

e-Filing in New Hampshire Circuit Court

REGISTRATION OF FOREIGN JUDGMENT

- Electronic filing is mandatory for the civil process unless you request and receive an exception to e-Filing. Click here for Instructions about the e-Filing Exception process.
- Use caution when filing confidential information. See e-Filing Rules 11 and 12 and the Instructions for the Filing of Confidential Information.

How do I access e-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, 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. Click Sign up and follow the prompts. Save your password in a safe place.
3. After you sign up and login, click start now, next to *Civil Complaint – Start a New Case*.
4. At Where to File, select the county name and location where you want to file. Click next.
5. Follow the instructions and prompts on the screen to complete the filing.

General information:

- A judgment from another state will be given full faith and credit in New Hampshire and once properly registered may be collected in New Hampshire as if the judgment was issued by a New Hampshire Court.
- You must file a Registration of Foreign Judgment (**NHJB-2705-DPe**) setting forth the name and last known address of the defendant.
- You may mail a copy of your filing to the defendant but you are not required to do so.

Forms listed below are needed to start this action:

- Registration of Foreign Judgment (**NHJB-2705-DPe**)

Information needed to fill out the registration:

- You need the name address of the defendant.
- You will be required to attach an authenticated copy of your judgment from the other state. Simply let the clerk's office in the other state know that you are registering your judgment and that you need an authenticated copy. They will likely charge a fee for this.
- You will be required to mail the authenticated copy of your judgment to: New Hampshire Judicial Branch Administrative Offices, Attention: Electronic Filing Center, 1 Granite Place, Suite N400, Concord NH 03301

How much will this cost?

- Filing fee of **\$220.00**.
- The court in the other state will likely charge a fee for the authenticated copy.

What happens next?

- The court will generate a notice to the defendant that you have registered your judgment with the New Hampshire court. No process for enforcement may occur for 15 days after the judgment is filed.
- If the defendant can show that the judgment in the other state is under appeal or that an appeal will be taken, or that a stay of execution has been granted in the other state the New Hampshire court will take no action until the issues in the other state are resolved.

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- If the defendant can show that there is a ground upon which enforcement of a judgment of this state would ordinarily be stayed, the New Hampshire court will not proceed to enforcement.
- Once the judgment has been filed/registered and 15 days has passed, you may seek to enforce it in the same ways that you would seek to enforce a judgment issued in New Hampshire.
- The sheriff or Post Office will send you proof of service. You must electronically file this so it can be added to the file.
- On the day of the hearing the defendant will fill out a statement of assets and liabilities which may be reviewed by you. The judge will then review the statement and make an order for installment or lump sum payment unless the judge finds that the defendant's income is exempt. If the defendant's only source of income is social security for example, the judge is not permitted by law to issue a payment order. The statement of assets and liabilities is available only to the parties. It is confidential as to non-parties.
- Sometimes the parties can reach an agreement and avoid coming to court. If that happens, the parties should fill out an Agreement for Payments form (**NHJB-2857-De**) indicating the balance owed and the terms of repayment. Both parties sign the form and it can be submitted to the court for approval. A signed agreement can be enforced like any other court order. The agreement must acknowledge that exempt income (such as social security) may not be used to make payments per a court order.
- If the defendant fails to appear the day of the hearing and there is proof of service, the judge may issue an Order of Arrest for the defendant. Upon arrest the defendant may have to post bail and will be given a date to appear in court. You will receive notice of that date and may appear as well.
- If you don't provide the court with proof of service, and the defendant does not appear, the case will be closed.
- If you couldn't locate the defendant for service and subsequently find a good address, you may electronically file a request for new orders of notice with the filing fee.
- If the defendant fails to comply with the payment order, you start the process at the stage of a Motion for Non-Compliance with Payment Order.

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

**BE SURE TO NOTIFY THE COURT IF YOUR ADDRESS AND EMAIL ADDRESS CHANGES.
FAILURE TO DO SO COULD RESULT IN THE ISSUANCE OF ORDERS AGAINST YOU OR
WITHOUT YOUR INPUT.**