

# - CIRCUIT COURT -

## TIPS FOR SUCCESSFUL FILING IN FILE & SERVE (Attorneys and DHHS Professionals)

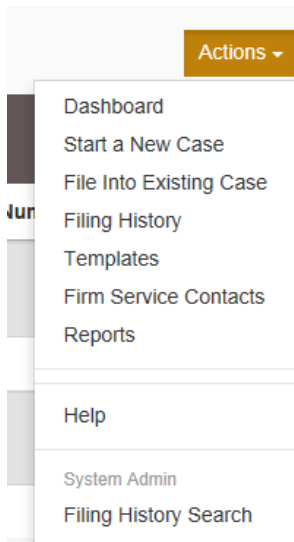
### What you need to know before e-Filing:

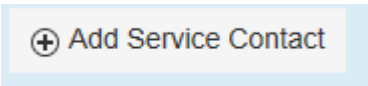
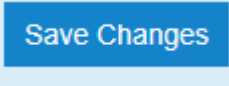
- You will need to register your Firm with File & Serve and setup a Firm Administrator(s)
  - File & Serve enables each firm to designate a person within the firm to administer the e-filing system.
  - The Administrator(s) registers the firm and is responsible for setting up and maintaining all user, payment, and attorney accounts). For additional instructions on how to register and setup your firm see the website videos. (Note: The “Independent User” video does not relate to NH.)

**Tip:** Consider having more than one Administrator in case one leaves the firm or unavailable.
- You can register as a user if your Firm Administrator has already registered with the system. Your firm administrator will send you an email inviting you to join the firm in File & Serve.
- All Firms will have to set up a payment account. In addition to setting up a credit card account you should also set up a waiver account.
- Forms should be filled out and saved on your computer prior to filing and uploading (File and Serve is not a guided interview system). Forms can be found on our the NHJB Website:  
<http://www.courts.state.nh.us/>
- Add your service contacts to the Firm Service Contact list. If you would like someone else in your office to receive a copy of anything you are served with, you can add a second email address in the Administrative Copy box. You may add more than one email address in the Administrative Copy box by separating each email address by a comma.
- Call the court with any questions at 1-855-212-1234

## Adding Firm Service Contacts

To add Firm Service Contacts to the Firm Service Contacts list, click the Actions drop-down on the dashboard and select Firm Service Contacts.

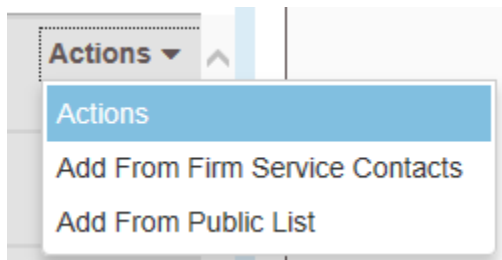


Click . Enter the name and Email address and click . Then you can proceed to add your service contact to the specified case.

## Adding Your Service Contact

You must add your service contact to each case. You can add your service contact to your case at the time you first file a new case or file into an existing case.

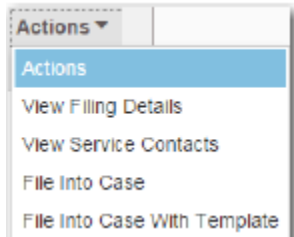
In File & Serve, after you add your filings and upload your documents you will come to the Service Contact portion of the screen. Locate your client's name from the list and click on the Actions drop-down list directly across from your client's name and select Add From Firm Service Contacts:



Select the names of the service contacts you want to add and click Close.

The Service Contacts are now displayed on the Service Contacts page under the party to which the service contact has been added.

