

**State of New Hampshire  
Circuit Court  
Administrative Order 2021 - 06**

*Circuit Court Restricted E-mail – Permitted Usage*

Pursuant to RSA 490-F and Supreme Court Rule 54(4), this order is intended to facilitate the use of restricted e-mailboxes established for each Circuit Court location for use in non-electronically filed cases. These e-mailboxes shall be exclusively for the purpose of submitting permitted documents by email when requested by the court or clerk's office and in certain cases scheduled for telephonic or video hearings.

Use of email is restricted to the following:

- Documents a judicial officer or court staff have requested to be filed by email
- Documents relating to criminal pleas/sentencing scheduled for telephonic or video hearing.
- Documents relating to non-criminal cases scheduled for telephonic or video hearing in which the hearing notice was issued within 10 days of the hearing date.

Permitted documents must be emailed with a completed Restricted Email Cover Sheet (NHJB Form #2871-DFP)

Only emails sent with the required cover sheet and a permitted document attached will be accepted. All other emails will be rejected and will not become part of the court file.

The restricted email addresses are found at  
<https://www.courts.state.nh.us/circuitcourt/restricted-email.htm>

Copies of emailed documents must also be delivered contemporaneously to all other parties to the case, or to their attorneys, as required by District Division Rule 1.3-A, Family Division Rule 1.23-A and Probate Division Rule 21.

Documents emailed to the restricted e-mailboxes may be signed using /s/ or by applying an electronically generated or graphic signature.

Documents accepted in the restricted e-mailboxes will be printed by court staff and docketed in the court file. Paper copies of documents emailed to the restricted e-mailboxes are not required and should not be filed with the court, unless specifically requested by the court.

This order shall go into effect on June 8, 2021 and shall remain in effect until further notice.

June 4, 2021

/s/ David D. King  
David D. King  
Administrative Judge  
NH Circuit Court