

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

1. In order to register an ombudsman order with the Superior Court, a new case must be filed in TurboCourt. You can access TurboCourt at the following link:

[TurboCourt - Legal Paperwork Assistance - New Hampshire](#)

If you do not have an account, you can register by selecting the “Sign Up” button on the right of the screen.

TURBOCOURT
Relax. We're in Your Court.

Translation Disclaimer
Select Language
Powered by Google Translate

Home Log in Sign up Help About Out
Timeout in 28 min

Need help?
For faster answers to your questions click [Submit Help Request](#) to contact our Customer Support team.
Take a [Video Tour](#).

Testimonials
"As a defendant pro per in a Pima County Superior Court, I can't tell you how much I appreciate your service. Filing is so easy and saves one heck of a lot of paper. I only wish that the older established law firms would get with the program and stop small-maling stuff."

Prepare Your Court Case Online
Fast, Easy & Secure

1 Answer our easy-to-follow questions. We'll guide you every step of the way.
2 We will fill out the exact forms and papers you need.
3 We will help you file and get ready for your next steps.
It's as easy as that - a do-it-yourself service that's fast and stress-free!

Available in New Hampshire

Superior Court
[Civil Superior Court](#)
Filing into Civil Superior Court

Log in
Username or Email
Password [Request new](#)
Log in

- Don't have an account? -
[Sign up](#)

Continue with Facebook

2. Once registered, log into TurboCourt. From the home screen, select “Civil Superior Court” and then “Civil – Superior – Start a New Case”.

Available in New Hampshire

Superior Court
[Civil Superior Court](#)
Filing into Civil Superior Court

Circuit Court
[Civil Complaints](#)
District Division Civil Complaints, Writs of Replevin, and Registration of Foreign Judgments
[Civil Other Cases](#)
District Division Other Civil Cases
[Guardianships](#)
Temporary and Permanent Guardianships of Children or Adults
[Name Change](#)
Petitions and responsive filings related to the name change process

Civil Superior Court in New Hampshire

[Civil - Superior - Start a New Case](#)
Click [start now](#) to start a new civil case in Superior Court

[Civil - Superior - File into an Existing Case](#)
Click [start now](#) to file into an existing civil case using the case number provided by the court

3. For Jurisdiction, select Merrimack County.

JURISDICTION* [check your fees](#)

LOCATION*

- When you arrive at the “What would you like to file?” screen, select “I have a different civil case” under the “File a Civil Case” section.

What Would You Like To File?

The common forms that are filed in this case type are listed below in categories. If you do not see what you are looking for, select the **I have a different civil case** category for a further list of cases.

Click [here](#) for case types/descriptions.

What Would You Like to File Today? *

File a Complaint to Enjoin Foreclosure

- I want to prevent my home from being foreclosed on.

File a Complaint for Restraining Order

- I want to prevent someone from having contact with me or refrain from certain actions.

File a Department of Labor Judgment

- I want to enforce/appeal my Department of Labor Judgment.

File a Civil Case

- I have a contract dispute.
- I have been harmed or injured as the result of someone else's negligence, intent, or slander.
- I have a dispute over my property.
- I have a different civil case.

- Choose case type of Declaratory Judgment.

Type of Filing

Click [here](#) for case types/descriptions.

Select the Civil Case you would like to file: *

- Appeal of Planning Board
- Appeal of Zoning Board
- Appeal of Motor Vehicle Division
- Appeal of Administrative Decision
- Complaint for Accounting
- Complaint for Destruction of Drugs
- Complaint for Discovery
- Complaint for Dissolution of Partnership/Corporation
- Complaint for Injunction
- Complaint for Receivership
- Complaint for Special School District Meeting
- Complaint for Special Town Meeting
- Complaint for Special Performance
- Complaint to Confirm Arbitration Award
- Declaratory Judgment
- District Court Bail Review
- Interpleader
- Mandamus
- Motion to Dispose/Return Property
- Petition to Terminate Registration Requirements
- Plea of Indemnity
- Registration of Foreign Judgment
- Right to Know
- Sobriety Checkpoint

Clicking the **Next** button automatically **saves** the data to your TurboCourt account.

- At the “Who is Filing” screen, select the first option indicating you are representing yourself. Enter your information as the plaintiff (This may autofill based on the information you provided during registration).
- At the Defendant Information screen, select “Business or other entity” and enter the government institution as the Defendant. **Question: TC always asks for Agent of Service. Will there always be one?**

8. Once you have entered the party information, you will be prompted to complete a questionnaire:
- A. At the “Claim Information” screen, select “No” when asked for monetary damages and the jury trial request.

