

GUARDIANSHIP
GUIDANCE FOR FILING CONFIDENTIAL INFORMATION IN FILE AND SERVE
Electronic Filing Rule 12

IMPORTANT: Do not file confidential information unless required or unless these are material to the proceeding. When using the File and Serve electronic filing program, follow these instructions if you must file confidential information.

Electronic Filing Rule 12 – CONFIDENTIAL INFORMATION

1. All documents filed or issued by the court in guardianship cases under RSA 463 or RSA 464 are confidential except those listed below.

The public documents in guardianship are:

- (A) A Certificate of Appointment of Guardian;
- (B) An Order on Appointment of Guardian;
- (C) A Motion/License to sell Real Estate or Personal Property in Guardianship or Conservatorship;
- (D) A Motion/License to Mortgage Real Estate;
- (E) A Return/Notice of Sale;
- (F) An Appointment of Resident Agent.

2. Because all documents except for those listed above are confidential, there is no need to redact specific information as outlined in Electronic Rule 12 when filing any document in a guardianship case.

3. How to file any document in a guardianship case.

On the Enter Filing Details screen, select the appropriate Filing Code from the drop down list for the document you want to file. (The Filing Code can be thought of as the type of document.)

Enter a Filing Description.

Under Lead Document, select Click to Browse to upload the document.

Under Security, do not make a selection of Public or Non-Public because the e-Filing system has been programmed to keep the confidential documents away from public view.