

How to File an Initial Involuntary Admission 135-C Case in File and Serve

Step 1: Prepare your Petition and any other pertinent documents using the e-Filing version of the court forms and/or your own pleading templates where appropriate. Save your documents where you can easily retrieve them.

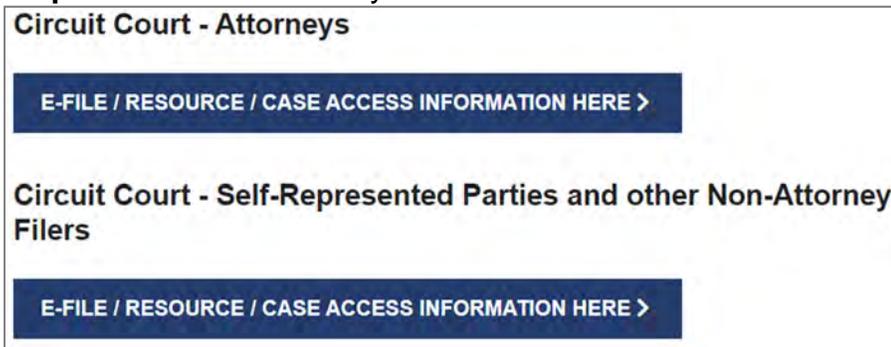
Step 2: Go to the court's website at: www.courts.nh.gov.



Step 3: Select the gold-colored e-File icon.

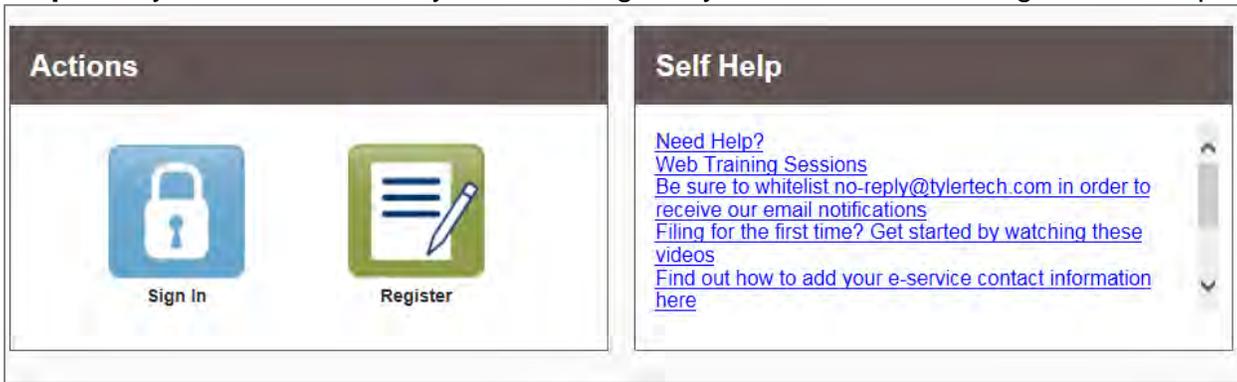


Step 4: Select the Attorneys E-File Here link and E-File Here.



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Step 5: If you have not already done so, register your firm after watching the self-help videos.



The screenshot shows two side-by-side panels. The left panel, titled "Actions", contains two icons: a blue padlock icon labeled "Sign In" and a green document icon labeled "Register". The right panel, titled "Self Help", contains a list of blue hyperlinks: "Need Help?", "Web Training Sessions", "Be sure to whitelist no-reply@tylertech.com in order to receive our email notifications", "Filing for the first time? Get started by watching these videos", and "Find out how to add your e-service contact information here".

Step 6: Sign in with your username and password.



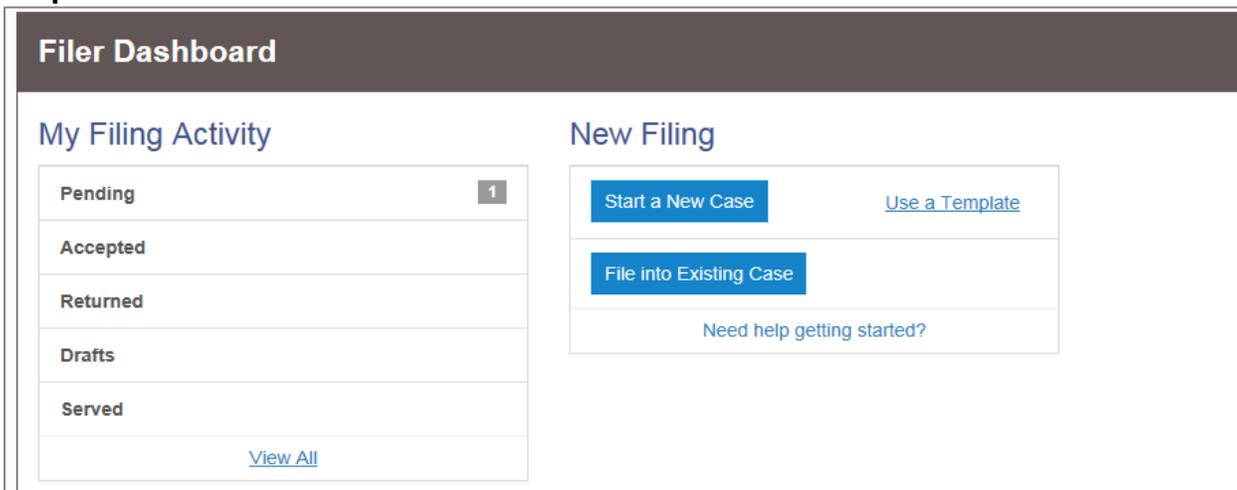
The screenshot shows a sign-in form with a message "Please sign in to continue" at the top. Below the message are two input fields: "Email" and "Password". A blue "Sign In" button is located at the bottom left of the form.

