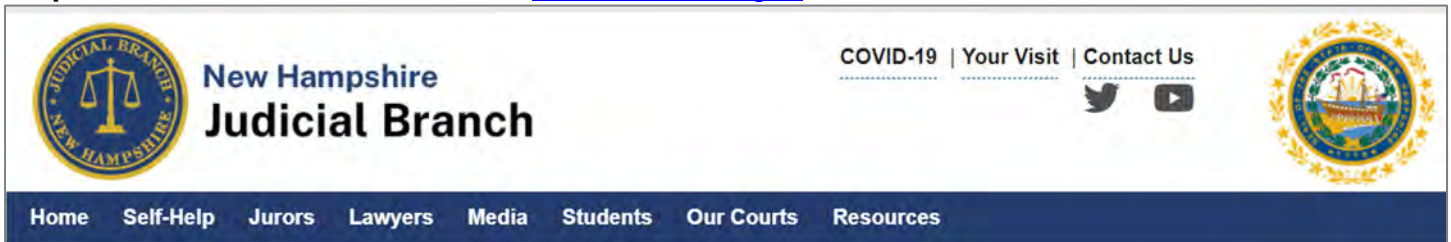


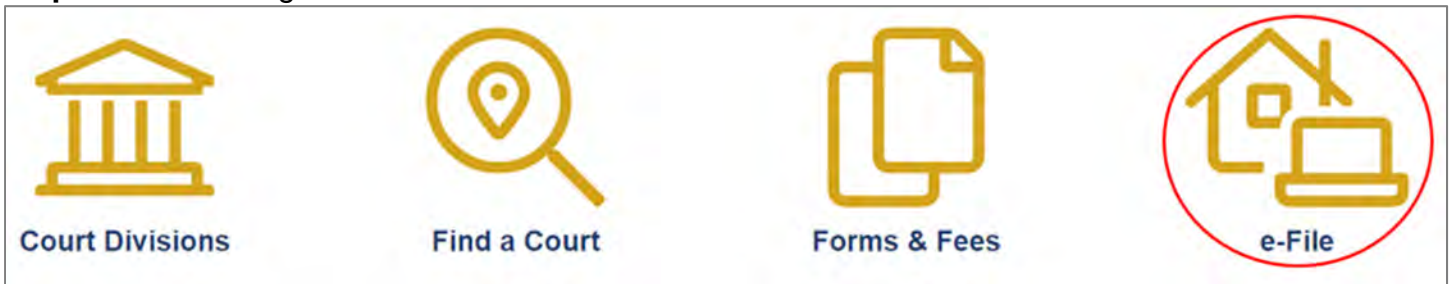
## How to File an Initial Other Civil Case in File & Serve

**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.

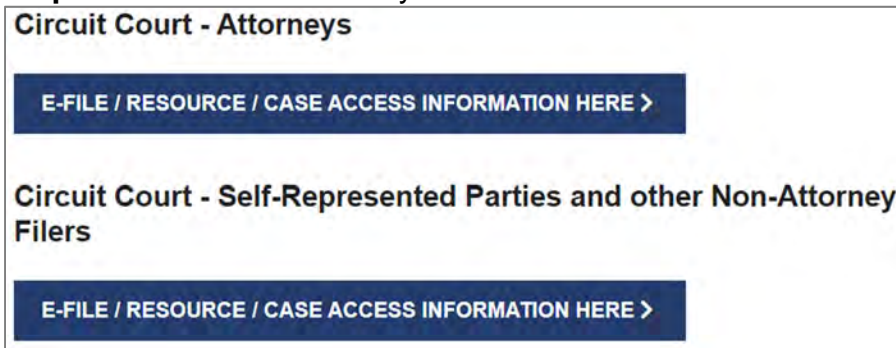
**Step 2:** Go to the court's website at: [www.courts.nh.gov](http://www.courts.nh.gov).



