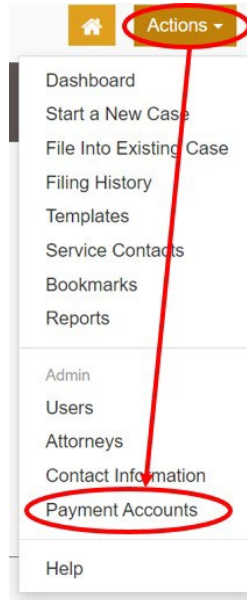


How to Register an Ombudsman Order in Superior Court (Attorney)

1. To register 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 Declaratory Judgment case. Usually, these cases require a \$280 filing fee. 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 "Payment Accounts".



3. Select "Add Payment Account".

Payment Accounts

[+ Add Payment Account](#)

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

Payment Account Name

Payment Account Type

Undo [Save Changes](#)

- From the Dashboard, click on “Start a New Case”. All registrations of ombudsman orders are registered in Merrimack Superior Court under the case type “Declaratory Judgment”. Click “Save Changes”

Location
Merrimack Superior Court

Category
Civil-Other

Case Type
Declaratory Judgment - \$280.00

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 “Ombudsman Order” into the Filing Description.

Filings

Enter the details for this filing

Filing Type
EFileAndServe

Filing Code
Other

Filing Description
Ombudsman Order

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

Lead Document (Required)

Ombudsman Order.pdf 301.53 kB

Description
Other

Security
Public

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 the Payment Account and Save your changes.

The screenshot shows a light blue background with two main sections. The first section is titled "Payment Account" and contains a yellow dropdown menu with the text "Waiver Firm 1", a grey arrow pointing down, and a small white square with a black information icon. The second section is titled "Filing Attorney" and contains a yellow dropdown menu with the text "Test Attorney" and a grey arrow pointing down. At the bottom right of the form are two buttons: a grey "Undo" button and a blue "Save Changes" button.

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 the 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.