

# **Rules of the District Court of the Eighth Judicial District**

## **LR8-101. Authority.**

The following rules are hereby adopted and promulgated by the judges of the Eighth Judicial District of the State of New Mexico, comprised of the Counties of Colfax, Taos and Union, pursuant to the authority vested in the court by Rule 1-083 NMRA. These rules are comprehensive, and by their promulgation, all previously existing local rules and administrative orders inconsistent herewith are withdrawn.

[Approved, effective July 1, 2000.]

## **LR8-102. Title.**

The following local rules of procedure for the Eighth Judicial District shall be known as the "Local Rules of the Eighth Judicial District Court".

[Approved, effective July 1, 2000.]

## **LR8-103. Scope and applicability.**

These local rules apply to all cases brought in the Eighth Judicial District Court.

[Approved, effective July 1, 2000.]

## **LR8-201. Failure to comply.**

The failure to comply with the requirements of these rules may subject counsel or a party to sanctions.

[Approved, effective July 1, 2000.]

## **LR8-202. Assignment of cases; consolidation.**

A. Subject to Rules 1-088 and 1-088.1 NMRA, the chief judge of the district, in consultation with the other judge, shall determine the assignment and reassignment of cases.

B. In any case in which Division I is disqualified pursuant to Rule 1-088.1 NMRA, Division II shall be automatically assigned. In any case in which Division II is disqualified pursuant to Rule 1-088.1 NMRA, Division I shall be automatically assigned. Reassignment shall be noted by mailing of notice of reassignment to counsel of record

or parties *pro se* or by publishing notice in the Bar Bulletin, at the time of the reassignment.

C. Cases assigned to one judge shall not be heard by another judge except by consent of the judge to whom the case is assigned, except in those circumstances described in Paragraph E of this rule.

D. Whenever the assigned judge is not available, any judge of the district, or any judge from another district who is present in the county by designation, may hear any default matter, emergency matter, guilty plea or *ex parte* matter, and may sign orders presented with signatures of all counsel and parties *pro se*, which may arise.

E. Motions to consolidate and cases consolidated for trial shall be heard by the judge assigned to the case hearing the lowest case number (the oldest case).

[As amended, approved by Supreme Court Order 05-8300-26 effective December 20, 2005.]

### **LR8-203. Code of conduct.**

A. **Manner of dress.** Attorneys and parties *pro se* appearing before the court shall dress in an appropriate manner.

B. **Conduct towards opposing counsel, parties and witnesses.** Attorneys and parties *pro se* shall be civil and courteous to one another in all matters, both inside the courtroom and in the preparation of a case. Counsel shall have sole discretion to determine accommodations to be granted to opposing counsel in all matters not directly affecting the merits of a cause or prejudicing the client's rights. Counsel shall not accede to a client's demand that the lawyer act in a discourteous or uncooperative manner toward opposing counsel.

[Approved, effective July 1, 2000.]

### **LR8-204. Forum shopping.**

A. If a matter or proposition has previously been submitted to another district judge within the state, an attorney shall disclose that fact to the judge to whom it is being submitted.

B. A failure to inform the second or subsequent judge of the prior submission or submissions may be deemed contempt of court and punished accordingly.

[Approved, effective July 1, 2000.]

### **LR8-205. Interpreters.**

It shall be the duty of the attorney or party *pro se* to promptly and diligently inquire into and ascertain the need for an interpreter and to advise the clerk of the court and assigned judge of the need for an interpreter not less than five (5) days before the hearing.

[Approved, effective July 1, 2000.]

### **LR8-206. Control of court files.**

Court files shall not be removed from the courthouse except with the written approval of the judge.

[Approved, effective July 1, 2000.]

### **LR8-207. Sealing of court files.**

A. No court file, except those matters required by law to remain confidential, shall be ordered sealed from public inspection, except in extraordinary cases to be determined by the court:

- (1) upon a written and verified application for the sealing of such file;
- (2) a showing of good cause; and
- (3) a showing that significant and irreparable harm will result unless the file is sealed.

B. Every order sealing a court file shall state the reasons therefor, and shall state the duration of the time within which the file shall be sealed.

[Approved, effective July 1, 2000.]

### **LR8-208. Filing by FAX.**

A. The clerk of the court will accept documents that do not require a filing fee for filing by electronically transmitted image (FAX) pursuant to Rule 1-005.1 NMRA.

B. FAX transmissions which are not covered by Rule 1-005.1 NMRA will be accepted, and the sender shall be charged a FAX fee at a rate set periodically by the district court clerk.

