

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

INSTRUCTIONS FOR FILING A MOTION

This form is completed by parties who are requesting relief from the court or requesting that the court take action on their case.

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 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.
3. Follow the guided interview until you get to the "What would you like to file?" screen.
4. Select, "I want to file a Motion".
5. Select the type of Motion you wish to file.
6. When prompted enter in the information for your Motion.
7. Select whether the other party agrees with the relief requested in your motion.
8. When prompted select how you will be delivering a copy of your motion to the other party. *Note: e-service is mandatory if the party has a service contact (email address) entered.

If you do not wish to go through the guided interview to file your motion and would like to complete the Motion on the Court's Website and upload the Motion, a Motion form (**NHJB-2201-DFPe**) may be found on the court's website 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. Complete all sections of the form.
3. 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 unless the case is closed).
4. After completing the form, click on the "Lock and Save" button to save the form.

Once you have completed and saved your Motion, from the court's website, select the Electronic Services icon and then select the option for a self-represented party.

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3. 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.”*
4. Select the type of Document Category you wish to file (Motion). Select the type of motion you are filing from the list.
5. Follow the prompts to complete the filing.
6. At the Review and Prepare Documents screen, under Your Documents, attach and upload your Motion.
7. Check the box that you agree to the terms and conditions in the User Agreement. Sign by typing your first and last name, select “e-file”.

Your motion will be held for ten (10) days to give the other party an opportunity to respond. After the ten (10) days, or sooner if the other party has filed a response or objection, the court will address your motion and the court’s order on your motion will be e-served on you by the court.