

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

INSTRUCTIONS FOR STATEMENT OF ASSETS AND LIABILITIES - BUSINESS

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**General Instructions:**

This form is usually filed when a party, that is a business, is unable to pay a judgment in full. The Court reviews the information provided in a Statement of Assets and Liabilities to issue an order on the party's ability to make payments on a judgment. The other party in the case may review the information in the document and may ask the filing party questions about it at a hearing.

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.

The Statement of Assets and Liabilities – Business form (**NHJB-2890-De**) may be found at [www.courts.state.nh.us](http://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 the form including 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, if the other party is registered, e-service is mandatory unless the case is closed.)
3. Date and sign the Statement of Assets and Liabilities-Business form at the bottom, and enter your name, mailing address and email address.
4. Save the form as a pdf document on computer.

After completing this form, from the court's website, select the Electronic Services icon and select the option for a self-represented party.

1. Click "E-File Here" to enter the e-filing application.
2. After you log in, select "*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.
3. Follow the guided interview until you get to the "*What would you like to file?*" screen.
4. Follow the instructions on the screen and on the "*What would you like to file?*" page, select "*I want to file a Statement of Assets and Liabilities*".
5. Follow the instructions to file the Statement of Assets and Liabilities form.
6. On the bottom of the Review and Prepare Documents page, click "attach" to upload the form and follow the instructions to complete the filing.