

Rules of Civil Procedure for the Metropolitan Courts

ARTICLE 1

General Provisions

3-101. Scope and title.

A. **Scope.** These rules shall govern the procedure in civil actions in all metropolitan courts. These rules shall be subject to the provisions of Rule 23-114 NMRA, the rule governing free process for civil cases.

B. **Construction.** These rules shall be liberally construed to secure the just, speedy and inexpensive determination of every metropolitan court civil action. They shall not be construed to extend or limit the jurisdiction of any court, or to abridge, enlarge or modify the substantive rights of any litigant.

C. **Title.** These rules shall be known as the Rules of Civil Procedure for the Metropolitan Courts.

D. **Citation form.** These rules shall be cited by set and rule numbers, as in NMRA, Rule 3-____.

[As amended, effective January 1, 1987; as amended by Supreme Court Order 07-8300-38, effective February 25, 2008.]

ANNOTATIONS

The 2007 amendment, approved by Supreme Court Order 07-8300-038, effective February 25, 2008, provided that Rule 3-101 NMRA shall be subject to the provisions of Rule 23-114 NMRA, the rule governing free process for civil cases.

Am. Jur. 2d, A.L.R. and C.J.S. references. — 20 Am. Jur. 2d Courts § 96.

21 C.J.S. Courts §§ 124 to 134.

3-102. Conduct of court proceedings.

A. **Judicial proceedings.** Judicial proceedings should be conducted with fitting dignity and decorum, in a manner conducive to undisturbed deliberation, indicative of their importance to the people and to the litigants, and in an atmosphere that bespeaks the responsibilities of those who are charged with the administration of justice.

B. **Nonjudicial proceedings.** Proceedings, other than judicial proceedings, designed and carried out primarily as ceremonies, and conducted with dignity by judges

in open court, may properly be photographed in, or broadcast from, the courtroom with the permission and under the supervision of the court.

[As amended, effective January 1, 1993.]

ANNOTATIONS

The 1993 amendment, effective January 1, 1993, deleted the former second sentence in Paragraph A, which limited photography in the courtroom and the transmission or sound recording of proceedings for radio or television except upon approval by the court.

3-103. Local rules and forms.

A. **Local rules; approval procedure.** A metropolitan court may from time to time make and amend local rules governing its practice not inconsistent with these rules or other rules of the Supreme Court. Copies of proposed local rules and amendments shall be submitted to the Supreme Court and to the chair of the Supreme Court's Rules for Courts of Limited Jurisdiction Committee for review. The Rules for Courts of Limited Jurisdiction Committee shall review any proposed local rule for content, appropriateness, style and consistency with the other local rules, statewide rules and forms and the laws of New Mexico, and it shall advise the Supreme Court and the chief judge of the metropolitan court of its opinion regarding the proposed rules. Any local rule or local rule amendment promulgated by a metropolitan court shall not become effective until such rule is approved by order of the Supreme Court, filed with the clerk of the Supreme Court and published in the Bar Bulletin or in the New Mexico Rules Annotated.

B. **Forms.** Forms used in the metropolitan courts shall be substantially in the form approved by the Supreme Court.

C. **Local rules committee.** The chief judge of a metropolitan court may form a local rules committee to implement the provisions of this rule. The local rules committee shall include at least one member from the Rules for Courts of Limited Jurisdiction Committee.

[As amended, effective January 1, 1987; as amended by Supreme Court Order 05-8300-22, effective December 15, 2005.]

ANNOTATIONS

The 2005 amendment, effective December 15, 2005, added the second and third sentences of Paragraph A and a new Paragraph C of this rule providing authority for the metropolitan court local rules, the appointment of a local rules committee and the procedure for approval of local rules by the Supreme Court.

3-104. Time.

A. **Computation.** In computing any period of time prescribed or allowed by these rules, by order of court or by any applicable statute, the day of the act, event or default from which the designated period of time begins to run shall not be included. The last day of the period so computed shall be included, unless it is a Saturday, a Sunday or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday or a legal holiday or, when the act to be done is the filing of a paper in court, a day on which weather or other conditions have made the office of the clerk of the court inaccessible, in which event the period runs until the end of the next day which is not a Saturday, a Sunday or a legal holiday. When the period of time prescribed or allowed is less than eleven (11) days, intermediate Saturdays, Sundays and legal holidays shall be excluded in the computation. As used in this rule, "legal holiday" includes New Year's day, Martin Luther King, Jr.'s birthday, Presidents' day, Memorial day, Independence day, Labor day, Columbus day, Veterans' day, Thanksgiving day, Christmas day and any other day designated as a state or judicial holiday.

B. **Enlargement.** When by these rules or by a notice given thereunder or by order of court, an act is required or allowed to be done at or within a specified time, the court for cause shown may, at any time in its discretion:

(1) with or without motion or notice, order the period enlarged if request therefor is made before the expiration of the period originally prescribed or as extended by a previous order; or

(2) upon motion made after the expiration of the specified period, permit the act to be done where the failure to act was the result of excusable neglect; but it may not extend the time for commencement of trial or for taking an appeal, except to the extent and under the conditions stated in them.

C. **For motions.** A written motion, other than one which may be heard ex parte, and notice of the hearing on the motion shall be served not later than five (5) days before the time specified for the hearing, unless a different period is fixed by these rules or by order of the court. Such an order may for cause shown be made on ex parte application.

D. **Additional time after service by mail.** Whenever a party has the right or is required to do some act or take some proceedings within a prescribed period after the service of a notice or other paper upon the party and the notice or paper is served upon the party by mail, three (3) days shall be added to the prescribed period.

E. **Applicability.** This rule shall not apply to any statutory notice that is required to be given prior to the filing of an action.

[As amended, effective August 1, 2004.]

ANNOTATIONS

The 2004 amendment, effective August 1, 2004, amended Paragraph A to delete "by local rule of the metropolitan court", to add after "legal holiday" in the second sentence "or, when the act to be done is the filing of a paper in court, a day on which weather or other conditions have made the office of the clerk of the court inaccessible" and to add the last sentence of the Paragraph relating to how time is computed and defining "legal holiday"; amended Subparagraph (2) of Paragraph B to add "where the failure to act was the result of excusable neglect"; and to add the exception at the end of the Subparagraph; amended Paragraph C to delete the last sentence; and added Paragraph E.

Applicability of 2004 amendment. — The August 1, 2004 amendment of this rule applies to cases filed in the metropolitan court on and after August 1, 2004. See the prior rule for cases filed prior to that date.

Cross references. —For examples of statutory notices that are required to be given prior to the filing of an action, see 47-8-33, 47-8-27.1, 47-8-33 and 47-8-37 NMSA 1978. See also Civil Forms 4-901 (three-day notice of nonpayment of rent); 4-901A (three-day notice of substantial violation of rental agreement); Civil Forms 4-902 (seven-day notice of noncompliance with rental agreement); and Civil Forms 4-902A (resident's seven-day notice of abatement of rent or termination of agreement).

3-105. Assignment and designation of judges.

A. **Procedure for replacing a judge upon excusal or recusal.** Upon receipt of a notice of excusal or upon recusal, the judge or clerk of the court shall give written notice to the parties to the action. Within ten (10) days after service of a notice of excusal or notice of recusal, the parties or their counsel may agree to another judge of the metropolitan court to try the case. If the parties fail to agree upon a new judge, the chief metropolitan court judge shall, by random selection, assign another metropolitan court judge to try the case. If all metropolitan court judges in the district have been excused or have recused themselves, within ten (10) days after service of the last notice of excusal or recusal, the chief judge of the metropolitan court shall certify that fact by letter to the district court of the county in which the action is pending and the district court shall designate another judge to conduct any further proceedings. The district court shall send notice of its designation to the parties or their counsel and to the metropolitan court.

B. **Subsequent proceedings.** All proceedings shall be conducted in the metropolitan court. The clerk of the metropolitan court shall continue to be responsible for the court file and shall perform such further duties as may be required. Within five (5) days after assignment or designation of a new judge, the clerk shall make a copy of the court file for the designated judge.

C. **Parties agreement on trial judge.** At any time during the pendency of the proceedings if the assigned judge is unavailable, the parties may agree on another

judge to hear any matter, including the merits of the case. The agreement is subject to the approval of the assigned judge and the judge agreed upon by the parties.

[As amended, effective May 1, 1986; May 1, 1987; October 1, 1987; September 1, 1989; November 1, 1995; May 1, 2002.]

ANNOTATIONS

Cross references. — For forms on excusal or recusal, see Rule 4-101 NMRA et seq.

The 1995 amendment, effective November 1, 1995, rewrote the rule heading, rewrote Paragraph A, deleted former Paragraph B relating to procedure for replacing a recused judge, and redesignated former Paragraph C as Paragraph B and rewrote that paragraph.

The 2002 amendment, effective May 1, 2002, added Paragraph C.

3-106. Excusal; recusal; disability.

A. **Excusal.** Whenever a party to any civil action or proceeding of any kind files a notice of excusal, the judge's jurisdiction over the cause terminates immediately.

B. **Limitation on excusals.** No party shall excuse more than one judge. A party may not excuse a judge after the party has requested that judge to perform any discretionary act other than an order for free process or a determination of indigency.

