

# New Hampshire Judicial Branch Superior Court Civil Procedure E-Court

## Requesting Documents

Certain Requests for Documents require an additional step. Those Requests are:

- Request for Certificate of Judgment
- Request for Certificates and Certified Copies
- Request for Exemplification of Judgment
- Request for Writ of Attachment

Please log in to File & Serve and “File into Existing Case”

Enter the court and docket number. From “Actions” choose “File into Case.”

From the “Filings” section, use the drop down menu and search for your request type. The four requests that need the additional step will be in the menu.

The screenshot shows a web form titled "Filings" with a header "Enter the details for this filing". The form has several sections:

- Filing Type:** A dropdown menu with "EFileAndServe" selected.
- Filing Code:** A dropdown menu with "Click to select Filing Code" selected. A search box below it contains the word "request", and a list of options is displayed: "Request for Certificate of Judgment", "Request for Certificates and Certified Copies", "Request for Exemplification of Judgment", "Request for Juror Questionnaires - \$50.00", "Request for Reissued Summons - \$25.00", and "Request for Writ of Attachment".
- Filing Description:** An empty text input field.
- Client Reference Number:** An empty text input field.
- Courtesy Copies:** An empty text input field.
- Filing on Behalf of:** A text input field with the placeholder text "'Select the parties you are filing on behalf of'".

At the bottom right of the form are two buttons: "Undo" and "Save Changes".

Choose your request and complete the remaining fields. Upload your request document.

Under the uploaded document you will see “Optional Services and Fees”

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Click on “Add Optional Services and Fees” and, from the drop down menu, choose the correct request.

Optional Services and Fees	Fee Amount	Quantity	Fee Total	Actions
	\$0.00	1	\$0.00	<b>+ Add Optional Services and Fees</b>

Optional Services and Fees

Click to select Optional Service and Fee

Request for Certificate of Judgment - \$10.00

Undo Save Changes

When completed, click on “Save Changes” and continue to submit your request by choosing the payment account, party responsible for fees, and filing attorney.

Review your envelope and make sure that the envelope fees reflect the correct amount.

Fees

Request for Certificate of Judgment

Description	Amount
Filing Fee	\$0.00
Request for Certificate of Judgment	\$10.00
<b>Filing Total:</b>	<b>\$10.00</b>
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Total Filing Fee	\$10.00
<b>Envelope Total:</b>	<b>\$10.00</b>

Party Responsible for Fees: Test Plaintiff

Payment Account: Test Credit Card NH

Filing Attorney: Attorney Lawyer

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Click “Submit”.