

# How to File an Initial Name Change Case in File & Serve

**Step 1:** Prepare your Petition 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).



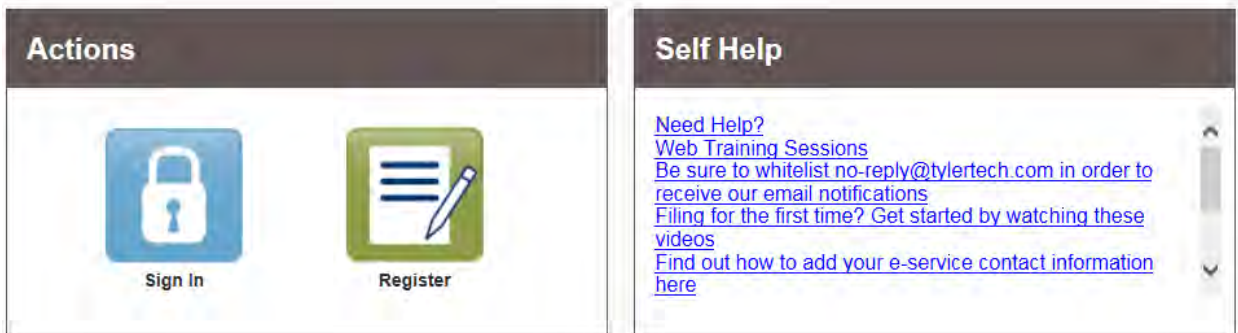
**Step 3:** Select "Go to e-Filing and other Electronic Services" in the upper right hand corner.



**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.



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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 - Probate Division - Brentwood

Category

Probate Other

Case Type

Name Change - \$130.00

Undo Save Changes

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**Step 9:** Enter Party information. The Petitioner, Current Name and New Name are required parties. Select yourself as the Lead Attorney for the party or parties you represent.

**Lead Attorney**

Alex Attorney

Add all parties named on the Petition. Select Save Changes between each party entered. To add additional parties select Add Another Party.

+ Add Another Party

Party Type	Party Name	Lead Attorney
Petitioner		Required Party ^
Current Name		Required Party
New Name		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 Petition for Change of Name from the Filing Code dropdown.

Enter the details for this filing

Filing Type: EFileAndServe

Filing Code: [Empty]

Fill in the Filing Description by typing in the Name Change 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**

Petition for Change of Name - Jones

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

**Related Parties**

Paul Petitioner x



**Step 11:** Upload your previously saved Petition 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)

Name Change.pdf 70.60 kB

Description	Security
<input type="text" value="Petition for Change of Name"/>	<input type="text" value=""/>

[+ 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