

New Hampshire Judicial Branch Case Access Portal User Guide (General Public)

8/31/18 Revision Date

Currently available for all e-filed case types except Guardianships.

The New Hampshire Judicial Branch Case Access Portal ("Case Access Portal") access request instructions:

For the General Public (not a party to a case)

When first accessing the Case Access Portal, you will need to click "Register" at the top of the homepage to begin the registration process.

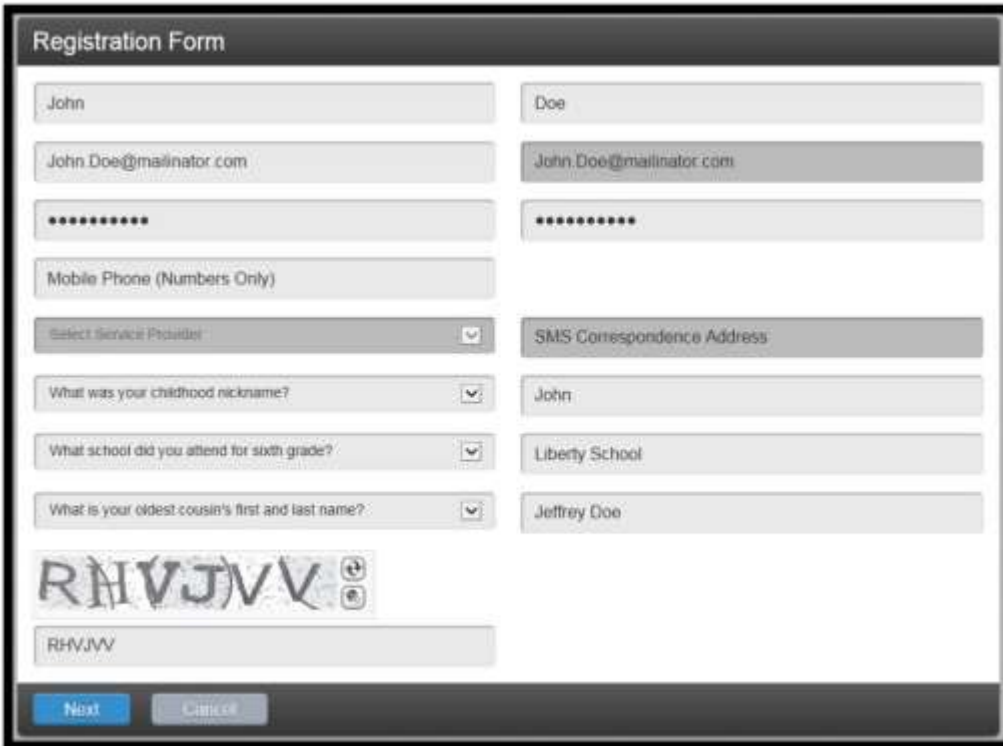
Next, you will be prompted with an electronic registration form.

A screenshot of a registration form titled "Registration Form". The form contains several input fields and dropdown menus arranged in two columns. The fields include: First Name, Last Name, Email Address, Username, Password, Confirm Password, Mobile Phone (Numbers Only), Select Service Provider (dropdown), SMS Correspondence Address, Select Security Question 1 (dropdown), Answer for Security Question 1, Select Security Question 2 (dropdown), Answer for Security Question 2, Select Security Question 3 (dropdown), Answer for Security Question 3, a CAPTCHA image showing the characters "RNVJVV", and a field to retype the characters. At the bottom of the form, there are two buttons: "Next" and "Cancel".

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Complete each field on the registration form and click "Next" once complete.



The screenshot shows a registration form titled "Registration Form". It contains several input fields and dropdown menus. The fields are filled with the following information: First Name: John, Last Name: Doe, Email: John.Doe@mailinator.com, Password: [masked], Mobile Phone (Numbers Only): [empty], Select Service Provider: [dropdown], SMS Correspondence Address: [empty], Childhood Nickname: John, Sixth Grade School: Liberty School, Oldest Cousin's Name: Jeffrey Doe. There is a CAPTCHA image showing the letters "RHVJVV" and a text input field containing "RHVJV". At the bottom, there are two buttons: "Next" (highlighted in blue) and "Cancel".

After submitting your registration form, you will be prompted with the following notification.



The screenshot shows a notification titled "Registration Complete". The text reads: "You must verify your email address before you can log in. A verification link was sent to John.Doe@mailinator.com. To verify your account, click in the link provided in your email." Below this text is a "Resend Verification" link and a "Finish" button (highlighted in blue).

Click "Finish," and within minutes, you will receive an e-mail notification at the e-mail address you provided on your registration form.

This e-mail will inform you that your registration form has been received. Next, you will need to click the "Case Access Portal" link in the e-mail to confirm your e-mail.



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After clicking the "Case Access Portal" link, you will receive the following prompt on the Case Access Portal web page.

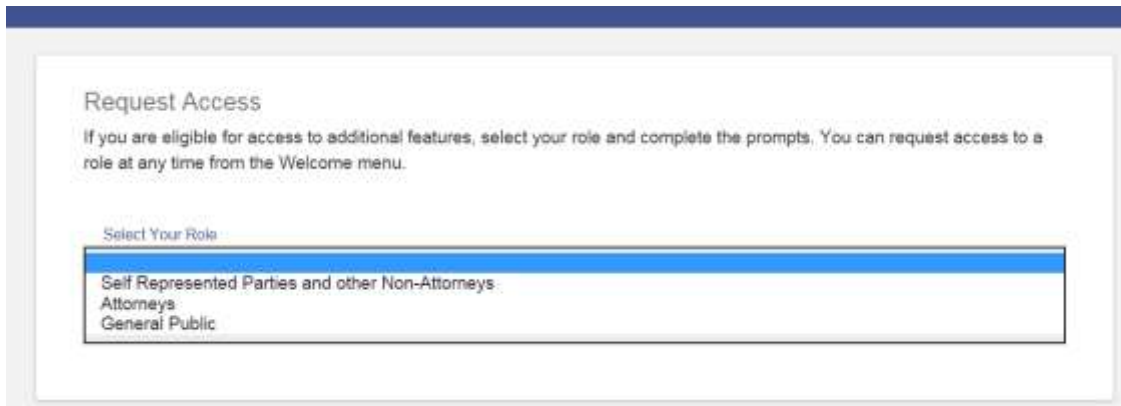
Next, click "Log In".



After clicking "Sign In," you will be prompted with a login screen requesting you to enter your newly-created credentials. Your username is the e-mail address you provided.

Next, the system will prompt you to enter a role. Select General Public.

After selecting General Public, the system will take you to the Request Access page.



Read and agree to the terms and conditions.

After accepting the Terms and Conditions, please click "Submit" to continue.



After clicking "Submit," you will be prompted with a notice that your access request has been submitted. Click "Home" to continue.

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You will receive an e-mail providing you notice that the Court has received your access request.



You will now have access to search and view case summaries on electronically filed cases.