

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

INSTRUCTIONS FOR STATEMENT OF ASSETS AND LIABILITIES – INDIVIDUAL
ESTATES, GUARDIANSHIP, SMALL CLAIMS

General Instructions:

This form may be filed when a party is unable to pay a judgment in full or when a party files a Motion to Waive Filing Fee. 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.

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. 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 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*".
4. You will be able to complete the form by answering questions through a guided interview and following the instructions for submitting the document in your case.

Alternatively, you may choose to complete the form from the court's web site by following the instructions below and upload the form to your case.

Instructions for Completing the Form:

1. A Statement of Assets and Liabilities – Individual form (**NHJB-2328-DFPe**) may be found on the court's website at www.courts.state.nh.us.
2. Complete all sections of the form.
3. List **WEEKLY** take home amount (on #12) of you and your spouse (if any). The Court may base its decision on any **household** income.
4. On page 2 please state **MONTHLY** household expenses.
5. Save the completed form as a pdf document on computer.
6. From the court's web site, select the Electronic Services icon and then the icon for self-represented party.
7. After you enter in the court information, select "*case type-File into an Existing Case*" and enter the case number previously provided to you.
8. Follow the instructions on the screen and on the "*What would you like to file?*" page, select "*I want to attach a Form and file it with the court*".
9. Follow the instructions to e-file the Statement of Assets and Liabilities - Individual form.
10. On the bottom of the Review and Prepare Documents page, click "attach" to upload the form and follow the instructions to complete the filing.