

# e-Filing in New Hampshire Circuit Court

## REOPENING AN ESTATE FOR NEWLY DISCOVERED ASSETS – WITHOUT A WILL

- 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, if you have not previously signed up.
3. After you login, click start now, next to *Wills and Estates – File into an Existing 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:

- Motion form (*Motion to Reopen*)
- Persons Entitled To Inherit - No Will form

#### Other items that may be needed:

- Petition for Estate Administration form (*This form must be filed only if a different Administrator is asking to be appointed and they were not the initial Administrator on the first petition. This form is generated through the electronic filing pathway for self-represented parties. Lawyers must complete the form and upload it through their pathway*)
- Appointment of Resident Agent form is needed if you are the person requesting to be Administrator and you are not a New Hampshire resident.
- Original Certificate of Death must be filed if the previous administrator is deceased.
- If the Estate value is over \$25,000.00, the court will require the Administrator post a corporate surety bond which will need to 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?

- Filing fee of **\$150.00**

#### What happens next?

- The court will send Notice to all beneficially interested persons and entities after all required documents have been filed and received at the Electronic Filing Center.
- If the estate value is over \$25,000.00 the court will require the Administrator to file 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 New Hampshire Judicial Branch Administrative Offices.
- A Certificate of Appointment and related information will be issued after the court allows the will, grants the petition and approves the bond.

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

- If the newly discovered asset is an item of real or personal property of uncertain value, an Inventory of Fiduciary form must be filed within 90 days from the date that the Petition to Reopen the Estate is granted, If the newly discovered asset is cash, stock or other item of certain value, an Inventory of Fiduciary form will not be required.
- If no Inventory of Fiduciary form is required, a Motion for Order of Distribution form must be filed within 60 days from the date that the Petition to Reopen the Estate is granted,
- In Estates where an Inventory is required, a Motion for Order of Distribution form must be filed within 60 days from the Inventory of Fiduciary due date. A schedule sheet detailing the administrative expenses of the estate since reopening should be attached to the Motion for Order of Distribution form.
- Receipt form must be filed within 30 days from the date that the Motion for Distribution is granted. The receipt must reflect the newly found asset that was distributed.

**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.**