

e-Filing in New Hampshire Circuit Court

INVOLUNTARY ADMISSION 135-C

- Electronic filing is mandatory for the involuntary admission 135-C process unless you request and receive an exception to e-Filing. Click here for Instructions about the e-Filing Exception process.

How do I access e-Filing?

If you are working with an attorney, s/he will guide you on the next steps. If you are going to represent yourself in this action, go to the court's website: www.courts.nh.gov, select the Electronic Services icon and then select the option for a self-represented party.

1. Click "E-File Here" to enter the e-filing application.
2. Click Sign up and follow the prompts. Save your password in a safe place.
3. After you sign up and login, click *Involuntary Admissions*, then *Involuntary Admission (Non-Emergency) – Start a New Case*.
4. At Where to File, select the county name and location where you want to file. Click next.
5. Follow the instructions and prompts on the screen to complete the filing.

Items listed below are needed to start this case type:

- Petition for Involuntary Admission (NHJB-2818-Pe) OR Petition for Renewal of Involuntary Admission (NHJB-2649-Pe). Please note: These forms include the required physician statement.

Other items that may be needed:

- Copy of current order of involuntary admission (for renewals).
- Additional attachments to the petition, if necessary (i.e. to the specific acts or actions alleged that meet the standard for involuntary admission under RSA 135-C or to the witness list).

How much will this cost?

- There is no filing fee for this case type.

What happens next?

- After you receive electronic notice that your petition has been accepted, you will receive an e-mail with the Petition and Notice of Hearing-Involuntary Admission. This information will include the name of the court appointed attorney for the Respondent, and the name of the independent Psychiatrist who will evaluate the Respondent.
- Other important information included in these documents will be the location, date, and time of the hearing. The hearing will be held within fifteen (15) days from the date the Petition is filed with the court, not including Saturdays, Sundays, and legal holidays.
- It is your responsibility to notify any witness(es) listed on the Petition of the hearing date and time.
- It is not your responsibility to notify the Respondent. They will receive a copy of the Petition and Notice of Hearing-Involuntary Admission either from the hospital or the court appointed attorney. All other interested parties will receive this information by e-mail from the court.
- Viewing Your Case Online: You may not access your electronically filed documents in this confidential case through our Case Access Portal. Efforts are underway to allow secure access to confidential case documents in the future. We recommend that you save copies of all documents you file with or receive from the Court in a location and format that is accessible to you for your own personal case file management.

If you have questions regarding this process, please contact the Information Center at 1-855-212-1234.

BE SURE TO NOTIFY THE COURT IF YOUR ADDRESS AND EMAIL ADDRESS CHANGES.