

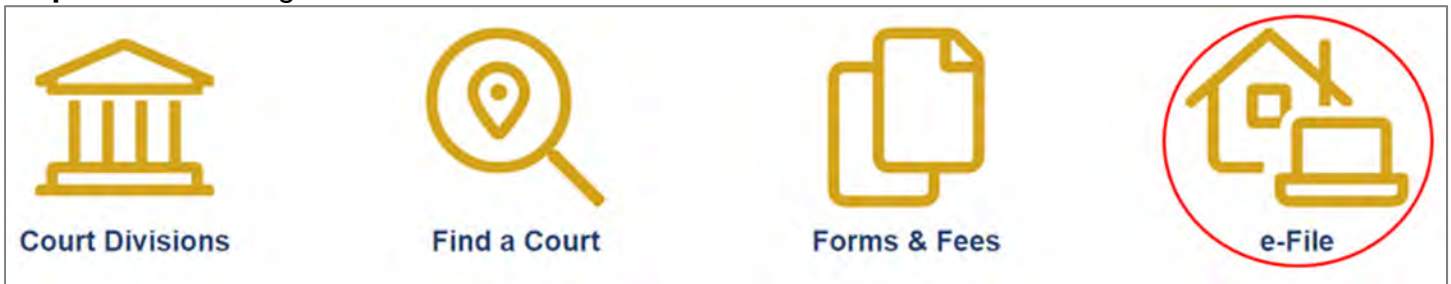
How to File into an Existing Involuntary Admission 135-C Case in File and Serve

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

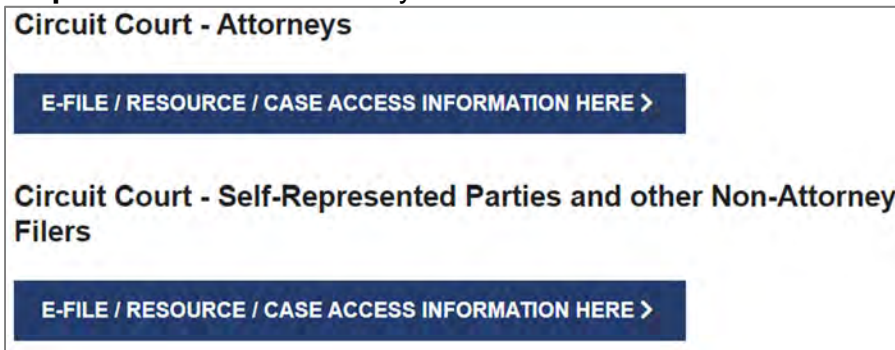
Step 2: Go to the court's website at: www.courts.nh.gov.



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



Step 4: Select the Attorneys E-File Here link and E-File Here (File Into Your Case).



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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 with a pencil labeled 'Register'. The right panel, titled 'Self Help', contains a list of blue hyperlinks: 'Need Help?', 'Web Training Sessions', 'Be sure to whitelist NHCourtsNo-Reply@efilingmail.tylertech.cloud 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'. A vertical scrollbar is visible on the right side of the 'Self Help' panel.

Step 6: Sign in with your username and password.

The screenshot shows a sign-in form with a message at the top: 'Please sign in to continue'. Below this are two input fields: 'Email' and 'Password'. A blue 'Sign In' button is positioned below the password field. At the bottom left of the form, there is a link that says 'Forgot Password?'.

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' page. At the top right, there is a yellow 'Actions' button with a dropdown arrow. Below this is a dark header with the text 'Firm Service Contacts'. Underneath the header is a search bar with the placeholder text 'Search by first or last name' and a yellow '+ Add Service Contact' button on the right.

Step 7: At the Filer Dashboard select File into Existing Case.

The screenshot shows the 'Filer Dashboard' with two main sections. The left section, 'My Filing Activity', contains a list of categories: 'Pending', 'Accepted', 'Returned', 'Drafts', and 'Served'. At the bottom of this list is a link that says 'View All'. The right section, 'New Filing', contains two buttons: 'Start a New Case' and 'File into Existing Case'. Below these buttons is a link that says 'Use a Template' and a text link that says 'Need help getting started?'.

Step 8: Input your court location and case number. (Note: Can also select All Locations.)

File Into Existing Case

Select a Location

Location

Click to select Location

Search for a Case by

Case Number Party Name

Case Number

Case #

Search Clear Search

Select the blue search button.

Search Clear Search

Step 9: Your case information will appear. Select the grey Actions drop down and choose File into Case.

File Into Existing Case

Case Number	Location	Description	Case Type	
317-2024-IN-00001	6th Circuit - Probate Di...	*****	Involuntary Admission ...	Actions

1 20 items per page 1 - 1 of 1 items

Back to Search

Step 10: Your Case and Party Information will appear. If you are filing into this case for the first time, in the Party section select the party you represent. Select yourself as the Lead Attorney for this party. Save Changes.

Lead Attorney

Alex Attorney

Scroll down to the Filings Section.

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Leave EFileAndServe as the Filing Type. This ensures that all registered parties will be served a copy of your filing.

Enter the details for this filing

Filing Type

EFileAndServe

Scroll down through the available Filing Codes (names of documents) and select the one that matches your document, such as Appearance.

Fill in the Filing Description by typing Appearance (or whatever document you selected as your Filing Code). (Some attorneys include their client's last name after the word Appearance in case they do not complete their filing process. That makes it easier to retrieve their work in progress.)

