

New Hampshire Judicial Branch
Superior Court E-Filing (SRL)
Top 9 Things to Remember

- 1) All self-represented litigants are required to file an appearance. The form can be found here: <https://www.courts.state.nh.us/forms/nhjb-2318-se.pdf>. Failure to file an appearance will result in a conditional default and ultimate dismissal of the case. See Superior Court Rules 9(a) and 17(b).
- 2) Any cases still pending in paper form can be converted to e-filing upon submission of a motion and approval by the Court (see Rule 1(c) of electronic filing rules).
- 3) When submitting a removal to federal district court, please include a request for certified copies at the same time along with the \$10 fee so the copies can be sent to you promptly.
- 4) Choose the proper filing codes so that the filing fees are assessed. Examples: Ex Parte Motions to **Attach** are often submitted as simple Ex Parte Motions, which doesn't assess the \$40 filing fee. Also, Answers to complaints that include a Counterclaim or Crossclaim should be entered as **Counterclaim** or **Crossclaim** so the \$280 filing fee is assessed.
- 5) Certified copies cost a flat fee of \$10. Please choose "optional services" when submitting a request for certified copies to make sure the \$10 fee is assessed.
- 6) Certified records on labor board/planning board/zoning board appeal cases are submitted in paper form, not electronic.
- 7) All pleadings, aside from the initial filing for case initiation, must still include a certificate of service that a copy was sent to the opposing party.
- 8) Returns of service need to include the entire service packet (summons, notice to defendant, complaint), with the Sheriff's return as the first page.
- 9) When submitting attachments to a pleading, send them all in one pdf. No need for the attachments to be separated from the pleading unless the total size of the document exceeds 25 MB.