

## How to File an Initial Small Claims Case in TurboCourt

1. Go to the court's website at [www.courts.state.nh.us](http://www.courts.state.nh.us). In the top right hand corner, click "Go to Electronic Services including e-Filing".
2. Select the Self Represented Parties and other Non-Attorneys link in the middle of the page. Then, click E-File Here. This brings you to the TurboCourt site.
3. If you have not already done so, you must sign-up and choose a username and password.
4. Select Small Claims - Start a New Case. You are now at the screen where you must choose your jurisdiction and court location. It is important to select the correct answer from the drop down. If you are unsure which location to select, there are links on this page to assist you.
5. Next, you select "I am starting a new case in this court". Because this is an initial filing, you will be asked to provide plaintiff, defendant and complaint information. It also asks for an email address. You will be receiving all correspondence from the other parties in the case and from the courts via your email address.

Continue to follow the prompts, answer each question and click the Next button.

Clicking the Next button automatically saves the data to your TurboCourt account. You must click Next after each question asked.

6. This brings you to your payment options. You are also given an option of asking the court to waive your fee. Based on your response, the TurboCourt program will either generate the financial forms or ask you to attach them.
7. This brings you to Step 1 of 3: Review and Prepare Documents. Your completed forms will have a green check mark on them and are ready to be filed. The forms with a red exclamation mark are forms that are required or that you said you intended to file and must be attached at this time. If the forms are not attached, the program will not allow you to proceed.



Attach View Remove

8. The next step is Step 2 of 3: Notification Options. Choose how you would like to be notified of your filings.
9. The next step is Step 3 of 3: Submit Your Forms. Click View to review your completed forms then click Next.
10. Select your Payment Option and agree to terms and conditions.
11. Type your first and last name.
12. **IMPORTANT:** Be sure to click the EFile button in order to submit your document to the court.



EFILE