

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

**INSTRUCTIONS TO PLAINTIFF AFTER BEING AWARDED JUDGMENT**

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The defendant has thirty (30) days to pay the judgment in full. If the defendant fails to pay the judgment in full within thirty (30) days you may begin collection proceedings.

After the thirtieth (30<sup>th</sup>) day, you may file a Motion for Periodic Payments form (**NHJB-2364-DPe**), along with the required filing fee.

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. 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. Follow the guided interview until you get to the "*What would you like to file?*" screen.
4. Select "*I want to file a Motion for Periodic Payments.*"
5. Follow the screen instructions to complete the Motion for Periodic Payments.
6. When you are prompted to provide how you will send a copy of the motion to the other party, you must select either U.S. Mail or Hand Delivery if this is a closed case.
7. Complete the on screen instructions to file the Motion for Periodic Payments.

If the defendant pays the judgment, you must file a Notice of Full or Partial Payment Received form (**NHJB-2858-De**) which may be found at [www.courts.state.nh.us](http://www.courts.state.nh.us).