Bar News - January 21, 2015

Court News: NH e-Court Project: Tips for Attorneys

All NH Circuit Court district division locations now have e-filing for small claims cases, and court administrators have learned a few tricks for attorneys during the implementation process.

As of Dec. 19, there were 686 new small claims actions electronically filed. Of those, 418 were filed by self-represented parties and 268 were filed by attorneys. In the first week after small claims e-filing became mandatory statewide (Dec 12 – Dec 18), 26 law firms accessed the small claims filing pathway for attorneys.

The court has provided the following tips for attorneys using the e-filing system.

- Participate in a NH Odyssey File & Serve web training session before you file your first case electronically.
- Add NHCourtsNo-Reply@tylerhost.net in your address book. This is how the electronic filing system will communicate with you during and after you e-file. This is the address from which you will receive copies of pleadings from other parties and orders from the court.
- When it is your first time filing a new electronic case or filing an appearance in an existing electronic case, remember to enter your email address. This is known as your service contact. This is required by the electronic filing rules issued by the Supreme Court. Email is the way you will receive all communication from the court and other parties on the case.
- The electronic filing rules detail which documents and which information within documents must be kept confidential for e-filed cases. In the LEARN section on the first "File and Serve" screen, you will find two helpful guidance documents about filing confidential documents and information.
- Two common documents that must be filed as confidential in small claims cases are the Confidential Information Sheet (required with every complaint/response) and the Statement of Assets and Liabilities form.
- You can create a template for a client for whom you frequently file. To do this, after you log in to File and Serve, select the "Templates" tab and then click on "New Template." Proceed through the steps to make a reusable template.
- If you have any questions about these or any other e-filing issues, call 855-212-1234 and ask for Elaine or Bonnie in the e-filing center.

Free web-based training sessions on the state's new e-filing system are available for attorneys.

Upcoming sessions are scheduled for 2-3 p.m. on Thursday, Jan. 22, Thursday, Feb. 12, and Thursday, Feb. 26.

Register through the court's website. From the Electronic Services icon, click the link for Attorneys. Under the section at the bottom of the screen labeled TRAIN, select Web Training Sessions.

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