

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

**GENERAL FILING INFORMATION FOR  
EXISTING ELECTRONIC FILED GUARDIANSHIP CASES**

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**Filing must be done electronically, unless you have requested and received court permission to be excused from e-Filing (See Rule NH Circuit Court Electronic Filing Rule 1(b). Please follow the Instructions For Electronic Filing listed below.**

**Failure to sign up and participate in this matter may result in the court granting the guardianship and making other orders without your input.**

**INSTRUCTIONS FOR ELECTRONIC FILING**

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. Complete the sign up/log in process as soon as possible. This lets the court know that you are participating in this action and allows you to receive electronic notification of any changes to the hearing date, court orders and electronic copies of any documents filed by other parties to the case.
3. Click Sign up and follow the prompts.
4. After you sign up and log in, click Start Now next to Guardianship-File into an Existing Case.
5. At the Where to File question, select the circuit (county) in which this case was filed. At the location question, select the division in which the case was filed. Select Next. Enter the case number found at the top of the notice that you received.
6. When you find the case number and name, click on the link and follow the instructions on the following screens.
7. On the "What would you like to file?" screen, make the appropriate selection to match what you want to file.
  - To let the court know you will be involved in this case, select Add or Update Email/Address Contact Information and follow the instructions to complete your filing.
  - If you want to object to the Guardianship, select I want to file an Objection. Follow the instructions to complete your filing.
  - If you want to request a continuance of the hearing date, select File a Motion and then select Motion to Continue. Follow the instructions to complete your filing.
  - If you want to file something else not listed above, find the selection on the "What do you want to file?" screen, make your selection and follow the instructions.
8. Review your submissions before e-Filing. Be sure to click e-File at the end of the program to submit your documents.

If you have questions regarding this process, please contact the court at 1-855-212-1234.

**CAUTION: Electronic filing is mandatory by court rule. An exception to electronic filing may be requested if you have a domestic violence order or other safety concerns about releasing your contact information, or if other extraordinary circumstances exist.**