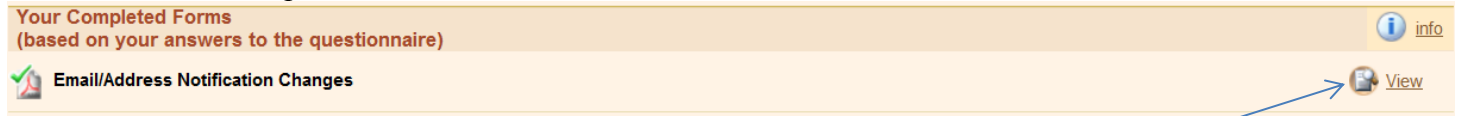


Instructions for Attaching Documents in TurboCourt

There are a few different ways that documents can be filed in TurboCourt, so three sets of instructions (A, B, and C) have been outlined below.

AUTOMATICALLY CREATED FORMS --

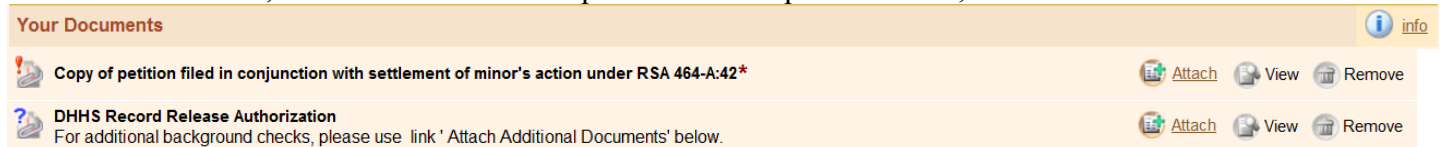
Some common forms are automatically created for you as you answer questions throughout the program. When you reach the “Review and Prepare Documents” screen in TurboCourt, automatically created forms will appear under the “Your Completed Forms” section, like this:



Because these forms were automatically created based on your answers, and will be filed for you when you click “e-file”, you don’t need to fill them out again and attach them. Click View to see your completed form.

OTHER FORMS --

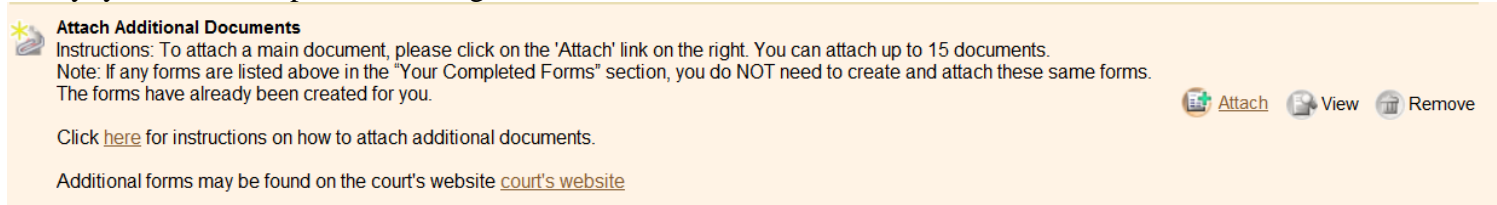
If documents were not automatically created, but need to be submitted, these will be listed under the “Your Documents” section, with a red exclamation point or a blue question mark, like this:



You will need to follow one of the following sets of instructions to complete this process.

- If the document is a court form not requiring notarization, follow instruction A on page 2.
- If the document is a court form that requires notarization, follow instruction B on page 3.
- If the document is neither of these, or you have a paper document, follow instruction C on page 4.

Lastly, you have the option of adding additional documents, here:



You will need to follow one of the following sets of instructions to complete this process.


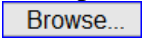


- If the document is a court form not requiring notarization, follow instruction A on page 2.
- If the document is a court form that requires notarization, follow instruction B on page 3.
- If the document is neither of these, or you have a paper document, follow instruction C on page 4.

Instruction A

To fill out and attach a court form (*not* requiring a notarized signature):

Note: this window will no longer be visible once you click on the link to begin working on the court form. If you are at the courthouse, you may wish to view the “How Do I...?” manual, located in a binder by the kiosk. If you are elsewhere, you may wish to print these instructions, or note that you will need to go back and forth between two open windows on your computer.

These instructions outline the typical steps followed when attaching a court form. If you already have a completed document, saved as a PDF (Portable Document Format), skip to step 6. If you have a paper document, see [Instruction C for scanning and attaching a document](#).

