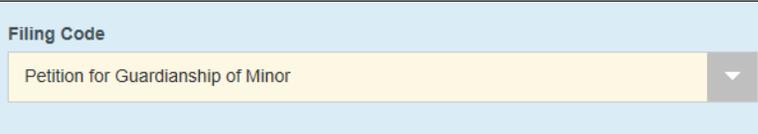
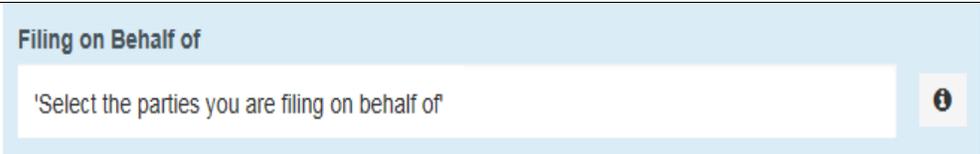


A NH Specific Guide to Terms Used in File and Serve

File and Serve is a product that many courts in states across the country - including New Hampshire - successfully use to facilitate electronic case filing. Some terms used in this product have proven to be logical and intuitive to NH attorneys. Other terms are less so. In response to a request from NH lawyers and paralegals, this guide was developed to provide a NH-based explanation for terms which may not otherwise seem logical. It is set forth in the likely order that these terms would appear during the e-Filing process.

FILE AND SERVE TERM	NH EXPLANATION
	<p>This is where you add other REQUIRED parties based on the petition you are filing. For small claims this includes an additional Defendant or Agent for Service. For guardianship of a minor it includes the Mother and Father. For guardianship of an incapacitated adult it may include the Siblings, Spouse, Daughters, or Sons of the proposed ward.</p>
	<p>This is the name of your pleading.</p>
	<p>You might want to insert a reference number here that is meaningful to your internal office. It is optional, and not pertinent to the court.</p>
	<p>This is the name of the document filer – i.e., you or your client. This name will show on the case summary. It gives the judge/staff quick and necessary information about the pleading.</p>

<p>Optional Services</p> <p>+ Add New Optional Service</p>	<p>In NH, this is the place where additional fees would be added. For small claims this includes fees for a counterclaim or jury trial. For guardianship this includes the certified mail fees for the minor’s parents and anyone having care and custody of the minor within the last sixty days.</p>						
<p>Service Contacts</p> <table border="1"> <thead> <tr> <th>Serve</th> <th>Name</th> <th>Email</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Serve	Name	Email				<p>This is where you enter YOUR email address. To enter it, first select the party you represent so you can associate your email address with that party to show that you will be receiving the electronic copies for that party.</p>
Serve	Name	Email					
<p>Administrative Copy</p> <p> </p>	<p>This is where you would enter an email address for anyone else who you want to receive the same notifications as you are receiving, such as a paralegal.</p>						
<p>Party Responsible for Fees</p> <p>Click to select Party Responsible for Fees</p>	<p>Enter your client’s name here. Unfortunately, even when there are no fees associated with the filing you have to select your client.</p>						
<p>Total Filing Fee \$0.00</p> <p style="text-align: right;">Envelope Total: \$0.00</p> <p>Payment Account</p> <p> </p>	<p>Think of this as the account that will be billed if there are fees associated with the filing.</p>						
<p>Back Submit</p>	<p>“Submit” is the final selection you’ll choose to e-File and e-Serve your documents. Choose “Back” if you need to make changes before filing.</p>						

<p>Confirmation ✕</p> <p>✓ Envelope 12669 is submitting. Click here to view receipt.</p>		<p>This is the tracking number for the filing you just submitted.</p>
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