

## How to File an Initial Name Change 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. Under Circuit Court select the Self Represented Parties and other Non-Attorneys. 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 Circuit Name Change – Click Here to Start and then select 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. At the Your Identifying Documentation screen, select the type(s) of document(s) you would like to attach. Please note: You are required to submit a copy of personal identifying document(s) showing your current name and current address with this petition such as a driver's license or non-driver's ID, a passport or another form of identification. These documents will be confidential to non-parties. An attachment placeholder will be available at the end of the program.
6. Because this is an initial filing, you will be asked to provide your current legal name along with your requested new name. 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.

7. 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.
8. This brings you to the Review and Prepare Documents screen. Your completed forms will have a green check mark on them and are ready to be reviewed and filed. The forms with a red exclamation mark are forms that are required or that you said you intended to complete and file and must be attached at this time. If the forms are not attached, the program will not allow you to proceed.



9. The next step is to select your Payment Option. Then, Submit Your Forms

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

