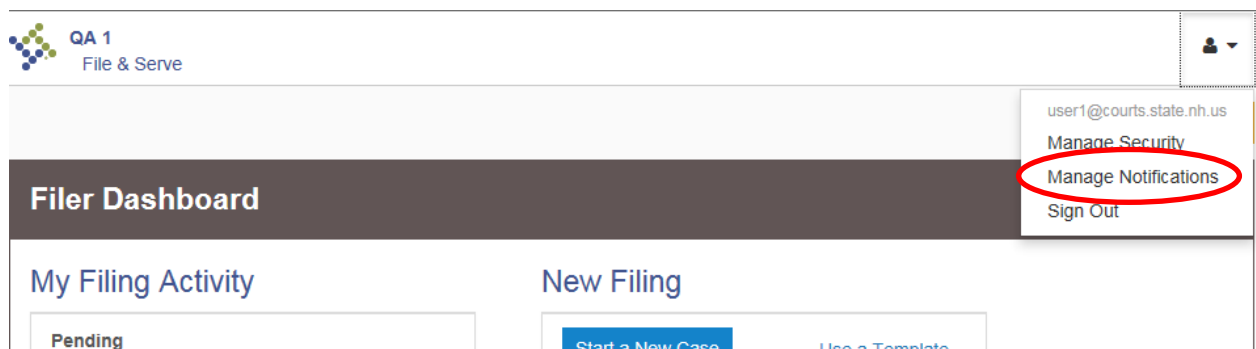


# New Hampshire Judicial Branch Circuit and Superior Courts File & Serve Training

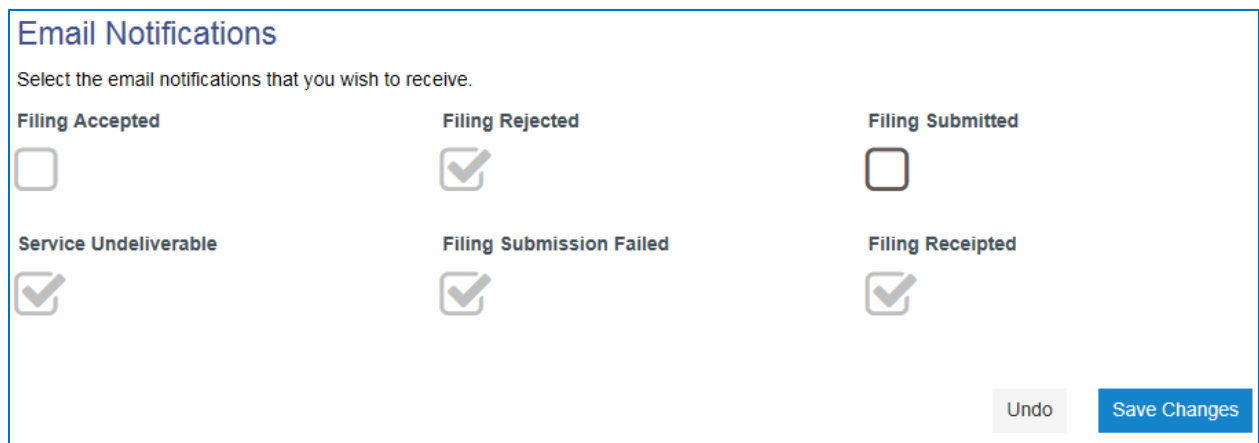
## *How to manage your notifications in File & Serve:*

One common question the Judicial Branch has received is how to reduce the total number of emails sent from File & Serve. To do this, you must use the “Manage Notifications” feature in File & Serve:

1. Log into File & Serve.
2. Click the icon at the top right corner of the dashboard and select “Manage Notifications”.



3. Deselect any options that you do not wish to generate a confirmation email. The click on “Save Changes”.

A screenshot of the "Email Notifications" settings page. The title is "Email Notifications" and the instruction is "Select the email notifications that you wish to receive." There are six notification options arranged in a 2x3 grid. Each option has a checkbox: "Filing Accepted" (unchecked), "Filing Rejected" (checked), "Filing Submitted" (unchecked), "Service Undeliverable" (checked), "Filing Submission Failed" (checked), and "Filing Receipted" (checked). At the bottom right, there are two buttons: "Undo" and "Save Changes".

# New Hampshire Judicial Branch Circuit and Superior Courts File & Serve Training

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**NOTE:** The Circuit and Superior Courts highly recommend leaving the following options checked:

- Filing Rejected
- Service Undeliverable
- Filing Submission Failed

## *Using the File & Serve Dashboard to Check Case Status*

If you turn off any email notifications, you still have the ability to check the status of your submissions on File & Serve. From the Filer Dashboard, you will find multiple sections underneath “My Filing Activity”.

### My Filing Activity

Pending
Accepted
Returned
Drafts
Served
<a href="#">View All</a>

**Pending:** Submissions that have not yet been reviewed by court staff

**Accepted:** Submissions that have been accepted by court staff

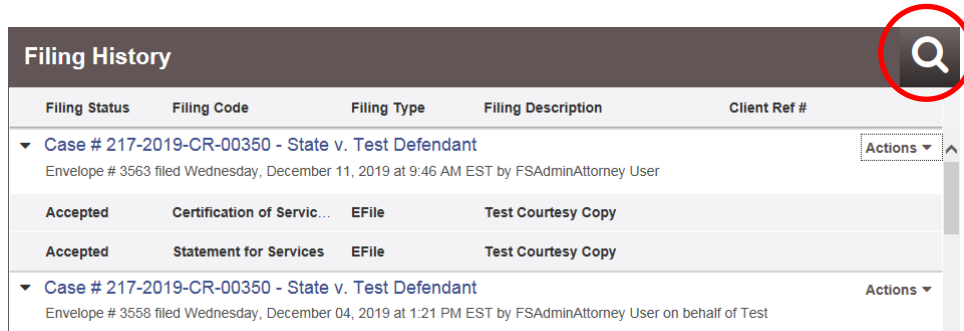
**Returned:** Submissions that have been rejected by court staff

