

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

INSTRUCTIONS FOR FILING A NOTICE OF EXHIBIT(S)

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This form is used by a party to notify the court that exhibits will be filed in a case. The exhibits (bulky attachments, physical exhibits and demonstrative evidence) may then be filed with the court by delivering in person or mailing to the court.

A Notice of Exhibit form (**NHJB-2918-DFPe**) may be found at [www.courts.state.nh.us](http://www.courts.state.nh.us).

1. Complete the court name (from the drop down menu), case name and case number.
2. Enter in your name where indicated.
3. Enter in the names of the exhibits that will be filed.
4. Complete the certification section of the form indicating how you will be sending a copy of the form to the other party. (Per the Electronic Filing Rules, e-service is mandatory.)
5. Date and sign the Notice of Exhibit form at the bottom, and enter your name, mailing address and email address.
6. Save the form in pdf format on computer.

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](http://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. Log in and follow the prompts.
3. Select the case type for which you are filing into: "*– File into Existing Case*".
4. Enter the case number and click Next. Click on the case # link.
5. Follow the instructions on the screen and on the "*What would you like to file?*" page, select "*I want to attach a Form and file it with the court*".
6. Follow the instructions to file the Notice of Exhibit form.
7. On the bottom of the Review and Prepare Documents page, click "attach" to upload the form and follow the instructions to complete the filing.