C. **Excusal procedure.** A party may exercise the statutory right to excuse the judge before whom the case is pending by filing with the clerk of the court a notice of excusal. The notice of excusal must be:

(1) signed by a party plaintiff or that party's attorney and filed within ten (10) days after the later of:

(a) the filing of the complaint; or

(b) service by the court of notice of assignment or reassignment of the case to a judge;

(2) signed by any other party or any other party's attorney and filed within ten (10) days after the later of:

(a) the filing of the answer pursuant to Rule 3-302 NMRA by that party; or

(b) service by the court of notice of assignment or reassignment of the case to a judge; or

(3) by each party plaintiff and defendant in a restitution case, including an action in forcible entry or detainer, by filing a notice of excusal within three (3) days after service.

D. Notice of reassignment; service of excusal. After the filing of the complaint, if the case is reassigned to a different judge, the clerk shall give notice of the reassignment to all parties. Any party electing to excuse a judge shall serve notice of such election on all parties.

E. Recusal; procedure. No judge shall sit in any action in which the judge's impartiality may reasonably be questioned under the provisions of the Constitution of New Mexico or the Code of Judicial Conduct, and the judge shall file a certificate of recusal in any such action. Upon recusal, another metropolitan court judge shall be assigned or designated to conduct any further proceedings in the action in the manner provided by Rule 3-105 NMRA.

F. Failure to recuse. If a party believes that the judge's impartiality may reasonably be questioned under the provisions of the Constitution of New Mexico or the Code of Judicial Conduct, the party may file a notice of facts requiring recusal. The notice shall specifically set forth the grounds alleged. Upon receipt of the notice, the judge may file a certificate of recusal in the action or enter an order finding that there are not reasonable grounds for recusal. If within ten (10) days after the filing of notice of facts requiring recusal, the judge fails to file a certificate of recusal in the action, any party, may certify that fact by letter to the district court of the county in which the action is pending with a copy of the notice of recusal. No filing fee shall be required for the filing of a letter certifying grounds for recusal described in Paragraph E of this rule. The party's certification to the district court shall be filed in the district court not less than five (5) days after the expiration of time for the metropolitan court judge to file a certificate of recusal or not less than five (5) days after the filing of an order in the metropolitan court finding the grounds alleged in the notice of recusal do not constitute reasonable grounds for recusal, whichever date is earlier. A copy of the letter shall also be filed with the metropolitan court. The district court shall make such investigation as the court deems warranted and enter an order in the action, either prohibiting the metropolitan court judge from proceeding further or finding that there are insufficient grounds to reasonably question the metropolitan court judge's impartiality under the provisions of the Constitution of New Mexico or the Code of Judicial Conduct.

G. Stay. If a letter is filed with the district court and metropolitan court certifying the issue of recusal to the district court pursuant to Paragraph H of this rule, the metropolitan court judge may enter a stay of the proceedings pending action by the district court. If the metropolitan court judge fails to stay the proceedings, the party filing the letter in the district court may petition the district court for a stay of metropolitan court proceedings. The district court may grant a stay of the proceedings for not more than fifteen (15) days after the filing of a letter certifying a recusal issue to the district court. Unless a stay is granted, the metropolitan court judge shall proceed with the adjudication of the merits of the proceedings.

H. Inability of a judge to proceed. If a trial or hearing has been commenced and the judge is unable to proceed, any other judge of the district may proceed with it upon certifying familiarity with the record and determining that the proceedings in the case may be completed without prejudice to the parties. The successor judge may recall any witness. If no other judge is available, either party may certify that fact by letter to the district court of the county in which the action is pending. The district court may make such investigation as the court deems warranted. If the court finds that the judge is in fact disabled or unavailable, the court shall designate another judge to preside over the case.

[As amended, effective May 1, 1986; July 1, 1988; September 1, 1989; July 1, 1990; October 1, 1992; November 1, 1995; May 1, 2002.]

ANNOTATIONS

Cross references. — For forms on excusal or recusal, see Rule 4-101 NMRA et seq.

The 1995 amendment, effective November 1, 1995, deleted "procedure" from the paragraph heading in Paragraph A, rewrote the paragraph heading and added the last sentence in Paragraph B, and rewrote Paragraphs C, E, F, and G.

The 2002 amendment, effective May 1, 2002, in Paragraph C(3), substituted "three (3) days" for "five (5) days"; in Paragraph E, inserted "certificate of" preceding "recusal" near the end of the first sentence; in Paragraph F, substituted "facts requiring recusal" for "excusal" at the end of the first sentence, inserted "or enter an order finding that there are not reasonable grounds for recusal" at the end of the fourth sentence, added the fifth, sixth and seventh sentences and in the eighth sentence, substituted "or finding that there are insufficient grounds to reasonably question the magistrate court judge's impartiality under the provisions of the Constitution of New Mexico or the Code of Judicial Conduct" for "and designating another or striking the notice of excusal as ineffective or groundless"; and redesignated former Paragraph G as present Paragraph H and added present Paragraph G.

Am. Jur. 2d, A.L.R. and C.J.S. references. — Power of successor or substituted judge, in civil case, to render decision or enter judgment on testimony heard by predecessor, 84 A.L.R.5th 399.

3-107. Pro se and attorney appearance.

A. Pro se appearance by an individual. A party to any civil action may appear, prosecute, defend and appeal any proceeding:

- (1) if the party is an individual party, in person;
- (2) if the property is community property, one spouse may appear for both spouses.

B. Other authorized appearances. A party to any civil action may appear, prosecute and defend any proceeding:

(1) on a writ of garnishment or attachment:

(a) by a general partner if the partnership is brought into the suit by a writ of garnishment or attachment;

(b) by an officer, director or general manager of a corporation or limited liability company upon the filing of a notarized certificate to so act on behalf of the corporation or limited liability company, if the corporation or limited liability company is brought into the suit by writ of garnishment or attachment;

(2) in an action brought pursuant to the provisions of the Uniform Owner-Resident Relations Act [47-8-1 NMSA 1978] or the Mobile Home Park Act [47-10-1 NMSA 1978] if the appearance is by:

(a) the "owner", as defined in the Uniform Owner-Resident Relations Act;

(b) a "landlord", as defined in the Mobile Home Park Act;

(c) a licensed real estate agent authorized by the owner of the property; or

(d) the person authorized to manage the premises;

(3) if the party is a corporation or limited liability company, whose voting shares or memberships are held by a single shareholder or member or closely knit group of shareholders or members all of whom are natural persons active in the conduct of the business and the appearance is by an officer or general manager who has been authorized to appear on behalf of the corporation or limited liability company;

(4) if the party is a general partnership that meets all of the following qualifications:

(a) the partnership has less than ten partners, whether limited or general, except that a husband and wife are treated as one partner for this purpose;

(b) all partners, whether limited or general, are natural persons; and

(c) the appearance is by a general partner who has been authorized to appear by the general partners;

(5) if the party is a governmental entity and the appearance is by an employee of the governmental entity authorized by the entity to institute or cause to be instituted an action on behalf of the governmental entity; or

(6) if the party is a wage claimant, the director of the labor and industrial division of the Labor Department, as assignee, may appear on behalf of the claimant pursuant to Sections 50-4-11 and 50-4-12 NMSA 1978.

C. Attorney appearance. A party may appear, prosecute, defend and appeal any proceeding by an attorney. Whenever an attorney undertakes to represent a party, the attorney shall file a written entry of appearance showing the attorney's name, address and telephone number. For the purpose of this rule, the filing of any pleading or paper signed by counsel constitutes an entry of appearance. If entry of appearance is made by the filing of a pleading on behalf of a party, the attorney shall set forth on the pleading the attorney's address and telephone number. If an attorney's appearance is limited pursuant to Paragraph C of Rule 16-102 NMRA, the attorney shall:

(1) file an entry of appearance entitled "Limited Entry of Appearance" that identifies the nature of the limitation;

(2) note the limitation in the signature block of any paper the attorney files;
and

(3) include in the signature block of any paper the attorney files an address at which service may be made on the client.

D. Collection agencies. Collection agencies may take assignments of claims in their own names as real parties in interest for the purpose of billing and collection and bringing suit in their own names; provided that no suit authorized by this section may be instituted on behalf of a collection agency in any court unless the collection agency appears by a licensed attorney-at-law.

[As amended, effective November 1, 1987; July 1, 1990; October 1, 1992; October 1, 1996; November 1, 2000; as amended by Supreme Court Order 05-8300-05, effective March 21, 2005; by Supreme Court Order 08-8300-015, effective June 20, 2008.]

ANNOTATIONS

Cross references. — For Owner-Resident Relations Act, see Chapter 47, Article 8 NMSA 1978.

For Mobile Home Park Act, see Chapter 47, Article 10 NMSA 1978.

For wage claim actions, costs, jurisdiction, and representation by district attorney, see 50-4-12 NMSA 1978.

See Rule 1-089 NMRA for comparable District Court Civil rule.

For service and filing of pleadings and other papers, see Rule 3-203 NMRA.

For the definition of a "pleading", see Paragraph A of Rule 3-301 NMRA.

