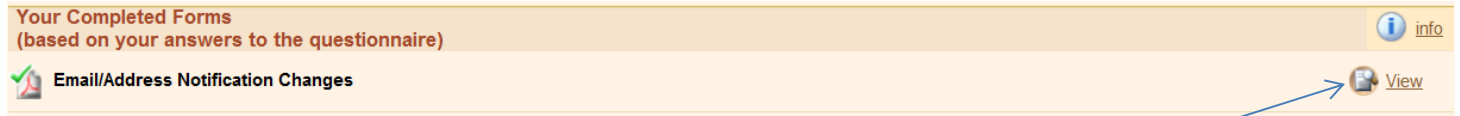


Instructions for Attaching Documents in TurboCourt

There are a few different ways that documents can be filed in TurboCourt, so five sets of instructions (A, B, C, D, and E) have been outlined below.

AUTOMATICALLY CREATED FORMS --

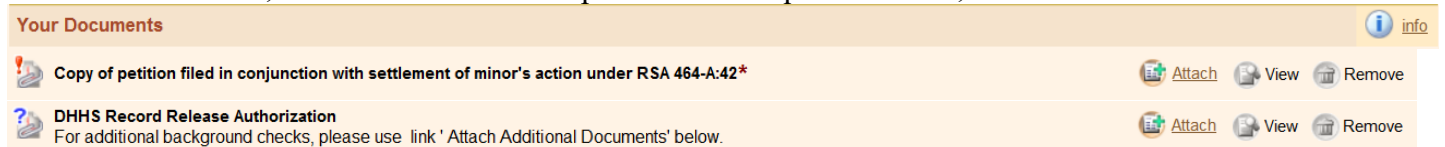
Some common forms are automatically created for you as you answer questions throughout the program. When you reach the “Review and Prepare Documents” screen in TurboCourt, automatically created forms will appear under the “Your Completed Forms” section, like this:



Because these forms were automatically created based on your answers, and will be filed for you when you click “e-file”, you don’t need to fill them out again and attach them. Click View to see your completed form.

OTHER FORMS --

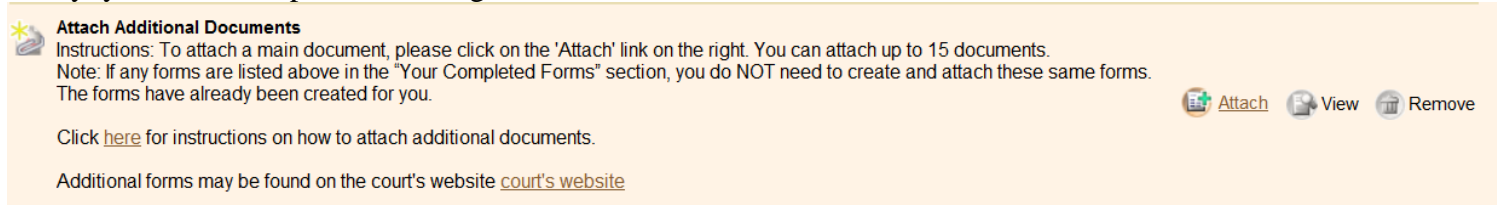
If documents were not automatically created, but need to be submitted, these will be listed under the “Your Documents” section, with a red exclamation point or a blue question mark, like this:



You will need to follow one of the following sets of instructions to complete this process.

- a. If the document is a court form not requiring notarization, follow instruction A on page 2.
- b. If the document is a court form that requires notarization, follow instruction B on page 3.
- c. If the document is neither of these, or you have a paper document, follow instruction C on page 4.

Lastly, you have the option of adding additional documents, here:



You will need to follow one of the following sets of instructions to complete this process.


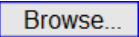


- a. If the document is a court form not requiring notarization, follow instruction A on page 2.
- b. If the document is a court form that requires notarization, follow instruction B on page 3.
- c. If the document is neither of these, or you have a paper document, follow instruction C on page 4.

Instruction A

To fill out and attach a court form (*not* requiring a notarized signature):

Note: this window will no longer be visible once you click on the link to begin working on the court form. If you are at the courthouse, you may wish to view the “How Do I...?” manual, located in a binder by the kiosk. If you are elsewhere, you may wish to print these instructions, or note that you will need to go back and forth between two open windows on your computer.

These instructions outline the typical steps followed when attaching a court form. If you already have a completed document, saved as a PDF (Portable Document Format), skip to step 6. If you have a paper document, see [Instruction C for scanning and attaching a document](#).

