

# e-Filing in New Hampshire Circuit Court

## OPENING AN ESTATE - WITH A WILL WAIVER OF ADMINISTRATION

- Electronic filing is mandatory for the estate process unless you request and receive an exception to e-Filing. Click here for Instructions about the e-Filing Exception process.
- Use caution when filing confidential information. See e-Filing Rules 11 and 12 and the Instructions for the Filing of Confidential Information.

### How do I access e-Filing?

If you are working with an attorney, s/he will guide you on the next steps. If you are going to represent yourself in this action, go to the court's website: [www.courts.state.nh.us](http://www.courts.state.nh.us), select the Electronic Services icon and then select the option for a self-represented party.

1. Click "E-File Here" to enter the e-filing application.
2. Click Sign up and follow the prompts. Save your password in a safe place.
3. After you sign up and login, click start now, next to *Wills and Estates – Start a New Case*.
4. At Where to File, select the county name and location where you want to file. Click next.
5. Follow the instructions and prompts on the screen to complete the filing.

Click here for information on how to qualify for a waiver:

[RSA 553:32 and Overview – Opening an Estate with a Will](#)

### Items listed below are needed to start this case type:

- Petition for Estate Administration form (This form is generated through the electronic filing pathway for self-represented parties. Lawyers must complete the form and upload it through their pathway.)
- Original Will and all Codicils  
Originals must be mailed to the New Hampshire Judicial Branch Administrative Offices, Attention: Electronic Filing Center, 1 Granite Place, Suite N400, Concord NH 03301.
- Original Certificate of Death  
Originals must be mailed to the New Hampshire Judicial Branch Administrative Offices, Attention: Electronic Filing Center, 1 Granite Place, Suite N400, Concord NH 03301.

### Other items that may be needed:

- Appointment of Resident Agent form is needed if you are the person requesting to be Administrator and you are not a New Hampshire resident.
- Statement of Counsel as to Propriety of a Foreign Will/Codicil to be Admitted into Probate form is needed if the Will/Codicil being filed was written in another state or foreign country.
- Certification of Trust form if an *intervivos* (living) trust is named as beneficiary in the will.

### How much will this cost?

- Estate with a value of \$10,000.00 or less - **Total filing fee of \$130.00**
- Estate with a value of \$10,001.00 up to \$25,000.00 - Filing fee \$130.00 + Publication fee \$30 = **Total filing fee of \$160.00.**
- Estate with a value over \$25,000.00 - Filing fee of \$240.00 + Publication fee \$30 = **Total filing fee of \$270.00.**

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## **What happens next?**

- The petitioner must mail the original will and the original certificate of death to the New Hampshire Judicial Branch Administrative Offices.
- The court will send Notice to all beneficially interested persons and entities after all required documents have been e-filed and/or received at the Electronic Filing Center.
- A Certificate of Appointment and related documents will be issued after the court allows the will and grants the petition.
- Waiver of Administration Statement form must be filed no sooner than 6 months, and not later than one year, from the date you are appointed as Executor.

**If you have questions regarding this process, please contact the Information Center at  
1-855-212-1234.**

**BE SURE TO NOTIFY THE COURT IF YOUR ADDRESS AND EMAIL ADDRESS CHANGES.  
FAILURE TO DO SO COULD RESULT IN THE ISSUANCE OF ORDERS AGAINST YOU OR  
WITHOUT YOUR INPUT.**