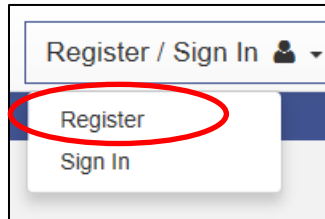


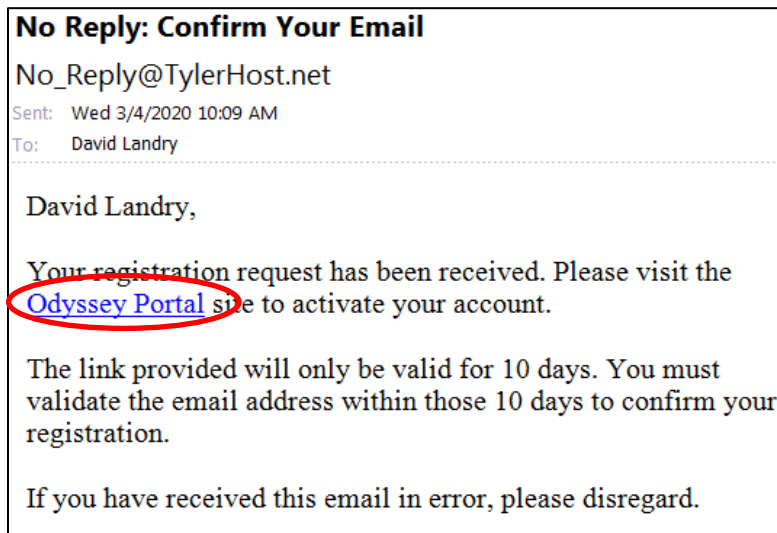
New Hampshire Judicial Branch Superior Court Case Access Portal

How to register for the Case Access Portal:

Go to the NHJB Case Access Portal (<https://odypa.nhecourt.us/portal>) and click on the “Register/Sign In” dropdown in the top right corner. Select “Register”.



Add your information. Once you have added all of your information, click “Next”. You will receive an email with a link that will activate your account.



Login to the portal and choose “Attorneys” from the dropdown menu. Enter your NH Bar ID number in the field. Please be advised that the email you register with should match the information provided on your NH Bar profile.

You will receive a confirmation email that your request for access has been received. All requests will need to be reviewed by the E-Filing Center. Please allow up to one business day for review. After the E-Filing Center acts on your request, you will receive a confirmation email. If granted access, you will be able to view and download public documents on cases in which you are the attorney of record. If you have not appeared on a case, you will only have general public access (case summary only).

How to look up a case in the portal:

Once registered, login to the portal and select “Smart Search” at the bottom of the home page. Click on “Advanced Filtering Options” and change the “Filter by Location” field to Superior Courts (**Note:** this step is required). Use the smart search field to look up a case. You can search using multiple parameters (Case number; Party Name; Attorney bar number to list a few). If you search by case number, you do not need to include the dashes or preceding zeroes. Once you find your case, click on the case number to view the case summary.

If you have any questions, please email the Superior Court E-Filing Center (SuperiorEFC@courts.state.nh.us). You can also view the user guides posted on the portal’s home page.