

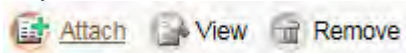
How to File an Initial Civil Complaint Case in TurboCourt

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. 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 Civil Complaint – 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 What Would You Like to File screen, select "I am trying to start a case for money (up to \$25,000) to be paid to me (Civil Complaint)". Please note: a link to a blank Civil Complaint form will be provided for you to complete and attach at the end of the program on the Review and Prepare Your Documents screen. An attachment placeholder will be available for you.
6. 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.

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.