C. No FAX transmission shall exceed ten (10) pages, except with express permission of the chief deputy clerk of the court, or the chief deputy's designee.

[Approved, effective July 1, 2000; as amended, effective January 25, 2005.]

## ANNOTATIONS

**Compiler's note.** — By Supreme Court order, effective January 25, 2005, the length of a fax transmission was changed from twenty-five (25) pages to ten (10) pages.

### **LR8-301. Appearance and withdrawals; *pro se* representation.**

A. Whenever counsel undertakes to participate in a case on behalf of a party, counsel shall file a written entry of appearance in the cause. The filing of any signed pleading in a case will be considered compliance with this rule.

B. Withdrawal of counsel shall be in accordance with Rule 1-089 NMRA. The application of counsel to withdraw, and order allowing withdrawal shall state the last known mailing address and telephone number of the client.

C. Any party, who is an individual, desiring to proceed *pro se* in any cause shall include with the first pleadings filed their full name, address and telephone number, if any.

D. Counsel and parties *pro se* shall inform the court of any change of mailing address or telephone number by filing a notice and serving it upon all parties and to the court.

[Approved, effective July 1, 2000.]

### **LR8-302. Requests for hearing.**

Requests for hearing shall be submitted to the trial court administrative assistant (judge's secretary), along with a notice of hearing, in the form set forth in Forms LR8-Form 1 and LR8-Form 2.

[Approved, effective July 1, 2000.]

### **LR8-303. Submission of orders, decrees and judgments.**

A. Unless otherwise ordered by the court all orders, judgments and decrees shall be submitted to the judge by the prevailing party not later than ten (10) days following the date of announcement by the judge of the decision, if announced in open court, or twelve (12) days following the date of the letter or other document announcing the decision.

B. The prevailing party shall be responsible for submission of orders. If approval of opposing counsel cannot be obtained by the tenth (10th) or twelfth (12th) day, request for hearing on notice of presentment, with proposed order attached, shall be made immediately.

(1) In matters decided by the court after a hearing or trial, the prevailing party or the party designated by the court shall prepare orders or judgments and shall submit them to opposing counsel or parties *pro se* within five (5) days from the date the order or judgment was made by the court, unless otherwise directed by the court at time of hearing.

(2) If the proposed order or judgment is approved by all counsel or parties *pro se*, the order or judgment shall so indicate and may be signed by the court immediately, if appropriate. Orders may be approved telephonically and so indicated.

(3) Any order which the parties have agreed and stipulated to shall be approved without reservation by counsel or parties *pro se*, and not "Approved as to Form" or in any other way limiting approval.

(4) If opposing counsel or parties *pro se* do not agree as to the form of order or judgment, such person shall send written objection, if any to the drafter of the order, within five (5) days of receipt of the order. At a presentment hearing, the court shall consider the order attached to the notice of presentment and objector's proposed form of order.

(5) The court may prepare a proper order or judgment, if different from the one initially submitted, in accordance with the court's decision on the objections.

C. Orders to show cause shall be submitted to the judge assigned to hear the case. If, however, such judge is unavailable, then the proposed order may be signed by any judge, but only after the date for hearing has been obtained from the trial court administrative assistant of the judge who will hear the matter.

[Approved, effective July 1, 2000.]

## **LR8-304. Exhibits and exhibit lists.**

A. Prior to the beginning of any court proceeding, all exhibits shall have affixed to them the court's standard exhibit stickers, bearing the case number and date of hearing. The exhibit number or letter shall be added by the court reporter at the time the exhibit is displayed to a witness, or tendered to the court, whichever event occurs first.

B. When more than five (5) exhibits are to be tendered, a list identifying the exhibits is to be provided to the court reporter and the judge in advance of the hearing.

C. Plaintiffs' and petitioners' exhibits shall be designated numerically. Defendants' and respondents' exhibits shall be designated alphabetically.

D. Copies of all exhibits shall be provided to opposing counsel at the time of displaying them to a witness or at time of tender, unless otherwise controlled by NMRA rules of procedure or court order.

[Approved, effective July 1, 2000.]

### **LR8-401. Differential case management.**

A. **Assignment of cases to a track.** Differential case management provides case management to civil cases according to degrees of complexity. All cases, after being put at issue, will be assigned to one of three tracks: expedited, standard or complex. Track assignments by the judge presiding over the case shall be based upon the civil case cover sheet and scheduling report, both of which are described below. Track assignments may be changed at any time on the judge's own motion or upon good cause shown by a party.

