

## Quick Guide: Registering as a Non-Lawyer E-Filer

(For Self-Represented Parties, Non-Lawyer Representatives, Legal Support Staff, and Legal Organization Administrators)

1. Go to the portal for the supreme court's e-filing system, which is available at <https://ctefile.nhecourt.us/login>. A link to the portal is available at <https://www.courts.state.nh.us/nh-e-court-project/supreme.htm>.
2. On the log-in screen for the e-filing system, click **Register as an E-Filer**.
3. Complete the **E-File Registration** screen, with particular attention to the following points concerning the Type, User Information, and Contact sections:
  - Enter information in every field that has a red asterisk (\*).
  - For your Type, select E-File User.
  - List a Primary E-Mail address that is unique to you. You may also include a secondary e-mail address that you use by clicking on Add Contact, selecting Alternate E-Mail, and entering the secondary e-mail address. Electronic notifications from the system will be sent to both the Primary E-Mail and the Alternate E-Mail.
  - The Legal Organization Association section is not required. If you are interested in using the Legal Organization functionality of the system, send an email to [Lwillis@courts.state.nh.us](mailto:Lwillis@courts.state.nh.us) after you have successfully registered, and the clerk's office will then assist you in setting up the functionality for your organization.
4. Review and agree to the Terms and Conditions, then complete the Verification that you are not a robot, and click Next.
5. Take, submit, and pass the **User Test**.
6. Review/check the inbox of the Primary E-Mail address that you provided. You should have received an e-mail with the following subject line: **E-File User Registration Approval**. Open that e-mail and click on the hyperlink in it (the hyperlink appears in the e-mail as the word [here](#)). You must click on that hyperlink within 24 hours to activate your registration as an e-filer.