

## How to File an Initial Superior Civil Case in File and Serve

1. You will need to register your Firm with File & Serve and setup a Firm Administrator(s)
  - File & Serve requires each firm to designate a person within the firm to administer the e-filing system.
  - The Administrator(s) registers the firm and is responsible for setting up and maintaining all user, payment, and attorney account(s). For additional instructions on how to register and setup your firm see the website videos.

**Tip:** Consider having more than one Administrator in case one leaves the firm or unavailable.
2. You can register as a user if your Firm Administrator has already registered with the system. Your firm administrator will send you an email inviting you to join the firm in File & Serve.
3. All firms must set up a payment account.
4. Forms should be filled out and saved on your computer prior to filing and uploading (File and Serve is not a guided interview system.) Forms can be found on the NHJB website: <http://www.courts.state.nh.us>
5. Add your service contacts to the Firm Service Contact list. If you would like someone else in your office to receive a copy of anything you are served with, you can add a second email address in the Administrative Copy box.



**Service Contact**

**Name:** Test Test

**Firm Name:** Law Firm of Attorney User 5

**Email:** xxx@xxx.com

**Administrative Copy:** user1@courts.state.nh.us

**Address:** 2 Test Road Concord, New Hampshire 03303

**Country:** United States of America

Close

6. Call the court with any questions at 1-855-212-1234