

# Court Service Center

## New Hampshire Trial Court

### HOW DO I OBTAIN A RECORD SEARCH?

#### General information:

- Complete and print the Record Search Request form for each individual court in which you are seeking records:
- Read the Fee Information on the second page of the form
- If you complete the form prior to printing, the form will calculate the total for you. If you print the form and then complete it, you must manually calculate the fee for the requested record check(s).
- Make checks payable to NHJB Central Processing Center
- Mail the completed form and the required fee to the following address which is on the form:  
**New Hampshire Judicial Branch (NHJB) Central Processing Center**  
**32 Clinton Street, Suite B**  
**Concord, New Hampshire 03301**

**OR** (If the request is urgent):

**Hand Deliver** the Form and Fee to:  
Concord Circuit Court, Clerk's Office  
32 Clinton Street  
Concord New Hampshire

Hand delivered requests must be received before noon for next day results.

#### Where can I find the forms I will need?

- For Superior Court or Circuit Court (District and Family Division)  
Record Research and Billing Form **(NHJB-2798-DFS)**
- For Circuit Court Probate Division  
Probate Estate Administration Records Research and Payment Form **(NHJB-2941-P)**

#### Frequently asked questions:

**Question:** If I have the case number of the case I need information about, do I need to submit the form and a fee?

**Answer:** No. If you go to the court and provide the case number of the case file you need to review, there is no record search fee.

**Question:** If I **don't** have a case number, do I need to submit the form and a fee?

**Answer:** Yes. Record search requests by the following without a case number require the completed form and a fee:

- o Employers (e.g., re: security clearance)
- o Attorneys (except inquiries about cases in which they have filed an appearance)
- o Non-parties to a case (except as listed below)
- o Anyone requesting a list of all of the cases they have been a party to

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Requests submitted by the following do not typically require a fee:

- Military recruiters
- Law Enforcement (State and Local Police Departments)
- Prosecutors
- Public Defenders
- Contract Attorneys
- Anyone who has a case number
- Attorneys requesting information about a case in which they have filed an appearance
- Parties requesting information about a single case in which they are a party

NOTE: The individual courts are able to perform quick searches when a single record check is needed. It is not guaranteed, however, that the request can be completed the same day. If the record check cannot be performed immediately, the court may direct you to bring the request to the drop box located at the Trial Court Center or mail the form and payment to the NHJB Central Processing office.

**Forms and Instructions are available at any Trial Court**

**Additional information can be found at:**

[www.courts.state.nh.us](http://www.courts.state.nh.us)