

New Hampshire Judicial Branch
Superior Court Civil Procedure
E-Court

How to File into an Existing Superior Civil Case in TurboCourt

1. Go to the court's website at 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. Log into TurboCourt with your username and password. Select Civil-Superior – File Into an Existing Case "start now". Select "Where to file" from the drop down menu and click "next". Put your case number in the box provided. Click Next.
5. As you continue, your case number will be listed again and underlined in blue. Click on the link.
6. Review screens and click Next until you are at "Who is Filing?" screen. Choose your name from the list provided, then click Next.
7. On the "What Would You Like to File" screen, you may choose from a list of options. Based on your answers, the website will generate certain required forms. Make your selection.

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.

8. The program insures that all registered parties (email address is required) will receive a copy of your filings. Your other choices are U.S. mail and hand delivery.
9. 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.



10. **IMPORTANT:** Be sure to click "Submit" button in order to file your document with the court.