1. At the “Review and Prepare Documents” screen, if the name of your form is visible, and there are instructions underneath the form name, click the link to get to the court form. If there are no instructions underneath the form name, click the court’s website link under “Your Documents” to get to the court forms page. The forms will be listed in alphabetical order. Use the scroll bar on the right to find the necessary form.
2. Type into the highlighted fields to fill out the form.
3. After entering all of the required information on the form, click the “Lock & Save Form” button either at the top or bottom of the form. This will prevent any more edits to the form so it is important that you click it *only after you have finished filling out the form*.
4. A “Save As” window will appear. Choose a folder where you wish to save your PDF version of the form, and name your document. Click “Save.” The “Save As” window will then close.
5. Close or minimize the form window to return to the TurboCourt screen. Click . A new window will appear, titled “Attach Main Document.”
6. Depending upon the type of form you’re working with, any of the following prompts may appear. Complete each as necessary:
 - Document Category
 - Document Type
 - Title/Description (may be the same as the Document Type, or more specific)
 - Click . The folder location will appear with your saved PDF available for selection. Choose your document to attach.
 - Click . The “Attach Main Document” window will now close. Your document is attached. Once all of your documents are attached, click  to proceed.


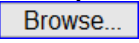


Do not include confidential information on any form unless it is necessary and material to the case. See [Electronic Filing Rule 11 and 12](#). Additional information may be found here: http://www.courts.state.nh.us/nh-e-court-project/How_to_use_an_e-filing_form.pdf

Instruction B

To fill out and attach a court form (requiring a notarized signature):

Note: this window will no longer be visible once you click on the link to begin working on the court form. If you are at the courthouse, you may wish to view the “How Do I...?” manual, located in a binder by the kiosk. If you are elsewhere, you may wish to print these instructions, or note that you will need to go back and forth between two open windows on your computer.

These instructions outline the full process for attaching a court form, from beginning to end. If you have a completed paper form that has already been notarized, see [Instruction C for scanning and attaching a document](#).


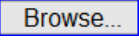


1. At the “Review and Prepare Documents” screen, if the name of your form is visible, and there are instructions underneath the form name, click the link to get to the court form. If there are no instructions underneath the form name, click the court’s website link under “Your Documents” to get to the court forms page. The forms will be listed in alphabetical order. Use the scroll bar on the right to find the necessary form.
2. Type into the highlighted fields to fill out the form.
3. After entering all of the required information on the form, click the “Lock & Save Form” button either at the top or bottom of the form. This will prevent any more edits to the form so it is important that you click it *only after you have finished filling out the form*.
4. Print the form. (There may a fee per page when printing at the courthouse.)
5. Do not sign the document until you are in front of a notary public or justice of the peace. Court staff are available to notarize your signature at the courthouse.
6. Scan your notarized document into the computer. A scanner is available for public use at the courthouse. If using a scanner at the courthouse, the scanned document will go to a folder for scanned documents. If scanning at home, the document will go to whichever folder you designate.
7. Close the folder to return to the TurboCourt screen. Click . A new window will appear, titled “Attach Main Document.”
8. Depending upon the type of form you’re working with, any of the following prompts may appear. Complete each as necessary:
 - Document Category
 - Document Type
 - Title/Description (may be the same as the Document Type, or more specific)
 - Click . The folder location will appear with your saved PDF available for selection. Choose your document to attach.
 - Click . The “Attach Main Document” window will now close. Your document is attached. Once all of your documents are attached, click  to proceed.

Do not include confidential information on any form unless is it necessary and material to the case. See [Electronic Filing Rule 11 and 12](#). Additional information may be found here: http://www.courts.state.nh.us/nh-e-court-project/How_to_use_an_e-filing_form.pdf

Instruction C

To scan and attach a document:

Note: this window will no longer be visible once you begin the scanning process. If you are at the courthouse, you may wish to view the “How Do I...?” manual, located in a binder by the kiosk. If you are elsewhere, you may wish to print these instructions, or note that you will need to go back and forth between two open windows on your computer.

1. Scan your document into the computer. A scanner is available for public use at the courthouse (see “How Do I...?” manual for detailed scanning instructions). If scanning at home, the document will go to whichever folder you designate.
2. Close the folder to return to the TurboCourt screen. Click . A new window will appear, titled “Attach Main Document.”
3. Depending upon the type of form you’re working with, any of the following prompts may appear. Complete each as necessary:
 - Document Category
 - Document Type
 - Title/Description (may be the same as the Document Type, or more specific)
 - Click . The folder location will appear with your saved PDF available for selection. Choose your document to attach.
 - Click . The “Attach Main Document” window will now close. Your document is attached. Once all of your documents are attached, click  to proceed.

Do not include confidential information on any form unless it is necessary and material to the case. See [Electronic Filing Rule 11 and 12](#).