



New Hampshire Supreme Court E-Filing Information



Preparing for E-Filing

- Review the [recent amendments](#) to the existing Supreme Court Rules and the Supplemental Rules of the Supreme Court for Electronic Filing, which took effect on January 1, 2020.
- Review the additional e-filing [guidance materials](#).
- If you are an attorney, send an email to llwillis@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.
- Register in the Supreme Court’s e-filing system well in advance of any filing deadline that you may have.
- Add the following address to your approved email list: 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 (more information on [“Whitelisting”](#)).
- If you have any questions, call 603-229-3759 during the Supreme Court’s business hours to speak to Supreme Court staff.

E-Filing Tips and Highlights for Attorneys

NH SUPREME COURT E-FILING PORTAL

<https://www.courts.state.nh.us/nh-e-court-project/supreme.htm>

Click on **E-File Here (File Into Your Case)** to log in.

REGISTRATION

- Enter information in every field that has a red asterisk (*).
- Select **Registered Representer** as Type in order to enter your Bar ID.

E-File Registration

TYPE ▾

Type* ? Registered Representer ▾

- If entering your Attorney Bar ID does not return a match in the system when you click **Next** at the

bottom of the page, please immediately contact the Clerk’s office at 603-229-3759.

- To ensure both attorney and the legal assistants receive electronic notifications from the e-filing system, the attorney may include one or more legal assistants’ email addresses after entering your Primary Email by clicking on **Add Contact**, then select **Alternate E-Mail** to enter the email addresses of your legal assistants.

CONTACT ▾

Primary E-mail* ? Alternate Email ▾

Add Contact

- After passing the **User Test**, make sure to click on the hyperlink in the confirmation email received in your Primary Email to finalize the registration process.

New Hampshire Supreme Court E-Filing Information (cont.)

CHANGING OR MODIFYING REGISTRATION

- To change your account information, log in to the E-Filing system and click on your username in the upper right hand corner of the screen. Then, click on My Account to change any of your contact information.



CASE INITIATION: PARTY INFORMATION

- Make sure to enter ALL of the parties in the **Party Information** page.
- To enter party information, click on **Add Another Case Party**.



ADD ANOTHER V. ADD ASSOCIATED FILING

Add Another is located in the **Upload Document** page. It can be used to attach supporting document(s) of the previously attached document.

Use **Add Another** when attaching:

- Appendix to initiating documents
- Appendix to Brief
- Multiple parts of the appendices
- Other documents to support the first attachment

Add Associated Filing is located in the **Filing Summary** page. It can be used when filing multiple pleadings into the same case. The main purpose of **Add Associated Filing** is to enable filers to upload separate unrelated pleadings into the same case with one transaction. For example, attaching a "Motion for Waiver of the Filing Fee" after uploading Notice of Appeal or other initiating document(s).



New Hampshire Supreme Court, Concord, New Hampshire

FOR MORE INFORMATION

- [Supplemental Rules Of The Supreme Court Of New Hampshire For Electronic Filing](#)
- [October 24, 2019 Order Adopting Rules Amendments](#)
- [Charts Summarizing Applicability And Provisions Of The Rules](#)
- [Registering As An Attorney](#)
- [Filing A Motion And Objection](#)
- [Filing A Brief With Or Without Appendix](#)

