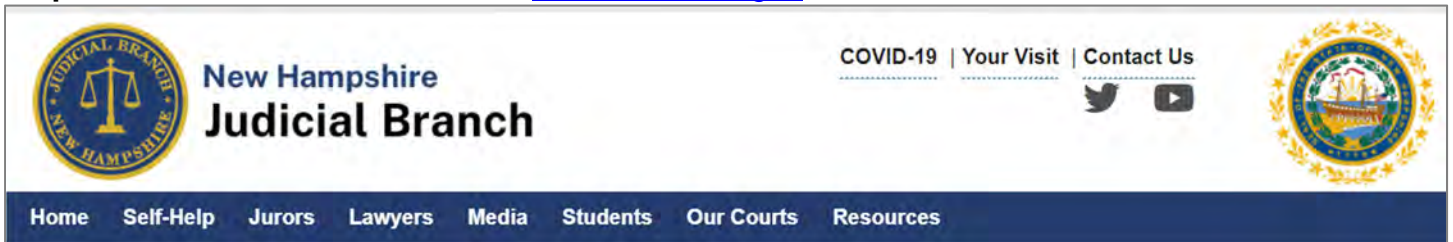


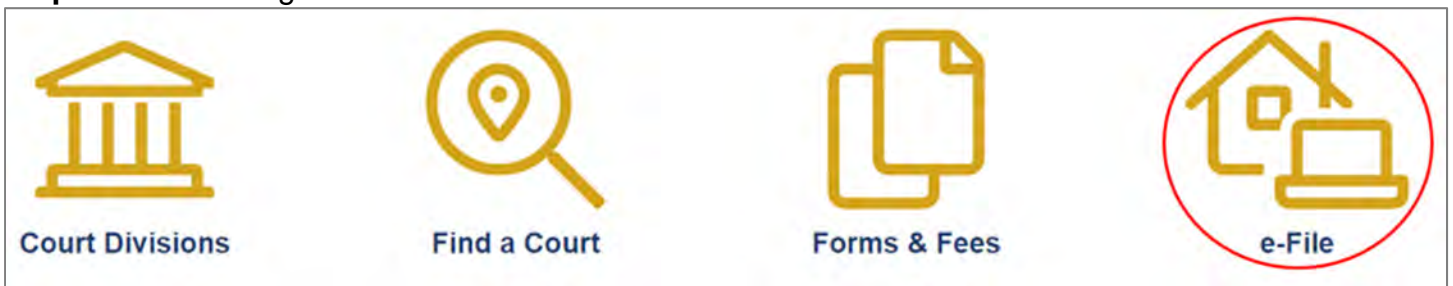
How to File into an Existing Name Change Case in File and Serve

Step 1: Prepare your Appearance, and any other pertinent documents, using the e-Filing version of the court forms and/or your own pleading templates where appropriate. Save these forms where you can easily retrieve them.

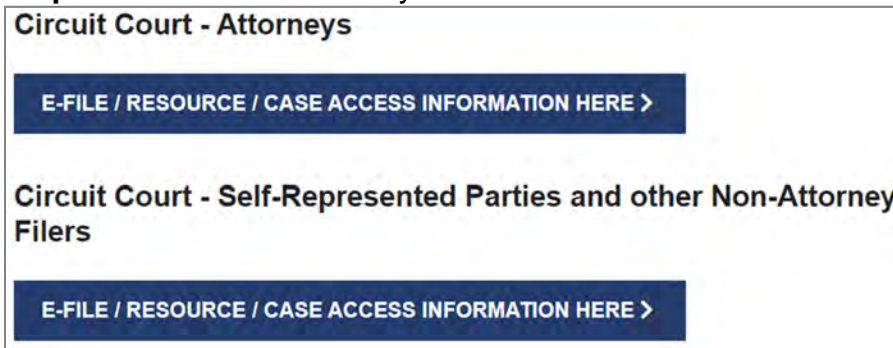
Step 2: Go to the court's website at: www.courts.nh.gov.