1. At the “Review and Prepare Documents” screen, if the name of your form is visible, and there are instructions underneath the form name, click the link to get to the court form. If there are no instructions underneath the form name, click the court’s website link under “Your Documents” to get to the court forms page. The forms will be listed in alphabetical order. Use the scroll bar on the right to find the necessary form.
2. Type into the highlighted fields to fill out the form.
3. After entering all of the required information on the form, click the “Lock & Save Form” button either at the top or bottom of the form. This will prevent any more edits to the form so it is important that you click it *only after you have finished filling out the form*.
4. A “Save As” window will appear. Choose a folder where you wish to save your PDF version of the form, and name your document. Click “Save.” The “Save As” window will then close.
5. Close or minimize the form window to return to the TurboCourt screen. Click . A new window will appear, titled “Attach Main Document.”
6. Depending upon the type of form you’re working with, any of the following prompts may appear. Complete each as necessary:
 - Document Category
 - Document Type
 - Title/Description (may be the same as the Document Type, or more specific)
 - Click . The folder location will appear with your saved PDF available for selection. Choose your document to attach.
 - Click . The “Attach Main Document” window will now close. Your document is attached. Once all of your documents are attached, click  to proceed.


Do not include confidential information on any form unless it is necessary and material to the case. See [Electronic Filing Rule 11 and 12](#). Additional information may be found here: <http://www.courts.state.nh.us/nh-e-court-project/How to use an e-filing form.pdf>

Instruction B

To fill out and attach a court form (requiring a notarized signature):

Note: this window will no longer be visible once you click on the link to begin working on the court form. If you are at the courthouse, you may wish to view the “How Do I...?” manual, located in a binder by the kiosk. If you are elsewhere, you may wish to print these instructions, or note that you will need to go back and forth between two open windows on your computer.

These instructions outline the full process for attaching a court form, from beginning to end. If you have a completed paper form that has already been notarized, see [Instruction C for scanning and attaching a document](#).


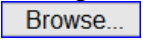


1. At the “Review and Prepare Documents” screen, if the name of your form is visible, and there are instructions underneath the form name, click the link to get to the court form. If there are no instructions underneath the form name, click the court’s website link under “Your Documents” to get to the court forms page. The forms will be listed in alphabetical order. Use the scroll bar on the right to find the necessary form.
2. Type into the highlighted fields to fill out the form.
3. After entering all of the required information on the form, click the “Lock & Save Form” button either at the top or bottom of the form. This will prevent any more edits to the form so it is important that you click it *only after you have finished filling out the form*.
4. Print the form. (There may a fee per page when printing at the courthouse.)
5. Do not sign the document until you are in front of a notary public or justice of the peace. Court staff are available to notarize your signature at the courthouse.
6. Scan your notarized document into the computer. A scanner is available for public use at the courthouse. If using a scanner at the courthouse, the scanned document will go to a folder for scanned documents. If scanning at home, the document will go to whichever folder you designate.
7. Close the folder to return to the TurboCourt screen. Click . A new window will appear, titled “Attach Main Document.”
8. Depending upon the type of form you’re working with, any of the following prompts may appear. Complete each as necessary:
 - Document Category
 - Document Type
 - Title/Description (may be the same as the Document Type, or more specific)
 - Click . The folder location will appear with your saved PDF available for selection. Choose your document to attach.
 - Click . The “Attach Main Document” window will now close. Your document is attached. Once all of your documents are attached, click  to proceed.

Do not include confidential information on any form unless is it necessary and material to the case. See [Electronic Filing Rule 11 and 12](#). Additional information may be found here: http://www.courts.state.nh.us/nh-e-court-project/How_to_use_an_e-filing_form.pdf

Instruction C

To scan and attach a document:

Note: this window will no longer be visible once you begin the scanning process. If you are at the courthouse, you may wish to view the “How Do I...?” manual, located in a binder by the kiosk. If you are elsewhere, you may wish to print these instructions, or note that you will need to go back and forth between two open windows on your computer.

1. Scan your document into the computer. A scanner is available for public use at the courthouse (see “How Do I...?” manual for detailed scanning instructions). If scanning at home, the document will go to whichever folder you designate.
2. Close the folder to return to the TurboCourt screen. Click . A new window will appear, titled “Attach Main Document.”
3. Depending upon the type of form you’re working with, any of the following prompts may appear. Complete each as necessary:
 - Document Category
 - Document Type
 - Title/Description (may be the same as the Document Type, or more specific)
 - Click . The folder location will appear with your saved PDF available for selection. Choose your document to attach.
 - Click . The “Attach Main Document” window will now close. Your document is attached. Once all of your documents are attached, click  to proceed.



Do not include confidential information on any form unless it is necessary and material to the case. See [Electronic Filing Rule 11 and 12](#).

Instruction D

To file a form filled out in TurboCourt which requires multiple signatures:

Note: this window will no longer be visible once you begin following the instructions. If you are at the courthouse, you may wish to view the “How Do I...?” manual, located in a binder by the kiosk. If you are elsewhere, you may wish to print these instructions, or note that you will need to go back and forth between two open windows on your computer.

Pick up these instructions once you have finished answering a series of questions in TurboCourt, and are now at the “Review and Prepare Documents” screen.

9. At the “Review and Prepare Documents” screen, under the **Your Completed Forms** section, you will see an  icon beside the title of the court form that was populated with your answers. Click  to view the completed form.



