

**THE STATE OF NEW HAMPSHIRE**  
**JUDICIAL BRANCH**  
<https://www.courts.state.nh.us>

Court Name: \_\_\_\_\_  
Case Name: \_\_\_\_\_  
Case Number: \_\_\_\_\_  
(if known)

**RESTRICTED EMAIL COVER SHEET**

Instructions:

1. Above, fill in the court and case information.
2. Below, check the applicable box and fill in the blanks.
3. Then, list the title of each document being filed.
4. Then, attach all listed documents, including this Cover Sheet, to the email.

*NOTE: This information must be completed or the documents will be rejected.*

- I was asked by the court staff or Judicial Officer \_\_\_\_\_ (print name of court staff or Judicial Officer) to submit the attached document(s) via e-mail.
- I am scheduled for a telephonic or video **criminal** hearing on \_\_\_\_\_ (date of hearing) at \_\_\_\_\_ (time of hearing), and am attaching documents to resolve the case by plea/sentencing.
- I received, within 10 days of the hearing date, a hearing notice in a **non-criminal** case scheduled for telephonic or video hearing. The attached documents relate to this hearing, to occur on \_\_\_\_\_ (date of hearing) at \_\_\_\_\_ (time of hearing).

The following documents are submitted for filing via the Circuit Court Restricted E-mailbox as permitted by Circuit Court Administrative Order # 2021-06:  
(List the titles of each attached document)

- 1) Restricted Email Cover Sheet
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_
- 6) \_\_\_\_\_

I certify that on this date I provided a copy of this document to \_\_\_\_\_ (other party) or to \_\_\_\_\_ (other party's attorney) by:  Hand-delivery OR  US Mail OR  E-mail (E-mail only by prior agreement of the parties based on Circuit Court Administrative Order).

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of filer