

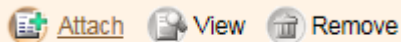
## How to File into an Existing Small Claims Case in TurboCourt

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. Log into TurboCourt with your username and password. Select Small Claims - File into an Existing Case start now. Select your jurisdiction and court location. Put your case number in the box provided. Click Next.
5. As you continue, your case number will be listed again and underlined in blue. Click on the link.
6. Next, you will be asked "Who is filing?" Choose your name from the list provided, then click Next.
7. On the "What would you like to file" screen, you may choose from a list of options. Based on your answers, the website will generate certain required forms. Make your selection.

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.

8. The program insures that all registered parties (email address is required and preferred) will receive a copy of your filings. Your other choices are U.S. mail and hand delivery.
9. 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

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

