

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

INSTRUCTIONS TO REOPEN AN E-FILED CASE – SMALL CLAIMS

To reopen a case, a party may file a Motion for Periodic Payments form (**NHJB-2364-DPe**) or a Motion for Contempt for Non-Compliance with a Payment Order form (**NHJB-2815-DPe**) or other filing to reopen a case. These forms may be found at www.courts.state.nh.us.

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. Follow the guided interview until you get to the "*What would you like to file?*" screen.
4. Select either "*Motion for Periodic Payments*", "*Motion for Contempt for Non-Compliance with a Payment Order*", "*I want to file a Motion*", or other appropriate selection.
5. When you are prompted to answer a question on how you are going to send a copy of the Motion/filing to the other party, you must select either *US Mail* or *Hand Delivery* as this is a closed case.
6. Follow the on-screen instructions to complete the filing.