

THE STATE OF NEW HAMPSHIRE
JUDICIAL BRANCH
NH CIRCUIT COURT
www.courts.state.nh.us

INSTRUCTIONS TO DEFENDANT AFTER BEING SERVED WITH ORDERS OF NOTICE

You have been served with Orders of Notice requiring you to appear in Court. The other party in this case has filed either a Motion for Periodic Payments or a Motion for Contempt for Noncompliance with a Payment Order. The hearing is scheduled in order for the Court to determine how the judgment will be paid. You are required to complete and file a Statement of Assets and Liabilities for the upcoming hearing.

Please be advised that e-filing is mandatory for your case, and you are required to sign up for e-filing. You may do so on any private or public computer. There is also a public access computer in the courthouse lobby.

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 if you have not previously signed up. Save your password in a safe place.
3. After you sign up and login, select "*Small Claims – File into an Existing Case*" and enter the county and location in which this case is filed. Select next and enter the case number.
4. Click on the case # link and follow the instructions on the screen. On the "*What do you want to file?*" screen, select "*I want to file a Statement of Assets and Liabilities*". Follow the instructions to complete your filing.

General information:

Complete all sections of the form. The Court reviews the information provided to issue an order on your ability to make payments on a judgment. The plaintiff may review the information in the document and may ask you questions about it at a hearing.

A Statement of Assets and Liabilities form for an individual (**NHJB-2328-DFPe**) or for a business (**NHJB-2890-De**) may be found at www.courts.state.nh.us.

Is there a fee to file the Statement of Assets and Liabilities?

No, there is no fee to file this statement.

What do I do next?

- You may upload the statement on your case on or before a scheduled payment hearing, show cause hearing or contempt hearing. You may also choose to file this document along with an appropriate motion.
- **Caution:** Since there is a judgment against you, you must appear at any scheduled hearings in your case. Failure to appear may result in an order for your arrest.