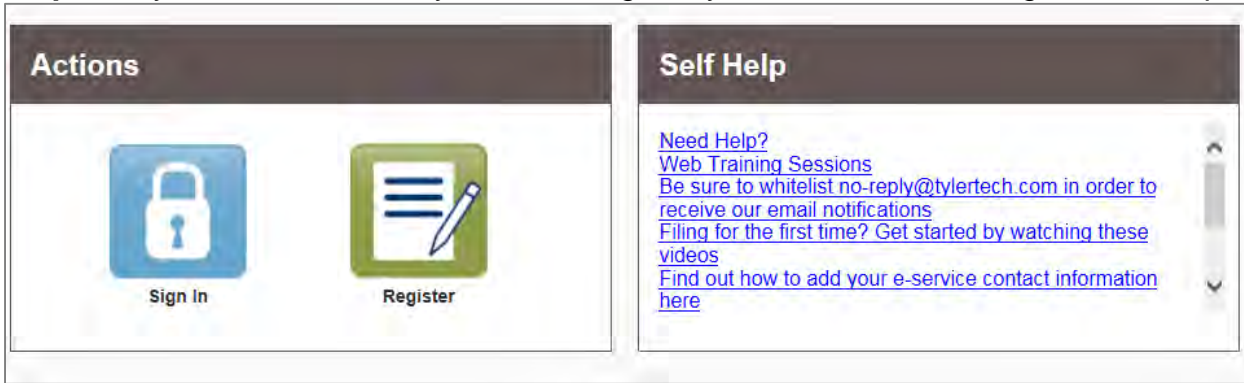
**Step 3:** Select the gold colored e-File icon.



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



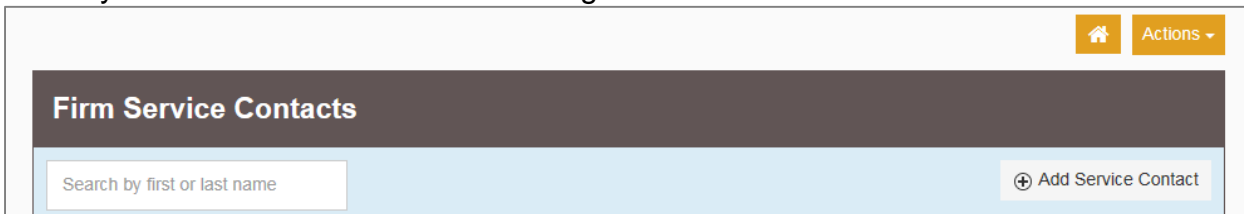
**Step 5:** If you have not already done so, register your firm after watching the self-help videos.



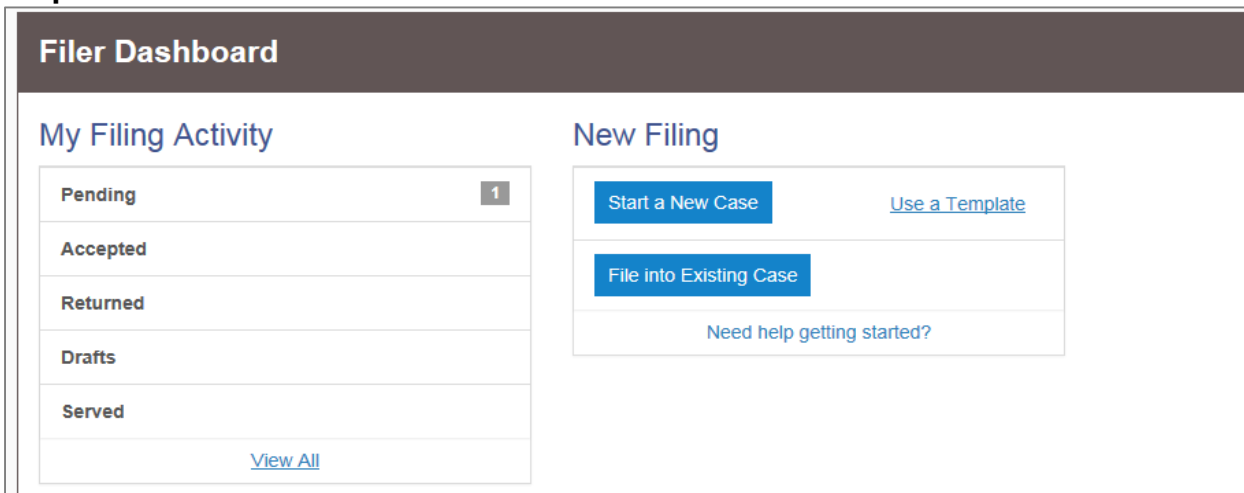
**Step 6:** Sign in with your username and password.