**Drafts:** Envelopes created but not submitted

**Served:** Submissions that were sent to parties on the case, but not submitted to the Court (ex. Interrogatories)

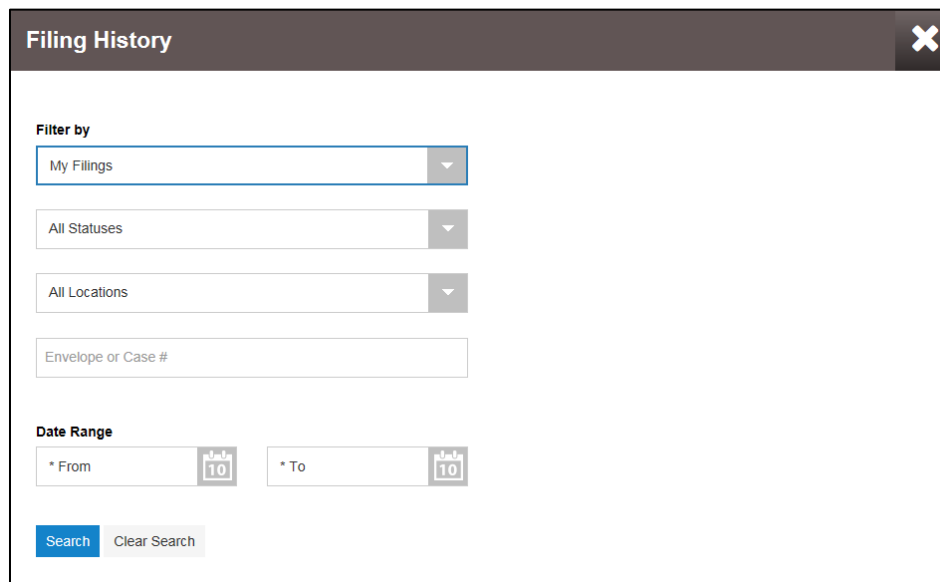
# New Hampshire Judicial Branch Circuit and Superior Courts File & Serve Training

If you are looking for a specific pleading, you can use the search function in your Filing History. Select any of the above sections to go to your Filing History. Click on the magnifying glass in the top right corner.



Filing Status	Filing Code	Filing Type	Filing Description	Client Ref #
▼ Case # 217-2019-CR-00350 - State v. Test Defendant				Actions ▼
Envelope # 3563 filed Wednesday, December 11, 2019 at 9:46 AM EST by FSAdminAttorney User				
Accepted	Certification of Servic...	EFile	Test Courtesy Copy	
Accepted	Statement for Services	EFile	Test Courtesy Copy	
▼ Case # 217-2019-CR-00350 - State v. Test Defendant				Actions ▼
Envelope # 3558 filed Wednesday, December 04, 2019 at 1:21 PM EST by FSAdminAttorney User on behalf of Test				

You can filter your search using the fields provided.



**Filing History** [X]

**Filter by**

My Filings [▼]

All Statuses [▼]

All Locations [▼]

Envelope or Case # [\_\_\_\_\_]

**Date Range**

\* From [10] \* To [10]

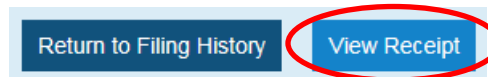
**Search** Clear Search

Once you find the envelope, click on “Actions” and select “View Envelope Details”.

# New Hampshire Judicial Branch Circuit and Superior Courts File & Serve Training

Filing Status	Filing Code	Filing Type	Filing Description	Client Ref #
▼ Case # 217-2019-CR-00350 - State v. Test Defendant	Envelope # 3563 filed Wednesday, December 11, 2019 at 9:46 AM EST by FSAdminAttorney User			
Accepted	Certification of Servic...	EFile	Test Courtesy Copy	
Accepted	Statement for Services	EFile	Test Courtesy Copy	
▼ Case # 217-2019-CR-00350 - State v. Test Defendant	Envelope # 3558 filed Wednesday, December 04, 2019 at 1:21 PM EST by FSAdminAttorney User on behalf of Test			

You can find all of the information that would have been sent in the email notification by clicking on “View Receipt” at the bottom on the page.



## For County Attorneys e-filing in the NH Superior Court:

When the court staff reviews complaints, they will annotate the new charge ID on the pleading. If you have unchecked “Filing Accepted”, you will not receive a copy of your pleadings with the annotations added by the court via email. You can still view the annotated complaint in File & Serve:

1. At the Filer Dashboard, click on “Accepted” under “My Filing Activity”.



2. Find your envelope. You can use the search function to find your envelope by clicking the magnifying glass in the top right corner. Click on “Actions” select “View Envelope Details”.

# New Hampshire Judicial Branch Circuit and Superior Courts File & Serve Training

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▼ Case # 217-2019-CR-00545 - State v. HTest Defendant  
Envelope # 3521 filed Tuesday, November 12, 2019 at 11:26 AM EST by FSAdminAttorney User on behalf of Attorney Lawyer

Accepted    Complaint    EFileAndServe    Simple Assault

Actions ▼  
Actions  
View Envelope Details  
View Service Contacts

3. Click on “Filings”. Select the complaint.
4. Under “Stamped Documents”, click “Download” to view a copy of the complaint with the Charge ID.

**Stamped Documents**

This is a collection of the court copies for this filing

Download