

(§§ (e), and (f) amended 1/1/97; § (b) amended 1/1/97, 1/1/98, 1/1/99, 1/1/00, 1/1/01, 1/1/02, 1/1/03, 1/1/04, 1/1/05, 6/1/05, 1/1/06, 1/1/07, 1/1/08, 12/1/09; § (g) definition for Court Information System deleted 1/1/00; §(f) amended 1/1/06; § (g) amended 1/1/08)

1.2 Availability; Amendments of Local Rules

(a) Availability. Copies of the local rules may be purchased at the clerk's office. They are also available via the court's web site (www.nhd.uscourts.gov).

(b) Amendments. Except as otherwise provided, the court shall give notice of proposed amendments to the local rules through publication in the *New Hampshire Bar News*, posting in the clerk's office, and posting on the court's web site. The court shall allow at least thirty (30) days from the date of notice for public comment.

When the court determines that there is an immediate need for an amendment, it may proceed without providing public notice or public comment, provided that the court promptly thereafter gives public notice and opportunity for public comment.

(§§ (a) and (b) amended 1/1/00; 1/1/01)

1.3 Sanctions; Relief From Failure to Comply

(a) Sanctions. Except as otherwise provided by law, the court may dismiss an action, enter a default, or impose other sanctions it deems appropriate, for any violation of, or failure to comply with, the local rules.

Violation of any local rule governing the form of filing may be sanctioned by imposing a fine against the attorney for the party that has violated the rule. A party wishing to contest the imposition of any fine shall file a motion to vacate prior to payment of any fine. The court shall not consider motions filed after payment of any fine.

(b) Relief From Failure to Comply. The court may excuse a failure to comply with any local rule whenever justice so requires.

II. COMMENCEMENT OF ACTION, SERVICE OF PROCESS, PLEADINGS, MOTIONS, AND ORDERS

3.1 Civil Cover Sheet

Except as otherwise provided, every initial filing shall be accompanied by a completed civil cover sheet. The clerk's office shall promptly notify any party of the omission of a civil cover sheet. Pro se parties are exempt from this requirement.