Claim Information

Are you making a claim for monetary damages? *

- Yes
 No

Are you requesting a jury trial? *

- Yes
 No

Clicking the **Next** button automatically **saves** the data to your TurboCourt account.

Previous

Save

Next

- B. Under “Claim Details”, write, “Please see the attached ombudsman order” in the first box. Click Next.

Claim Details

Describe the circumstances that gave rise to your claim. Use a separate paragraph for each allegation. Be specific and include names, dates, places, etc.

1. In one sentence, describe the **first** thing that happened: *

[5 lines max - Do not type all CAPITAL letters.] [40 of 400]

Please see the attached ombudsman order.

2. In one sentence, describe the **second** thing that happened:

[5 lines max - Do not type all CAPITAL letters.] [0 of 400]

3. In one sentence, describe the **next** thing that happened:

[5 lines max - Do not type all CAPITAL letters.] [0 of 400]

Check here if you need to provide additional claim information.

Clicking the **Next** button automatically **saves** the data to your TurboCourt account.

Previous

Save

Next

- C. Type the same sentence in the first box of the “Requested Relief” screen. Click “Next”.

Requested Relief

What orders do you want the court to make?

a. Describe the first request for relief: *

[5 lines max - Do not type all CAPITAL letters.] [40 of 400]

Please see the attached ombudsman order.

9. Select “No” when asked if you want to submit an Ex Parte Request, Motion to Attach, or any other Motions.
10. Do NOT check the box asking if you would like the Court to consider waiving the filing fee.
 - A. Please note that these filings do not have an associated fee.
11. At the “Review and Prepare you Documents” screen, select the “Attach” link near the bottom of the page to the right of “Attach Additional Documents”.

Your Completed Forms [info](#)

Complaint	View Request
Appearance	View Request
What To Expect After You File a Complaint	View Request

Attach Your Documents [info](#)

The forms beside the icon, listed below, are documents you indicated you wish to file at this time or are required. If instructions are provided underneath the form listed, follow those instructions. Otherwise, Click [here](#) for instructions and go to the [court's website](#) to find court forms.

The forms beside the icon are documents which you may want to file at this time. Follow the instructions underneath the form listed.

Underneath the icon, you may attach additional documents. Follow the instructions under the Attach Additional Documents section.

This site accepts only Adobe Acrobat Portable Document Format (PDF) documents as attachments.

To create Adobe PDF documents you must use applications that include built-in PDF capabilities – such as Office applications. You can also convert your file into an Adobe PDF document using Create Adobe PDF Online, available at: <http://createpdf.adobe.com>. Alternatively, you may download and install on your computer a free PDF printer driver and/or PDF files converter, available at: <http://www.pdf995.com/download.html>.

Attach Additional Documents
 Instructions: To attach a main document, please click on the 'Attach' link on the right. You can attach up to 15 documents.

Note: If any forms are listed above in the “Your Completed Forms” section, you do NOT need to create and attach these same forms. The forms have already been created for you.

Click [here](#) for instructions on how to attach additional documents. Additional forms may be found on the [court's website](#).

Attach View Remove

12. A smaller “Attach Main Document” window will appear. Select “Other” for Document Type. Type “Ombudsman Order” in the Title/Description field. Click on “Choose File” and upload a PDF copy of the Ombudsman Order. Click “Save”.

Allowed attachment extensions: pdf

Document Type *

Title/Description *

Attach Main Document No file chosen

You are allowed to make the following special request(s):

I request that this document be kept confidential. [info](#)

13. At the payment screen, select “Pay with Cash, Check, or Credit Card at your local court within 5 days of submitting this Filing” and submit.

Your Payment Options

Pay now with a credit card

Pay with Cash, Check, or Credit Card at your local court within 5 days of submitting this Filing. ⓘ

When you click Submit, your forms will be electronically delivered to the court. An electronic confirmation will be sent to you when the documents are delivered to the court. We recommend that you log in to TurboCourt often to check the status of your filing and e-service. You will be notified again when your documents have been processed by the court. You must log in to TurboCourt to view and/or print your file-stamped documents and supporting documentation.

First Name * Last Name *

By submitting your documents, you agree to these [Terms & Conditions](#).

Please note that you will NOT be expected to appear in Court or pay a Filing Fee. The Court staff will automatically waive the fee upon reviewing your submission.

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