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

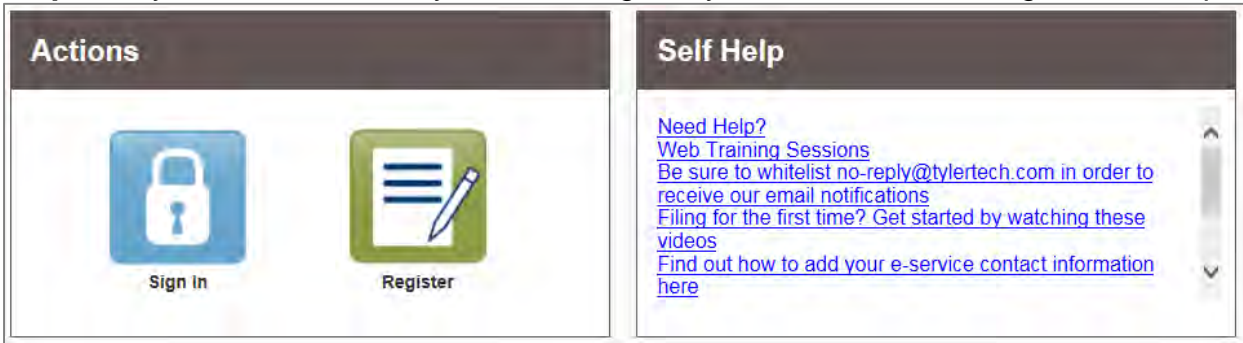


Step 4: Select the Attorneys E-File Here link and E-File Here.



HOW TO FILE IN AN EXISTING NAME CHANGE CASE IN FILE & SERVE

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 icons: a blue padlock icon labeled 'Sign In' and a green document icon with a pencil labeled 'Register'. The 'Self Help' section contains a list of 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.



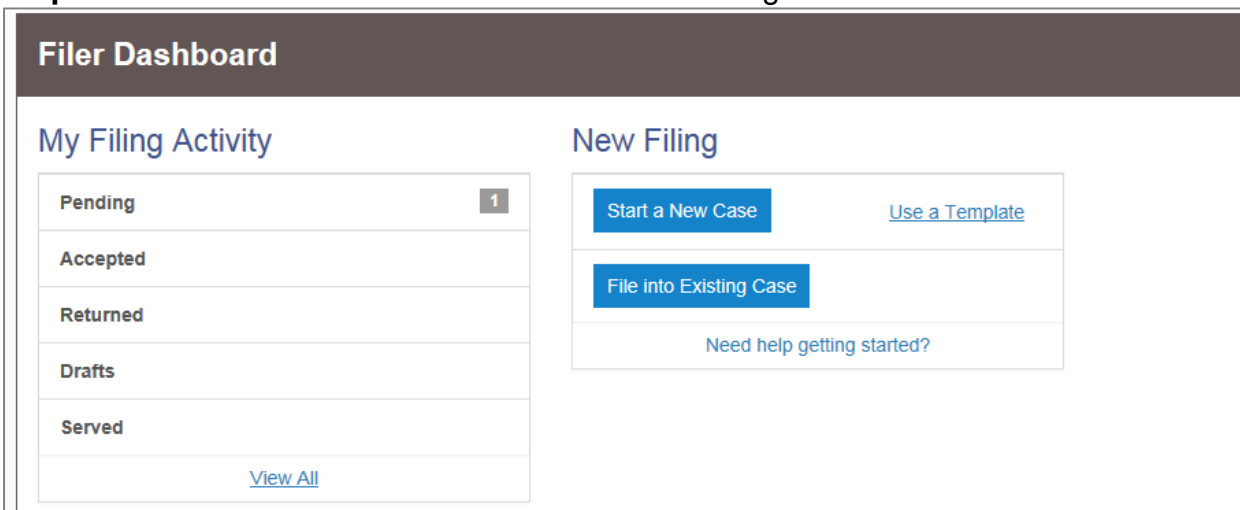
The screenshot shows a sign-in form with a message 'Please sign in to continue'. Below the message are two input fields: 'Email' and 'Password'. A blue 'Sign In' button is located at the bottom left of the form.

