

New Hampshire Judicial Branch

Superior Court E-Filing Tips for Attorneys

**NH Bar Mid-Year Meeting
2/21/2020**



New Hampshire Judicial Branch Superior Court E-Filing Tips

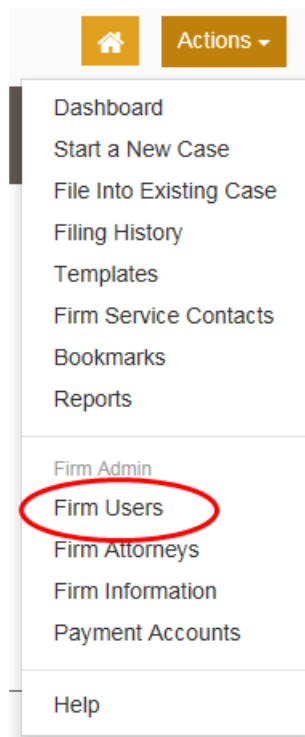
How to set up your firm in File and Serve:

To register your firm for electronic filing, go to <https://newhampshire.tylerhost.net/OFSWeb>. Click on the green “Register” icon under Actions. Follow the prompts and enter your firm information.

- **NOTE:** This step only needs to be done by **one** member of your firm. Whoever registers the firm will automatically be assigned the role of firm administrator. The firm administrator can invite other users to the firm.

How to invite other users to your firm:

Click on the yellow “Actions” dropdown in the top right corner of the dashboard. Select “Firm Users”.



Copy the link at the bottom of the “Firm Users” screen and send it via email to the user you are trying to add.

Join My Firm:

<https://newhampshire-test.tylerhost.net/OfsWeb/UserModule/Registration?firm=4d1ec5>



Instruct the new user to click the link in the email. This will open File and Serve and prompt them to create an account. The account will automatically be created under your firm.

NOTE: Only firm administrators can invite new users to the firm.

New Hampshire Judicial Branch Superior Court E-Filing Tips

Assigning roles to users in your firm:

There are three roles a user can have in File and Serve:

1. Filer
 - It is recommended that all users in your firm are assigned as a filer. This will allow them to create envelopes and submit them to the Court.
2. Firm Administrator
 - Firm administrators can add new users, edit user roles, and adjust firm settings in File and Serve. It is highly recommended that you assign at least two people in your firm as an administrator.
3. Attorneys
 - If a user is an attorney, they will be required to enter their NH Bar ID number. When submitting envelopes, you can select an attorney in your firm as the “lead attorney”. This will add them as the attorney of record on the case.

NOTE: This does not replace the appearance requirement as set forth in [Rule 17](#) of the [Rules of the Superior Court of the State of New Hampshire](#).

To change the role of a user, go to the Firm Users section. Click on the user you wish to edit so they are highlighted in blue. Additional information will appear below. Select the appropriate role(s) by checking the box.

The screenshot shows a user management interface. At the top, there is a header bar with the following information: 'Test', 'Userseven', 'user7@courts.s...', 'Approved', 'Active', 'Filer', and 'Actions' with a dropdown arrow. Below the header, there is a navigation bar with a left arrow, a page number '1', a right arrow, a dropdown menu set to '10', and the text 'items per page'. On the right side of the navigation bar, it says '1 - 4 of 4 items'. The main content area is divided into sections: 'First Name' with a text box containing 'Test', 'Middle Name' with an empty text box, and 'Last Name' with a text box containing 'Userseven'. Below this is the 'Email' section with a text box containing 'user7@courts.state.nh.us'. The 'Roles' section has three checkboxes: 'Firm Admin' (unchecked), 'Filer' (checked), and 'Attorney' (unchecked). At the bottom right of the form, there are two buttons: 'Undo' and 'Save Changes'.

New Hampshire Judicial Branch Superior Court E-Filing Tips

Removing users from your firm:

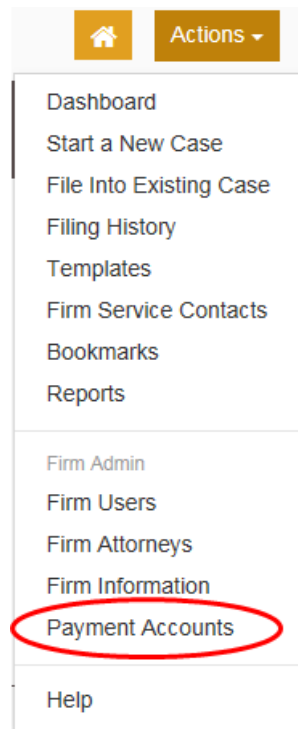
If an employee of your firm leaves, you can remove them from your firm in File and Serve. This can only be done by a firm administrator. To do so, return to the “Firm Users” section.

