

How to File an Initial Registration of Foreign Judgment 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.

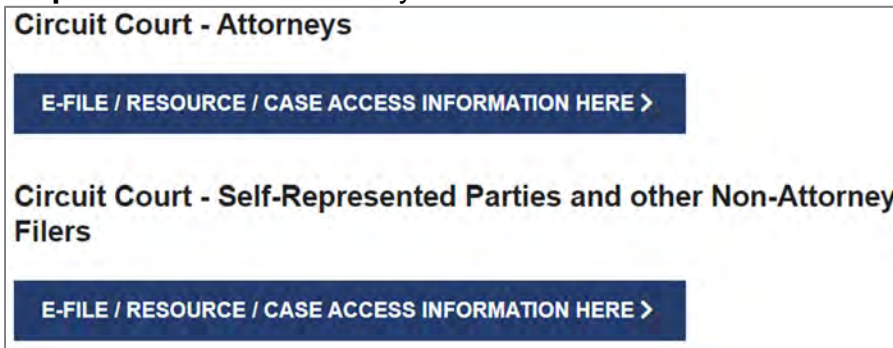
Step 2: Go to the court's website at: www.courts.nh.gov.



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

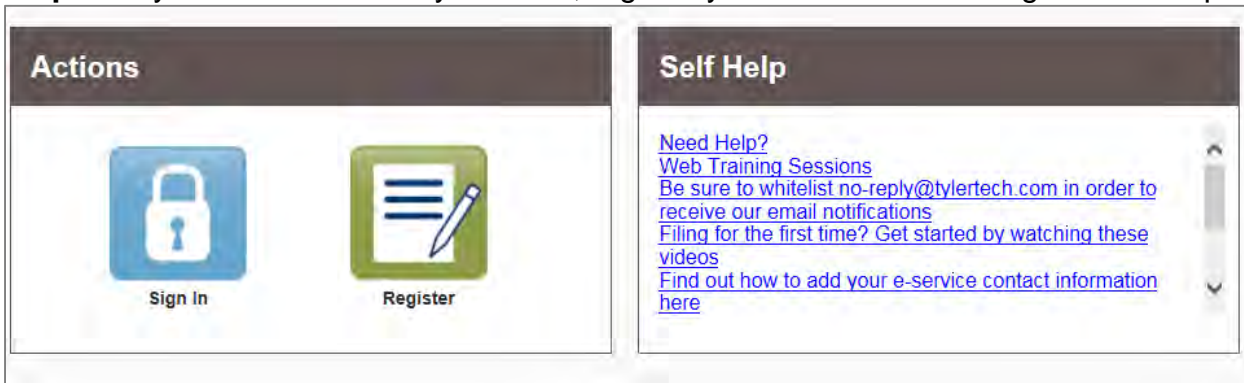


Step 4: Select the Attorneys E-File Here link and E-File Here.



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



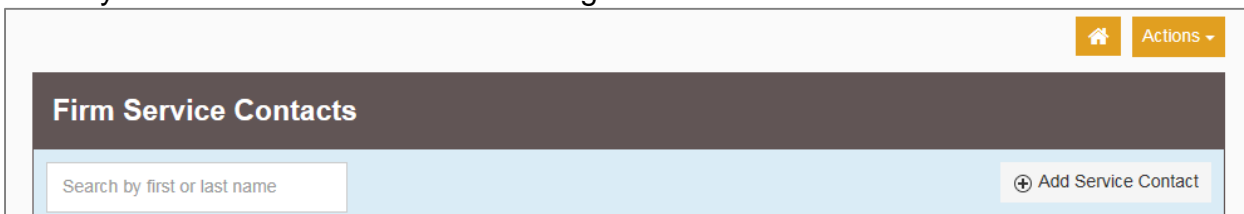
The screenshot shows two main sections: 'Actions' and 'Self Help'. The 'Actions' section contains two buttons: 'Sign In' (with a padlock icon) and 'Register' (with a document and pencil icon). The 'Self Help' section contains several links: 'Need Help?', 'Web Training Sessions', 'Be sure to whitelist 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.



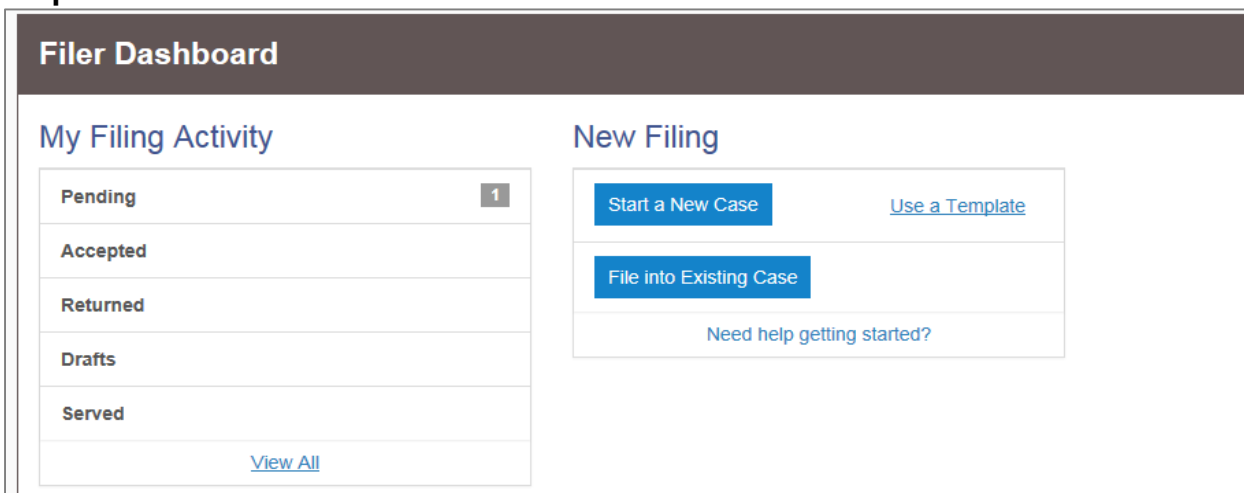
The screenshot shows a sign-in form with the following elements: a message 'Please sign in to continue', an 'Email' input field, a 'Password' input field, and a 'Sign In' button.

