

e-Filing in New Hampshire Circuit Court

TEMPORARY ADMINISTRATION - WITH A WILL RELATIVE TO DETERMINING IF THERE ARE ANY ASSETS

- 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, 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.

Items listed below are needed to start this case type:

- Petition for Temporary Administration to Determine Assets OR Obtain Medical Records form
- Original Will and all Codicils (if in possession of filer)

Other items that may be needed:

- Appointment of Resident Agent form is needed if you are the person requesting to be Executor and not a New Hampshire resident.
- Certified copy of Death Certificate (if in possession of filer)

How much will this cost?

- There is no filing fee

What happens next?

- The petitioner must mail the original will and/or death certificate (if in the possession of the filer) to the Estates Electronic Filing Center, 2 Charles Doe Drive, Suite 2, Concord NH 03301.
- If the Petition is granted, the court will issue a Certificate of Appointment of Temporary Administrator.
- A Temporary Administration – 60 day report form must be filed within 60 days from the date you are appointed. The Temporary Administrator must check the appropriate box and sign this report.

**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.**