

## 7 Steps to Take to Prepare for Supreme Court E-Filing

1. Review the Supplemental Rules of the Supreme Court for Electronic Filing, which can be found at: <https://www.courts.nh.gov/resources/court-rules>.
2. If you are an attorney, send an email to [jblack@courts.state.nh.us](mailto:jblack@courts.state.nh.us) to provide your Bar ID number, which must be entered by the clerk's office in the Supreme Court's case management system before you will be able to register in and use the Supreme Court's e-filing system.
3. Add the following address to your approved email list ("whitelisting," as explained on the next page): [SupremeCourt\\_DoNotReply@courts.state.nh.us](mailto:SupremeCourt_DoNotReply@courts.state.nh.us). You will receive important case-related emails from that sending address. Your failure to whitelist that address may result in your failure to receive filings and court orders in your case.
4. Review the additional e-filing guidance materials that are available on the [Supreme Court's Electronic Services page](#).
5. Make sure that you have computer systems in place that meet the following minimum technical requirements for use of the e-filing system:
  - Internet access.
  - A recent version of one of the following web browsers: Microsoft Edge (version 41 or later); Google Chrome (version 65 or later); Firefox (version 59 or later); or Safari (version 11.1 or later). Those are the browsers supported by the e-filing system; earlier versions may or may not provide the security and functionality of the supported versions.
  - Word processing software with the ability to save documents in Word format (.doc or .docx) or portable document format (.pdf). Documents submitted through the e-filing system must be in one of those formats.
  - PDF viewer software (such as Adobe Reader) to view documents that are accessible through the e-filing system.
6. Register in the Supreme Court's e-filing system well in advance of any filing deadline that you may have.
7. Save the following telephone number: 603-229-3759. Call that number during the Supreme Court's business hours (8:30 a.m. to 4:30 p.m., Monday to Friday) to speak to Supreme Court staff if you have any questions or encounter any problems when you are trying to register in or use the e-filing system.

## **Whitelisting: Make Sure that You Can Receive Emails from the e-Filing System**

Sometimes an email provider (Gmail, Yahoo! Mail, Outlook.com, etc.) will block emails from the NH e-Court Project vendors. To avoid that situation, add the following address to your approved email list:

[SupremeCourt\\_DoNotReply@courts.state.nh.us](mailto:SupremeCourt_DoNotReply@courts.state.nh.us). In addition, check your junk or spam folders for emails from that address.

Below are links to some of the major providers on how to add contacts.

**Gmail Users:** Sign into your Gmail.com account. Then add the email address above to your Gmail contacts.

[How to Add Contacts in Gmail](#)

**Outlook.com Users:** Sign into your Outlook.com account. Then add the email address above to your Outlook contacts.

[How to Add Contacts in Outlook](#) (Select “People & Contacts” from the menu bar)  
[How to Add an Email Address to the Safe Senders List](#) (Scroll down and select “Add trusted names to the Safe Senders or Safe Recipients Lists”)

**Comcast Users:** Sign into your Comcast account. Then add the email address above to your Comcast Address Book.

[How to Add Contacts in Comcast](#) (Scroll down to “Add Contacts to Your Universal Address Book”)

**Yahoo Mail Users:** Sign into your Yahoo account. Then add the email address above to your Yahoo Mail contacts

[Add, edit, or delete contacts in Yahoo Mail](#)