

NEW HAMPSHIRE SUPERIOR COURT: EMAIL NOTICES AND ORDERS

The New Hampshire Superior Court has changed the manner in which parties receive notices and non-confidential orders. Counsel of record and pro-se litigants will receive all non-confidential orders and notices via e-mail from the court. Pro-se parties without email will receive notices and orders via U.S. mail.

It is important that attorneys keep their email address current with the NH Bar Association as the court pulls that list into our case management system.

<u>Court</u>	<u>E-mail address</u>	<u>Roll out date</u>
Belknap Superior Court	nhbelknapsupct@courts.state.nh.us	09/01/2016
Carroll Superior Court	nhcarrollsupct@courts.state.nh.us	09/01/2016
Cheshire Superior Court	nhcheshiresupct@courts.state.nh.us	09/08/2016
Coos Superior Court	nhcoosupct@courts.state.nh.us	10/01/2016
Grafton Superior Court	nhgraftonsupct@courts.state.nh.us	10/01/2016
Hillsborough-North Superior Court	nhhillsnorthsupct@courts.state.nh.us	11/01/2016
Hillsborough-South Superior Court	nhhillssouthsupct@courts.state.nh.us	11/01/2016
Merrimack Superior Court	nhmerrimacksupct@courts.state.nh.us	11/01/2016
Rockingham Superior Court	nhrockinghamsupct@courts.state.nh.us	11/01/2016
Strafford Superior Court	nhstraftordsupct@courts.state.nh.us	09/01/2016
Sullivan Superior Court	nhsullivansupct@courts.state.nh.us	09/01/2016

IMPORTANT

1. A pro se party who uses email and attorneys must be sure that the court addresses are not blocked by firewalls or spam filters. The above addresses, or at least the "@courts.state.nh.us" extension, MUST be designated as safe by your firewalls/filters.
2. If attorneys require support staff to receive copies of the emails, please set up email rules for handling court emails. Matt Cairns from Gallagher, Callahan & Gartrell has been kind enough to include a tutorial on how to effectuate the change using Microsoft Outlook email rules so you can automatically forward the court emails to anyone on your team of employees.

You can view the tutorial here:

<http://www.courts.nh.gov/specialsessions/Civil-email-rules-video.aspx>

He has also put together a process cheat sheet available here:

<http://www.courts.state.nh.us/superior/Court-Email-Rule-Cheat-Sheet.pdf>

If you do not use Outlook, follow the same basic steps in your email system.

Once you have completed the email rules, send a test email to NHSuperiortest@courts.state.nh.us. This will generate a bounce back message that will activate the rule. Please verify that all of those designated in your rule have received a copy of the bounce back email.

If you have any questions regarding the new process, please contact Karen Gorham, Superior Court Administrator, at kgorham@courts.state.nh.us. If you need help on the email rules, please feel free to reach out to Matt at cairns@gcglaw.com.