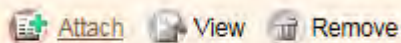


## How to File into an Existing Wills and Estates Case in TurboCourt

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 on "Go to "e-Filing and other Electronic Services".
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 Wills and Estates then Wills and Estates– File into an Existing Case. Select your jurisdiction and court location. Put your case number in the box provided, then click Next.
5. As you continue, your case number will be listed again and underlined in blue. Click on the link.
6. The next few Introduction and Getting Started screens contain slideshows and overviews regarding various case types. Click next to proceed to the "Who is Filing" screen.
7. Choose your name from the list provided, then click Next. (If you are not on the list, click that option. You will be required to call the Information Center 1-855-212-1234.) Note: If it is your first time filing in a case, the system will guide you to file your e-service contact (Email/Address Notification form). After you click Submit, if you want to file another document, click "Home" at the top of the screen and follow the instructions beginning at step 4.
8. On the "What would you like to file" screen, you may choose from a list of options. Based on your answers, the program will generate certain forms or you will be required to fill out and upload the selected form. Make your selection.
9. Continue to follow the prompts, answer each question and click the Next button. Data is automatically saved to your TurboCourt account. You must click next after each question asked.
10. As you proceed, based on your responses, the TurboCourt program will either generate forms or require you to attach them.
11. Copies of your filings must be sent to all other parties on the case. Registered parties will automatically receive an electronic copy of your filing when the box is checked next to their name. If an email address is not displayed for a party on the screen, you must send a copy of your filing to that party by U.S. mail or hand delivery. This brings you to Review and Submit Your Documents screen. Your completed forms will have a green check mark and are ready to be filed. The forms with a red exclamation mark are required and must be attached. If the forms are not attached, the program will not allow you to proceed.



12. Next you need to select your Payment Option (if any).
13. Then type your first and last name.
14. **IMPORTANT:** Be sure to click the Submit button in order to submit your document to the court.

Submit