

How to File an Initial Wills and Estates Case in TurboCourt

1. Go to the court's website at 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 Wills and Estates – Start a new case. You are now at the screen where you must choose your jurisdiction. It is important to select the correct answer from the drop down. The case should be filed in the county where the decedent resided at the time of death or, if the decedent was not a resident of New Hampshire, in the county where the decedent owned property in New Hampshire. If you are unsure which location to select, there is a link on this page to assist you. The location must be Probate Division.
5. Because this is an initial filing, you will proceed through Introduction and Learn Before You Start screens that provide information (slideshows and overviews) on various case types. You will be asked a series of questions about what you are seeking to do and what type of filer you are.
6. 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.
7. Throughout the questions, Frequently Asked Questions (FAQS) appear on the right side of the screen. Click them to read more.
8. You will be asked to provide your name, mailing address, and email address. Telephone number is optional, but helpful to the Court.
9. Once you have completed the question screens, the program 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.
10. *You must verify that all answers and information are accurate.
11. 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 required and must be attached at this time. If the forms are not attached, the program will not allow you to proceed.



12. The next step is Step 2 of 3: Notification Options. Choose how you would like to be notified of your filings.
13. The next step is Step 3 of 3: Submit Your Forms. Click View to review your completed forms then click Next.
14. Select your Payment Option and agree to Terms and Conditions.
15. Type your first and last name.

16. **IMPORTANT:** Be sure to click the EFile button in order to submit your document to the court.



17. Once submitted, on the next screen you will see your forms and be able to view them to view them again. A cover letter will be generated here for you to use to send the Will (if one exists) and Death Certificate to the Circuit Court Administrative Office. Print that sheet or write down the information provided on the sheet to include with your mailed document(s). The Will and/or Death Certificate cannot be scanned in with the Petition. They must be mailed in their original form to the address provided on the cover sheet.