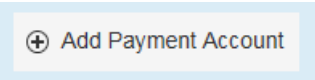
Tread	Strickland	tread.strickland...	Approved	Active	Filer, Firm Admi...	Actions ▾
FSAdminAttorney	User	user1@courts.s...	Approved	Active	Filer, Firm Admin	Actions
Test	usereight	user8@courts.s...	Approved	Active	Filer	Remove Firm User
Test	Useareven	user7@courts.s...	Approved	Active	Filer	Reset Password

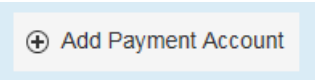
Click on the white “Actions” dropdown to the right of the user you wish to remove. Select “Remove Firm User” from the dropdown.

Setting up payment accounts:

Before filing into a case in File and Serve, it is required that a payment account is set up in your firm. To set up a payment account, click on the yellow “Actions” dropdown in the top right corner of File and Serve and select “Payment Accounts”.



 + Add Payment Account

Click on  to create a new account. It is recommended that you set up at least one account with a credit card, and a second “Waiver” account. Do **not** set up any “Cash” and “Check” accounts.

- You can only use the waiver account for submissions that do not require a filing fee.

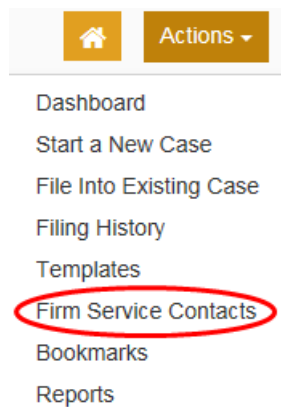
New Hampshire Judicial Branch Superior Court E-Filing Tips

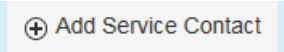
Service Contacts:

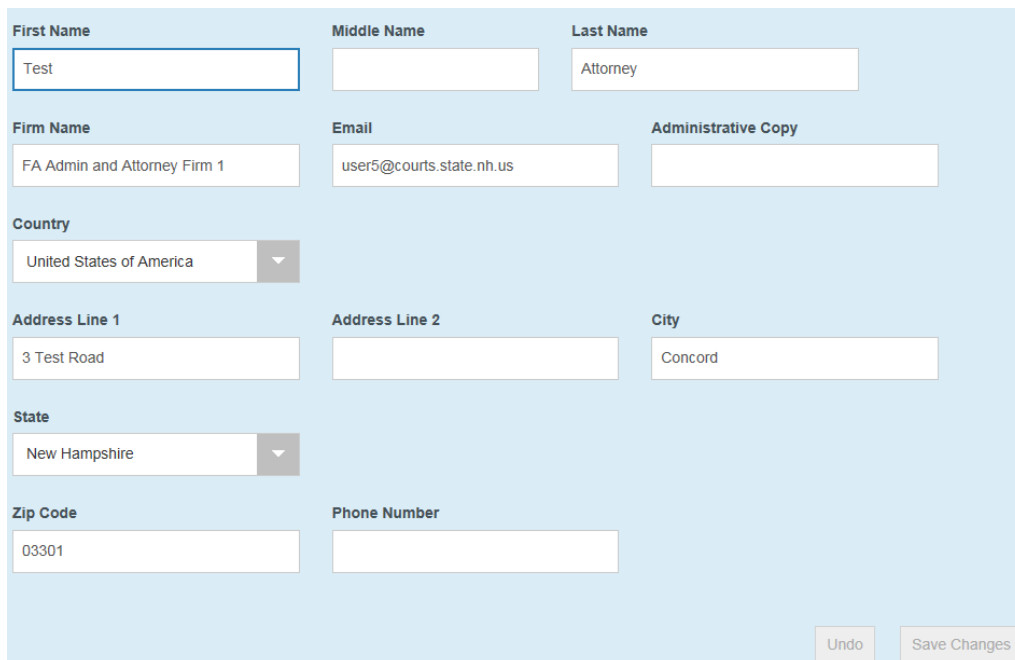
In order to receive notifications on an electronic case, a service contact must be assigned. Service contacts can be anyone in the firm you want to receive notifications. You do not need to be an attorney in order to be a service contact. Using the “Firm Service Contact” feature in File and Serve can make this process quick and easy.

