

e-Filing in New Hampshire Circuit Court

GUARDIANSHIP OF MINOR PERSON - *EX PARTE*

- Electronic filing is mandatory for the guardianship process unless you request and receive an exception to e-Filing. Click here for Instructions about the e-Filing Exception process.
- Use caution when filing confidential information. See e-Filing Rules 11 and 12 and the Instructions for the Filing of Confidential Information.

How do I access e-Filing?

If you are working with an attorney, s/he will guide you on the next steps. If you are going to represent yourself in this action, go to the court's website: www.courts.state.nh.us, select the Electronic Services icon and then select the option for a self-represented party.

1. Click "E-File Here" to enter the e-filing application.
2. Click Sign up and follow the prompts. Save your password in a safe place.
3. After you sign up and login, click *start now*, next to Guardianship – Start a New Case.
4. At Where to File, select the county name and location where you want to file. Click next.
5. Follow the instructions and prompts on the screen to complete the filing.

Items listed below are needed to start this case type

- Petition for Guardian of Minor form (form is generated through the self-represented pathway or completed and uploaded through the attorney pathway).
- Ex Parte* (Emergency) Motion form.
- Criminal Record Release Authorization form for each proposed guardian. This form will also be required for each adult living in the household with the minor. This form may be completed through the e-filing application or completed online, scanned and uploaded to the e-filing application.
- DHHS Record Release Authorization form for each proposed guardian. This form will also be required for each adult living in the household with the minor. This form may be completed through the e-filing application or completed online, scanned and uploaded to the e-filing application.

Other items that may be needed

- A copy of the death certificate may be requested if either parent or both are deceased.
- An affidavit may be requested if either of the parents' whereabouts is unknown.

How much does this cost?

- Filing fee of **\$130.00** - cash, check or credit card are accepted.
- Certified mail costs of **\$6.92** for each person receiving the order of notice.

What happens next?

- You **must go** to the courthouse within 5 business days of submitting the *ex parte* filing electronically. Your petition **is not** considered filed unless you do so. NOTE: Although our courts are open until 4:00 pm each weekday, please plan to arrive by 3:00 pm to complete the *ex parte* filing process.
- You will receive an order after a judge has reviewed the documents or held a hearing. This usually occurs on the day of the filing or the next business day.

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- Whether the *Ex Parte* (Emergency) Motion is granted or denied, there will be a hearing scheduled on the petition for guardianship. Orders of Notice will be sent to all parties which indicate the date and time of the hearing.

Review your submissions before e-Filing. Be sure to click e-File at the end of the program to submit your documents.

If you have questions regarding this process, please contact the court at 1-855-212-1234.

**BE SURE TO NOTIFY THE COURT IF YOUR ADDRESS AND EMAIL ADDRESS CHANGES.
FAILURE TO DO SO COULD RESULT IN THE ISSUANCE OF ORDERS AGAINST YOU OR
WITHOUT YOUR INPUT.**