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 with the placeholder text 'Search by first or last name' and an 'Add Service Contact' button with a plus sign. A yellow 'Actions' button is visible in the top right corner.

Step 7: At the Filer Dashboard select File into Existing Case.



The screenshot shows the 'Filer Dashboard'. It is divided into 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'. A 'View All' link is at the bottom. The 'New Filing' section has two buttons: 'Start a New Case' and 'File into Existing Case', along with a 'Use a Template' link and a 'Need help getting started?' link.

Step 8: Input your court location and case number.

Location

Click to select Location

Search for a Case by

Case Number **Party Name**

Case Number

Case #

Select the blue search button.

Search Clear Search

Step 9: Your case information will appear. Select the grey Actions drop down and choose File into Case.

File Into Existing Case

Case Number	Location	Description	Case Type	
318-2019-NC-00678	10th Circuit - Probate Di...	Name Change of Tyler T...	Name Change	Actions ▾

Back to Search

Step 10: Your Case and Party Information will appear. If you are filing into this case for the first time, in the Party section select the party you represent. Select yourself as the Lead Attorney for this party. Save Changes.

Lead Attorney

Alex Attorney

Scroll down to the Filings Section.

Leave EFileAndServe as the Filing Type. This ensures that all registered parties will be served a copy of your filing.

Enter the details for this filing

Filing Type

EFileAndServe

HOW TO FILE IN AN EXISTING NAME CHANGE CASE IN FILE & SERVE

Scroll down through the available Filing Codes (names of documents) and select the one that matches your document, such as Appearance.

Fill in the Filing Description by typing Appearance (or whatever document you selected as your Filing Code). (Some attorneys include their client's last name after the word Appearance in case they do not complete their filing process. That makes it easier to retrieve their work in progress.)

Enter the details for this filing

Filing Type EFileAndServe **Filing Code** Appearance **Filing Description** Appearance - 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 created and saved Appearance 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)

22940714-2.pdf 39.06 KB

Description Appearance **Security** Public

Select Save Changes after each document uploaded.

