

New Hampshire Judicial Branch
Superior Court

7 Steps to Prepare for Superior Court E-Filing for Attorneys and their staff

1. Review the Supplemental Rules of the Superior Court for Electronic Filing and the Superior Court Rules.
2. Add the following address to your approved email list: NHCourtsNo-reply@tylertech.com . You will receive important case-related emails from that sending address. Your failure to whitelist that address may result in your failure to receive filings and court orders in your case. For more on whitelisting, see below.
3. Watch the training video online. Superior Court E-Filing Center staff will demonstrate features of the e-filing application, walk through the e-filing process, and explain some of the rule changes adopted to facilitate e-filing.
4. Make sure that you have computer systems in place that meet the following minimum technical requirements for use of the e-filing system:
 - Internet access
 - A recent version of one for the following web browsers:
 - Microsoft Internet Explorer 9 and up although 11 is preferred;
 - Safari 4.x or later
 - Firefox 4.x or later
 - Google Chrome v.30 or later
 - Documents submitted through the e-filing system must be in portable document format (.pdf), preferably searchable
 - PDF viewer software (such as Adobe Reader) to view documents that are accessible through the e-filing system
5. Register in the Superior Court's e-filing system as soon as possible by going to www.courts.state.nh.us/electronicservices page. You will find a registration link in the Superior Court section.
6. Save the following telephone number: 1-800-297-5377. This is the Tyler help desk. They can update your password, assist with service contacts, and answer questions regarding File & Serve.
7. You may also call the Information Center at 1-855-212-1234 during the Superior Court's business hours to speak to staff if you have any questions or encounter any problems.
8. Visit our website for further information at www.courts.state.nh.us . For technical help please visit the Tyler Technologies website for FAQs, how to videos and online chat availability. You may access the Tyler website through File and Serve or through our website.

Whitelisting: Make Sure that You Can Receive Emails from the e-Filing System

Sometimes an email provider (Gmail, Yahoo! Mail, Outlook.com, etc.) will block emails from the NH e-Court Project vendors. To avoid that situation, add the following address to your approved email list: NHCourtsNo-reply@tylertech.com. In addition, check your junk or spam folders for emails from that address.

Below is information for some of the major providers.

Gmail Users: Sign into your Gmail.com account. Then add the email address above to your Gmail contacts.

Outlook.com Users: Sign into your Outlook.com account. Then add the email address above to your Outlook contacts.

Comcast Users: Sign into your Comcast account. Then add the email address above to your Comcast Address Book.

(Scroll down to “Add Contacts to Your Universal Address Book”)

Yahoo Mail Users: Sign into your Yahoo account. Then add the email address about to your Yahoo Mail contacts.