

THE STATE OF NEW HAMPSHIRE
JUDICIAL BRANCH
NH CIRCUIT COURT
www.courts.state.nh.us

INSTRUCTIONS FOR FILING A REQUEST FOR EXCEPTION FROM ELECTRONIC FILING

Electronic filing is **mandatory** in certain Circuit Court cases. Under limited circumstances, the court may grant a request to be excused. See the NH Circuit Court Electronic Filing Rule 1(b).

Select the form and process below which matches your reason for filing for an E-Filing Exception.

Extraordinary Circumstances: *The Electronic Filing Rules allow you to request an exception, and if granted, to be excused from electronic filing if you would be denied access to the court due to the hardship caused by electronic filing. Every circumstance is different but generally, this exception is reserved for extreme situations. (Note: If you do not have a computer at home, there are computers available in every court lobby so that alone does not rise to the level of an extraordinary circumstance.)* To make this request:

- Complete a Request/Motion For Exception From Electronic Filing Due To Extraordinary Circumstances (NHJB-2895-DFPe).
- Complete the case related documents you are filing (for example a Complaint, Petition, Response, or Motion).
- Send the Request/Motion, the documents you are filing, and any filing fee that is due to:
New Hampshire Judicial Branch Administrative Offices
Attention: Electronic Filing Center
1 Granite Place, Suite N400, Concord NH 03301.
- You must send a copy of these documents to any party already involved in the case.

Protection by Law from Disclosing Identifying or Contact Information: *The Electronic Filing Rules allow you to request an exception, and if granted, to be excused from electronic filing if you are protected by law from disclosing identifying or contact information. Every circumstance is different but generally, this exception involves circumstances where there is a protective order in place or where there are other risks of violence.* To make this request:

- Complete a Request/Motion For Safety Related Exception From Electronic Filing (NHJB-2975-DFPe).
- Complete the case related documents you are filing (for example a Complaint, Petition, Response, or Motion).
- Copy all documents because **you will be filing two versions** of each document.
- Redact (take out) any information on the copy of the Request/Motion and on the copy of the case related documents that you believe should be withheld based on your circumstances.
- Send or take both versions (the complete version and the redacted version) of the Request/Motion, and all documents you are filing, and any filing fee that is due to the court where the action is or will be filed.
- Due to the nature of this Request/Motion, do not send a copy of your documents to the other parties in the case. Instead, await further instructions from the court.

What Happens Next? The court will rule on your request. You will receive the ruling and instructions by U.S. mail.