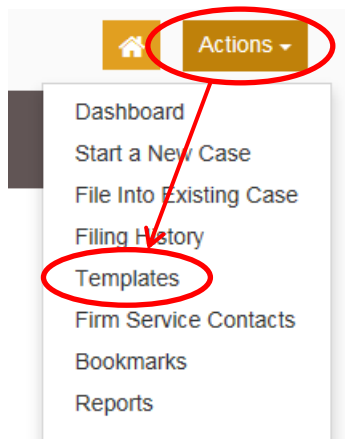


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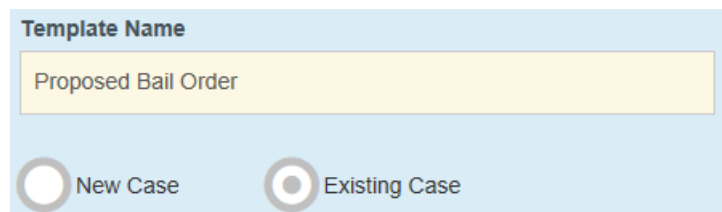
If you are filing the same documents on a regular basis, you may find the templates function in File and Serve to be useful. Using templates can expedite the process of completing envelopes. You can create templates that are used to file envelopes into existing cases (criminal and civil), or for starting new ones (civil only).

How to Create Templates in File and Serve:

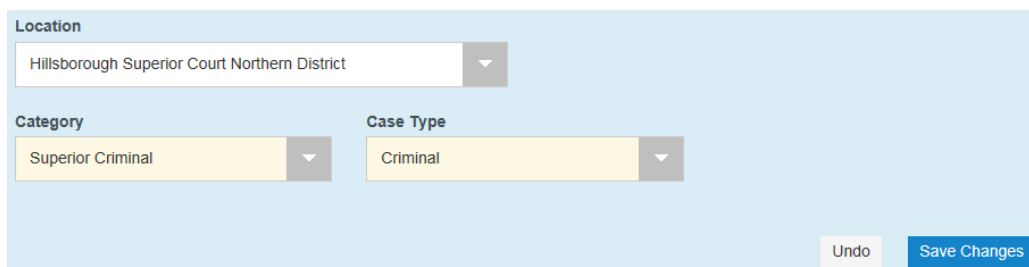
1. Log into File and Serve.
2. Click on the yellow “Actions” icon in the top right corner and select “Templates”.



3. Click on the “+ New Template” icon.
4. You will need to name your template and select whether it is a template that is used to start a new case (Civil Only), or to file into an existing one.

A screenshot of the 'Template Name' form. The form has a light blue background. At the top, it says 'Template Name'. Below that is a text input field containing 'Proposed Bail Order'. At the bottom, there are two radio buttons: 'New Case' (which is unselected) and 'Existing Case' (which is selected).

5. Enter the case information (Court Location; Case Type). Click “Save Changes”.

A screenshot of the case information form. The form has a light blue background. It contains three dropdown menus: 'Location' (set to 'Hillsborough Superior Court Northern District'), 'Category' (set to 'Superior Criminal'), and 'Case Type' (set to 'Criminal'). At the bottom right, there are two buttons: 'Undo' and 'Save Changes'.

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6. If you are creating a template for a new case, you can enter party information. You do not need to if you are creating a template for existing cases.
7. Under Filings, select a Filing Code and add a Filing Description. You should not attach any documents. Click on “Save Changes”.

The screenshot shows a web application window titled "Filings". The main heading is "Enter the details for this filing". The form contains several sections:

- Filing Type:** A dropdown menu with "EFileAndServe" selected.
- Filing Code:** A dropdown menu with "Proposed Bail Order" selected.
- Filing Description:** A text input field containing "Filed by State".
- Client Reference Number:** An empty text input field.
- Comments to Court:** An empty text input field.
- Courtesy Copies:** An empty text input field.
- Filing on Behalf of:** A dropdown menu with the placeholder text "'Select the parties you are filing on behalf of'".
- Lead Document (Required):** A section with two options: "Computer" (with an upload icon) and "Cloud" (with icons for Google Drive and OneDrive).

At the bottom right of the form, there are two buttons: "Undo" and "Save Changes".

8. Enter service contact information (Optional). You will only be prompted to add service contacts to your specific party if you entered Party Information. This will only apply to templates for creating a new case (Civil).

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9. Enter the fee information. You will be required to select a payment account. If the Filing Code you selected does not have an associated fee, you can select a waiver account. Click on “Save Changes” and then “Continue”.