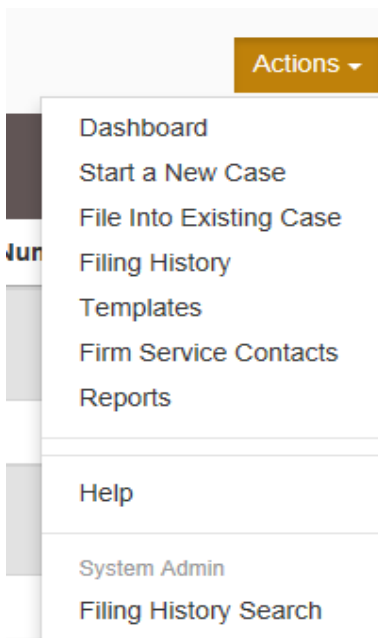
If you did not add your service contact when you filed your case and/or first pleading, in File & Serve, from the *Filings History* page, locate the case. From the Actions drop-down list for the specified case, select View Service Contacts.

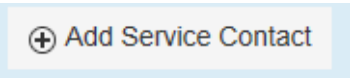
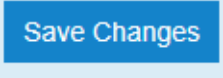


Locate your client's name. From the Actions drop-down list for the specified party, select Add from Firm Service Contacts. Select the names of the service contacts you want to add and click Close.

The Service Contacts are now displayed on the Service Contacts page under the party to which the service contact has been added. Click Close to return to the *Filings History* page.

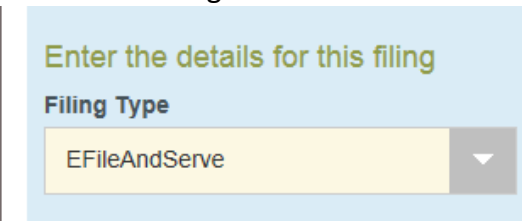
If you have not previously added all Firm Service Contacts to the Firm Service Contacts list, click the Actions drop-down on the dashboard and select Firm Service Contacts.



Click . Enter the name and Email address and click . Then, proceed to add your service contact to the specified case as described above.

## Serving the Other Parties With Copies

Each time you are filing into an existing case, the filing type will automatically default to “EFileandServe”. This will ensure that other registered filers are electronically served with your pleadings.



The screenshot shows a light blue box with the heading "Enter the details for this filing". Below the heading is the label "Filing Type" and a dropdown menu. The dropdown menu is currently open, showing the selected option "EFileAndServe" in a yellow box. A small downward arrow is visible on the right side of the dropdown menu.

## Scanning Documents / Saving Court forms

Scan and upload each pleading/document as a separate document. (Example: Scan and upload your client’s signed Petition for Guardianship of a Minor and attach it. Then, if you are filing a notarized background authorization form, scan and upload that separately.) This will ensure that the documents will show separately in the Case Summary and that they will be brought to the attention of the judge when necessary as separate documents. This will reduce the possibility that the judge will miss ruling upon a key document you have submitted.

Lock & Save Form

If you are completing court forms, be sure to click **Lock & Save Form** prior to saving and uploading the form in order to submit it as a non-editable document.

## Fee/Payment Issues

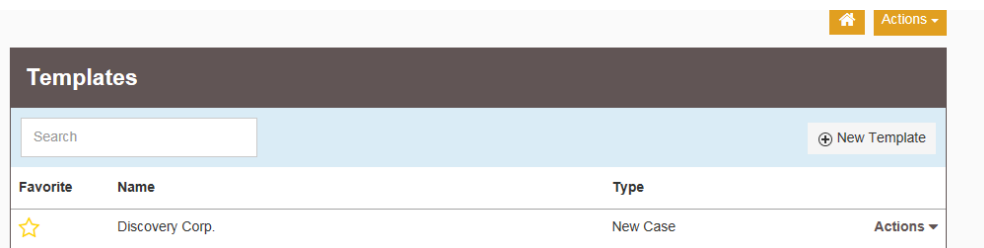
For Small Claim cases - If you are filing a Response with a Counterclaim or Request for Jury Trial, after uploading your document and clicking the “Save Changes” button, on the left side of the screen click the “Optional Services” button in order to assess the proper fee.

