

## How to File into an Existing Civil Complaint 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 link. 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 File Here to Start and then select 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. Click on the link.
6. Next, you will be asked "Who is filing?" Choose your name from the list provided, then click Next. Please note: If you are filing on behalf of a business, select the name of the business and not your personal name from the list.
7. On the "What would you like to file?" screen, review and choose from the list of options. Based on your choices, the program will generate your form(s) or provide the required link(s) to your form(s) for you to complete.

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. This brings you to your payment options if you selected a form that has a fee. If so, you will be 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.
9. Copies must be sent to all other parties on the case. Registered parties will receive an electronic copy of your filing when the box is checked next to their name. If an email address is not displayed for all parties on the screen, you must send a copy by U.S. mail or hand delivery.
10. This brings you to 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.



11. 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.