For general provision for changing attorney, see 36-2-14 NMSA 1978.

The 1990 amendment, effective for cases filed in the metropolitan courts on or after July 1, 1990, added the last three sentences of Paragraph C.

The 1992 amendment, effective October 1, 1992, rewrote Paragraph D.

The 1996 amendment, effective October 1, 1996, added "on a writ of garnishment or attachment" in Subparagraph B(1), designated the existing language of Subparagraph B(1) as Subparagraph B(1)(a) and rewrote that subparagraph, designated former Subparagraph B(2) as B(1)(b) and rewrote that subparagraph, designated former Subparagraphs B(3) to B(6) as Subparagraphs B(2) to B(5), substituted "in an action brought" for "if the action is brought" and "or the Mobile Home Park Act if the" for "and the" in Subparagraph B(2), substituted "in the" for "by the provisions of the" in Subparagraph B(2)(a), added Subparagraph B(2)(b) and redesignated the remaining subparagraphs accordingly, substituted "by the owner of the property" for "such owner" in Subparagraph B(2)(c), and added Subparagraph B(6) and made minor stylistic changes in Subparagraph B(4) and Paragraph D.

The 2000 amendment, effective November 1, 2000, inserted "or limited liability company" in Paragraphs B(1)(b) and B(3); and inserted "or memberships", "or member" and "or members" in Paragraph B(3).

The 2005 amendment, effective March 21, 2005, added "or paper" after "pleading" and before "signed by counsel" in Paragraph C.

The 2008 amendment, approved by Supreme Court Order 08-8300-015, effective June 20, 2008, added the last sentence in Subsection C to provide for a limited appearance by an attorney.

3-108. Withdrawal or substitution of attorneys.

A. **Consent and notice.** An attorney or firm who has appeared without limitation in a cause may withdraw from it upon motion and approval of the court. The motion shall be substantially in the form approved by the Supreme Court. Approval of the court may be conditioned upon substitution of other counsel or the filing by a party of an address at which service may be made upon the party, with proof of service on all other parties, or otherwise. Following withdrawal by counsel, an unrepresented party shall have twenty (20) days within which to secure counsel or be deemed to have entered an appearance pro se. Withdrawing counsel or substitute counsel shall serve on all parties a copy of the motion requesting written consent to withdraw and shall file proof of service with the court. Attorneys whose appearances are limited as set forth in Paragraph C of Rule 3-107 NMRA need not obtain consent of the court before

withdrawing or otherwise ceasing to act in the matter, except if the purpose of the limited representation is not completed.

B. Withdrawal without consent. If an attorney who has appeared without limitation ceases to act in a cause for a reason other than withdrawal or consent, upon motion of any party, the court may require the taking of such steps as may be advised to insure that the cause will proceed with promptness and dispatch.

C. Representation after final judgment. Attorneys of record shall continue to be subject to service for ninety (90) days after entry of final judgment. After expiration of the ninety (90) day period, unless an attorney enters an appearance, the party shall be deemed to have entered an appearance pro se. This rule does not preclude the earlier withdrawal of counsel as provided above.

D. Service upon responding party. In the event of further legal proceedings between the parties after the ninety (90) days have elapsed, the moving party shall effect service of process upon the responding party in the manner prescribed by Rule 3-202 NMRA.

[As amended, effective July 1, 1990; September 15, 2000; February 16, 2004; as amended by Supreme Court Order 08-8300-015, effective June 20, 2008.]

ANNOTATIONS

The 1990 amendment, effective for cases filed in the metropolitan courts on or after July 1, 1990, substituted "Consent and notice" for "Withdrawal or substitution of counsel" as the heading of Paragraph A and added Paragraphs C and D.

The 2000 amendment, effective September 15, 2000, in Subsection A, deleted "magistrate" preceding "court" in the first sentence, substituted "Consent of the court" for "Such consent may" in the second sentence, and added the third sentence; in Subsection B, rewrote the bold catchline; in Subsection C, rewrote the bold catchline, and added the second sentence.

The 2003 amendment, effective February 16, 2004, in Paragraph A substituted "upon motion and approval of the court" for "without written consent of the court, filed with the clerk" in the first sentence, inserted the second sentence, substituted "approval" for "consent" in the third sentence, deleted "subject to the provisions of Rule 3-107 NMRA" at the end of the fourth sentence, and substituted the present last sentence for the former last sentence, which read "notice of withdrawal or substitution of counsel shall be given to all parties either by withdrawing counsel or by substituted counsel and proof of service filed with the clerk", deleted "subject to the provisions of Rule 3-107 NMRA" at the end of the second sentence of Paragraph C, and substituted "3-202" for "2-202" in Paragraph D.

The 2008 amendment, approved by Supreme Court Order 08-8300-015, effective June 20, 2008, added the last sentence in Subsection A to provide for the withdrawal of an attorney who has filed a limited appearance and limited the application of the remainder of the provisions of Subsection A and the provisions of Subsection B to the withdrawal of attorneys who have appeared without limitation.

3-109. Record.

A. **Definition; broadcast or reproduction.** Unless a specific meaning is indicated, as used in these rules "record" shall mean:

- (1) a statement of facts and proceedings stipulated to by the parties or
- (2) any audio recording. No broadcast or reproduction of any recording shall be made for any person other than an official of the court without the express written consent of the court. At his own expense, a party may cause a record to be made.

B. **Timing of request.** Unless a shorter period is permitted by the court, at any time not less than ten (10) days prior to the commencement of the hearing, a party may request a copy of the record of any hearing by filing with the court a written request for a copy of the record of the hearing.

C. **Costs.** The court may reproduce a copy of any tape of the proceedings for any party to the proceedings upon the payment of such amount as may be established by the administrative office of the courts, which shall reasonably represent the cost of the tape, for each duplicate tape requested.

Committee commentary. — The inclusion of stenographic notes which must be transcribed in the definition of "record" found in the Magistrate and Municipal Court Rules has been deleted from this rule in order to eliminate the need for court reporters in the metropolitan court. The requirement that approval be given by the supreme court for mechanical, electrical or other recording, including a videotape recording, has been deleted since it is contemplated that this will be the means of making the record most often used. By adopting this rule, the supreme court has approved the means stated in the rule.

3-110. Contempt.

A. **Jurisdiction.** A metropolitan judge has jurisdiction to punish for contempt only for:

- (1) disorderly behavior in the presence of the court or close enough to the court that it obstructs the administration of justice;
- (2) misconduct of court officers in official transactions;

(3) disobedience or resistance to any lawful order, rule or process of the court.

B. Disposition upon notice and hearing. A contempt, except as provided in Paragraph C of this rule, shall be punished only after notice and hearing. The notice shall state the essential facts constituting the contempt charged. The notice may be given:

- (1) orally by the judge in open court in the presence of the defendant;
- (2) by a summons;
- (3) by a bench warrant; or
- (4) by an order to show cause.

The defendant shall be entitled to bail as provided in the Rules of Criminal Procedure for the Metropolitan Courts. The defendant shall be given sufficient notice of hearing to permit the preparation of a defense. If the defendant is found guilty of contempt, the court shall enter judgment and sentence within the limits of its jurisdiction.

C. Direct contempt. A direct contempt may be punished summarily at the time of the contempt if the judge by written order certifies to having seen or heard the conduct constituting the contempt and that it was committed in the presence of the court. The written order of contempt shall recite the facts and shall be signed by the judge and entered of record.

D. Appeal. Any person found guilty of contempt may appeal to the district court pursuant to the rules of procedure governing appeals from the metropolitan court in criminal cases.

[As amended, effective January 1, 1996.]

Committee commentary. — Section 35-3-9 NMSA 1978 provides statutory authority to magistrates to punish for contempt. The statute limits the jurisdiction of the magistrate to punish for disorderly behavior or breach of the peace tending to interrupt or disturb a judicial proceeding in progress before the magistrate or for disobedience of any lawful order or process of the magistrate court. The statute requires a hearing in all instances and limits the punishment to \$25.00 or imprisonment for three days, or both. A right of appeal to the district court is provided in the same manner as in other criminal actions. It would thus appear that the legislature intended that the magistrate's power to punish for contempt would be limited to criminal contempt where the primary purpose is to preserve the court's authority and to punish for disobedience of its orders. *State ex rel. Bliss v. Greenwood*, 63 N.M. 156, 315 P.2d 223 (1957).

There is no magistrate court rule or statute which is similar to Rule 5-114 [5-112] of the Rules of Criminal Procedure for the District Courts granting the court authority to hold an attorney in contempt of court if he willfully fails to comply with the criminal rules. However, there is no indication that Section 35-3-9, supra, is not intended to include attorneys as well as others who may fail to observe the requirements of the statute.

Rule 6-111 of the Rules of Criminal Procedure for the Magistrate Courts adopts the general provisions of the statute regarding contempt proceedings and limits the magistrate's authority to punish for criminal contempt. However, the rule provides for a fine of \$250.00 and imprisonment not to exceed 30 days, or both such fine and imprisonment.

