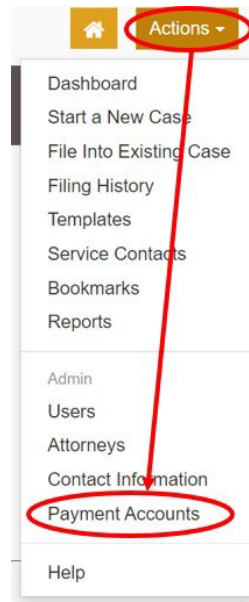


How to File an Appeal of an Ombudsman Order in Superior Court (Attorney)

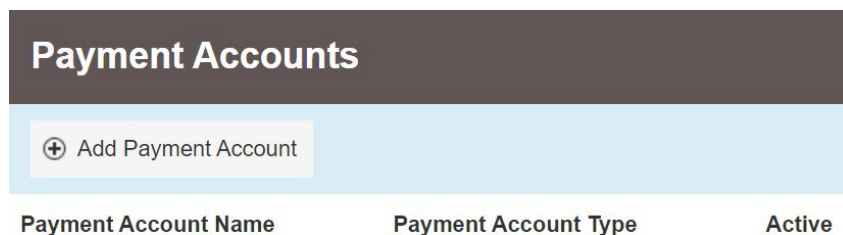
1. To appeal an ombudsman order in Superior Court, you must submit a new case through File and Serve. You can access File and Serve at the following link:

[Odyssey File & Serve \(tylerhost.net\)](http://tylerhost.net)

2. These orders must be submitted as a new Administrative Appeal case. Usually, these cases require a \$280 filing fee. Appeals of Ombudsman orders are exempt from the fee. In order to bypass the fee, a waiver account must be set up in your firm. This must be done by the Firm Administrator. To do this, click on the yellow "Actions" button and select "PaymentAccounts".

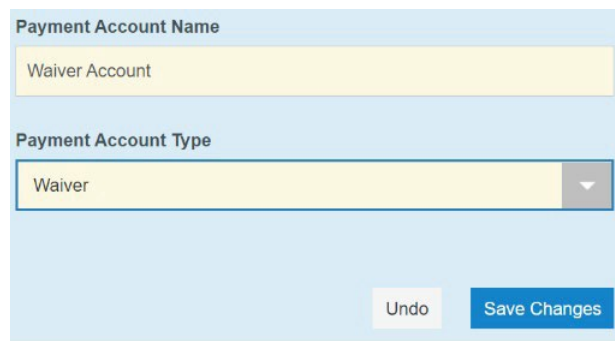


3. Select "Add Payment Account".



Payment Account Name	Payment Account Type	Active
----------------------	----------------------	--------

4. Select "Waiver" for the Payment Account Type. Click Save Changes.



Payment Account Name	Waiver Account
Payment Account Type	Waiver
	Undo Save Changes

- From the Dashboard, click on “Start a New Case”. All appeals of ombudsman orders are filed in Merrimack Superior Court under the case type “Administrative Appeal”. Click “Save Changes”

Case Information ✎ —

Location
Merrimack Superior Court ▼

Category Civil-Other ▼ **Case Type** Administrative Appeal – Other - \$28. ▼

Undo Save Changes

- Enter the party information for the plaintiff and defendant and save your changes.
- Under “Filings”, select “Other” for the Filing Code and type “Appeal of Ombudsman Order” into the Filing Description.

Enter the details for this filing

Filing Type EFileAndServe ▼ **Filing Code** Other ▼ i

Filing Description
Appeal of Ombudsman Order i

- Attach the Appeal as a PDF under “Lead Document” and save your changes.

Lead Document (Required)

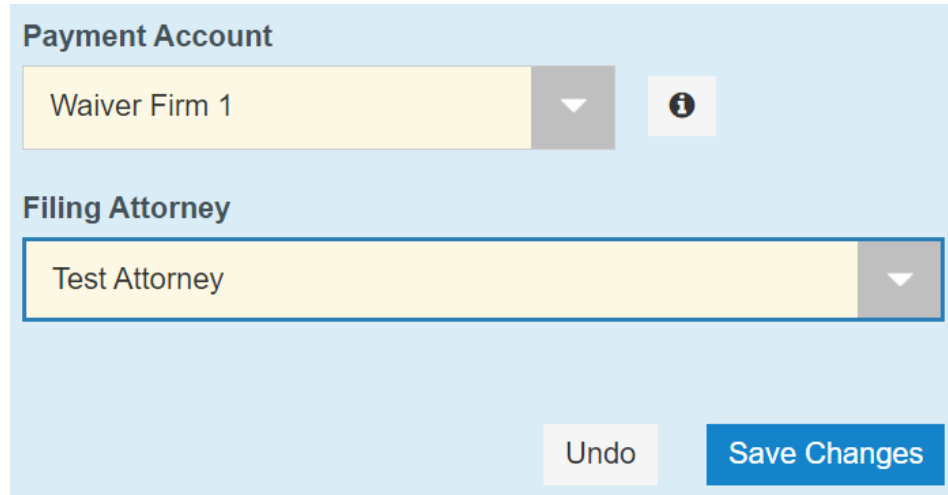
Ombudsman Appeal.pdf 191.77 kB ×

Description Other **Security** Public ▼ i

Undo Save Changes

- Add your email as your party’s service contact and save.

10. Under the “Fee” section, select your newly created Waiver account and Save your changes.



The screenshot shows a light blue form with two sections. The first section is titled "Payment Account" and contains a dropdown menu with "Waiver Firm 1" selected, a grey arrow button, and an information icon. The second section is titled "Filing Attorney" and contains a dropdown menu with "Test Attorney" selected and a grey arrow button. At the bottom right of the form are two buttons: "Undo" and "Save Changes".

11. Submit your pleading.

Court staff will review the pleading within two business days of your submission. When reviewing, they will waive the \$280 filing fee. Check your email for confirmation that your filing has been accepted.

If you have any questions about this process, please call the NHJB’s Information Center at 1 (855) 212-1234 and ask to be transferred to the Superior Court E-Filing Center.