B. **Intent of system.** The intent in this management system is to guide and control the progress of cases, from filing to final disposition. Upon completion of discovery and all required attempts at settlement, and after declaration by counsel and self-represented parties that the case is ready to be tried, the case will be scheduled for pretrial conference and trial.

C. **Three year pilot project.** The Eighth Judicial District is implementing this differentiated case management system for civil cases as a pilot project. The pilot project shall continue for a period of three years. Thereafter, the case processing goals and objectives of the pilot project will be evaluated by the Administrative Office of the Courts.

[Effective, May 3, 1999 until June 30, 2004; approved, effective January 21, 2005.]

### **ANNOTATIONS**

**Compiler's note.** — The Supreme Court extended the expiration date of this rule on October 23, 2003 from October 24, 2003 to October 24, 2004. On January 21, 2005, the Supreme Court entered an order removing the termination date of this rule.

### **LR8-402. Civil cover sheet; pretrial scheduling form.**

A. The attorney for the plaintiff or petitioner or a self-represented plaintiff or petitioner shall file a civil case cover sheet in the form set forth in LR8-Form 1 [4] with the pleading initiating a civil action. A copy shall be delivered to the assigned judge by the attorney or self-represented party.

B. The attorney for the defendant or respondent or a self-represented defendant or respondent shall file a civil cover page with the party's responsive pleading. A copy of the cover sheet shall be delivered to the assigned judge by the attorney or self-represented party.

C. **Legal effect.** Information appearing on the civil cover sheet will have no legal effect in the action.

**D. Failure to file cover sheet.** The clerk will file the initiating pleading, and answer, even if it is submitted without the completed cover sheet. If a party fails to file a cover sheet, the clerk will give written notice to the party of the deficiency. If a party fails to cure the deficiency within thirty (30) days, the court may enter an order which provides for dismissal of the action without prejudice.

**E. Supreme Court approved cover sheet.** Upon adoption of one or more civil cover sheets by the New Mexico Supreme Court, the appropriate Supreme Court civil cover sheet shall be filed as a supplement to the Eighth Judicial District civil cover sheet.

[Effective, May 3, 1999 until June 30, 2004; approved, effective January 21, 2005.]

## **ANNOTATIONS**

**Compiler's notes.** — The Supreme Court extended the expiration date of this rule on October 23, 2003 from October 24, 2003 to October 24, 2004. On January 21, 2005, the Supreme Court entered an order removing the termination date of this rule.

### **LR8-403. Evaluation and track assignment of cases.**

A. When the case is at issue, the judge assigned to an individual case may consider the following factors in assigning cases to a particular track.

#### **Expedited:**

- (1) Legal issues: few and clear;
- (2) Required discovery: limited;
- (3) Number of witnesses: five or fewer fact witnesses; including parties. No expert witness;
- (4) Likely trial days: one (1) or less;
- (5) Character and nature of damage claim: fixed amount or capable of determination with limited evidence;
- (6) Parties can be ready for trial within six (6) months of filing of complaint.

#### **Standard:**

- (1) Some legal issues;
- (2) Required discovery: routine;

- (3) Number of fact and expert witnesses proportionate to nature of case;
- (4) Likely trial days: five (5) or less;
- (5) Character and nature of damage claim: routine;
- (6) Readiness for trial within twelve (12) months of filing of complaint.

**Complex:**

- (1) Legal issues: numerous, complicated or unique;
- (2) Required discovery: extensive;
- (3) Large number of fact and expert witnesses;
- (4) Likely trial days: more than five (5);
- (5) Character and nature of damage claims: usually requiring expert testimony or extensive factual testimony;
- (6) Time to prepare trial: more than twelve (12) months.

Note: These factors are guidelines only. A case need not meet each criterion to be assigned to a particular track.

[Effective, May 3, 1999 until June 30, 2004; approved, effective January 21, 2005.]

**ANNOTATIONS**

**Compiler's notes.** — The Supreme Court extended the expiration date of this rule on October 23, 2003 from October 24, 2003 to October 24, 2004. On January 21, 2005, the Supreme Court entered an order removing the termination date of this rule.

**LR8-404. Notice of track assignment.**

Attorneys and self-represented parties shall be notified of the track assignment upon receipt of a "Notice" in the form found in Forms LR8-Form 2, LR8-Form 3 and LR8-Form 4. Those same notices shall set the case for a scheduling conference.

[Approved effective, May 3, 1999 until June 30, 2004; approved, effective January 21, 2005.]