Rule 3-110 limits the jurisdiction of the metropolitan judge to punish for criminal contempt and follows the basic authority granted by Section 35-3-9, supra, and the present Rule 6-111 of the Rules of Criminal Procedure for the Magistrate Courts. However, the punishment is expanded to the limit of the court's jurisdiction. There being no prohibition in either the statute or magistrate rule against summary proceedings, the rule contemplates summary proceedings in those limited situations where the contemptuous conduct occurred in the actual presence of the court. Under such circumstances, if the contempt is of such a kind that it will necessitate immediate action in order to maintain the dignity and authority of the court, then the court can act summarily. *Ex parte Terry*, 128 U.S. 289, 9 S. Ct. 77, 32 L. Ed. 405 (1888). In *State v. Sanchez*, 89 N.M. 673, 556 P.2d 359 (Ct. App. 1976), the court upheld a trial judge having found a defense witness in contempt for failure to answer questions on cross examination and that such conduct in the presence of the court could be punished by the court's contempt power in a summary proceeding.

Notice and hearing. When the contempt takes place outside the presence of the court, the contemnor must be given notice before punishment may be imposed. *Cooke v. United States*, 267 U.S. 517, 45 S. Ct. 390, 69 L. Ed. 767 (1925); *In re Fullen*, 17 N.M. 394, 128 P. 64 (1913); *Wollen v. State*, 86 N.M. 1, 518 P.2d 960 (1974); *State v. Diamond*, 94 N.M. 118, 607 P.2d 656 (Ct. App. 1980).

If the contempt is not punished summarily, the alleged contemnor must be charged by a sworn affidavit, information or verified motion. *State v. Clark*, 56 N.M. 123, 241 P.2d 328 (1952); *Escobedo v. Agriculture Prods. Co.*, 86 N.M. 466, 525 P.2d 393 (1974).

Personal service on the alleged contemnor is required to be effective as notice in a criminal contempt proceeding. Service on the alleged contemnor's attorney is sufficient if the contempt is civil. *Lindsey v. Martinez*, 90 N.M. 737, 568 P.2d 263 (Ct. App. 1977); *Roybal v. Martinez*, 92 N.M. 630, 593 P.2d 71 (Ct. App. 1979). The rule as drafted provided for notice and hearing when the contempt is not punished summarily.

If the metropolitan court is a "magistrate court," the rule is within the authority granted by statute except for the punishment which may be imposed. If it is not a "magistrate court" and the provisions of 35-3-9, supra, are inapplicable, the common law duty and

power of the courts to guard their proceedings from interference and to punish for contempts is authority for the rule. *State v. Kayser*, 25 N.M. 245, 181 P. 278 (1919); *State v. Magee Pub. Co.*, 29 N.M. 455, 224 P. 1028 (1924).

ANNOTATIONS

The 1996 amendment, effective January 1, 1996, made stylistic changes in Paragraph A; redesignated former Paragraphs B and C as Paragraphs C and B, respectively; in Paragraph B, rewrote the introductory language, added Subparagraph (4), and rewrote the last paragraph; in Paragraph C, rewrote the paragraph heading, inserted "direct" near the beginning and made stylistic changes; and added Paragraph D.

Am. Jur. 2d, A.L.R. and C.J.S. references. — Contempt based on violation of court order where another court has issued contrary order, 36 A.L.R.4th 978.

Intoxication of witness or attorney as contempt of court, 46 A.L.R.4th 238.

Contempt: state court's power to order indefinite coercive fine or imprisonment to exact promise of future compliance with court's order - anticipatory contempt, 81 A.L.R.4th 1008.

Lack of notice to contemnor at time of contemptuous conduct of possible criminal contempt sanctions as affecting prosecution for contempt in federal court, 76 A.L.R. Fed. 797.

3-111. Telephone conferences.

A. **When permitted.** The court may hear any matter by telephone conference call when to do so would legitimately serve justice considering, among other issues, the economic needs of the parties.

B. **Requirements.** No matter or setting will be heard by telephone and no witness will appear telephonically without the prior express approval of the judge.

C. **Cost.** When a telephone conference call is conducted, it will be arranged and paid for by the person seeking the telephone conference call.

[Approved, effective November 1, 2000.]

ARTICLE 2

Commencement of Action

3-201. Commencement of action.

A. **How commenced.** A civil action is commenced by filing with the court a complaint consisting of a written statement of a claim or claims setting forth briefly the facts and circumstances giving rise to the action.

B. **Nature of claim.** Metropolitan judges have jurisdiction in all cases as may be provided by law.

C. **Verified accounts.** Accounts duly verified by the oath of the party claiming the same, or his agent, and promissory notes and other instruments in writing, not barred by law are sufficient evidence in any suit to create a rebuttable presumption, sufficient to enable the plaintiff to recover judgment for the account thereof.

ANNOTATIONS

Cross references. — For jurisdiction of metropolitan courts, see 34-8A-3 NMSA 1978.

For form on civil complaint, see Rule 4-201 NMRA.

3-202. Summons.

A. **Summons; issuance.** Upon receipt of a complaint and payment of the docket fee, the clerk shall docket the action, issue a summons and deliver it to the plaintiff or the plaintiff's attorney, who shall be responsible for prompt service of the summons and a copy of the complaint. Upon the request of the plaintiff, separate, additional or amended summons shall issue against any defendant. A defendant waives the service of summons by filing an answer in the proceedings.

B. **Summons; execution; form.** The summons shall be signed by the clerk, be directed to the defendant, be substantially in the form approved by the Supreme Court and must contain:

(1) the name of the court in which the action is brought, the name of the county in which the complaint is filed, the docket number of the case, the name of the first party on each side, with an appropriate indication of the other parties, and the name of each party to whom the summons is directed;

(2) a direction that the defendant serve a responsive pleading or motion within twenty (20) days after service of the summons, and file the same, all as provided by law, and a notice that unless the defendant so serves and files a responsive pleading or motion, the plaintiff will apply to the court for the relief demanded in the complaint;

(3) the name and address of the plaintiff's attorney, if any, shall be shown on every summons, otherwise the plaintiff's address;

(4) a notice that the defendant may request prior to any proceeding that the proceeding be recorded. The notice shall advise the defendant if a tape recording is not

made of the proceedings, it may effectively preclude the defendant from appealing to the district court.

C. Summons; service of copy. A copy of the summons with copy of complaint attached and a copy of the form for answer shall be served together. The plaintiff shall furnish the person making service with such copies as are necessary.

D. Summons; by whom served. In civil actions any process may be served by the sheriff of the county where the defendant may be found or by any other person who is over the age of eighteen (18) years and not a party to the action, except for writs of attachment and writs of replevin, which shall be served by the sheriff or by any person not a party to the action over the age of eighteen (18) years who may be designated by the court to perform such service or by the sheriff of the county where the property or person may be found.

E. Summons; service by mail. A summons and complaint may be served upon a defendant of any class referred to in Subparagraph (1) or (2) of Paragraph F of this rule by mailing a copy of the summons and of the complaint (by first-class mail, postage prepaid) to the person to be served, together with two (2) copies of a notice and acknowledgement conforming with the form approved by the Supreme Court and a return envelope, postage prepaid, addressed to the sender. If no acknowledgement of service under this subdivision of this rule is received by the sender within twenty (20) days after the date of mailing plus three (3) days as provided by Rule 3-104 NMRA, service of such summons and complaint shall be made by a person authorized by Paragraph D of this rule, in the manner prescribed by Paragraph F of this rule. Service of a summons by mail is only effective if an acknowledgment of service signed by the person being served is filed with the court. The court shall order the payment of the costs of personal service by the person served if such person does not complete and return to the sender within twenty-three (23) days after mailing the notice and acknowledgement of receipt of summons, unless good cause is shown for not signing, filing and serving a signed acknowledgment of service in the time required by this paragraph.

The form of the notice and acknowledgement of receipt of summons and complaint shall be substantially in the form approved by the Supreme Court.

F. Summons; how served. Personal service may be made as provided by law as follows:

(1) upon an individual other than a minor or an incapacitated person by delivering a copy of the summons and of the complaint to him personally; or if the defendant refuses to receive such, by leaving same at the location where he has been found; and if the defendant refuses to receive such copies or permit them to be left, such action shall constitute valid service. If the defendant is absent, service may be made by delivering a copy of the process or other papers to be served to some person residing at the usual place of abode of the defendant who is over the age of fifteen (15)

years; and if there is no such person available or willing to accept delivery, then service may be made by posting such copies in the most public part of the defendant's premises, and by mailing to the defendant at his last known mailing address copies of the process;

(2) upon a domestic or foreign corporation by delivering a copy of the summons and of the complaint to an officer, a managing or a general agent, or to any other agent authorized by appointment or by law to receive service of process and, if the agent is one authorized by statute to receive service and the statute so requires, by also mailing a copy to the defendant; upon a partnership by delivering a copy of the summons and of the complaint to any general partner; and upon other unincorporated association which is subject to suit under a common name, by delivering a copy of the summons and of the complaint to an officer, a managing or general agent, or to any other agent authorized by appointment or by law to receive service of process and, if the agent is one authorized by law to receive service and the statute so requires, by also mailing a copy to the unincorporated association. If the person refuses to receive such copies, such action shall constitute valid service. If none of the persons mentioned is available, service may be made by delivering a copy of the process or other papers to be served at the principal office or place of business during regular business hours to the person in charge thereof;

