

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.

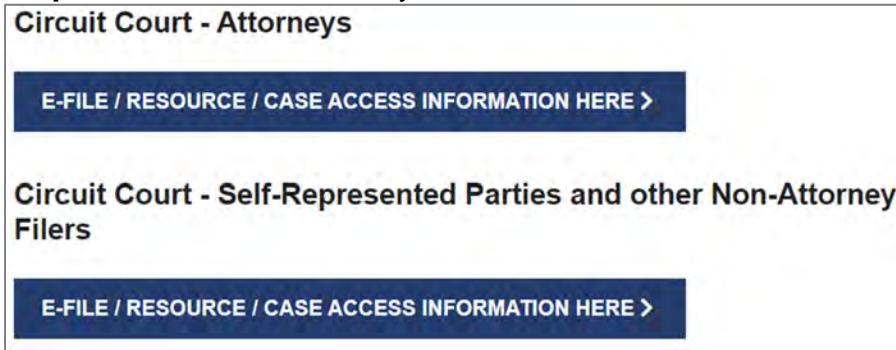
Step 2: Go to the court's website at: www.courts.nh.gov.



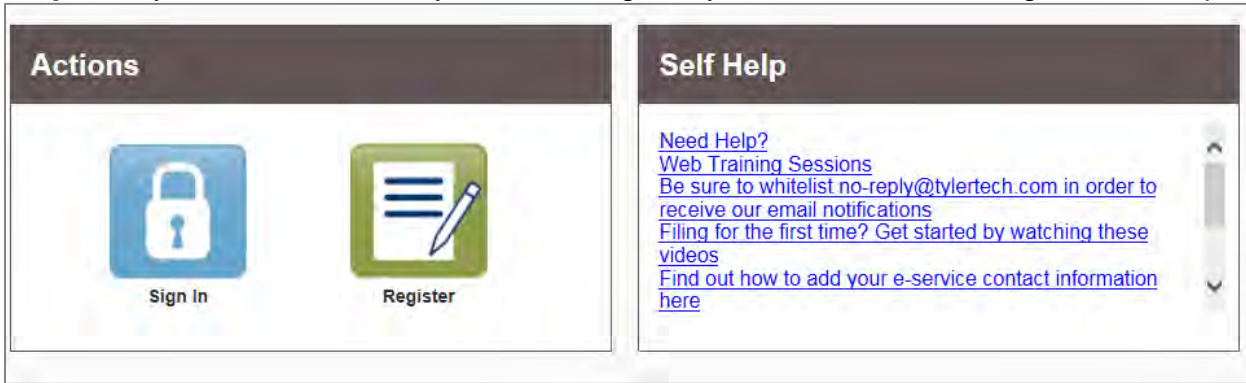
Step 3: Select the gold colored e-File icon.



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



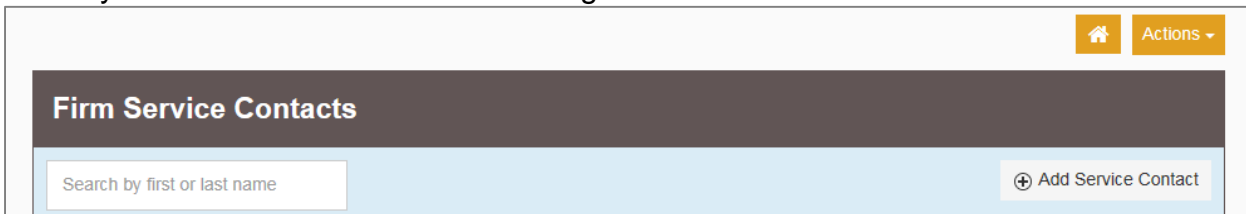
Step 5: If you have not already done so, register your firm after watching the self-help videos.