The screenshot shows a sign-in form with 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".



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



## HOW TO FILE AN INITIAL OTHER CIVIL 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" (set to "10th Circuit - District Division - Brentwood"), "Category" (set to "District Division Civil"), and "Case Type" (set to "Other Civil"). 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 named in the pleading. 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 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 Notice of Cease and Desist Order, Notice of Order to Repair or Remove Hazardous Building, Notice of Order to Vacate Premises, or Firearms Appeal from the Filing Code dropdown.

The screenshot shows a form titled "Enter the details for this filing" with two dropdown menus: "Filing Type" (set to "EFileAndServe") and "Filing Code" (empty). There is an information icon (i) to the right of the Filing Code dropdown.

## HOW TO FILE AN INITIAL OTHER CIVIL 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**

Notice of Cease and Desist Order - 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)**

Cease and Desist.pdf 70.60 kB

Description	Security
Notice of Cease and Desist Order	Public

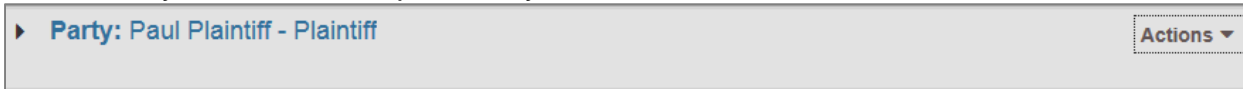
Select Save Changes.

**Save Changes**

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

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

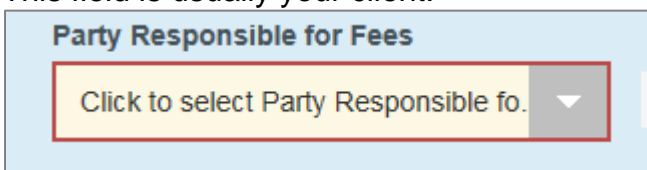
**Step 12:** Add your Service Contact information (your email address) onto the party you represent. This is how you will be notified of any action on the case. To do this, Select Actions and choose either Add New Service Contact or Add from Firm Service Contacts if you have e-filed previously.



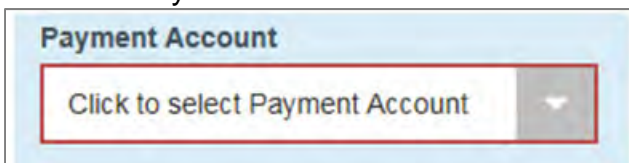
**Step 13:** A payment account needs to be set up prior to proceeding (even if the first pleading you are filing does not have a fee associated with it). If you have not already set up a payment account the firm administrator may do so now by clicking on the yellow Actions word at the upper right hand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



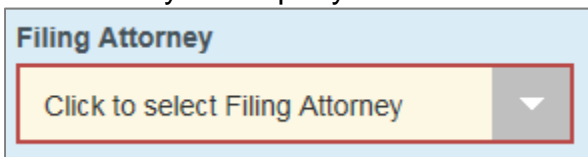
**Step 14:** Fill in the final three fields and select Save Changes. This field is usually your client.



This field is your firm credit card account.



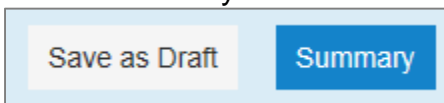
In this field you will put your own name.



Select Save Changes.



Select Summary.



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