(3) upon the State of New Mexico:

(a) in garnishment actions, service of writs of garnishment shall be made on the department of finance and administration, on the attorney general and on the head of the branch, agency, bureau, department, commission or institution;

(b) service of process on the governor, attorney general, agency, bureau, department, commission or institution or head thereof may be made either by delivering a copy of the summons and of the complaint to the head or to his receptionist. Where an executive secretary is employed, he shall be considered as the head;

(4) upon any county by delivering a copy of the summons and of the complaint to the county clerk, who shall forthwith notify the district attorney of the judicial district in which the county sued is situated;

(5) upon a municipal corporation by delivering a copy of the summons and of the complaint to the city clerk, town clerk or village clerk, who in turn shall forthwith notify the head of the commission or other form of governing body;

(6) upon the board of trustees of any land grant referred to in Sections 49-1-1 through 49-10-6 NMSA 1978, process shall be served upon the president or in his absence upon the secretary of such board;

(7) upon a minor, whenever there shall be a conservator of the estate or guardian of the person of such minor, by delivering a copy of the summons and of the

complaint to the conservator or guardian. Service of process so made shall be considered as service upon the minor. In all other cases process shall be served by delivering a copy of the summons and of the complaint to the minor, and if the minor is living with an adult a copy of the summons and of the complaint shall also be delivered to the adult residing in the same household. In all cases where a guardian ad litem has been appointed, a copy of the summons and of the complaint shall be delivered to such representative, in addition to serving the minor as herein provided;

(8) upon an incapacitated person, whenever there shall be a conservator of the estate or guardian of the person of such incapacitated person, by delivering a copy of the summons and of the complaint to the conservator or guardian. Service of process so made shall be considered as service upon the ward. In all other cases process shall be served upon the ward in the same manner as upon competent persons; or

(9) upon a personal representative, guardian, conservator, trustee or other fiduciary in the same manner as provided in Subparagraph (1) or (2) of Paragraph F of this rule as may be appropriate.

Service shall be made with reasonable diligence, and the original summons with proof of service shall be returned to the clerk of the court from which it was issued.

G. Return. If service is made by mail pursuant to Paragraph E of this rule, return shall be made by the sender's filing with the court the acknowledgment received pursuant to such paragraph. Where service within the state includes mailing, the return shall state the date and place of mailing. If service is by personal service pursuant to Paragraph F of this rule, the person serving the process shall make proof of service thereof to the court promptly and in any event within the time during which the person served must respond to the process. When service is made by the sheriff (or deputy), proof thereof shall be by certificate; and when made by a person other than a sheriff (or deputy), proof thereof shall be made by affidavit. Where service within the state includes mailing, the return shall state the date and place of mailing. Failure to make proof of service shall not affect the validity of service.

H. Service by publication. Service by publication may not be made, except as provided by law in cases of attachment and replevin.

I. Alias process. When any process has not been returned, or has been returned without service, or has been improperly served, it shall be the duty of the clerk, upon the application of any party to the suit, to issue other process as the party applying may direct.

J. Service; applicable statute. Where no provision is made in these rules for service of process, process shall be served as provided for by any applicable statute.

K. Construction of terms. Wherever the terms "summons", "process", "service of process" or similar terms are used, such shall include the summons, complaint and any other papers required to be served.

[As amended, effective January 1, 1990; July 1, 1990; January 1, 1993; May 1, 1994; October 15, 2002.]

ANNOTATIONS

Cross references. — For jurisdiction of the metropolitan court, see 34-8A-3 NMSA 1978.

For territorial jurisdiction of the metropolitan court, see 35-3-6 NMSA 1978.

For forms on civil summons and return, see Rule 4-204 NMRA.

The 1989 amendment, effective for cases filed in the metropolitan courts on or after January 1, 1990, rewrote this rule.

The 1990 amendment, effective for cases filed in the metropolitan courts on or after July 1, 1990, substituted "in the manner provided by law" for "within the metropolitan court district" near the beginning of Paragraph E and also "as provided by law" for "within the metropolitan district" near the beginning of Paragraph F.

The 1993 amendment, effective January 1, 1993, in Paragraph E, substituted "sender" for "court" throughout and deleted "in the manner provided by law" following "may be served" in the first sentence; deleted the last sentence in Paragraph F(3)(a), which read "A copy of the writ of garnishment shall be delivered or mailed by registered or certified mail to the defendant employee"; and, in Paragraph G, substituted "sender's filing with the court the acknowledgment received pursuant to such paragraph" for "defendant filing with the court the Notice and Receipt of Summons and Complaint", added the second sentence, and made gender neutral changes.

The 1994 amendment, effective May 1, 1994, amended Paragraph A by adding to the last sentence, relating to waiver of service of summons, "by entering an appearance or filing an answer in the proceedings"; amended Paragraph B by adding a new Subparagraph (4) and moving the prior Subparagraph (4) to the beginning of the Paragraph; and amended Paragraph D by deleting "the metropolitan court is located if".

The 2002 amendment, effective October 15, 2002, deleted "entering an appearance or" following "of summons by" in the last sentence in Paragraph A; in Paragraph E, added the third sentence, and, in the fourth sentence, deleted "Unless good cause is shown for not doing so" from the beginning and inserted "unless good cause is shown for not signing, filing and serving a signed acknowledgment of service in the time required by this paragraph" at the end.

3-203. Service and filing of pleadings and other papers.

A. **Service; when required.** Except as otherwise provided in these rules, every order required by its terms to be served, every pleading subsequent to the original complaint, every order not entered in open court, every paper relating to discovery required to be served upon a party, unless the court otherwise orders, every written motion other than one which may be heard *ex parte*, and every written notice, appearance, demand, offer of judgment, designation of record on appeal, and similar paper shall be served upon each of the parties. Service on a party is not required if:

(1) the party is in default for failure to appear except that pleadings asserting new or additional claims for relief against them shall be served upon them in the manner provided for service of summons in Rule 3-202 NMRA; or

(2) the party unconditionally admits to all of the allegations of the complaint prior to entry of a judgment on the pleadings.

B. **Service; how made.** Whenever under these rules service is required or permitted to be made upon a party represented by an attorney, the service shall be made upon the attorney unless service upon the party is ordered by the court. Service upon the attorney or upon a party shall be made by delivering a copy to the attorney or party, or by mailing a copy to the attorney or party at the attorney's or party's last known address, or, if no address is known, by leaving it with the clerk of the court. Service by mail is complete upon mailing.

C. **Definitions.** As used in this rule:

(1) "delivery of a copy" means:

(a) handing it to the attorney or to the party;

(b) sending a copy by facsimile or electronic transmission when permitted by Rule 3-204 NMRA or Rule 3-205 NMRA;

(c) leaving it at the attorney's or party's office with a clerk or other person in charge thereof, or, if there is no one in charge, leaving it in a conspicuous place therein; or

(d) if the party cannot be served at the office of the party's attorney or at the office of the party because the party's office is closed or the party to be served has no office, the party may be served by leaving it at the party's dwelling house or usual place of abode with some person of suitable age and discretion then residing therein; and

(2) "mailing a copy" means sending a copy by first class mail with proper postage.

D. Filing; certificate of service. All papers after the complaint required to be served upon a party, together with a certificate of service indicating the date and method of service, shall be filed with the court within a reasonable time after service, except that the following papers shall not be filed unless on order of the court or for use in the proceeding:

- (1) summonses without completed returns;
- (2) subpoenas without completed returns;
- (3) offers of settlement when made.

Except for the papers described in Subparagraph (1) of this paragraph, the attorney or party, if the party is unrepresented, shall file a certificate of service with the court within a reasonable time after service, indicating the date and method of service of any paper not filed with the court.

E. Filing with the court defined. The filing of pleadings and other papers with the court as required by these rules shall be made by filing them with the clerk of the court, except that the judge may permit the papers to be filed with the judge, in which event the judge shall note on the form the filing date and forthwith transmit them to the office of the clerk. "Filing" shall include filing a facsimile copy or filing an electronic copy as may be permitted pursuant to Rule 3-204 NMRA or Rule 3-205 NMRA. A paper filed by electronic means in compliance with Rule 3-205 NMRA constitutes a written paper for the purpose of applying these rules. The clerk shall not refuse to accept for filing any paper presented for that purpose solely because it is not presented in proper form as required by these rules.

[As amended, March 1, 2000; November 1, 2004; as amended by Supreme Court Order 05-8300-05, effective March 21, 2005.]

ANNOTATIONS

Cross references. — For certificate of service, see Civil Form 4-221 NMRA.

For service of notice in proceedings prior to summons, see 38-1-13 NMSA 1978.

The 2000 amendment, effective March 1, 2000, inserted "pleadings and other" in the rule heading and amended this rule to conform it with Rule 1-005 NMRA provisions relating to service by fax or electronic mail.

The 2004 amendment, effective November 1, 2004, rewrote the former last sentence in Paragraph A so as to create the present last sentence and Subparagraph (1) of that paragraph and added Subparagraph (2) therein.

