

## How to File into an Existing Involuntary Admission 135-C Case in TurboCourt

1. Go to the court's website at [www.courts.nh.gov](http://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, select 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. Log into TurboCourt with your username and password. Under Circuit Court select Involuntary Admissions, then select Involuntary Admission (Non-Emergency) – File into an Existing Case. Select your Jurisdiction and the Location will autofill with that County's Probate Division location. Select Next. Put your case number in the box provided. Select Next.
5. As you continue, your case number will be listed again and underlined. Click on the link. Please Note: The Case Name will appear as \*\*\*\*\* as this is a confidential case type.
6. After two introductory pages, you will be asked “Who is filing?” Choose the party type (i.e. Guardian) from the list provided, then Select Next. Please note: Party names will not appear as this is a confidential case type.
7. On the “What Would You Like to File?” screen, review and choose from the list of options. Based on your choices, the program will provide the required link(s) to your form(s) for you to complete.

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.

8. Copies must be sent to all other parties on the case EXCEPT for the Psychiatric Reports and Statements for Payment, as the Court will forward these to the necessary parties. Registered parties will receive an electronic copy of your filing when the box is checked next to their party type. If an email address is not displayed for all parties on the screen, you must send a copy by U.S. Mail or Hand-Delivery.
9. This brings you to the Review and Submit Your Documents screen. Your completed forms will have a green check mark on them and are ready to be reviewed and filed (i.e. Email/Address Notification or Change). The forms with a red exclamation mark are forms that are required or that you said you intended to complete and file and must be attached at this time. If the forms are not attached, the program will not allow you to proceed.



10. The next step is to submit your forms.

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