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 screenshot shows the 'Firm Service Contacts' page. It features a search bar labeled 'Search by first or last name', an 'Add Service Contact' button, and a navigation menu with a home icon and an 'Actions' dropdown menu.

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



The screenshot shows the 'Filer Dashboard' with two main sections: 'My Filing Activity' and 'New Filing'. The 'My Filing Activity' section has a list of categories: Pending (with a count of 1), Accepted, Returned, Drafts, and Served, along with a 'View All' link. The 'New Filing' section has buttons for 'Start a New Case' and 'File into Existing Case', a link for 'Use a Template', and a link for 'Need help getting started?'.

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

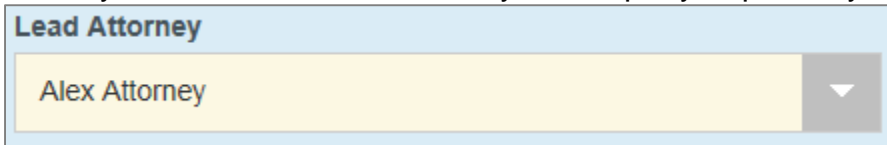


The screenshot shows a 'Case Information' form with the following fields:

- Location:** 10th Circuit - District Division - Brentwood
- Category:** District Division Civil
- Case Type:** Foreign Judgment - \$220.00

Buttons: Undo, Save Changes

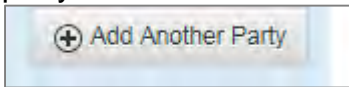
Step 9: Enter Party information. The Plaintiff and Defendant are required parties. Select yourself as the Lead Attorney for the party or parties you represent.



The screenshot shows a 'Lead Attorney' dropdown menu with the following options:

- Alex Attorney

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

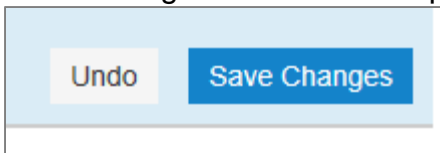


+ Add Another Party

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

+ 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 Registration of Foreign Judgment from the Filing Code dropdown.



The screenshot shows the following fields:

- Filing Type:** EFileAndServe
- Filing Code:** (Empty dropdown menu)

Buttons: Undo, Save Changes

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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

Registration of Foreign Judgment - 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 Registration of Foreign Judgment 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)

Registration of Foreign Judgment.pdf 70.60 KB

Description

Registration of Foreign Judgment

Security

Public

+ Add Another Filing

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

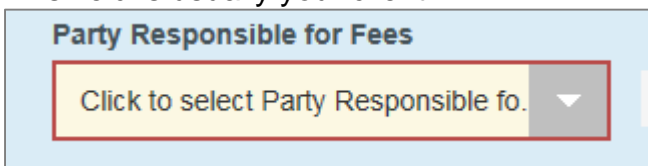
Actions ▾

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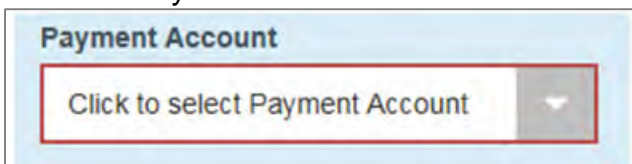
Step 13: A payment account needs to be set up prior to proceeding (even if the first pleading you are filing does not have a fee associated with it). If you have not already set up a payment account the firm administrator may do so now by clicking on the yellow Actions word at the upper right hand corner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



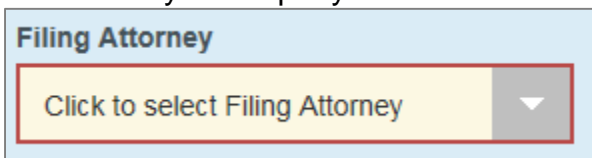
Step 14: Fill in the final three fields and select Save Changes. This field is usually your client.

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-pointing 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-pointing arrow.

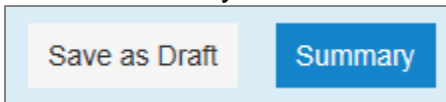
In this field you will put your own name.

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-pointing arrow.

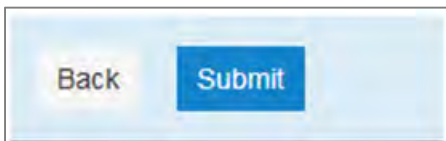
Select Save Changes.

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.