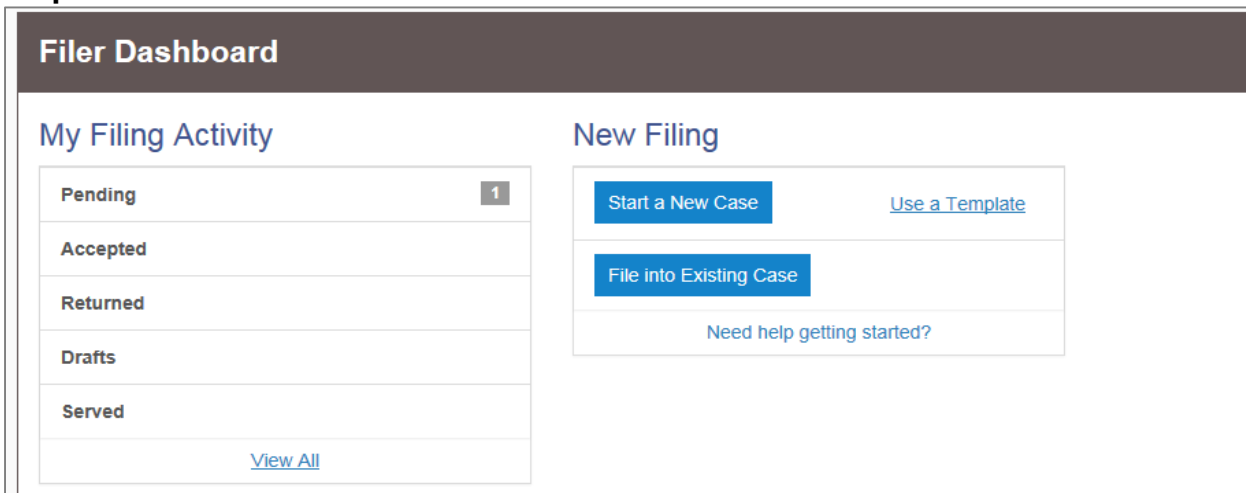
Step 6: Sign in with your username and password.

A screenshot of a sign-in form. At the top, there is a message: "Please sign in to continue". Below this are two input fields: "Email" and "Password". The "Password" field has the text "Password" inside it. At the bottom left of the form is a blue button labeled "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".



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



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

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

- Location:** 10th Circuit - Probate Division - Brentwood
- Category:** Probate Other
- Case Type:** Name Change - \$130.00

Buttons for 'Undo' and 'Save Changes' are visible at the bottom right.

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.

The screenshot shows a dropdown menu for 'Lead Attorney' with 'Alex Attorney' selected.

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

A button with a plus sign icon and the text 'Add Another Party'.

Party Type	Party Name	Lead Attorney
Petitioner		Required Party ^
Current Name		Required Party
New Name		Required Party v

At the bottom right of the table is a button with a plus sign icon and the text 'Add Another Party'.

Save Changes between each party entered.

Buttons for '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 Petition for Change of Name from the Filing Code dropdown.

The screenshot shows a form with the following fields:

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

An information icon is visible to the right of the Filing Code dropdown.

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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 ✕



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
Petition for Change of Name	<input type="text"/> ⌵ ⓘ

+ Add Another Filing

Select Save Changes.

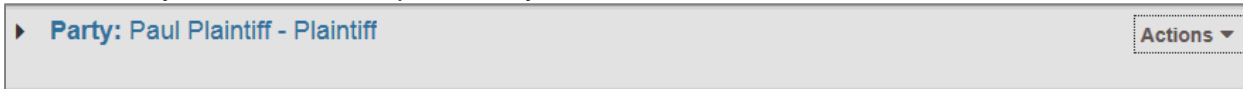
Save Changes

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

+ Add Another Filing

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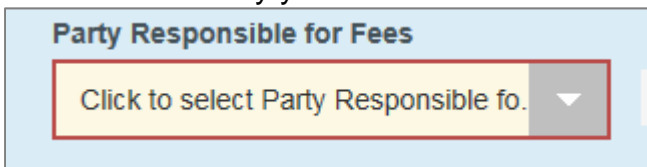
Step 12: Add your Service Contact information (your email address) onto the party you represent. This is how you will be notified of any action on the case. To do this, Select Actions and choose either Add New Service Contact or Add from Firm Service Contacts if you have e-filed previously.



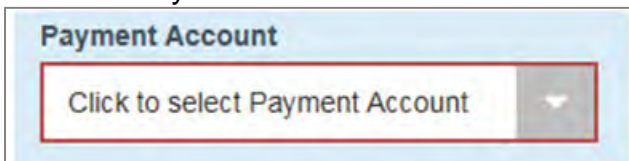
Step 13: A payment account needs to be set up prior to proceeding (even if the first pleading you are filing does not have a fee associated with it). If you have not already set up a payment account the firm administrator may do so now by clicking on the yellow Actions word at the upper right hand corner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



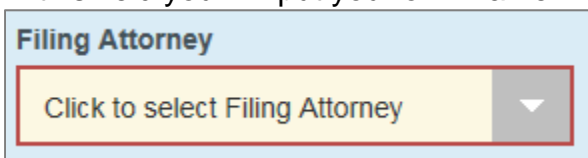
Step 14: Fill in the final three fields and select Save Changes. This field is usually your client.



This field is your firm credit card account.



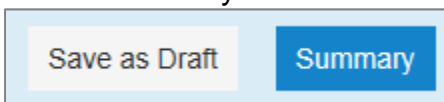
In this field you will put your own name.



Select Save Changes.



Select Summary.



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

