

# e-Filing in New Hampshire Circuit Court

## TEMPORARY ADMINISTRATION - WITHOUT 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](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.

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

- Petition for Temporary Administration to Determine Assets OR Obtain Medical Records 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.)

### 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.
- Certified Copy of the Death Certificate. (if in possession of filer)  
Originals must be mailed to the New Hampshire Judicial Branch Administrative Offices,  
Attention: Electronic Filing Center, 1 Granite Place, Suite N400, Concord NH 03301

### How much will this cost?

- There is no filing fee

### What happens next?

- 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 Administrator. 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.**