The 2005 amendment, effective March 21, 2005, revised this rule to make it consistent with Rule 1-005 NMRA as amended in 2004. The 2005 amendments revised Paragraph A, designated the definition of "delivery of a copy" as a new Subparagraph (1) of Paragraph C and added the definition of "mailing a copy" as a new Subparagraph (2) of Paragraph C, designated former Paragraph C and Paragraph D and inserted the exceptions for filing papers as Subparagraphs (1) to (3), redesignated former Paragraph D as Paragraph E and deleted all of Paragraphs E and F relating to "proof of service" and "motions".

Am. Jur. 2d, A.L.R. and C.J.S. references. — 61B Am. Jur. 2d Pleading §§ 901, 902.

Appearance for purpose of making application for removal of cause to federal court as a general appearance, 81 A.L.R. 1219.

Affidavit of substantial defense to merits in an attachment or garnishment proceeding as general appearance, 116 A.L.R. 1215.

Attack by defendant upon attachment or garnishment as an appearance subjecting him personally to jurisdiction, 129 A.L.R. 1240.

Construction of phrase "usual place of abode," or similar terms referring to abode, residence or domicile, as used in statutes relating to service of process, 32 A.L.R.3d 112.

71 C.J.S. Pleading §§ 409, 411, 413.

3-203.1. Pleadings and papers; captions.

Pleadings and papers filed in the metropolitan court shall have a caption or heading which shall briefly include:

A. the name of the court as follows:

"State of New Mexico

County of _____

Metropolitan Court";

B. the names of the parties; and

C. a title that describes the cause of action or relief requested. The title of a pleading or paper shall have no legal effect in the action.

[Approved, effective December 17, 2001.]

ANNOTATIONS

Cross references. — For district courts, see Rule 1-008.1 NMRA.

Effective dates. — Pursuant to a court order dated October 22, 2001, this rule is effective December 17, 2001.

3-204. Service and filing of pleadings and other papers by facsimile.

A. Facsimile copies permitted to be filed. Subject to the provisions of this rule, a party may file a facsimile copy of any pleading or paper by faxing a copy directly to the court or by faxing a copy to an intermediary agent who files it in person with the court. A facsimile copy of a pleading or paper has the same effect as any other filing for all procedural and statutory purposes. The filing of pleadings and other papers with the court by facsimile copy shall be made by faxing them to the clerk of the court at a number designated by the clerk, except if the paper or pleading is to be filed directly with the judge, the judge may permit the papers to be faxed to a number designated by the judge, in which event the judge shall note thereon the filing date and forthwith transmit them to the office of the clerk. Each magistrate district shall designate one or more telephone numbers to receive fax filings.

B. Facsimile service by court of notices, orders or writs. Facsimile service may be used by the court for issuance of any notice, order or writ. The clerk shall note the date and time of successful transmission on the file copy of the notice, order or writ.

C. Paper size and quality. No facsimile copy shall be filed with the court unless it is: on plain paper eight and one-half by eleven (8 1/2 x 11) inches in size; legible; and typewritten or printed using a pica (10 pitch) type style or a twelve (12) point typeface. The right, left, top and bottom margins shall be at least one (1) inch. The pages shall be consecutively numbered at the bottom.

D. Filing pleadings or paper by facsimile. A pleading or paper may be filed with the court by facsimile transmission if:

- (1) a fee is not required to file the pleading or paper;
- (2) only one copy of the pleading or paper is required to be filed;
- (3) unless otherwise approved by the court, the pleading or paper is not more than ten (10) pages in length excluding the facsimile cover page; and
- (4) the pleading or paper to be filed is preceded by a cover sheet with the names of the sender and the intended recipient, any applicable instructions, the voice and facsimile telephone numbers of the sender, an identification of the case, the docket number and the number of pages transmitted.

E. Facsimile copy filed by an intermediary agent. Facsimile copies of pleadings or papers filed in person by an intermediary agent are not subject to the restrictions of Paragraph D of this rule.

F. Time of filing. If facsimile transmission of a pleading or paper is begun before the close of the business day of the court in which it is being filed, it will be considered filed on that date. If facsimile transmission is begun after the close of business, the pleading or paper will be considered filed on the next court business day. For any questions of timeliness, the time and date affixed on the cover page by the court's facsimile machine will be determinative.

G. Service by facsimile. Any document required to be served by Paragraph A of Rule 2-204 NMRA may be served on a party or attorney by facsimile transmission if the party or attorney has:

- (1) listed a facsimile telephone number on a pleading or paper filed with the court in the action;
- (2) a letterhead with a facsimile telephone number; or
- (3) agreed to be served with a copy of the pleading or paper by facsimile transmission.

Service by facsimile is accomplished when the transmission of the pleading or paper is completed.

H. Demand for original. A party shall have the right to inspect and copy any pleading or paper that has been filed or served by facsimile transmission if the pleading or paper has a statement signed under oath or affirmation or penalty of perjury.

I. Conformed copies. Upon request of a party, the clerk shall stamp additional copies provided by the party of any pleading filed by facsimile transmission.

[Approved, effective January 1, 1997; as amended by Supreme Court Order 05-8300-05, effective March 21, 2005.]

ANNOTATIONS

Cross references. — For general rule on service and filing of pleadings and papers, see Rule 2-203 NMRA.

The 2005 amendment, effective March 21, 2005, conformed this rule with Rule 1-005.1 NMRA as amended by the Supreme Court effective January 3, 2005. The 2005 amendments substituted "service" for "transmission" in Paragraph B, revised Paragraph D to substitute "filed with the court" for "faxed directly to the court by facsimile", revised Subparagraph (3) of Paragraph C to permit fax filing of pleadings and papers exceeding

10 pages when approved by the court, rewrote Paragraph G to change "transmission by facsimile" to "service by facsimile", deleted former Paragraph H, redesignated former Paragraph I as Paragraph H and added Paragraph I relating to conformed copies.

3-205. Electronic service and filing of pleadings and other papers.

A. **Definitions.** As used in these rules:

(1) "electronic transmission" means the transfer of data from computer to computer other than by facsimile transmission; and

(2) "document" includes the electronic representation of pleadings and other papers.

B. **Service by electronic transmission.** Any document required to be served by Paragraph A of Rule 2-203 NMRA may be served on a party or attorney by electronic transmission of the document if the party or attorney has agreed to be served with pleadings or papers by electronic mail. Electronic service is accomplished when the transmission of the pleading or paper is completed. If within two (2) days after service by electronic mail, a party served by electronic mail notifies the sender of the electronic mail that the pleading or paper cannot be read, the pleading or paper shall be served by any other method authorized by Rule 2-203 NMRA designated by the party to be served.

C. **Service by electronic transmission by the court.** The court may serve any document by electronic service to an attorney or party pursuant to Paragraph B of this rule and to any other person who has agreed to receive documents by electronic transmission.

D. **Filing by electronic transmission.** Documents may be filed with the court by electronic transmission in accordance with this rule and any technical specifications for electronic transmission:

(1) in any court that has adopted technical specifications for electronic transmission;

(2) if a fee is not required or if payment is made at the time of filing.

E. **Single transmission.** Whenever a rule requires multiple copies of a document to be filed only a single transmission is necessary.

F. **Time of filing.** For purposes of filing by electronic transmission, a "day" begins at 12:01 a.m. and ends at midnight. If electronic transmission of a document is received before midnight on the day preceding the next business day of the court it will be considered filed on the immediately preceding business day of the court. For any

questions of timeliness, the time and date registered by the court's computer will be determinative.

G. Demand for original. A party shall have the right to inspect and copy any document that has been filed or served by electronic transmission if the document has a statement signed under oath or affirmation or penalty of perjury.

H. Conformed copies. Upon request of a party, the clerk shall stamp additional copies provided by the party of any pleading filed by electronic transmission.

[As amended, effective March 21, 2005.]

ANNOTATIONS

Cross references. — For definition of "signature", see Rule 3-301 NMRA.

For general rule on service and filing of pleadings and papers, see Rule 3-203 NMRA.

For service and filing of pleadings and papers by fax, see Rule 3-204 NMRA.

The March 21, 2005 amendment conformed this rule with District Court Civil Rule 1-005.2 NMRA as amended by the Supreme Court effective January 3, 2005.

ARTICLE 3

Pleadings and Motions

3-301. Pleadings allowed; signing of pleadings, motions and other papers; sanctions.

A. Pleadings. There shall be a complaint and, if the defendant wishes to contest the plaintiff's claim in any way, an answer. The answer may assert a counterclaim or a setoff. If a counterclaim is filed, a reply shall be filed and served on each party within twenty (20) days. The complaint may interplead two (2) or more persons who have or may have a claim to funds owed by the plaintiff.

B. Joinder of claims. A party asserting a claim for relief may join either as independent or as alternate claims as many claims as the party may have against an opposing party.

C. Permissive joinder. All persons may join in one action as plaintiffs if they assert any right to relief jointly, severally or in the alternative in respect of or arising out of the same transaction, occurrence or series of related transactions or occurrences and if any question of law or fact common to all of them will arise in the action. All persons may be joined in one action as defendants if there is asserted against them, jointly, severally or in the alternative, any right to relief in respect of or arising out of the same transaction,

occurrence or related series of transactions or occurrences and if any question of law or fact common to all of them will arise in the action.

