

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

INSTRUCTIONS FOR FILING A MOTION TO SEAL

A Motion to Seal is filed when you are requesting that a document you file with the court be kept confidential. You may be requesting that a portion of your pleading be kept confidential or you may be requesting that an entire document be kept confidential.

A Motion form (**NHJB-2201-DFPe**) may be found on the court's website at www.courts.state.nh.us.

1. Complete the court name (from the drop down menu), case name (plaintiff's name v. defendant's name) and case number.
2. Complete all sections of the form. In the 'requesting the following relief' section, be sure to include which document you are requesting to be sealed. See Rule 13 for more information.
3. Complete the certification section of the form indicating how you will be sending a copy of the form to the other party. (Per the Electronic Filing Rules, e-service is mandatory unless the case is closed.)
4. After completing the form, save it.

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.

When filing a Motion to Seal during case initiation:

1. Click "E-File Here" to enter the e-filing application.
2. After you log in, select *the case type – Start a new Case* and enter the county and location in which this case is filed.
3. Follow the prompts in the guided interview until you reach the Claims Details screen. Select the box marked "check this box ONLY if you need to provide confidential information".
4. Enter the confidential information in the second box. Below #2 check the box marked "b" and click "Next" and complete the guided interview.
5. At the Review and Prepare Documents screen, you will see "Motion to Seal*" in the Your Completed Forms section. Click on the link next to this to attach your Motion to Seal. Fill in the document description and click on browse to upload your Motion to Seal and the click save.
6. If you have an additional document to attach, go to Your Documents and click "attach". Select the Document Type, Document Title and then click on "browse" to upload your document. If the document you are uploading is already recognized as being "confidential" by the court, no further action is needed and you may click save. Otherwise, click in the box next to "I request that the document be kept confidential" and then click save. By requesting that the document be kept confidential, this will prompt a placeholder for a second Motion to Seal.

When filing a Motion to Seal during subsequent filing:

7. Click “E-File Here” to enter the e-filing application.
8. After you log in, select the case type – File into an Existing Case” and enter the county and location in which this case is filed. Select next and enter the case number. Click on the case # link and follow the prompts.
9. Follow the guided interview until you get to the “What would you like to file?” screen. Select “I want to file a Motion”.
10. Follow guided interview to complete the Motion. When you get to the prompt to enter in the supporting facts for your Motion, click the box marked “check this box ONLY if you need to provide confidential information”. Enter the confidential information in the second box. Below #2 check the box marked “b” and click next. Complete the guided interview.
11. At the Review and Prepare Documents screen, you will see “Motion to Seal*” in the Your Completed Forms section. Click on the link next to this to attach your Motion to Seal. Click on brose to upload the Motion to Seal and then click “save.
12. If you wish to attach an additional document, go to Your Documents and click on the “attach” link. Select the Document Type, Document Title and then click browse to upload your document. If the document you wish to attach is already recognized as being “confidential” by the court no further action is needed and you may click save. Otherwise, select the box next to “I request that the document be kept confidential” and the click save. By requesting that the document be kept confidential, this will prompt a placeholder for a second Motion to Seal.