

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

**INSTRUCTIONS FOR FILING A REQUEST FOR EXCEPTION FROM ELECTRONIC FILING**

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Electronic filing is **mandatory** in certain Superior Court Civil cases. Under limited circumstances, the court may grant a request to be excused. See the NH Superior Court E-Filing Rule 1(b)(1).

Extraordinary Circumstances: The Electronic Filing Rules allow you to request an exception, and if granted, to be excused from electronic filing if:

1. A party is protected by law from disclosing certain identifying or contact information.
2. Extraordinary circumstances would render electronic filing such a hardship that you would be denied access to the court.

*Every circumstance is different but generally, this exception is reserved for extreme situations (Note: If you do not have a computer at home, there are computers available in every court lobby so that alone does not rise to the level of an extraordinary circumstance.*

**To make this request:**

1. Complete the case related documents that you are filing (i.e. Complaint, Motion, Objection)
2. Complete the Motion for Exception from Electronic Filing Due to Extraordinary Circumstances (**NHJB- 4019-Se**)
3. Hand Deliver or Mail the documents and filing fee (if applicable) to the Superior Court where you are filing your case. All Superior Court locations can be found at: <https://www.courts.state.nh.us/courtlocations/index.htm#superior>
4. You must send a copy of these documents to any party already involved in the case.

**What happens next?**

The court will rule on your request. You will receive the ruling and further instructions by U.S. Mail.