**ANNOTATIONS**



**Compiler's notes.** — The Supreme Court extended the expiration date of this rule on October 23, 2003 from October 24, 2003 to October 24, 2004. On January 21, 2005, the Supreme Court entered an order removing the termination date of this rule.

### **LR8-405. Scheduling report.**

A. Each attorney and self-represented party shall confer and jointly submit and file a completed scheduling report at least five (5) days in advance of the scheduling conference. The form of scheduling report is attached to these rules as Form LR8-Form 5.

B. If all parties are not of record sixty (60) days after the complaint is filed, self-represented plaintiffs or plaintiff's counsel then of record shall immediately file a written explanation with a copy to the court and estimate when the matter will be completely at issue. The form to be used in explaining the delay in putting the case at issue is set forth in LR8-Form 6. This same form shall be used by third party plaintiffs, cross claimants and others who are required to serve an opposing party.

C. Any party who appears in the action after the scheduling conference shall file a scheduling report within ten (10) days after entry into the case.

D. The court will set deadlines controlling the progress of the case, and file a scheduling order based upon the parties' answers to the scheduling report and discussion at a scheduling conference. The scheduling order shall control the progress of the case.

E. Upon completion and compliance with the deadlines set forth in the court's scheduling order, the parties shall confer and jointly submit a certification of readiness for trial. A copy of that certification shall be provided to the judge assigned to the case. The certification of readiness for trial is contained in LR8-Form 7.

F. Upon receipt of the certification of readiness for trial, the court shall schedule a pretrial or trial management conference, and shall set the case for trial. The goal will be to set trial within sixty (60) days of the receipt of certification of readiness for trial.

[Effective, May 3, 1999 until June 30, 2004; approved, effective January 21, 2005.]

### **ANNOTATIONS**

**Compiler's notes.** — The Supreme Court extended the expiration date of this rule on October 23, 2003 from October 24, 2003 to October 24, 2004. On January 21, 2005, the Supreme Court entered an order removing the termination date of this rule.

### **LR8-406. Electronic filing authorized.**

In accordance with Rule 1-005.2 NMRA, electronic filing is implemented for all civil and probate actions in the Eighth Judicial District Court. The electronic filing of documents is mandatory for parties represented by attorneys in accordance with Rule 1-005.2 NMRA, which includes attorneys who represent themselves. Guidelines for using the electronic filing system are set forth in the court's user guide that is available in the clerk's office and on the court's website.

[Adopted by Supreme Court Order No. 13-8300-LR1, effective for all cases filed or pending on or after February 4, 2013.]

### **LR8-501. Settlement conferences.**

It is the policy of the Eighth Judicial District to encourage early and fair resolutions of disputes among parties. The court shall have the ability to order and refer a case to settlement conference at any stage in its progress toward resolution.

[Approved, effective July 1, 2000.]

### **LR8-502. Deleted.**

#### **ANNOTATIONS**

**Compiler's notes.** — The New Mexico Supreme Court entered an order effective November 1, 2000 provisionally approving statewide domestic relations rules and forms. That order provided that the "statewide rules and forms supersede all local domestic rules and forms". See 1-120 to 1-127 NMRA and 4A-100 to 4A-403 NMRA for the Supreme Court statewide domestic relations rules and forms.

### **LR8-503. Deleted.**

#### **ANNOTATIONS**

**Compiler's notes.** — The New Mexico Supreme Court entered an order effective November 1, 2000 provisionally approving statewide domestic relations rules and forms. That order provided that the "statewide rules and forms supersede all local domestic rules and forms". See 1-120 to 1-127 NMRA and 4A-100 to 4A-403 NMRA for the Supreme Court statewide domestic relations rules and forms.

### **LR8-504. Deleted.**

#### **ANNOTATIONS**

**Compiler's notes.** — The New Mexico Supreme Court entered an order effective November 1, 2000 provisionally approving statewide domestic relations rules and forms. That order provided that the "statewide rules and forms supersede all local domestic

rules and forms". See 1-120 to 1-127 NMRA and 4A-100 to 4A-403 NMRA for the Supreme Court statewide domestic relations rules and forms.

**LR8-Form 1. Request for hearing.**

STATE OF NEW MEXICO

EIGHTH JUDICIAL DISTRICT COURT

COUNTY OF \_\_\_\_\_

\_\_\_\_\_

Plaintiff

v. No.

