

# New Hampshire Judicial Branch Superior Court Requesting Documents

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In an effort to minimize traffic in our Superior Court locations, please follow this guide when requesting documents from cases.

**If you are Requesting Documents on a paper case or are not a party or attorney of record on the case:**

Please call the New Hampshire Judicial Branch's Information Center at 1 (855) 212-1234. If you are requesting documents on an E-Filed case, they will be able to email you a copy. If you are requesting copies on a paper case, they will forward the call to the Court's Clerk's Office. Our staff will determine if they will leave a physical copy at the front door with the bailiff, or send it in the mail.

**If you are requesting certified documents:** Please be advised that there is a \$10 charge for these requests.

Attorneys:

Submit an envelope with a Request for Certified Copies through File and Serve. Please see the [How to Request Certified Documents](#) instructions posted on the [Superior Court's Electronic Services Page for Attorneys](#) if you need assistance.

Self-Represented Litigants:

Create a PDF document stating what document(s) you need certified. You can use the [template](#) posted on our website. Save the PDF to your computer.

In TurboCourt, click on the link next to "Civil - Superior – File Into an Existing Case". Enter the court location and case number to search for the case. Click on the case number to begin a new filing. Follow the prompts until you reach the "What would you like to file" screen. Select "I want to Collect on a Judgment" and click Next. Select "Request for Certificates/Certified Copies" and click Next. Attach the saved PDF to your envelope, add your payment information, and submit.

**If you are requesting non-certified documents:**

Attorneys and Self-Represented Litigants:

Our Case Access Portal is now live for both civil and criminal cases in the Superior Court. If you are a party or the attorney of record on a public case, with the exception of criminal domestic violence cases, you can use the portal to obtain any electronically filed public documents. Please visit the links below for more information on our Case Access Portal:

Attorneys: <https://www.courts.state.nh.us/nh-e-court-project/How-to-register-for-the-Case-Access-Portal-Attorney.pdf>

Self-Represented Litigants: <https://www.courts.state.nh.us/nh-e-court-project/How-to-register-for-the-Case-Access-Portal-SRL.pdf>

If you are requesting documents on a paper case, the documents will not be available on the portal. Please follow the procedure below.

Please call the NHJB Information Center at 1-855-212-1234 if you have any questions.