Adding Firm Service Contacts:

Firm service contacts can be added by anyone in the firm. From the File and Serve dashboard, click on the yellow “Actions” and select “Firm Service Contacts”.



Click on  to add to you firm’s list. You will need to provide a first name, last name, and an email. No other field is required.



A screenshot of a form titled 'Add Service Contact'. The form has several input fields and dropdown menus. The fields are: 'First Name' (Test), 'Middle Name' (empty), 'Last Name' (Attorney), 'Firm Name' (FA Admin and Attorney Firm 1), 'Email' (user5@courts.state.nh.us), 'Administrative Copy' (empty), 'Country' (United States of America), 'Address Line 1' (3 Test Road), 'Address Line 2' (empty), 'City' (Concord), 'State' (New Hampshire), 'Zip Code' (03301), and 'Phone Number' (empty). At the bottom right, there are two buttons: 'Undo' and 'Save Changes'.

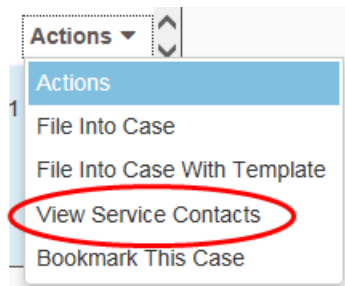
New Hampshire Judicial Branch Superior Court E-Filing Tips

Tip:

Some firms may find the “Administrative Copy” field useful. If your firm has a paralegal or secretary that works exclusively with the same attorney, you can use this field rather than creating a separate contact. Any email that is entered in this field will always receive a courtesy copy on any service documents sent to the service contact.

Adding service contacts to a case:

You must add a service contact for **each** case you file into. You can add your service contact when filing into a case for the first time. However, you can also look up the case and add a service contact without submitting an envelope. To look up a case, select “File into Existing Case” on the dashboard. Enter the case information and search. Once you find your case, click on the white “Actions” dropdown and select “View Service Contacts”.



Click on the “Actions” dropdown next to your party and “Add from Firm Service Contacts”. Select the contact you wish to assign to the case and hit “Close”.



NOTE: Only add the service contact for your party. You should **never** add service contacts for parties you are not representing. If you are representing multiple parties, you only need to add your service contact to one of them. Adding your service contact to multiple parties will result in duplicate emails.

Please view our [Service Contacts Instruction Sheet](#) for more information.

New Hampshire Judicial Branch Superior Court E-Filing Tips

Using NHJB Forms:

You can access templates for e-filed documents on the Court's website:

<https://www.courts.state.nh.us/superior/forms/index.htm>

The process for locking and saving documents from the Judicial Branch's Forms page will vary depending on what internet browser you are using.

If you are using Google Chrome:

1. Select the form you wish to fill out on the Superior Court's Forms page.
2. **Before you fill out the form**, save the document to your computer.
 - This will automatically open your File Manager and prompt you to select a location in your computer to save the document.
3. Once saved, close the blank form in your internet browser.
4. Open the saved document **from your file manager** and complete the form.
5. Click on "Lock and Save" again and rename the document. The form should become locked for editing.
 - If any of the blue fields still appear editable, the document has not been locked.

If you often use the same template, you can keep it saved to your computer. This will allow you to skip steps 1-3 for any future filings.

If you are using Internet Explorer or Microsoft Edge:

1. Select the form you wish to fill out on the Superior Court's Forms page.
2. Fill out all of the required information in the internet browser.
3. **Once you have completed the form**, scroll to the top of the page and select the "Lock and Save" button in the top right corner.
4. This will automatically open your File Manager and prompt you to select a location in your computer to save the document.
5. Once saved, close the form in the internet browser.
6. Reopen the form **from your file manager** to confirm that the document is locked.
 - If any of the blue fields still appear editable, the document has not been locked.

Please be advised that any unlocked PDF that is submitted to the Court will be rejected upon review. If you need further assistance regarding locking and saving forms, please call the Court at 1-855-212-1234 and ask to be transferred to the Superior Court Electronic Filing Center.