Enter the details for this filing

Filing Type: EFileAndServe

Filing Code: Statement for Payment-IN

Filing Description: Statement for Payment - Jones

Enter your client's name in the Related Parties 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 created and saved Statement for Payment-Involuntary Admission by selecting the following icon.



Lead Document (Required)

Computer

Upload icon

Selecting a security type is usually not necessary. Select non-public (confidential) if you are filing a motion to keep a document confidential.

Lead Document (Required)

22940714-2.pdf 39.06 kB

Description: Appearance

Security: Public

Select Save Changes after each document uploaded.

Undo Save Changes

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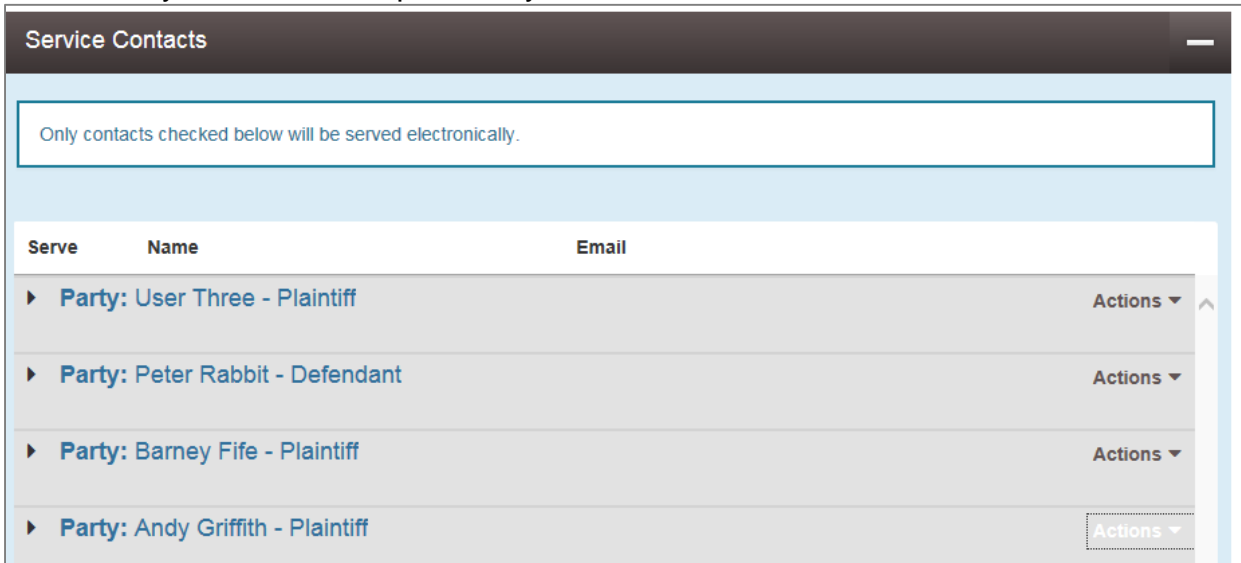
If you have additional documents to upload, Select Add Another Filing



Filing Code	Reference Number	Filing Description	Actions
Motion for Expedited Hearing		Motion for Expedited Hearing	Actions

+ Add Another Filing

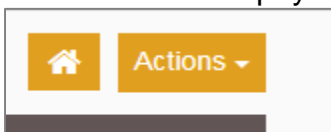
Step 12: If you have not already done so, add your Service Contact information (your email address) to the party you represent. This is how you will be notified of any action on the case. To do this, Select Actions and choose either Add New Service Contact or Add from Firm Service Contacts if you have e-filed previously.



Only contacts checked below will be served electronically.

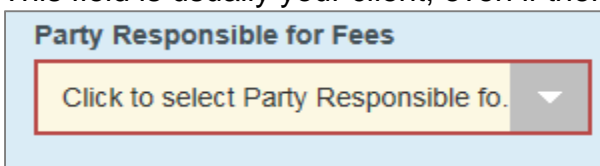
Serve	Name	Email	Actions
▶	Party: User Three - Plaintiff		Actions
▶	Party: Peter Rabbit - Defendant		Actions
▶	Party: Barney Fife - Plaintiff		Actions
▶	Party: Andy Griffith - Plaintiff		Actions

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.



Home Actions

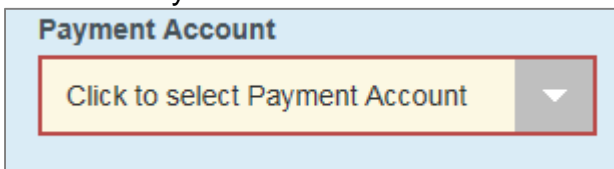
Step 14: Fill in the final three fields and select Save Changes. This field is usually your client, even if there are no fees due on this particular filing.



Party Responsible for Fees

Click to select Party Responsible fo.

This field is your firm credit account.



Payment Account

Click to select Payment Account

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In this field you will put your own name.

Filing Attorney

Click to select Filing Attorney ▼

Select Save Changes.

Undo Save Changes

Select Summary.

Save as Draft Summary

Once you select the Submit button, your document will be filed with the court and electronically served to all registered parties. **You must mail a copy to all parties to the case who are not registered.** In the Service Contacts section, you will be able to see an email address associated with each registered party's name. If there is no email address associated with an active party in the case, you must mail or hand-deliver a copy of the pleading.

Back Submit

After reviewing and accepting the filing, the court will act upon the pleading in the normal course of case processing.