

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.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:

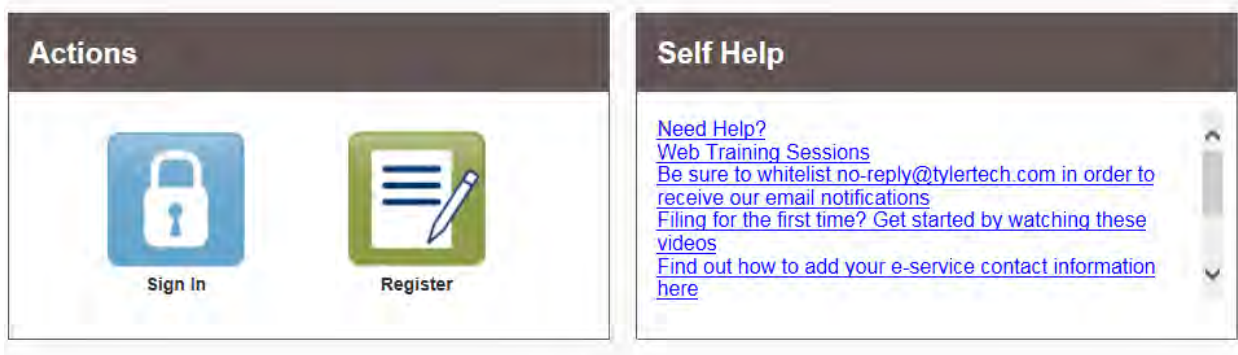


E-File

[E-File Here \(File Into Your Case\) »](#)

(Click here to enter the e-Filing application)

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



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Step 6: Sign in with your username and password.



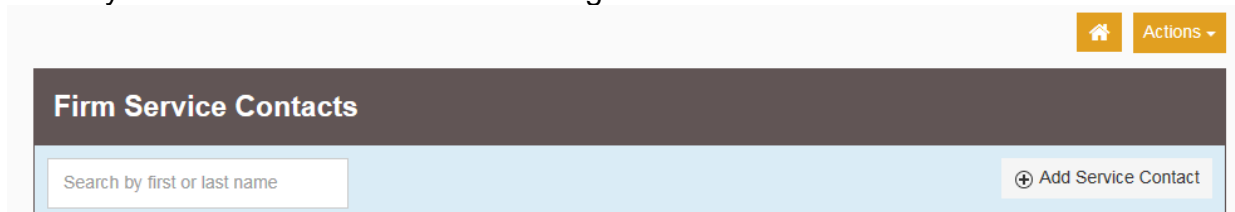
Please sign in to continue

Email

Password

Sign In

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".

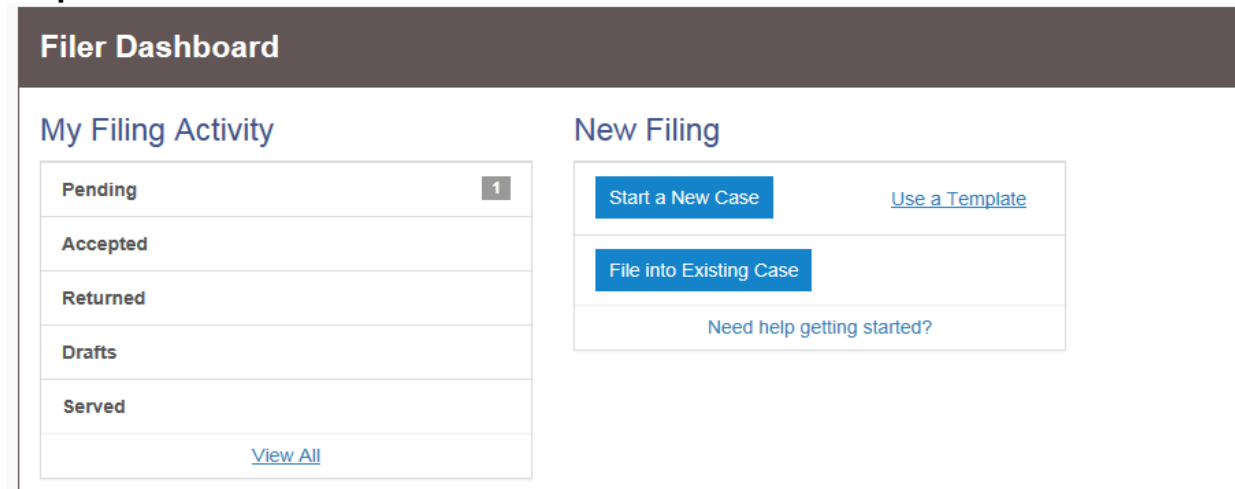


Firm Service Contacts

Search by first or last name

+ Add Service Contact

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



Filer Dashboard

My Filing Activity

Pending	1
Accepted	
Returned	
Drafts	
Served	

[View All](#)

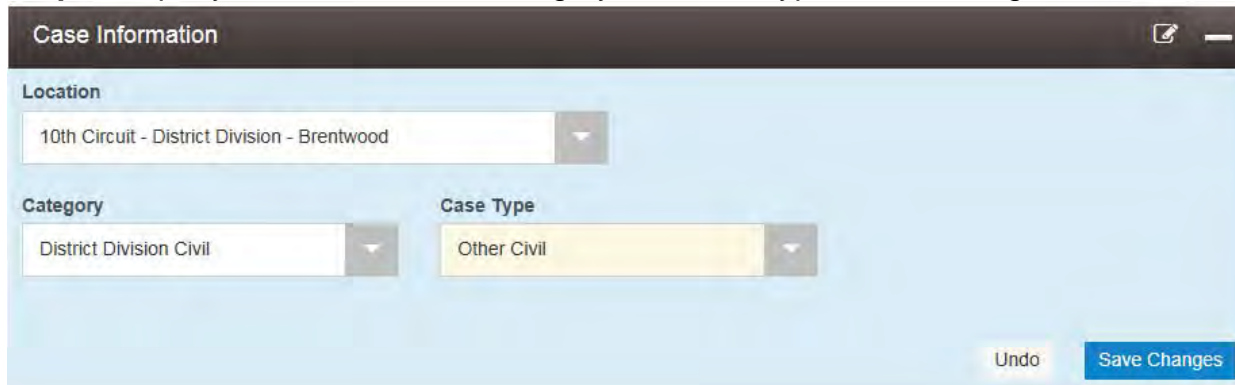
New Filing

Start a New Case [Use a Template](#)

File into Existing Case

[Need help getting started?](#)

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



Case Information

Location

10th Circuit - District Division - Brentwood

Category

District Division Civil

Case Type

Other Civil

Undo Save Changes

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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 named in the pleading. 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 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.

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

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: Notice of Cease and Desist Order

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

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.

Party Responsible for Fees

Click to select Party Responsible fo.

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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