Tip: You do not need to print your form in order to sign it. Rule 8 of the [Supplemental Rules of the Superior Court of New Hampshire for Electronic Filing](#) allows you to electronically sign documents. To sign electronically, type the symbol "/s/" followed by your name. Ex. /s/ John Smith, Esq.

New Hampshire Judicial Branch
Superior Court
E-Filing Tips

What to include in your PDF:

When submitting pleadings, there are some documents that can be included in the same PDF:

- Attachments (aka. Exhibits to Motions): If you have an attachment that is directly related to a motion, you can include it in the same PDF as the motion.
- Motion for Entry of Final Judgement: Submit the motion and document related to the motion (Ex: Military Affidavit; Taxation of Costs; Affidavit of Damages) as one PDF.
- Returns of Service: Include the sheriff's affidavit first, followed by the summons, notice to defendant, and any other service documents (Complaint; Motions) as one PDF.
TIP: You do not need separate PDF's for multiple returns. You can include each affidavit of service with one copy of the service packet.
- Certification of Services OTC: Include the Certification of Services other than Counsel, the Statement for Services other than Counsel, the invoice, and any other miscellaneous documents. If the services required a judge's approval (See [Administrative Order 2019-002](#)), include the granted Motion for Services other than Counsel. Make sure to add judicial.council@nh.gov as a courtesy copy in File and Serve.

Certain pleadings will need to be submitted as separate PDF's. As a general rule, if two pleadings both require a ruling by a judge, they will need to be submitted separately (ex. Motion for Entry of Final Judgement and Motion for Attorney's Fees). Amended complaints should not be filed in the same PDF as the Motion to Amend Complaint. Even if your submission requires multiple PDF's, you can still file them in the same envelope by selecting "Add Additional Filing" in the Filings section.

New Hampshire Judicial Branch Superior Court E-Filing Tips

Choosing your Filing Type:

When creating an envelope, the first field in the “Filings” section will be “Filing Type”. There are three options to select from:

1. E-File: Use this option when you are only submitting the envelope to the Court. This could be an initial complaint in a civil case, or an ex parte motion. This option will not send the envelope to any service contacts on the case.
 - **NOTE:** Choosing E-File will not prompt you to add a service contact.
2. Serve: Use this option when you are only submitting the envelope to other parties on the case. This may be interrogatories or discovery. This option will not be reviewed by Court staff and will not appear on the Court record.
3. E-File and Serve: This is the most common option. Use this option to submit your envelope to the Court and serve copies to other service contacts.

Choosing your Filing Description:

The Filing Description should never be duplicative of the filing code. This is an opportunity to provide additional information to the case summary. Please try to keep it under 60 characters. Below are some suggestions for common filings:

Appearance: Name of Attorney and associated party – ex. John Smith, Esq. for the defendant

Acceptance of Service: Name of Party Accepting service – ex. Def John Smith

Answer: Name of party answering and trial request – ex. John Smith requesting jury trial

Complaint (Civil): Trial Request – ex. Request bench trial; Request jury trial

- **NOTE:** Please include if there is a claim of consumer protection violation

Complaint (Criminal): Name of Charge – ex. Theft by Unauthorized Taking

Mot. for Alternative Service: The method of alternative service you are requesting

Mot. Ex Parte Attachment: State if real estate or bank account is being attached.

Mot. For Publication: The name of the newspaper

Return of Service: The parties that were served

Structuring Order: List “Joint” if stipulated or “Plt/Def” if proposed.

If you are struggling to think of a good filing description, you can always list the party that is filing.

New Hampshire Judicial Branch Superior Court E-Filing Tips

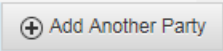
Filing into a case for the first time:

When submitting your first pleading into a new case, there are additional steps you will need to take.

If you are initiating a civil action, you will need to select “Start a New Case” on the dashboard in File and Serve. Starting a new case will require you to enter the case and party information.

When entering party information, you must include the names and addresses of the parties. If your party is a business, check the “Party is a Business/Agency Box” to condense the party name to one field. Follow this process if your party is a Trustee (ex. John Smith, Trustee of Smith Trust).