D. Third-party practice. Within ten (10) days after service of a defendant's answer on the plaintiff, a defendant may file a third-party complaint against any person who is or may be liable to the defendant for all or part of the plaintiff's claim against the defendant. A third-party complaint shall be served on the third-party defendant in the manner provided by Rule 3-202 NMRA of these rules. A copy of the third-party complaint shall be served on all other parties pursuant to Rule 3-203, 3-203.1 or 3-204 NMRA of these rules. Upon motion and hearing the court may permit a defendant to file a third-party complaint at any time prior to trial.

E. Interpleader. Persons having claims for funds against the plaintiff may be named as defendants and required to adjudicate their claims for the funds when their claims are such that the plaintiff is or may be exposed to double or multiple liability. A defendant exposed to similar liability for funds may adjudicate the right to funds by third-party complaint, cross-claim or counterclaim. Any person who is named as a defendant or third-party defendant pursuant to this paragraph shall file an answer within the time set forth in these rules setting forth the facts and circumstances giving rise to such person's claim and why such person is entitled to the funds owed by the plaintiff. The disposition of the proceedings shall be binding upon all parties to the action upon whom service has been made.

F. Separate trials. The court may make such orders as will prevent a party from being embarrassed, delayed or put to expense by the inclusion of a party against whom he asserts no claim and who asserts no claim against him, and may order separate trials or make other orders to prevent delay or prejudice.

G. Exhibits. An exhibit to a pleading is a part thereof for all purposes.

H. Signing of pleadings. Every pleading, motion and other paper of a party represented by an attorney, shall be signed by at least one attorney of record in the attorney's individual name, whose address and telephone number shall be stated. A party who is not represented by an attorney shall sign the party's pleading, motion or other paper and state the party's address and telephone number. Except when otherwise specifically provided by rule or statute, pleadings need not be verified or accompanied by affidavit. The signature of a party or attorney constitutes a certificate by the signer that the signer has read the pleading, motion or other paper; that to the best of the signer's knowledge, information and belief there is good ground to support it; and that it is not filed to delay the proceedings. If a pleading, motion or other paper is signed with intent to defeat the purpose of this rule, it may be stricken as sham and false and the action may proceed as though the pleading or other paper had not been served. If a pleading, motion or other paper is not signed, it shall be stricken unless it is signed promptly after the omission is called to the attention of the pleader or movant. The signature of a party or attorney constitutes a certificate by the signer that the signer has read the pleading, motion or other paper; that to the best of the signer's knowledge,

information and belief, there is good ground to support it; and that it is not filed to delay the proceedings. If a pleading, motion or other paper is signed with intent to defeat the purpose of this rule, it may be stricken and the action may proceed as though the pleading or other paper had not been served. If a pleading, motion or other paper is not signed, it shall be stricken unless it is signed promptly after the omission is called to the attention of the pleader or movant. For a willful violation of this rule an attorney or party may be subjected to appropriate disciplinary or other action. Similar action may be taken if scandalous or indecent matter is inserted. A "signature" means an original signature, a copy of an original signature, a computer generated signature or any other signature otherwise authorized by law.

[As amended, effective October 1, 1987; October 1, 1992; January 1, 1997; December 17, 2001; as amended by Supreme Court Order 05-8300-05, effective March 21, 2005.]

Committee commentary. — New Mexico has enacted an Electronic Authentication Documentation Act which provides for the Secretary of State to register electronic signatures using the public key technology. See Section 14-15-4 NMSA 1978.

ANNOTATIONS

Cross references. — For motions rule, see Rule 3-307 NMRA.

For rule comparable to Paragraph H of this rule, see Rule 1-011 NMRA.

The 1992 amendment, effective October 1, 1992, added Paragraphs B and C, redesignated former Paragraphs B and C as Paragraphs D and E, added Paragraph F, and redesignated former Paragraphs D to F as Paragraphs G to I.

The 1997 amendment, effective January 1, 1997, added the last sentence in Paragraph I defining "signature".

The 2001 amendment, effective December 17, 2001, rewrote Paragraph I, expanding its scope to include pleadings, motions, and other papers and adding the third and fourth sentences.

The 2005 amendment, effective March 21, 2005, revised Paragraph A to require a reply to be served on each party within 20 days if a counterclaim is filed, rewrote Paragraph D, substituted "claims for funds against the plaintiff" for "claims for funds against a third party" in the first sentence of Paragraph E, deleted Paragraph G, relating to motions, redesignated former Paragraphs H and I as Paragraphs G and H, added the first three sentences of redesignated Paragraph H.

3-302. Defenses; answer.

A. **Answer; when filed.** The defendant shall file his answer on or before the appearance date stated in the summons.

B. Defenses; how presented. The answer shall describe in concise and simple language the reasons why the defendant denies the claim of the plaintiff, and any defenses he may have to the claim of the plaintiff. Defenses shall be raised in the answer. A party may file a motion to have the answer clarified or explained. On the filing of such motion, the judge may, in his discretion, require a more explicit answer or order a pretrial conference to clarify the issues.

C. Permissive counterclaim or setoff. If the defendant possesses a claim or claims against the plaintiff at the time the action is begun, they may be asserted in the answer as a counterclaim or setoff. The facts and circumstances giving rise to the claim or claims shall be briefly described.

D. Nature of claim and amount claimed. The nature of the defendant's claim or claims and the total sum claimed shall comply with applicable law. A claim which exceeds the jurisdiction of the metropolitan court shall be amended by the defendant prior to trial to conform to the court's jurisdiction or shall be dismissed without prejudice.

E. Compulsory counterclaim. There shall be no compulsory counterclaim.

ANNOTATIONS

Cross references. — For form on answer to civil complaint, see Rule 4-301 NMRA.

3-303. Judgment on the pleadings.

A. For claimant. A party seeking to recover upon a claim or counterclaim may, at any time after an answer or a reply by the adverse party, move for judgment on the pleadings in his favor upon all or any part thereof.

B. For defending party. A party against whom a claim or counterclaim is asserted may, at any time, move for a judgment on the pleadings in his favor as to all or any part thereof.

C. Motion and proceedings thereon. The motion shall be served by mail at least five (5) days before the time fixed for the hearing. The judgment sought shall be rendered forthwith if the pleadings, on file, show that there is no genuine issue as to any material fact and that the moving party is entitled to a judgment as a matter of law. A judgment on the pleadings may be rendered on the issue of liability alone although there is a genuine issue as to the amount of damages.

3-304. Amended and supplemental pleadings.

A. Amendments before response. At any time before a responsive pleading is served, a party may amend that party's initial pleading once without permission of the court. A party shall plead in response to an amended pleading within the time remaining

for response to the original pleading or within ten (10) days after service of the amended pleading, whichever period may be the longer, unless the court otherwise orders.

B. Amendments after response to pleading. At any time after the filing of an answer or response, upon request of a party, the court may, upon reasonable notice and upon such terms as may be just, permit a party to amend the party's pleading. Permission to amend the party's pleading shall be freely granted when justice so requires. The court may grant a continuance to permit an objecting party to respond to the amended pleading.

C. Supplemental pleadings. Upon motion of a party, the court may, upon reasonable notice and upon such terms as are just, permit the party to serve a supplemental pleading setting forth transactions or occurrences or events that have happened since the date of the pleading sought to be supplemented. Permission may be granted even though the original pleading is defective in its statement of a claim for relief or defense. If the court deems it advisable that the adverse party plead to the supplemental pleading, it shall so order, specifying the time for filing the response. The court may grant a continuance to permit an objecting party to respond to the supplemental pleading.

[As amended, effective December 17, 2001.]

ANNOTATIONS

The 2001 amendment, effective December 17, 2001, substantially rewrote this rule to include some of the provisions of Rule 1-015 NMRA.

Granting of a continuance rests within the sound discretion of the trial court, and the denial of a continuance will be reversed only upon a showing of a clear abuse of discretion. *Bombach v. Battershell*, 105 N.M. 625, 735 P.2d 1131 (1987).

3-305. Dismissal of actions.

A. Voluntary dismissal; effect thereof.

(1) An action may be dismissed by the plaintiff without order of the court:

(a) by filing a notice of dismissal at any time before service by the adverse party of an answer or other responsive pleading; or

(b) by filing a stipulation of dismissal signed by all parties who have appeared generally in the action.

Unless otherwise stated in the notice of dismissal or stipulation, the dismissal is without prejudice, except that a notice of dismissal operates as an adjudication upon the

merits when filed by a plaintiff who has once dismissed an action based on or including the same claim.

(2) Except as provided in Subparagraph (1) of this paragraph, an action shall not be dismissed on motion of the plaintiff except upon order of the court and upon such terms and conditions as the court deems proper. If a counterclaim, cross-claim or third-party claim has been filed by a party prior to the service upon such party of the plaintiff's motion to dismiss, the action shall not be dismissed against the party's objection unless the counterclaim, cross-claim or third-party claim can remain pending for independent adjudication by the court. Unless otherwise specified in the order, a dismissal under this paragraph is without prejudice.

