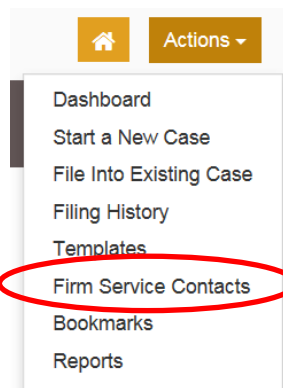


New Hampshire Judicial Branch Superior Court E-Filing Instructions

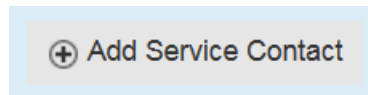
How to Add Service Contacts to your Firm:

When creating or adding new employees to your firm, it is important to add them to your list of Firm Service Contacts. When filing into a case for the first time, your staff will add service contacts from this list of approved service contacts.

1. Log into File and Serve: <https://newhampshire.tylerhost.net/Ofsweb>
2. Click on the yellow “Actions” button in the top right corner and select “Firm Service Contacts”.



3. Select “Add New Firm Service Contact”.



4. The three fields that you must fill out are the “First Name”, “Last Name” and “Email” fields. All other fields are optional. Once you have added all required information, click “Save Changes”. This will add the contact to your firm service contacts list.

New Hampshire Judicial Branch Superior Court E-Filing Instructions

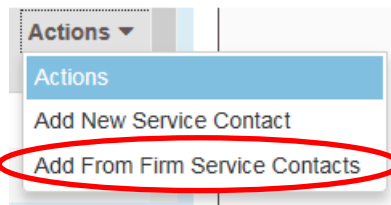
How to Add Service Contacts to a case:

You will want to add a service contact in every case you are filing into. Doing so will ensure that you receive court notices and service documents from other parties in the case. There are two methods of adding your service contact. You can add it while submitting a filing or you can look up your case and preemptively add a service contact prior to filing.

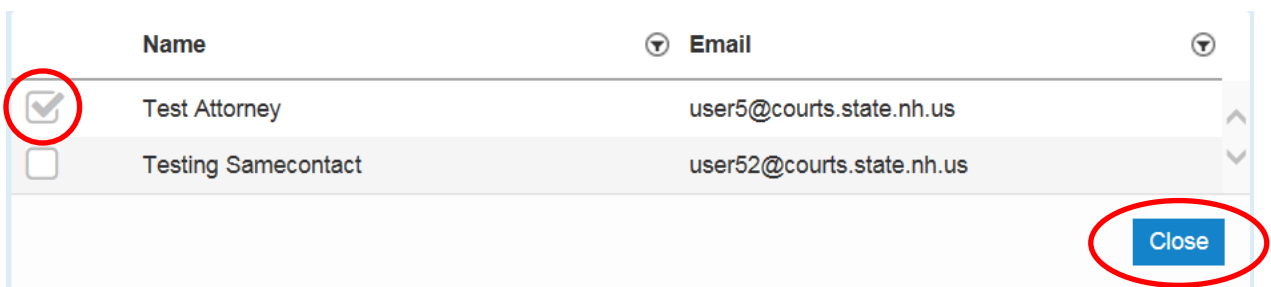
Please Note: You may only add the service contact for your party. Only the firm that adds a service contact has the ability to remove or update it.

To add your service contact while submitting a filing:

1. After uploading your documents in the “Filings” section of the envelope, you will be prompted to edit the service contacts on the case. Click on the “Actions” button next to your parties name and select “Add from Firm Service Contacts”.



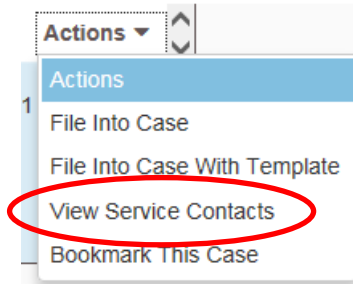
2. Select the service contact you wish to assign to the case by checking the box and hit “Close”.



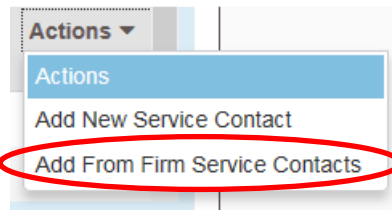
New Hampshire Judicial Branch Superior Court E-Filing Instructions

To add your service contact before submitting a filing:

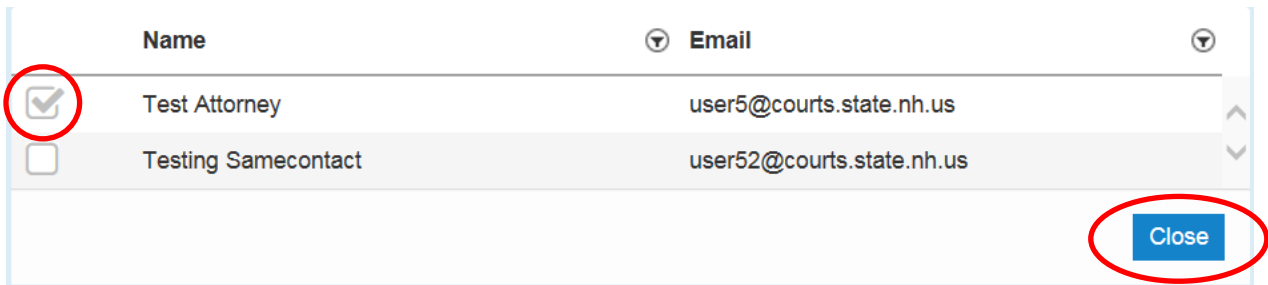
1. From the dashboard, select “File into Existing Case”.
2. Look up your case using the docket number. Once found, click on the white “Actions” button and select “View Service Contacts”.



3. Click on the “Actions” button next to your party’s name and select “Add from Firm Service Contacts”.



4. Select the service contact you wish to assign to the case by checking the box and hit “Close”.

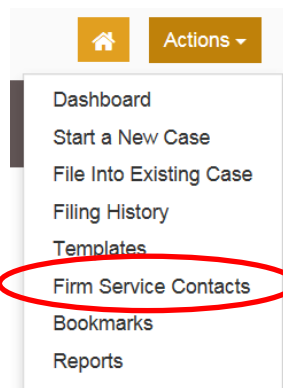


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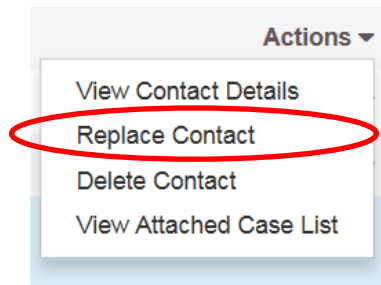
What to do when an attorney leaves your firm:

If an attorney (or anyone else who may have been designated as a service contact) leaves your firm, you will need to replace the service contact for any case to which they were assigned. This will ensure that your firm continues to receive court notices and service documents from other parties in their cases.

1. Log into File and Serve: <https://newhampshire.tylerhost.net/Ofsweb>
2. Click on the yellow “Actions” button in the top right corner and select “Firm Service Contacts”.



3. Find the attorney who is leaving your firm and select the white “Actions” button to the right of their name. Select “Replace Contact”.



4. Select the new service contact from the dropdown menu and hit “Save”. The previous service contact will be removed from your list of Firm Service Contacts.