

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

INSTRUCTIONS FOR FILING AN APPEARANCE

This form is used by a party or an attorney who is filing an appearance or withdrawing their appearance on a case.

An Appearance form (**NHJB-2391-DFPe**) may be found at www.courts.state.nh.us.

1. Complete the court name (from the drop down menu), case name (plaintiff's name v. defendant's name) and case number.
2. If you are representing yourself (pro se) you may check the box on the left under Appearance – "I will represent myself (pro se)."
3. If you are an attorney, complete either the appearance or withdrawal sections.
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. Complete the form and save it.

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. After you log in, select *the case type – File into an Existing Case* and click start now.
3. Enter the county and location in which this case is filed. Select next and enter the case number. Click on the case # link and follow the prompts.
4. 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".
5. Follow *the instructions to file an Appearance*.
6. *On the bottom of the Review and Prepare Documents page*, click "attach" to upload the form and follow the instructions to complete the filing.