Add your service contact information (your email address) to the Firm Service Contact List by clicking on the yellow Actions button and selecting "Firm Service Contacts".



The screenshot shows the "Firm Service Contacts" section of the user interface. It features a search bar with the placeholder text "Search by first or last name" and a yellow "Add Service Contact" button. In the top right corner, there is a home icon and a yellow "Actions" dropdown menu.

Step 7: At the Filer Dashboard select Start a New Case.



The screenshot shows the "Filer Dashboard" with two main sections. The "My Filing Activity" section on the left lists "Pending" (with a count of 1), "Accepted", "Returned", "Drafts", and "Served", with a "View All" link at the bottom. The "New Filing" section on the right contains a "Start a New Case" button, a "Use a Template" link, a "File into Existing Case" button, and a "Need help getting started?" link.

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Step 8: Input your court location, category, and case type. Save Changes.

The screenshot shows a 'Case Information' form with the following fields:

- Location:** 6th Circuit - Probate Division - Concord
- Category:** Probate Involuntary Admission
- Case Type:** Involuntary Admission - 135-C

Buttons: Undo, Save Changes

Step 9: Enter Party information. The Petitioner and Respondent are required parties. Select yourself as the Lead Attorney for the party or parties you represent.

The screenshot shows a dropdown menu for 'Lead Attorney' with the selected option: Alex Attorney

Add all party names in the Petition. Select Save Changes between each party is entered. To add additional parties select Add Another Party.

+ Add Another Party

| Party Type | Party Name | Lead Attorney |
|------------|------------|----------------|
| Petitioner | | Required Party |
| Respondent | | Required Party |

+ Add Another Party

Save Changes between each party entered.

Undo Save Changes

Step 10: Enter the filing details for your case. Leave EFileAndServe as the Filing Type in the first dropdown box.

Select Petition for Involuntary Admission OR Petition for Renewal of Involuntary Admission from the Filing Code dropdown.

The screenshot shows a form titled 'Enter the details for this filing' with the following fields:

- Filing Type:** EFileAndServe
- Filing Code:** (Empty dropdown menu)

Buttons: Undo, Save Changes

Fill in the Filing Description by typing in the Petition title. (Some attorneys include their client's last name at the end in case they do not complete their filing process. That makes it easier to retrieve their work in progress.)

The screenshot shows a dropdown menu for 'Filing Description' with the selected option: Involuntary Admission - Jones

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Enter your client's name in the Filing on Behalf of section. This relates your client's name to the filing.

Filing on Behalf of

Test Hospital/Mental Health Center x

Step 11: Upload your previously saved Petition by selecting the following icon:



Lead Document (Required)

Computer



Selecting a security type is not necessary. This case type is fully confidential, and all documents will default to non-public.

Lead Document (Required)

Petition for Involuntary Admission-Jones.pdf 42.30 kB

Description

Petition for Involuntary Admission

Security

Non Public Document

Select Save Changes.

Save Changes

Select Add Another Filing if you have additional documents to upload.

+ Add Another Filing

Step 12: Add your Service Contact information (your e-mail address) to the party you represent. This is how you will be notified of any action on the case.

To do this, Select Actions and choose either Add New Service Contact or Add from Firm Service Contacts if you have e-filed previously.

Party: Test Hospital/Mental Health Center - Petitioner

Actions

Step 13: A payment account needs to be set up prior to proceeding (even if the first pleading you are filing does not have a fee associated with it). If you have not already set up a payment account the firm administrator may do so now by clicking on the yellow Actions word at the upper right hand corner and select payment account.



Actions

Step 14: Fill in the final three fields and select Save Changes.

This field is your firm credit card/waiver account.

Payment Account

Click to select Payment Account

This field is usually your client.

Party Responsible for Fees

Click to select Party Responsible fo.

In this field you will select your own name.

Filing Attorney

Click to select Filing Attorney

Select Save Changes.

Undo

Save Changes

Select Summary.

Save as Draft

Summary

Select the Submit Button. Your documents will be E-Filed to the court.

Back

Submit