

How to File an Initial Involuntary Admission 135-C Case in TurboCourt (primarily filed by NH Hospital)

1. Go to the court's website at www.courts.nh.gov. Select the gold-colored e-File icon.
2. Under Circuit Court – Self-Represented Parties and other Non-Attorney Filers select “E-File/Resource/Case Access Information Here”. This brings you to the NHJB Electronic Services page with information and resources for all Circuit Court electronic case types.
3. Under E-File click “E-File Here (File Into Your Case)”. This brings you to the TurboCourt website. If you have not already done so, you must sign up and choose a username and password.
4. Under Circuit Court select Civil Complaints then select Circuit Civil Complaint - Start a New Case. Select Involuntary Admissions, then select Involuntary Admission (Non-Emergency) - Start a New Case. You are now at the screen where you must choose the Jurisdiction. It is important to select the correct answer from the drop down. If you are unsure which Jurisdiction to select, there are links on this page to assist you. Once you have selected the Jurisdiction, the Location will autofill with that County's Probate Division location. Select the Next button.
5. Review the information on the screen. Continue to follow the prompts, answer each question and select the Next button.

Selecting the Next button automatically saves the data to your TurboCourt account. You must select Next on each page of the guided interview.

Because this is an initial filing, you will be asked to provide Petitioner, Respondent, and Petition information. It also asks for an email address. You will be receiving all correspondence from the other parties in the case and from the courts via your email address.

At the Type of Petition screen, select either “Petition for Involuntary Admission” OR “Petition for Renewal of Involuntary Admission”. Please note: a link to a petition form will be provided for you to complete and attach at the end of the program on the Review and Submit Your Documents screen. An attachment placeholder will be available for you as well.

6. After completing all the information, then you arrive at the Review and Submit Your Documents screen.
7. A “What to Expect After your File...” document will appear on this screen. Select View to the right of this document to read important information. The petition form with a red exclamation mark is a required forms file and must be attached at this time. If the forms are not attached, the program will not allow you to proceed. A blue exclamation point will appear next to forms needed, but not required to be filed (i.e. the copy of the current order for renewal when filing a Petition for Renewal of Involuntary Admission petition). Select View to review your completed forms then select Submit.



8. **IMPORTANT:** Be sure to click the Submit button in order to submit your document to the court.