\_\_\_\_\_

Defendant

**REQUEST FOR HEARING**

1. Type of Case

Non-Jury: \_\_\_\_\_ Jury: 6 \_\_\_\_\_ 12 \_\_\_\_\_

2. Judge to whom assigned:

3. Judges Disqualified:

4. Hearings presently set and dates of settings:

5. Specific matters to be heard:

6. Readiness date for hearing:

7. Proposed time required for hearing all parties and witnesses:

8. Concurrence of counsel as to need for hearing:

YES: \_\_\_\_\_ NO: \_\_\_\_\_ (specify why not)

9. Availability dates (at least 5) of all counsel:

10. Names, addresses and telephone numbers of all counsel or parties *pro se* entitled to notice:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Setting Requested by:

NOTE: THE COURT RESERVES THE RIGHT TO NOT SCHEDULE REQUESTED HEARINGS ON PROPOSED DATES.

[Approved, effective July 1, 2000.]

**LR8-Form 2. Notice of hearing.**

STATE OF NEW MEXICO

EIGHTH JUDICIAL DISTRICT COURT

COUNTY OF \_\_\_\_\_

\_\_\_\_\_,  
Plaintiff

v. No.

\_\_\_\_\_,  
Defendant

NOTICE OF HEARING

Notice is hereby given that this matter has been called for hearing before the court, for the time, place, date and purpose indicated.

Date:

Time:

Place:

Purpose of hearing:  
Time allocated:  
Judge assigned:

Secretary  
NOTICE SENT TO COUNSEL:

[Approved, effective July 1, 2000.]

**LR8-Form 3. Request for expedited hearing.**

STATE OF NEW MEXICO

EIGHTH JUDICIAL DISTRICT COURT

COUNTY OF \_\_\_\_\_

\_\_\_\_\_,  
Plaintiff  
v. No. \_\_\_\_\_  
\_\_\_\_\_,  
Defendant

**REQUEST FOR EXPEDITED HEARING**

1. Type of case:  
Non-Jury: \_\_\_\_\_ Jury: 6 \_\_\_\_\_ 12 \_\_\_\_\_
2. Judge to whom assigned:
3. Judges disqualified:
4. Hearings presently set and dates of settings:
5. Specific matters to be heard:
6. Readiness date for hearing:

7. Proposed time required for hearing all parties and witnesses:

8. Concurrence of counsel as to need for hearing:

Yes: \_\_\_\_\_ No: \_\_\_\_\_ (*specify why not*)

9. Names, addresses and telephone numbers of all counsel or parties *pro se* entitled to notice:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Setting requested by:

**NOTE: THE COURT RESERVES THE RIGHT TO NOT SCHEDULE REQUESTED HEARINGS ON PROPOSED DATES.**

[Approved, effective July 1, 2000.]

**LR8-Form 4. Plaintiff - Defendant's civil case information sheet.**

STATE OF NEW MEXICO

EIGHTH JUDICIAL DISTRICT COURT

COUNTY OF \_\_\_\_\_

\_\_\_\_\_,  
Plaintiff

v. No.

\_\_\_\_\_,  
Defendant

**PLAINTIFF — DEFENDANT'S  
CIVIL CASE INFORMATION SHEET**

1. Judge assigned:

2. Jury 6 \_\_\_\_\_ July 12 \_\_\_\_\_ Nonjury \_\_\_\_\_

3. Parties:

A. Plaintiff(s)  
address

Plaintiff's attorney  
address

\_\_\_\_\_  
Telephone number

\_\_\_\_\_  
Telephone number

B. Defendant(s)  
address

Defendant's attorney  
address

\_\_\_\_\_  
Telephone number

\_\_\_\_\_  
Telephone number

C. Other parties'  
address

Other parties' attorney  
address

\_\_\_\_\_  
Telephone number

\_\_\_\_\_  
Telephone number

4. Date the complaint was filed: \_\_\_\_\_ .

Estimated date by which all parties will be served: \_\_\_\_\_ .

Estimated date by which all parties will be of record:  
\_\_\_\_\_ .

5. Cause of Action (P)/ Defense (D) — Give a brief explanation of the cause of action or defense:

6. Estimated number of witnesses:

Estimated number of expert witnesses:

7. Estimated period of time needed for discovery:

8. Estimate when this case will be ready for trial:

9. Estimate the number of days needed for trial:

10. Track requested: (*Expedited, Standard or Complex*) (*Refer to definitions of tracks contained in LR8-403*)

Briefly state the reason for the requested track:

Attorney for Plaintiff/Defendant  
or Self-represented Plaintiff or Defendant

Address

Telephone number

THE ATTORNEY OR SELF-REPRESENTED PARTY IS HEREBY GIVEN  
NOTICE THAT A COPY OF THIS CIVIL CASE INFORMATION STATEMENT MUST  
BE DELIVERED TO THE ASSIGNED JUDGE.