The screenshot shows a web form for entering party information. At the top, there are three columns: "Party Type", "Party Name", and "Lead Attorney". Below these columns, there are two rows: "Plaintiff" and "Defendant", each with a "Required Party" label and a dropdown arrow. A button labeled "+ Add Another Party" is located to the right of the "Defendant" row. Below the table, there is a section titled "Enter details for this Party". Under this section, there is a checkbox labeled "Party is a Business/Agency". Below the checkbox, there are four input fields: "First Name", "Middle Name", "Last Name", and "Suffix". The "Country" field is a dropdown menu with "United States of America" selected. Below the country field, there are two input fields for "Address Line 1" and "Address Line 2". Below the address lines, there are two input fields: "City" and "State" (a dropdown menu with "Click to select State" selected). Below the city and state fields, there are two input fields: "Zip Code" and "Phone Number" (with an example "555-444-1234" and an information icon). At the bottom, there is a dropdown menu for "Lead Attorney" with "Click to select Lead Attorney" selected.

Note: You should never select  when entering attorney information. Instead, select the attorney from the dropdown menu under “Lead Attorney”. Only do this for your party. You should never enter attorney information for a party you are not representing.

If you are filing into an existing case for the first time, click on your party under the “Party Information” section to add yourself as an attorney on the case.

New Hampshire Judicial Branch Superior Court E-Filing Tips

RSA 604A-6: Services Other Than Counsel for indigent defense

The 604-A6 process has changed with the implementation of Superior Court criminal e-filing. There are two important changes to note:

- You do not file a motion if the necessary services are covered by [Admin Order 2019-002](#).
- You will get the invoice from the vendor and submit the invoice to the court.

Services that fall within the parameters of Administrative Order 2019-002

When you require services other than counsel, please first review the Admin Order to determine if a motion is required. If the services are covered by the Admin order, no motion is necessary.

- You may contact the vendor and have the services provided for your client.
- The first document you will file with the court will be when you receive the invoice from the vendor.
 - The vendor will attach their invoice to the “**Statement for Services**” form ([NHJB-4045-Se](#))
 - The vendor will submit both their invoice and the Statement for Services form to you
- You will complete the “**Certification of Services Other than Counsel**” form ([NHJB-4036-Se](#))
- Submit the documents electronically into your case
 - You do not want to serve any other parties with RSA 604A pleadings. To assure that you are only filing the documents with the court, please change the “Filing Type” to **EFile**.
 - File the following documents:
 - Statement for Services (with the Invoice)
 - Certification of Services Other than Counsel
 - Note: You may file these as separate .PDF documents in one envelope. If you scan and upload the documents, you may file them as one .PDF using the filing code “Certification of Services OTC”
 - Add Judicial Council as a “courtesy copy” in File and Serve at the following email address:
Judicial.Council@nh.gov

Services that fall outside the parameters of the Administrative Order

When you require services other than counsel that fall outside of the parameters of Administrative Order 2019-002, you must file a motion with the court requesting approval for the expenditure.

- File a Motion for Authorization for Services Other Than Counsel ([NHJB-4037-Se](#))
 - You do not want to serve any other parties with RSA 604A pleadings. To assure that you are only filing the documents with the court, please change the “Filing Type” to **EFile**.
 - If you wish to provide the court further information about the request, you may add additional pages to the Motion for Services OTC.
 - You do not need to file a separate ex-parte motion.

Follow the steps above when you receive the invoice and Statement for Services from the vendor.

New Hampshire Judicial Branch Superior Court E-Filing Tips

Looking for additional information? Go to the [Superior Court's Electronic Services for Attorneys](#) page on our website. Here, you can find helpful user guides and training videos under the "Training and Resources" section.

Training and Resources

Training

General

- [7 Steps to Prepare for e-Filing](#)
- [File and Serve User Guide](#)
- [File and Serve Online Training](#)
- [Manage your email notifications](#)
- [Service Contact Instruction Sheet](#)
- [How to Seal Documents Submitted to the Court](#)
- [Superior Court E-Filing Top 8 Things to Remember](#) Updated 03/04/19
- [How to File Your First Case](#)
- [FAQs](#)

Civil

- [Superior Court Civil E-File Training Video](#)
- [How to Request Documents in Civil Cases](#)

Criminal

- [Superior Court Criminal E-File Training Video](#)

Resources

- [Important Technical Information](#)
- [File and Serve User Agreement](#)