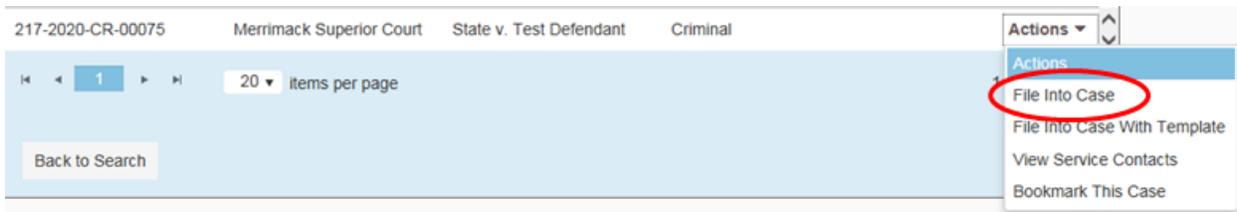


New Hampshire Judicial Branch Superior Court E-File Training

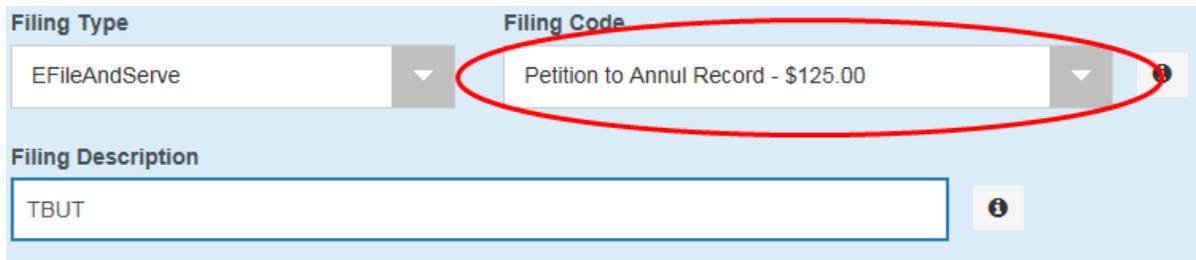
How to submit Petitions to Annul in Superior Criminal cases:

The Superior Court requires a fee of \$125 to be submitted when filing a Petition to Annul. To ensure the fee is properly paid:

1. Log into File and Serve.
2. Select “File into Existing Case” and look up your case number. Click on “Actions” and select “File into Case”.



3. Under “Filings”, select the Filing Code of “Petition to Annul Record - \$125.00”. This filing code will ensure the proper fee is applied to the envelope.



4. Enter a Filing Description and upload your filing.
5. Add a service contact for your party.
6. Select a payment account.
 - If you have not set up a payment account, please review our [Superior Court Tips for E-Filing](#) document posted on our website (Page 3).
7. Click on Summary and submit your envelope. A charge of \$125 will be assessed to the payment account you selected.

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If you are filing multiple petitions in the same case:

1. Repeat steps 1-3 on the first page. After saving your changes on the first filing, select “Add Another Filing”.

Lead Document (Required)

Test Bail Order.pdf 110.27 kB

Description: Petition to Annul Record

Security: Public

+ Add Another Filing

2. After uploading your first Petition to Annul, any subsequent Petition can be filed using the Filing Code of “Other”. Please note that it is a Petition to Annul in the Filing Description.

Filing Code	Client Ref #	Filing Description	Actions
Petition to Annul Record		TBUT	Actions
Other		Petition to Annul	Actions

Enter the details for this filing

Filing Type: EFileAndServe

Filing Code: Other

Filing Description: Petition to Annul

- **NOTE:** If you select “Petition to Annul” as the Filing Code again, the envelope will appear to assess an additional \$125 charge (\$250 total). Please be advised that you will only be charged \$125 regardless of how many “Petition to Annul” codes submitted in the same envelope (We suggest using “Other” to avoid confusion).
3. Repeat step 1-2 (this page) if needed.
 4. Repeat steps 5-7 on the first page to submit your filing. A fee of \$125 will be charged to the payment account you selected.

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If you are filing Petitions to Annul into different case numbers; same defendant; same court:

The Superior Court only requires one fee of \$125 to be paid per defendant, as long as the petitions are filed into the same court. Because they have separate case numbers, they will need to be filed as separate envelopes.

1. Follow the steps on the first page to file a Petition to Annul, with the fee, into the first case.
2. After submitting the first envelope, create a second envelope for your second case number.
3. When filling out the “Filings” section, select “Other” as your Filing Code.
4. In the Filing Description, write “Petition to Annul – Fee paid in (Insert case number)”. This will inform the court staff that you have already paid the required fee in a separate case.

Enter the details for this filing

Filing Type: EFileAndServe

Filing Code: Other

Filing Description: Petition to Annul - Fee paid in 217-2020-CR-00500

- **NOTE:** Failure to add a proper Filing Description will result in your envelope being rejected by court staff.

5. Repeat steps 5-7 on the first page to submit your filing. You will be prompted to add a payment account, but no charge will be applied.

If you have any questions regarding this process, please call the NHJB Information Center at 1-855-212-1234.