10. Print the completed form. (There may a fee per page when printing at the courthouse.)

11. Make note of the **Form Set #** associated with this filing, as you will need this later. This number can be found in the upper left corner of the “Review and Prepared Documents” screen.

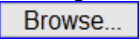


12. Sign the printed form, and obtain any other signatures required. (Typically, this would be the signature of any Co-Executors/Co-Administrators.)

13. Scan your signed document into the computer. A scanner is available for public use at the courthouse. If using a scanner at the courthouse, the scanned document will go to a folder for scanned documents. If scanning at home, the document will go to whichever folder you designate.

14. Close the folder and go to the TurboCourt site.

15. After logging in, locate the Form Set # associated with this filing. It will likely appear in blue under “Your Last 5 Cases.” Click the blue number link. This will bring you back to the “Review and Prepared Documents” screen, where you left off. Under the **Your Documents** section, you will see your form listed again, this time with an  icon beside it, and *Attach*, *View*, or *Remove* options on the right. Click . A new window will appear, titled “Attach Main Document.”

16. Depending upon the type of form you’re working with, any of the following prompts may appear. Complete each as necessary:



- Document Category
- Document Type
- Title/Description (may be the same as the Document Type, or more specific)
- Click . The folder location will appear with your saved PDF available for selection. Choose your document to attach.
- Click . The “Attach Main Document” window will now close. Your document is attached. Once all of your documents are attached, click  to proceed.

Instruction E

To share an Accounting with, and obtain Assents from, interested parties:


Note: this window will no longer be visible once you begin following the instructions. If you are at the courthouse, you may wish to view the “How Do I...?” manual, located in a binder by the kiosk. If you are elsewhere, you may wish to print these instructions, or note that you will need to go back and forth between two open windows on your computer.


Pick up these instructions once you have finished answering a series of questions in TurboCourt, and are now at the “Review and Prepare Documents” screen.

17. At the “Review and Prepare Documents” screen, under the **Your Completed Forms** section, you will see an  icon beside Accounting form that was populated with your answers. Click  to view the completed form.

18. Hover over the bottom of the form to reveal this menu:



19. If you want to e-mail the Accounting to interested parties, click the  icon to save the document, then use your email program to send it as an attachment.

20. If you want to mail the Accounting, click on the  icon to print the document. (You will need to print the Accounting anyways, in order to sign it yourself, as this form may not be signed electronically.)



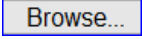




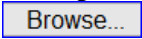


21. In addition to the completed Accounting, the other interested parties will also need an Assent form (NHJB-2121-Pe) to sign. You can either direct them to this website: <https://www.courts.state.nh.us/forms/ecourt/nhjb-2121-fpe-Assent.pdf>, where they will find a blank Assent form, or you may fill out the top section of the form for them, save it, and e-mail it to them as an attachment. Or you may print the form and mail it to them. If they wish to agree (assent) to the Accounting, ask them to print the Assent form, sign it, then either mail it back to you, or scan and email it back to you. This form may not be signed electronically. It would be smoothest if all interested parties could sign one Assent form, but if necessary, interested parties may sign separate Assents.

22. Make note of the **Form Set #** associated with this filing, as you will need this later. This number can be found in the upper left corner of the “Review and Prepared Documents” screen.

23. Once you have collected Assents from all interested parties, and signed the Accounting yourself, you are ready to e-file your completed Accounting.

24. Scan your signed Accounting into the computer, then scan the signed Assent(s) as a separate document. A scanner is available for public use at the courthouse. If using a scanner at the courthouse, the scanned documents will go to a folder for scanned documents. If scanning at home, the documents will go to whichever folder you designate.

25. Close the folder and go to the TurboCourt site.

26. After logging in, locate the Form Set # associated with this filing. It will likely appear in blue under “Your Last 5 Cases.” Click the blue number link. This will bring you back to the “Review and Prepared Documents” screen, where you left off. Under the **Your Documents** section, you will see your Accounting listed again, this time with an  icon beside it, and *Attach*, *View*, or *Remove* options on the right. Click . A new window will appear, titled “Attach Main Document.”
27. Write in a Title/Description (may be the same as the Document Type, or more specific), then:
- Click . The folder location will appear with your saved PDF available for selection. Choose your Accounting to attach.
 - Click . The “Attach Main Document” window will now close. Your Accounting is attached.
28. If you indicated in the guided interview that you wished to file an Assent, you will see this listed here with an  icon beside it. Click  and follow step 10 to attach your signed Assent(s).
29. If you did not indicate in the guided interview that you wished to file an Assent, but you wish to do so now, click  beside “Attach Additional Documents”, then complete the following prompts:
- Document Category (choose “Other”)
 - Document Type (choose “Assent”)
 - Title/Description (may be the same as the Document Type, or more specific)
 - Click . The folder location will appear with your saved PDF available for selection. Choose your Assent(s) to attach.
 - Click . The “Attach Main Document” window will now close. Your Assent is attached.
 - Once all of your documents are attached, click  to proceed.