

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 Administrative Offices
Attention: Central Processing Center
1 Granite Place, Suite N400
Concord, New Hampshire 03301

OR (If the request is urgent):

Hand Deliver the form and fee Monday through Friday, 8am – 4pm, to:

New Hampshire Judicial Branch Administrative Offices

Attention: Central Processing Center

1 Granite Place, Suite N400

Concord, New Hampshire 03301

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

NOTE: There is no drop off option available on weekends or court holidays.

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 mail or deliver the request to:

New Hampshire Judicial Branch Administrative Offices

Attention: Central Processing Center

1 Granite Place, Suite N400

Concord, New Hampshire 03301

Forms and Instructions are available at any Trial Court

Additional information can be found at:

www.courts.state.nh.us