[LR8-Form 1, approved, effective May 3, 1999 until June 30, 2004; as recompiled,  
effective July 1, 2000; approved, effective January 21, 2005.]

#### ANNOTATIONS

**Compiler's notes.** — The Supreme Court extended the expiration date of this form on  
October 23, 2003 from October 24, 2003 to October 24, 2004. On January 21, 2005, the  
Supreme Court entered an order removing the termination date of this form.

#### **LR8-Form 5. Notice of expedited track assignment; notice of scheduling conference; order limiting discovery.**

STATE OF NEW MEXICO

EIGHTH JUDICIAL DISTRICT COURT

COUNTY OF \_\_\_\_\_

\_\_\_\_\_,  
Petitioner

v. No.



\_\_\_\_\_,  
Respondent.

**NOTICE OF EXPEDITED TRACK ASSIGNMENT**

**NOTICE OF SCHEDULING CONFERENCE**

**ORDER LIMITING DISCOVERY**

This matter came before the court on the filing of complaint and answer in this cause, and filing of civil case information statements. Based on a review thereof,

NOTICE IS HEREBY GIVEN that this case has been assigned to the expedited track of the court's differential case management system. The case processing goal for this case, from beginning to final disposition is no more than six (6) months.

NOTICE IS FURTHER GIVEN that a scheduling conference will be held in this case, to be by telephone conference, with the self-represented plaintiff or plaintiff's counsel initiating the phone call. Judge \_\_\_\_\_ shall be reached at \_\_\_\_\_ . The date set for this conference is \_\_\_\_\_ at \_\_\_\_\_ (a.m.) (p.m.).

IT IS FURTHER ORDERED that counsel and self-represented parties shall confer and jointly submit and file a completed scheduling report at least five (5) days in advance of the scheduling conference.

IT IS FURTHER ORDERED that no more than two (2) depositions for each side of this suit will be allowed, with the exception of depositions for the purpose of perpetuating evidence. Additionally, a limit of fifty (50) single part paper discovery request items will be allowed, whether involving interrogatories, requests for production or requests for admissions. Discovery shall commence immediately, and shall be completed within one hundred twenty (120) days, unless otherwise ordered by the court.

District Judge

[LR8-Form 2, approved, effective May 3, 1999 until June 30, 2004; as recompiled, effective July 1, 2000; approved, effective January 21, 2005.]

**ANNOTATIONS**

**Compiler's notes.** — The Supreme Court extended the expiration date of this form on October 23, 2003 from October 24, 2003 to October 24, 2004. On January 21, 2005, the Supreme Court entered an order removing the termination date of this form.

**LR8-Form 6. Notice of standard track assignment; notice of scheduling conference.**

STATE OF NEW MEXICO

EIGHTH JUDICIAL DISTRICT COURT

COUNTY OF \_\_\_\_\_

\_\_\_\_\_,  
Petitioner  
v. No.

\_\_\_\_\_,  
Respondent.

**NOTICE OF STANDARD TRACK ASSIGNMENT**

**NOTICE OF SCHEDULING CONFERENCE**

This case came before the court on filing of the complaint and answer and submission of the civil case information statements. Based on a review of the file,

NOTICE IS HEREBY GIVEN that this case has been assigned to the standard track of the court's differential case management system. The case processing goal for this case, from beginning to final disposition is twelve (12) months.

NOTICE IS FURTHER GIVEN that a scheduling conference will be held in this case, to be by telephone conference, with the self-represented plaintiff or plaintiff's counsel initiating the phone call. Judge \_\_\_\_\_ shall be reached at \_\_\_\_\_. The date set for this conference call is \_\_\_\_\_ at \_\_\_\_\_ (a.m.) (p.m.).

IT IS FURTHER ORDERED that counsel and self-represented parties shall confer and jointly submit and file a completed scheduling report at least five (5) days in advance of the scheduling conference.

District Judge

[LR8-Form 3; approved, effective May 3, 1999 until June 30, 2004; as recompiled, effective July 1, 2000; approved, effective January 21, 2005.]

**ANNOTATIONS**

**Compiler's notes.** — The Supreme Court extended the expiration date of this form on October 23, 2003 from October 24, 2003 to October 24, 2004. On January 21, 2005, the Supreme Court entered an order removing the termination date of this form.

