

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

INSTRUCTIONS FOR FILING A NOTICE OF INCOMPLETE SERVICE

If you have been unable to serve the defendant with Orders of Notice, you may file a Notice of Incomplete Service. Since the defendant has not been served, any scheduled hearing would be cancelled. If you wish, and you have a valid address where the defendant may be served, you may file a Request for New Orders of Notice along with the required fee. See Instructions for Requesting New Orders of Notice.

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 "*Small Claims – 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. On the "*What would you like to file?*" screen, select Notice of Incomplete Service.
4. You may have paperwork from the sheriff or the returned mail from the Post Office. Scan and save those documents.
5. On the bottom of the Review and Prepare Documents page in the e-filing program, click "attach" to upload the form and follow the instructions to complete the filing.

Note: After this has been filed, the case is closed. If you wish to take further action, complete another filing.