

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

INSTRUCTIONS FOR FILING WITH THE COURT
SAFETY RELATED EXEMPTION REQUEST

For use when: Use these instructions when you have completed forms using the court's guided interview process and you are requesting an exemption from electronic filing.

Protection by Law from Disclosing Identifying or Contact Information: *The Electronic Filing Rules allow you to request an exception, and if granted, to be excused from electronic filing if you are protected by law from disclosing identifying or contact information. Every circumstance is different but generally, this exception involves circumstances where there is a protective order in place or where there are other risks of violence.*

To make this request:

- Print your Request/Motion For Safety Related Exception From Electronic Filing (NHJB-2975-DFPe).
- Print the case related document(s) you are filing with the Request/Motion for Safety Related Exception From Electronic Filing.
- Copy all documents because **you will be filing two versions** of each document.
- Redact (take out) any information on the copy of the Request/Motion and on the copy of the case related documents that you believe should be withheld based on your circumstances.
- Send or take both versions (the complete version and the redacted version) of the Request/Motion, and all documents you are filing, and any filing fee that is due to the court where the action is or will be filed.
- Due to the nature of this Request/Motion, do not send a copy of your documents to the other parties in the case. Instead, await further instructions from the court.

What Happens Next? The court will rule on your request. You will receive the ruling and instructions by U.S. mail.

NOTE: If the above does not match your circumstance and you would like to electronically file your documents instead, use the Review/Edit Your Answers button at the end of the guided interview to go back to the screen related to safety issues. To find this screen, look along the top of the screen and click on the Additional Requests section. There, you will see the Special Safety Request screen. Make the change that fits your circumstance.

If you have any further questions, please call the court at 1-855-212-1234.