

New Hampshire Judicial Branch  
Superior Court Civil Procedure  
E-Court

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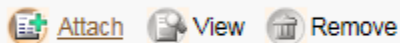
**How to File a New Superior Civil Case in TurboCourt**

1. Go to the court's website at [www.courts.state.nh.us](http://www.courts.state.nh.us). In the top right hand corner, click "Electronic Services".
2. Select the Superior Court - Self Represented Parties and other Non-Attorneys link in the middle of the page. Then, click E-File Here. This brings you to the TurboCourt site.
3. If you have not already done so, you must sign-up and choose a username and password.
4. Select Civil-Superior – Start a New Case. Click "start now". You are now at the screen where you must choose your jurisdiction and court location. It is important to select the correct answer from the drop down. If you are unsure which location to select, there are links on this page to assist you.
5. Because this is a new case, you will be asked to provide plaintiff, defendant and complaint information. It also asks for an email address. You will be receiving all correspondence from the other parties in the case and from the court via your email address.

Continue to follow the prompts, answer each question and click the Next button.

Clicking the Next button automatically saves the data to your TurboCourt account. You must click Next after each question asked.

6. This brings you to Review and Prepare Documents. Your completed forms will have a green check mark on them and are ready to be filed. The forms with a red exclamation mark are forms that are required or that you said you intended to file and must be attached at this time. If the forms are not attached, the program will not allow you to proceed.



7. Select your Payment Option and review terms and conditions.
8. **IMPORTANT:** Be sure to click the "Submit" button in order to file your document with the court.

A rectangular button with a dark green background and the word "Submit" in white text.