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107 North Main Street Concord NH 03301

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BY ORDER OF THE COURT

Jennifer L. Uhouse

Clerk of Court

June 27, 2025

(1316)

**THE STATE OF NEW HAMPSHIRE
JUDICIAL BRANCH
SUPERIOR COURT**

Merrimack Superior Court
5 Court Street
Concord NH 03301

Telephone: 1-855-212-1234
TTY/TDD Relay: (800) 735-2964
<https://www.courts.nh.gov>

**JANE DOE #231; ANDREW FOLEY; RONALD C. MILES
INSTRUCTIONS FOR SERVICE
BY THE SHERIFF'S DEPARTMENT**

Case Name: **Andrew Foley, et al v State of New Hampshire, et al**
Case Number: **217-2025-CV-00480**

Instructions for: Jane Doe #231; Andrew Foley; Ronald C. Miles

The attached Summons must be sent to the Sheriff's Department for service. Service must be completed on or before **July 03, 2025**.

Further action is required by you

You must:

- **Print two copies of the Summons per defendant**
- **Print two copies of the Notice to Defendant per defendant**
- **Print two copies of the Complaint filed with the Court per defendant**
- **Print two copies of the Ex Parte Orders per defendant**
- **Make two packets for each defendant for service. Each packet should contain:**
 - **One Summons**
 - **One Notice to Defendant**
 - **One Complaint filed with the Court**
 - **One Ex Parte Orders**
- **Mail or hand deliver the packets to the Sheriff's Department where the Defendant resides.**

Sheriff Departments in New Hampshire:

[Belknap County Sheriff's Department:](#)

[Hillsborough County Sheriff's Department:](#)

[Carroll County Sheriff's Department:](#)

[Merrimack County Sheriff's Department:](#)

[Cheshire County Sheriff's Department:](#)

[Rockingham County Sheriff's Department:](#)

[Coos County Sheriff's Department:](#)

[Strafford County Sheriff's Department:](#)

[Grafton County Sheriff's Department:](#)

[Sullivan County Sheriff's Department:](#)

If one or more of the parties resides out of state, please click [here](#) for the requirements

Service must be made upon the defendant before **July 03, 2025**. If the Sheriff is unable to complete service by **July 03, 2025**, you will receive a "Notice of Incomplete Service" from the Sheriff's Department. You may request that new paperwork be issued by electronically filing a Request for Documents. There is a fee for this request.

The Sheriff will mail the 'Return of Service' to you. You must electronically file the 'Return of Service' form with the court by **July 08, 2025**.

If service is not made as directed, no further action will occur and the case may be dismissed by the court.

Please note: The hearing date is July 08, 2025. This is the only notice you will receive

Important Service Information for Sheriff

Do not file this with the court

Provide this information to the appropriate Sheriff's Office.
See Instructions to Plaintiff for more information.

PLEASE PRINT CLEARLY

Date: _____

Case #: _____

Who are you requesting to be served?

Please provide whatever information you know

Name: _____

Address for service (no P.O. boxes):

_____ APT #: _____

Home phone #: _____ Cell phone #: _____

Sex: Male Female Race: _____

Last 4 digits of SS#: xxx-xx- _____ D.O.B. _____

Work name & address:

Special instructions for service (i.e. directions, best time to serve, cautions, etc.):

Vehicle description/license plate:

Your Information:

Name (please print): _____

Residential address:

Mailing address:

Phone number to contact you during business hours:

_____ Alternate #: _____

Signature

◆IN-HAND SERVICE WILL INCUR EXTRA COSTS DUE TO ADDITIONAL TRAVEL◆

SHERIFF OFFICE USE ONLY: (This will vary by Sheriff's Office)

Fees Paid: \$ _____ Cash #: _____ Check#: _____

Id#: _____ Waiver: _____ Money Order#: _____ Credit Card: _____

Sheriff File # _____ Authorization #: _____

Instructions for filing the Return of Service:

If you are working with an attorney, they 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.nh.gov, select the Electronic Services icon and then select the option for a self-represented party.

1. Select "I am filing into an existing case". Enter 217-2025-CV-00480 and click Next.
2. When you find the case, click on the link follow the instructions on the screen. On the "What would you like to file?" screen, select "File Other Document" and choose "Return of Service".
3. Scan the Return of Service packet and follow the instructions in the electronic filing program to upload the Return of Service to complete your filing.
4. If the sheriff was unable to serve the paperwork, you can request new paperwork by filing a Request for Documents. On the "What would you like to file?" screen, select "File Other Document" and choose "Request for Reissued Summons" from the menu and upload the Request for Documents form.

FAILURE TO FILE THESE DOCUMENTS MAY RESULT IN YOUR CASE BEING DISMISSED.

June 27, 2025

Date

Jennifer L. Uhouse

Clerk of Court

You can access documents electronically filed through our Case Access Portal by going to <https://odypa.nhecourt.us/portal> and following the instructions in the User Guide. In that process you will register, validate your email, request access and approval to view your case. After your information is validated by the court, you will be able to view case information and documents filed in your case.

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NOTICE TO DEFENDANT

Case Name: **Andrew Foley, et al v State of New Hampshire, et al**
Case Number: **217-2025-CV-00480**

You have been served with a Complaint which serves as notice that this legal action has been filed against you in the **Merrimack Superior Court**. Review the Complaint to see the basis for the claim.

Each Defendant is required to electronically file an Appearance with the court by **July 08, 2025**. In addition, you are required to file an Answer or responsive pleading 30 days after service. You may register and respond on any private or public computer. For your convenience, there is also a computer available in the courthouse lobby.

If you are working with an attorney, they 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.nh.gov, select the Electronic Services icon and then select the option for a self-represented party.

1. Complete the registration/log in process. Click Register and follow the prompts.
2. After you register, click Start Now. Select **Merrimack Superior Court** as the location.
3. Select "I am filing into an existing case". Enter **217-2025-CV-00480** and click Next.
4. When you find the case, click on the link and follow the instructions on the screen. On the "What would you like to file?" screen, select "File a Response to Civil Complaint". Follow the instructions to complete your filing.
5. Review your Response before submitting it to the court.

IMPORTANT: After receiving your response and other filings the court will send notifications and court orders electronically to the email address you provide.

A person who is filing or defending against a Civil Action will want to be familiar with the Rules of the Superior Court which are available on the court's website: www.courts.nh.gov.

Once you have registered and responded to the Complaint, you can access documents electronically filed by going to <https://odypa.nhecourt.us/portal> and following the instructions in the User Guide. In that process you will register, validate your email, request access and approval to view your case. After your information is validated by the court, you will be able to view case information and documents filed in your case.

If you have questions regarding this process, please contact the court at 1-855-212-1234.