Description	Amount
Filing Fee	\$0.00
Filing Total: \$0.00	

Total Filing Fee \$0.00
Envelope Total: \$0.00
Waiver selected

Payment Account
WAIVER Firm 1

Filing Attorney
Test Second

Undo Save Changes

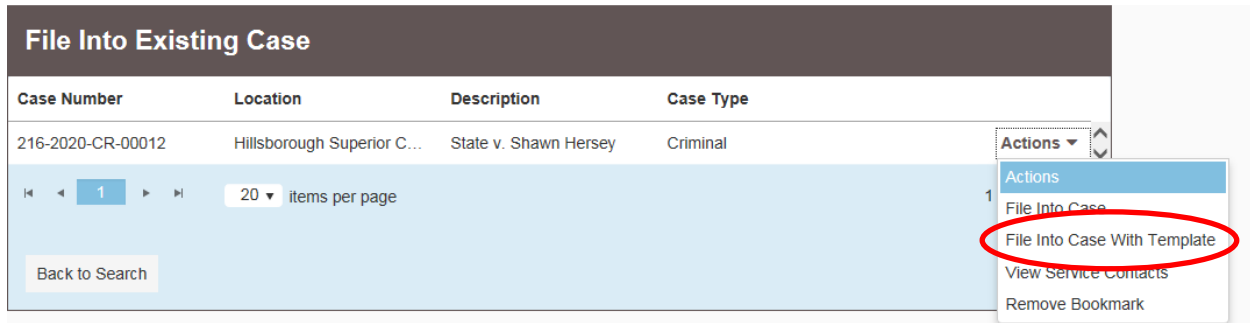
Back Continue

10. The next page will be the Confirm Template Details screen. Review all of the information and click on “Save Template”.

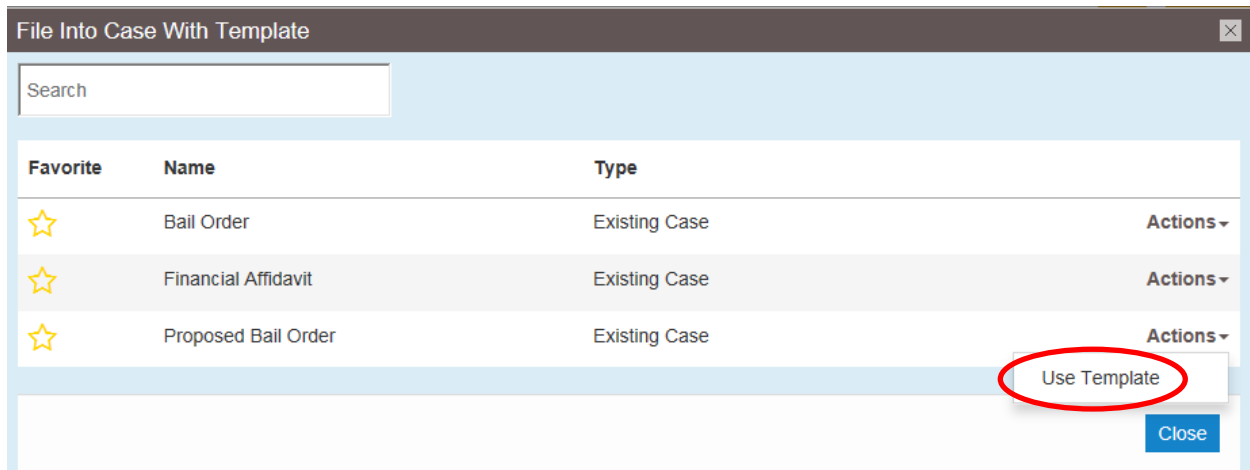
New Hampshire Judicial Branch Superior Court File and Serve Training

How to Use Templates when Filing into an Existing Case:

1. From the File and Serve dashboard, select “File Into Existing Case” and search for your case.
2. Click on the white “Actions” dropdown next to your case number and choose “File Into Case With Template”.



3. Click on the “Actions” dropdown next to your template and select “Use Template”.

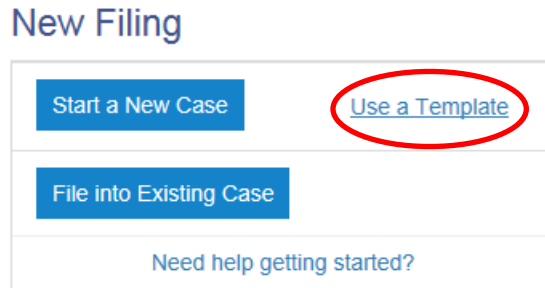


All of the information provided in the template will automatically be applied to the envelope.

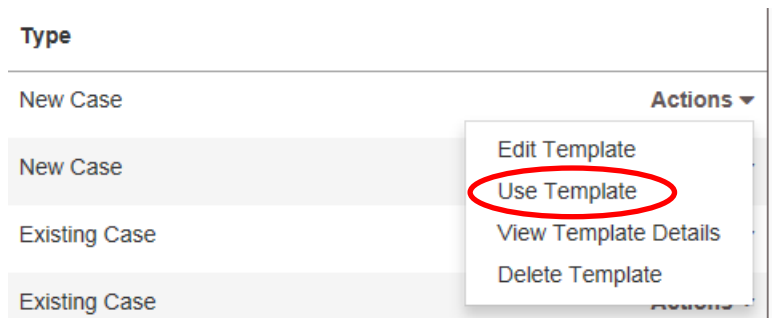
New Hampshire Judicial Branch Superior Court File and Serve Training

How to Use Templates when Starting a New Case (Civil Only):

1. Under the “New Filing” section on the dashboard, click on “Use a Template”.



2. Click on the “Actions” dropdown next to your template and select “Use Template”.



All of the information provided in the template will automatically be applied to the envelope.