**LR8-Form 7. Notice of complex track assignment; notice of scheduling conference.**

STATE OF NEW MEXICO

EIGHTH JUDICIAL DISTRICT COURT

COUNTY OF \_\_\_\_\_

\_\_\_\_\_,  
Petitioner

v. No.

\_\_\_\_\_,  
Respondent.

**NOTICE OF COMPLEX TRACK ASSIGNMENT**

**NOTICE OF SCHEDULING CONFERENCE**

This matter came before the court on filing of the complaint and answer, and on submission of required civil case information statements. Based on the foregoing:

NOTICE IS HEREBY GIVEN that this case has been assigned to the complex track of the court's differential case management system. The processing goal for this case, from beginning to final disposition is eighteen (18) to thirty (30) months.

NOTICE IS FURTHER GIVEN that a scheduling or status conference will be held on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ at \_\_\_\_\_ (a.m.) (p.m.) in \_\_\_\_\_ at the County Courthouse. At that time, a case scheduling plan will be discussed, which will be reduced to a case scheduling order. Attorneys must be prepared to discuss the nature of the case, discovery needs and schedules, anticipated motions and legal issues, and any other information pertinent to a case scheduling plan.

The case scheduling order, which will reflect the discussion held and decisions made at the scheduling or status conference, will control the course and conduct of this case, in preparation for trial.

IT IS FURTHER ORDERED that counsel and self-represented parties shall confer and jointly submit and file a completed scheduling report at least five (5) days in advance of the scheduling conference.

District Judge

[LR8-Form 4, approved, effective May 3, 1999 until June 30, 2004; as recompiled, effective July 1, 2000; approved, effective January 21, 2005.]

### ANNOTATIONS

**Compiler's notes.** — The Supreme Court extended the expiration date of this form on October 23, 2003 from October 24, 2003 to October 24, 2004. On January 21, 2005, the Supreme Court entered an order removing the termination date of this form.

### LR8-Form 8. Scheduling report.

STATE OF NEW MEXICO

EIGHTH JUDICIAL DISTRICT COURT

COUNTY OF \_\_\_\_\_

\_\_\_\_\_,  
Petitioner

v. No.

\_\_\_\_\_,  
Respondent.

### SCHEDULING REPORT

Counsel and self-represented parties have conferred and submit their consolidated scheduling report (to be placed in final form by plaintiff) prior to the scheduling conference.

#### APPEARANCES:

\_\_\_\_\_ for the plaintiff

\_\_\_\_\_ for the defendant

\_\_\_\_\_ for other parties

#### NATURE OF THE CASE:

**AMENDMENTS TO PLEADINGS:**

Plaintiff intends to file:

Defendant intends to file:

**STIPULATIONS:**

The parties stipulate that the court has jurisdiction over the parties and the subject matter, and that venue is proper.

The parties further stipulate:

**PLAINTIFF'S CONTENTIONS:**

**DEFENDANT'S CONTENTIONS:**

**DISCOVERY:**

Plaintiff intends to obtain the following discovery:

Defendant intends to obtain the following discovery:

The parties estimate it will take \_\_\_\_\_ months to complete discovery.

**TRIAL:**

The parties estimate that trial (Jury 6) (Jury 12) Nonjury \_\_\_\_\_ will take \_\_\_\_\_ court days to try.

Dates counsel will not be available for trial due to conflicting court settings *(beginning six (6) months from the date of filing of the complaint).*

Attorney for

Attorney for

**NOTICE IS GIVEN TO ATTORNEYS AND SELF-REPRESENTED PARTIES THAT A COPY OF THIS REPORT IS TO BE DELIVERED TO THE ASSIGNED JUDGE IMMEDIATELY.**

[LR8-Form 5; approved, effective May 3, 1999 until June 30, 2004; as recompiled, effective July 1, 2000; approved, effective January 21, 2005.]

**ANNOTATIONS**

**Compiler's notes.** — The Supreme Court extended the expiration date of this form on October 23, 2003 from October 24, 2003 to October 24, 2004. On January 21, 2005, the Supreme Court entered an order removing the termination date of this form.

**LR8-Form 9. Delay in putting the case at issue.**

STATE OF NEW MEXICO

EIGHTH JUDICIAL DISTRICT COURT

COUNTY OF \_\_\_\_\_

\_\_\_\_\_,  
Plaintiff  
v. No. \_\_\_\_\_,  
Respondent.

### DELAY IN PUTTING THE CASE AT ISSUE

Comes now \_\_\_\_\_, and advises the court that the following parties against whom the plaintiff is seeking relief have not filed a responsive pleading in this case:

The reasons are as follows:

1. Failed to serve because:

\_\_\_\_\_ cannot locate, despite making the following diligent efforts: \_\_\_\_\_ .

