

Filing a Petition For Waiver of Parental Notification

E-MAIL INSTRUCTIONS

Before you get started, here's some important information:

- You will receive an email confirming that your petition has been received by the court within 30 minutes after you send it by e-mail. If you do not get this confirmation email, your petition has not been received.
- **If you e-mailed the petition, you also must call the Court's Parental Notice Line at [603-225-4451](tel:603-225-4451) to alert the court through its answering service that your petition has been filed electronically.**
- Please wait 30 minutes to allow the court to receive your petition before calling the number provided. **NOTE:** you will need to provide the answering service with a contact number for you or your lawyer.

If you don't want anyone to find and read your petition, or know that you have filed for a waiver, you must delete your e-mail, the confirmation e-mail and the petition from your computer. Make sure to delete the e-mail from your "sent" e-mail list and from your "trash" e-mail list. Also, it is important to delete the petition if you saved it on your computer and then also delete it from your computer's recycle bin.

For Gmail, Yahoo, AOL, Comcast, Hotmail, MSN, Metrocast or anything other than Microsoft Outlook, use the following instructions.

NOTE: Make sure that you can “save” the petition on your computer or on a “flash drive,” a USB stick or where ever you can access the form after it is saved.

1. Open the petition form by [clicking here](#)
2. The petition will open in Adobe Acrobat PDF format
3. Complete the form

To complete the form, you must:

- Enter the name of the court where you want to file your petition.
You may file your petition in any Superior Court
 - Enter your legal name in section #4
 - You must TYPE your name on the signature line
4. If you need further instructions on filling out the form, [click here](#).
 5. Once you’ve completed the form, Click on the “disk icon” on the top left (see the picture below).

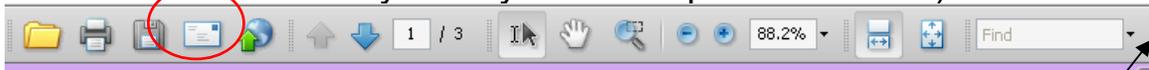


6. Choose where you want to save the document and click on Save.
7. Open your email (Yahoo, Gmail, etc.)
8. Compose a new email
 - a. To: parentalnotice@courts.state.nh.us
 - b. Attach the Petition to the email –do that either by clicking on the paper clip or on the word “Attachment.”
 - c. Select the document and attach it

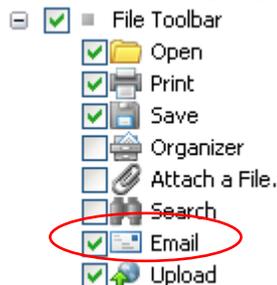
For Microsoft Outlook, follow these instructions:

NOTE: If you use Microsoft Outlook for e-mail, you do not need to save the document to your computer; it will send automatically

1. Open the document by [clicking here](#)
2. The petition will open in Adobe Acrobat PDF format
3. Locate the envelope icon on the toolbar (this will allow you to email it automatically once you've completed the form)



4. **If you do not see this envelope please follow these steps:**
 - o Right click on the gray tool bar just above the purple bar (next to the "find" option)
 - o Click on "More Tools"
 - o Scroll ½ way down to "File Toolbar" section
 - o Check off the box next to "Email"



- o Click OK
5. Once you've confirmed the envelope is present, you may proceed to fill out the petition
 6. If you need instructions on filling out the form, [click here](#)
 7. Once you have completed the form, Click on the envelope icon on the toolbar (picture shown above).

PLEASE REMEMBER TO CALL THE PARENTAL NOTICE LINE (603-225-4451) AFTER EMAILING THE COMPLETED PETITION FORM TO THE COURT