Undo Save Changes

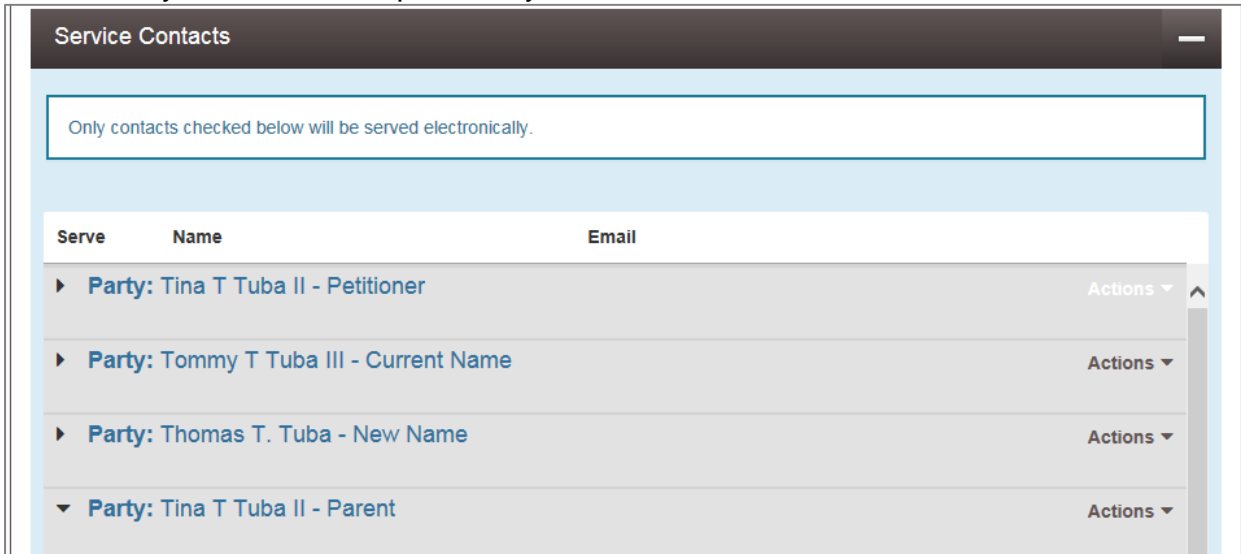
HOW TO FILE IN AN EXISTING NAME CHANGE CASE IN FILE & SERVE

If you have additional documents to upload, Select Add Another Filing.



The screenshot shows a window titled "Filings" with a table of filings. The table has three columns: "Filing Code", "Reference Number", and "Filing Description". A single row is visible with the text "Motion for Expedited Hearing" in both the "Filing Code" and "Filing Description" columns. To the right of this row is an "Actions" dropdown menu. Below the table is a button labeled "+ Add Another Filing".

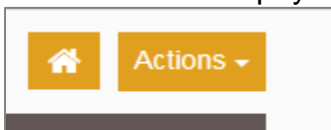
Step 12: If you have not already done so, add your Service Contact information (your email address) to the party you represent. This is how you will be notified of any action on the case. To do this, Select Actions and choose either Add New Service Contact or Add from Firm Service Contacts if you have e-filed previously.



The screenshot shows a window titled "Service Contacts". At the top, there is a text box containing the instruction: "Only contacts checked below will be served electronically." Below this is a table with three columns: "Serve", "Name", and "Email". There are four rows, each representing a party:

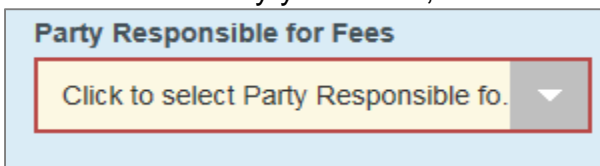
Serve	Name	Email
▶	Party: Tina T Tuba II - Petitioner	Actions ▼
▶	Party: Tommy T Tuba III - Current Name	Actions ▼
▶	Party: Thomas T. Tuba - New Name	Actions ▼
▼	Party: Tina T Tuba II - Parent	Actions ▼

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.



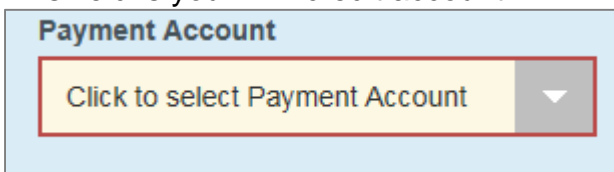
This image shows a close-up of a yellow button with a home icon and the text "Actions" followed by a downward-pointing arrow.

Step 14: Fill in the final three fields and select Save Changes. This field is usually your client, even if there are no fees due on this particular filing.



The screenshot shows a dropdown menu titled "Party Responsible for Fees". The text inside the dropdown is "Click to select Party Responsible fo." followed by a downward-pointing arrow.

This field is your firm credit account.



The screenshot shows a dropdown menu titled "Payment Account". The text inside the dropdown is "Click to select Payment Account" followed by a downward-pointing arrow.

HOW TO FILE IN AN EXISTING NAME CHANGE CASE IN FILE & SERVE

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

Once you select the Submit button, your document will be filed with the court and electronically served to all registered parties. You must mail a copy to all parties to the case who are not registered. In the Service Contacts section, you will be able to see an email address associated with each registered party's name. If there is no email address associated with an active party in the case, you must mail or hand-deliver a copy of the pleading.

Back Submit

After reviewing and accepting the filing, the court will act upon the pleading in the normal course of case processing.