

# e-Filing in New Hampshire Circuit Court

## OPENING AN ESTATE OF A FOREIGN WILL FOR FULL ADMINISTRATION *New Hampshire real estate is being sold (ancillary)*

- 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 needed 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 electronic filing pathway)
- Authenticated Copy of Will and Probate  
Packet must be mailed to the Estates Electronic Filing Center, 2 Charles Doe Drive, Suite 2, Concord NH 03301.

Authenticated copy means a will and probate from another state with the following:

1. Will and related probate documents that were filed in the other state, including proof that a judge of probate has issued a decree allowing the will and/or probate estate.
2. The documents are certified to be such by the clerk of court of that state.
3. The fact of his/her being clerk, the genuineness of his/her signature and the fact that the seal affixed was the seal of the court were certified by the Presiding Judge of the court, and
4. The fact that the Presiding Judge was such and the genuineness of his/her signature were certified by the clerk.

### 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.

### 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 \$40 = **Total filing fee of \$170.00.**
- Estate with a value over \$25,000.00 - Filing fee of \$240.00 + Publication fee \$40 = **Total filing fee of \$280.00**

### What happens next?

- The petitioner must mail the original Authenticated copy of Will and Probate from the other state to the Estates Electronic Filing Center.
- The court will send Notice to all beneficially interested persons and entities after all required documents have been filed and received at the Estates Electronic Filing Center.

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- If the estate value is over \$25,000.00 the court will require the Executor to post a corporate surety bond. You will need to contact an insurance agency if a bond is required. The original bond must be mailed to the Estates Electronic Filing Center.
- A Certificate of Appointment and related information will be issued after the court allows the will, grants the petition and approves the bond.
- Inventory of Fiduciary form must be filed within 90 days from the date you are appointed as Executor.

## **What happens in the future?**

- Executor/Administrator's Accounting form must be filed within one year from the date you are appointed as Executor. The Executor must file this form each year the estate remains open.

**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.**