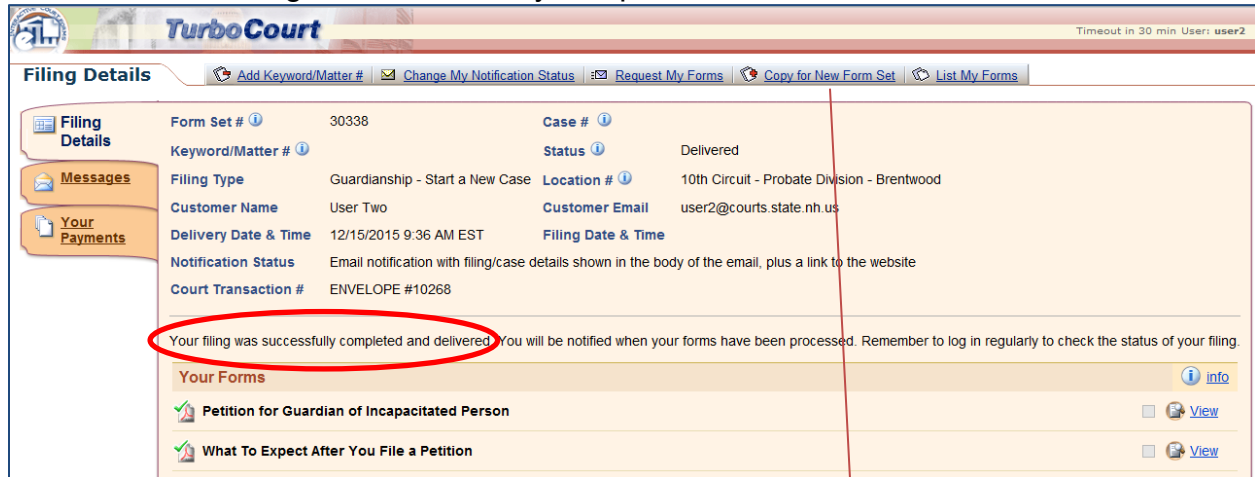


# HOW DO I START A NEW CASE – Multiple Cases

1. E-File documents in your first case (see **How Do I Start a Case – One Case?**). Pick up these directions once you have reached the final screen, after you have e-filed. It is the screen that indicates, “Your filing was successfully completed and delivered.”



2. Click **Copy for New Form Set** from the menu at the top of the screen.



3. Read the instructions contained in the next screen carefully. Click submit (note: you will have a chance to change details about the second case at a later screen).



4. Read the instructions contained in the next screen carefully. Click “complete your filing” (note: you will have a chance to change details about the second case at a later screen).

**TurboCourt** Family, divorce, custody  
Guardianships/Probate  
Domestic violence  
Housing/Evictions  
Small Claims

Home | Help | Quit

your current form set # 30339 Timeout in 30 min User: user2 Logout

**Incomplete Filing** Add Keyword/Matter # Delete Filing List My Forms

**User Menu**

- Start new filing
- Messages (30)
- Recent e-filings
- My forms
- My profile
- My payments
- Credit cards
- Check e-service status
- Address book

**Jurisdictions**

**Form Set #** 30339 **Case #**

**Keyword/Matter #** **Status** Incomplete

**Filing Type** Guardianship - Start a New Case **Location #** 10th Circuit - Probate Division - Brentwood

**Customer Name** User Two **Customer Email** user2@courts.state.nh.us

**Created on** 12/15/2015 9:41 AM EST **Modified on** 12/15/2015 9:35 AM EST

You will be able to change your responses to the questions. You can also add documents, if applicable.

To make changes to your questionnaire responses and/or add documents, do the following:

1. Review the previously completed screens and make any necessary changes.  
**IMPORTANT:** You must click the Next button on any screen where you've made changes otherwise your changes will not be saved.
2. When you finish with your changes, click on the last section and click the Next button until you arrive at the Service screen where your new Form Set is created.
3. If you need to add other documents, attach the new document(s) and any other supporting exhibits or attachments.
4. Click the Next button.
5. Fill out the user agreement and signature fields and click the eFile button.

Complete Your Filing

5. When you click “Complete Your Filing”, you will return to the below page, as if you were beginning anew. If your second case is in the same court as the first, choose next (or change the location, if necessary).

**TurboCourt** Family, divorce, custody  
Guardianships/Probate  
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Housing/Evictions  
Small Claims

Home | Help | Quit

your current form set # 30339 Timeout in 30 min User: user2 Logout

**New Hampshire - Guardianship - Start a New Case**

**CAUTION:** Electronic filing is mandatory by court rule. An exception to electronic filing may be requested if you have a domestic violence order or other safety concerns about releasing your contact information, or if other extraordinary circumstances exist. [Click here](#) for further instructions.

**Where to file\*** 10th Circuit - Rockingham County Check Your Fees

**Location** To be selected later **next >**

**Where a guardianship petition be filed?**

Note: If you are filing in the Family Division Hillsborough please select the 6th Circuit Merrimack County from the Where to File above.

- Guardianship of Incapacitated

6. If filing a Small Claims case, at the next screen click **“I am starting a new case in this court”** to file your second case. (Guardianship filers will not see this screen.)

**TurboCourt** Family, divorce, custody  
Guardianships/Probate  
Domestic violence  
Housing/Evictions  
Small Claims

Home | Help | Quit

Timeout in 30 min User: **user2** Logout

### New Hampshire - Small Claims

**You Are Filing In 4th Circuit - District Division - Laconia**  
You are filing in a Small Claims action. Make a selection and press "Next" to proceed.

I am starting a new case in this court

I am filing into an existing case. I will provide case # below

Case # \*

Example of case number format: 450-2013-SC-00001

PREVIOUS NEXT

7. Proceed through the remaining screens, changing information as needed.
8. If filing guardianship petitions for multiple children, you will need to change names, dates of birth, etc., as each case will pertain to an individual child.
9. If filing small claim complaints against more than one defendant, you will need to change the information regarding the new defendant's name and address as well as the specific claim information pertaining to this new defendant.