "Lead Attorney" with "Alex Attorney" selected.

Add all parties name in the Complaint. Select Save Changes between each party entered. To add additional parties select Add Another Party.

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

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

At the bottom right of the table, there is a button with a plus sign and the text "Add Another Party".

Save Changes between each party entered.

The screenshot shows two buttons: "Undo" and "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.

The screenshot shows a form titled "Enter the details for this filing" with a green header. Below the header, there are two dropdown menus: "Filing Type" (EFileAndServe) and "Filing Code" (empty). At the bottom right, there is an information icon.

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

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 x |

Step 11: Upload your previously saved Complaint 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)

Civil Complaint.pdf 70.60 KB

Description	Security
Civil Complaint	Public

Undo Save Changes

Select Save Changes.

Save Changes

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

+ Add Another Filing

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.

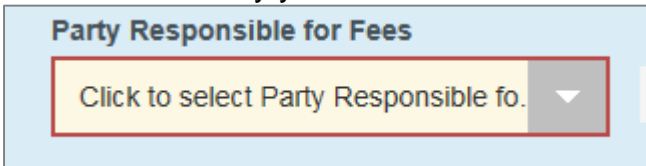
▶ **Party: Paul Plaintiff - Plaintiff** Actions ▾

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

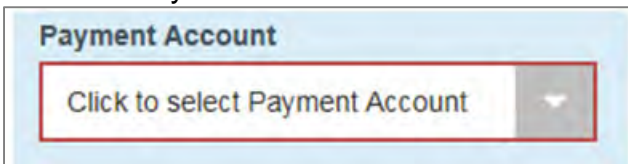
Step 13: A payment account needs to be set up prior to proceeding (even if the first pleading you are filing does not have a fee associated with it). If you have not already set up a payment account the firm administrator may do so now by clicking on the yellow Actions word at the upper right hand corner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



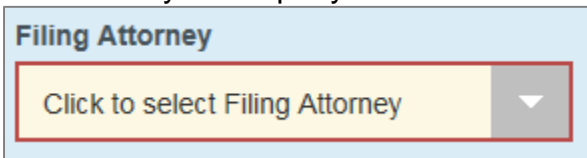
Step 14: Fill in the final three fields and select Save Changes.
This field is usually your client.

A screenshot of a light blue form field titled 'Party Responsible for Fees'. Inside the field is a dropdown menu with the text 'Click to select Party Responsible fo.' and a downward arrow.

This field is your firm credit card account.

A screenshot of a light blue form field titled 'Payment Account'. Inside the field is a dropdown menu with the text 'Click to select Payment Account' and a downward arrow.

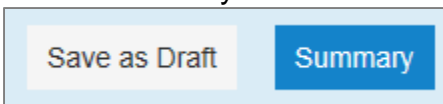
In this field you will put your own name.

A screenshot of a light blue form field titled 'Filing Attorney'. Inside the field is a dropdown menu with the text 'Click to select Filing Attorney' and a downward arrow.

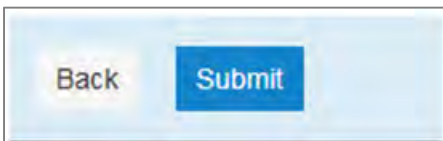
Select Save Changes.

A screenshot of a light blue button bar containing two buttons: 'Undo' and 'Save Changes'. The 'Save Changes' button is highlighted in a darker blue.

Select Summary.

A screenshot of a light blue button bar containing two buttons: 'Save as Draft' and 'Summary'. The 'Summary' button is highlighted in a darker blue.

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

A screenshot of a light blue button bar containing two buttons: 'Back' and 'Submit'. The 'Submit' button is highlighted in a darker blue.