For Guardianship of Minor cases - You are required to pay certified mail costs of \$6.92 for each person receiving the Orders of Notice (mother, father). After uploading your document, click the “Save Changes” button. On the left side of the screen, click the “Optional Services” button to assess the proper fee.

NOTE: You must select a “Payment Account” and “Party Responsible for Fees” (your client) for all filings, even if there is no filing fee associated with the document.

## Other Tips:

1. You can create and manage filing templates that simplify the filings for common parties when filing a new case.

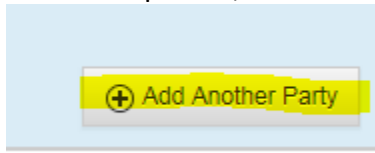


The screenshot shows the "Templates" screen in a web application. At the top right, there are icons for a home page and an "Actions" dropdown menu. Below the header is a search bar with the placeholder text "Search" and a "New Template" button with a plus icon. A table below the search bar lists templates with columns for "Favorite", "Name", "Type", and "Actions". One template is listed: "Discovery Corp." with a star icon in the "Favorite" column, "New Case" in the "Type" column, and an "Actions" dropdown menu in the "Actions" column.

Using the Templates screen, filers are able to create, manage, and use a filing template recently created.

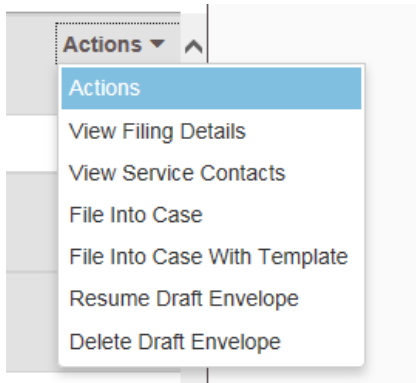
When creating a new filing using a template, the information can be modified as needed for the particular filing. The modification will not affect the original template. Templates created by an individual filer are accessible by all users within the firm.

- When filing into an existing case instead of clicking the blue File into Existing Case button, you can file into an existing case from your filing history. This will save you from entering in the case number.
- When entering party information be sure to enter all parties on the petition. If you need to enter additional parties, select Add Another Party.



- When adding multiple filings select Add Another Filing.

- Checking service contacts on a case - Not all parties have an e-service contact. You can view the service contacts on a case to determine if you will e-serve or mail/hand-deliver a copy of a pleading. Click the Actions drop-down on the dashboard and click View Service Contacts.



- Step by Step Instructions

- There are step by step e-filing instructions on the court's web site.
  - [Step by Step Instructions on How to File a Small Claims case in File and Serve](#)
  - [Step by Step Instructions on How to File into an Existing Small Claims case in File and Serve](#)
  - [Step by Step Instructions on How to File a Guardianship case in File and Serve](#)
  - [Step by Step Instructions on How to File into an Existing Guardianship case in File and Serve](#)
  - [Step by Step Instructions on How to File a Will and Estate case in File and Serve](#)
  - [Step by Step Instructions on How to File into an Existing Will and Estate case in File and Serve](#)

Coming soon: Step by Step Instructions for Civil Complaint, Foreign Judgment, Replevin and Name Change.

## 7. Managing Email Notifications

You can manage the email notifications that you want to receive from the system.

Change Password Payment Accounts My Information Manage Notifications

**Email Notifications:**  
Select the email notifications that you wish to receive.

- Filing Accepted
- Filing Rejected
- Filing Submitted
- Service Undeliverable
- Filing Submission Failed
- Filing Received

Cancel Save

To manage your email notifications, perform the following steps:

1. Click *MY ACCOUNT*.

The Change Password page is displayed.

2. Click *Manage Notifications*.

The Manage Notifications page is displayed.

3. Select the check boxes for the notifications that you want to receive, or clear the check boxes for the notifications that you do not want to receive. Caution: If you clear all notifications you will not receive email notifications of filings or orders/notices sent on your case.

4. Click *SAVE* to save your selection or click *CANCEL* to cancel the action.