

**State of New Hampshire
Circuit Court – Probate Division**

Administrative Order 2011 – 10-A

Certificates – Adoptions & Name Changes, Bond Discharges and Other Documents

The probate division shall issue certificates in Adoptions, Name Changes, and Bond Discharges in other case types. Creating and issuing a certificate is a ministerial act that certifies that the judge issued an order as stated in the certificate and that the order has not been amended or rescinded. These documents will be processed with the clerk's signature, or a facsimile signature stamp, and affixed with the court seal, if indicated on document. The Clerk of Court shall designate the court employees who will have the authority to affix the clerk's signature stamp and the court seal to the document. The authority for the issuance of the certificate is the judge's signed order.

There shall be a charge for certificates issued by the court in accordance with the fee schedule found in Circuit Court Probate Division Rule 169

/s/Edwin W. Kelly
Edwin W. Kelly, Administrative Judge
New Hampshire Circuit Court

History:

Issued September 1, 2011