\_\_\_\_\_ have located but cannot serve for the following reasons: \_\_\_\_\_ .

\_\_\_\_\_ other (*specify problem and efforts to solve*): \_\_\_\_\_ .

2. (*Defendant*) (*Third-party defendant*) (\_\_\_\_\_) (*other*) was served

on \_\_\_\_\_, \_\_\_\_\_ but no responsive pleading filed because:

\_\_\_\_\_ .

[I] [We] expect a responsive pleading to be filed by \_\_\_\_\_, \_\_\_\_\_.

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Attorney for: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No. \_\_\_\_\_

Telephone No. \_\_\_\_\_

**Certificate of mailing**

I hereby certify that I mailed, delivered or faxed a copy to the assigned judge and [opposing counsel] [self-represented parties] on the \_\_\_\_\_ day of \_\_\_\_\_, .

[LR8-Form 6, approved, effective May 3, 1999 until June 30, 2004; as recompiled, effective July 1, 2000; approved, effective January 21, 2005.]

### ANNOTATIONS

**Compiler's notes.** — The Supreme Court extended the expiration date of this form on October 23, 2003 from October 24, 2003 to October 24, 2004. On January 21, 2005, the Supreme Court entered an order removing the termination date of this form.

### LR8-Form 10. Certificate of readiness for trial.

STATE OF NEW MEXICO

EIGHTH JUDICIAL DISTRICT COURT

COUNTY OF \_\_\_\_\_

\_\_\_\_\_,  
Plaintiff

v. No.

\_\_\_\_\_,  
Defendant.

### CERTIFICATE OF READINESS FOR TRIAL

Come now all counsel of record and self-represented parties and certify to the court that all discovery is completed; that the parties have engaged in good faith settlement negotiations, and that the parties have otherwise fulfilled all of the requirements of the court's scheduling order entered in this case. At this time, the parties have not resolved their differences, and the case is ready to be tried.

\_\_\_\_\_ The parties, or one of them, requests a pretrial conference.

\_\_\_\_\_ The parties do not request a pretrial conference.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address



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Telephone No.

Telephone No.

*NOTICE: A copy of this certificate of readiness must be given to the assigned judge when it is filed.*

[LR8-Form 7, approved, effective May 3, 1999 until June 30, 2004; as recompiled, effective July 1, 2000; approved, effective January 21, 2005.]

### **ANNOTATIONS**

**Compiler's notes.** — The Supreme Court extended the expiration date of this form on October 23, 2003 from October 24, 2003 to October 24, 2004. On January 21, 2005, the Supreme Court entered an order removing the termination date of this form.

### **LR8-Form 11. Deleted.**

### **ANNOTATIONS**

**Compiler's notes.** — The New Mexico Supreme Court entered an order effective November 1, 2000 provisionally approving statewide domestic relations rules and forms. That order provided that the "statewide rules and forms supersede all local domestic rules and forms". See 1-120 to 1-127 NMRA and 4A-100 to 4A-403 NMRA for the Supreme Court statewide domestic relations rules and forms.

### **LR8-Form 12. Deleted.**

### **ANNOTATIONS**

**Compiler's notes.** — The New Mexico Supreme Court entered an order effective November 1, 2000 provisionally approving statewide domestic relations rules and forms. That order provided that the "statewide rules and forms supersede all local domestic rules and forms". See 1-120 to 1-127 NMRA and 4A-100 to 4A-403 NMRA for the Supreme Court statewide domestic relations rules and forms.

### **LR8-Form 13. Deleted.**

### **ANNOTATIONS**

**Compiler's notes.** — The New Mexico Supreme Court entered an order effective November 1, 2000 provisionally approving statewide domestic relations rules and forms. That order provided that the "statewide rules and forms supersede all local domestic rules and forms". See 1-120 to 1-127 NMRA and 4A-100 to 4A-403 NMRA for the Supreme Court statewide domestic relations rules and forms.

## **LR8-Form 14. Deleted.**

### **ANNOTATIONS**

**Compiler's notes.** — The New Mexico Supreme Court entered an order effective November 1, 2000 provisionally approving statewide domestic relations rules and forms. That order provided that the "statewide rules and forms supersede all local domestic rules and forms". See 1-120 to 1-127 NMRA and 4A-100 to 4A-403 NMRA for the Supreme Court statewide domestic relations rules and forms.