

e-Filing in New Hampshire Circuit Court

WILLS FILED with NO 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, 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:

If you have the will of someone who has died, but you are not seeking to become the administrator of the estate, RSA 552:2 requires that you file the will with the court or, if there is an estate already opened in the court, you may send the will to the Executor. If you are sending the will to the court you must send the following:

- A completed Notice of Will Filed, No Estate Administration Requested form
- Original Will and any codicils (amendments to the Will), if in the petitioner's possession
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, if in the petitioner's possession
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:

- Notice of Will Filed - No Estate Administration Requested or a cover letter

How much will this cost?

- There is no filing fee.

What happens next?

- The petitioner must mail the original will and the certified copy of death certificate to the New Hampshire Judicial Branch Administrative Offices.

**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.**