B. Involuntary dismissal; effect thereof. For failure of the plaintiff to prosecute or to comply with these rules or any order of court, a defendant may move for dismissal of an action or of any claim against the defendant. After the plaintiff, in an action tried by the court without a jury, has completed the presentation of evidence, the defendant, without waiving the right to offer evidence in the event the motion is not granted, may move for a dismissal on the ground that upon the facts and the law the plaintiff has shown no right to relief. The court as trier of the facts may then determine them and render judgment against the plaintiff or may decline to render any judgment until the close of all the evidence. Unless the court in its order for dismissal otherwise specifies, a dismissal under this paragraph and any dismissal not provided for in this rule, other than a dismissal for lack of jurisdiction or for improper venue, operates as an adjudication upon the merits.

C. Dismissal of counterclaim, cross-claim or third-party claim. The provisions of this rule apply to the dismissal of any counterclaim, cross-claim or third-party claim. A voluntary dismissal by the claimant alone pursuant to Subparagraph (1) of Paragraph A of this rule shall be made before a responsive pleading is served, or if there is none, before the introduction of evidence at the trial or hearing.

D. Dismissal for failure to prosecute. Any action pending for six (6) months from the date the complaint is filed, in which the plaintiff or defendant asserting a counterclaim has failed to take all available steps to bring the matter to trial, shall be dismissed without prejudice.

E. Costs of previously dismissed action. If a plaintiff who has once dismissed an action in any court commences an action based upon or including the same claim against the same defendant, the court may make such order for the payment of costs of the action previously dismissed as it may deem proper and may stay the proceedings in the action until the plaintiff has complied with the order.

[As amended, effective November 1, 1995; November 1, 2000.]

ANNOTATIONS

Cross references. — For form on stipulation of dismissal, see Rule 4-304 NMRA.

For form on notice of dismissal of complaint, see Rule 4-305 NMRA.

For form on order dismissing action for failure to prosecute, see Rule 4-306 NMRA.

The 1995 amendment, effective November 1, 1995, rewrote Paragraph A, added Paragraphs B and C, redesignated former Paragraph B as Paragraph D and substituted "the complaint is filed" for "of the filing of the complaint" in that paragraph, and added Paragraph E.

The 2000 amendment, effective November 1, 2000, made stylistic changes in Paragraph A.

3-306. Pretrial conference; scheduling order.

A. **Pretrial conference.** With or without the filing of a motion, the judge may order the parties to appear before the court to expedite the disposition of the case. Witnesses may not be called or subpoenaed for a pretrial conference unless ordered by the court.

B. **Pretrial scheduling order.** The court may enter a scheduling order that limits the time:

- (1) to join other parties and to amend the pleadings;
- (2) to file and hear motions; and
- (3) to complete any permitted discovery.

The scheduling order may also include:

- (4) the dates for conferences or hearings before trial;
- (5) a trial date; and
- (6) any other matters deemed appropriate by the court.

[As amended, effective December 17, 2001.]

ANNOTATIONS

Cross references. — For form on notice of pretrial conference, see Rule 4-307 NMRA.

The 2001 amendment, effective December 17, 2001, inserted "scheduling order" in the rule heading and amended this rule to prohibit the calling of witnesses for pretrial conferences unless ordered by the court and added Paragraph B.

3-307. Motions.

A. **Defenses and objections which may be raised.** Any matter that is capable of determination without trial of the general issue, including defenses and objections, may be raised before trial by motion. All motions shall state with particularity the grounds and the relief sought.

B. **Requirement of written motion.** All motions, except motions made during a pretrial conference or trial, or as may be permitted by the court, shall be in writing. A copy of every written motion shall be served on each party or the party's attorney as provided by Rule 3-203 NMRA. A motion for relief filed more than ninety (90) days after entry of the judgment shall be served on the opposing party in the manner provided by Rule 3-202 NMRA for service of a summons.

C. **Unopposed motions.** If both parties are represented by attorneys, prior to filing a written motion, the moving party shall determine whether or not a motion will be opposed. If the motion will not be opposed, an order approved by opposing counsel shall accompany the motion.

D. **Opposed motions.** A motion filed by an attorney in a case in which the opposing party is represented by an attorney shall recite that concurrence of opposing counsel was requested or shall specify why no such request was made. The movant shall not assume that the nature of the motion obviates the need for concurrence from opposing counsel unless the motion is a:

- (1) motion to dismiss;
- (2) motion for new trial;
- (3) motion for judgment on the pleadings.

E. **Notice and hearing.** No written motion shall be considered by the court unless served on each party or the party's attorney as required by these rules.

[Approved by Supreme Court Order 05-8300-05, effective March 21, 2005.]

ANNOTATIONS

Cross references. — For the request for hearing form, see Civil Form 4-112 NMRA.

For the notice of hearing form, see Civil Form 4-113 NMRA.

For comparable district court rule, see Rule 1-007.1 NMRA.

ARTICLE 4

Parties

3-401. Parties; capacity.

A. **Real party in interest.** Every action shall be prosecuted in the name of the real party in interest; but an executor, administrator, personal representative, guardian, trustee of an express trust, a party with whom or in whose name a contract has been made for the benefit of another, or a party authorized by statute may sue in his own name without joining with him the party for whose benefit the action is brought; and when a statute of the state so provides, an action for the use or benefit of another shall be brought in the name of the state. Where it appears that an action, by reason of honest mistake, is not prosecuted in the name of the real party in interest, the court may allow a reasonable time for ratification of commencement of the action by, or joinder or substitution of, the real party in interest; and such ratification, joinder or substitution shall have the same effect as if the action had been commenced in the name of the real party in interest.

B. **Capacity to sue or be sued.** The capacity of an individual, including those acting in a representative capacity, to sue or be sued shall be determined by the law of this state. The capacity of a corporation to sue or be sued shall be determined by the law under which it was organized, unless some statute of this state provides to the contrary.

C. **Minors or incompetent persons.** When a minor or incompetent person has a representative, such as a general guardian, or other like fiduciary, the representative may sue or defend on behalf of the minor or incompetent person. If a minor or incompetent person does not have a duly appointed representative, he may sue by his next friend or by a guardian ad litem. The court shall appoint a guardian ad litem for a minor or incompetent person not otherwise represented in an action or shall make such other order as it deems proper for the protection of the minor or incompetent person.

3-402. Notice of trial; joint or separate trials.

A. **Notice of trial.** After the answer has been filed, the judge shall set a date for trial of the action. The judge or the clerk shall issue a written notice of trial announcing the time, day and place thereof, file the original and send copies to all parties not in default.

B. **Consolidation.** When actions involving a common question of law or fact are pending before the judge, he may make such orders providing for joint trials as may tend to avoid unnecessary costs or delay.

C. **Separate trials.** The judge in furtherance of convenience or to avoid prejudice may order a separate trial of any claim or issue.

3-403. Substitution of parties.

A. **Death or incompetency.** If a party dies or becomes incompetent and the claim is not extinguished or barred, the judge may, within ninety (90) days after notice of the death or incompetency of the party is made in the file of the pending case, order a substitution of the proper party or parties. If substitution is not so made, the action shall be dismissed as to the deceased or incompetent party, without prejudice.

B. **Transfer of interest.** In case of any transfer of interest, the action may be continued by or against the original party, unless the judge directs the person to whom the interest is transferred to be substituted in the action.

ARTICLE 5

Discovery and Pretrial Matters

3-501. Discovery.

A. **Disclosure by plaintiff.** Unless otherwise ordered by the court, not less than twenty (20) days before trial, the plaintiff or the plaintiff's attorney shall disclose and make available for inspection, copying and photographing any records, papers, documents or other tangible objects in the plaintiff's possession, custody and control which the plaintiff intends to introduce in evidence at the trial. The plaintiff shall also disclose to the defendant an itemized list of the damages that the plaintiff claims.

B. **Disclosure by defendant.** Unless otherwise ordered by the court, not less than fifteen (15) days before trial, the defendant shall disclose and make available to the plaintiff for inspection, copying and photographing any records, papers, documents or other tangible objects in the defendant's possession, custody or control which the defendant intends to introduce in evidence at the trial.

C. **Witness disclosure.** Unless otherwise ordered by the court, not less than twenty (20) days before trial, the plaintiff shall disclose to the defendant or the defendant's counsel a list of the names, addresses and telephone numbers of the witnesses that the plaintiff intends to call at the trial, along with a summary of their testimony. Not less than fifteen (15) days before trial, the defendant shall disclose to the plaintiff or the plaintiff's counsel a list of the names, addresses and telephone numbers of the witnesses that the defendant intends to call at the trial, along with a summary of their testimony.

D. **Continuing duty to disclose.** If a party discovers additional material or witnesses which the party previously would have been under a duty to disclose and make available at the time of such previous compliance if it were then known to the party, the party shall promptly give notice to the other party of the existence of the additional material or witnesses.

E. Failure to comply. If it is brought to the attention of the court that a party has failed to comply with this rule or with an order issued pursuant to this rule, the court may order such party to permit the discovery or inspection of materials not previously disclosed, grant a continuance, prohibit the party from calling a witness not disclosed, prohibit the party from introducing in evidence the material not disclosed, or it may enter such other order as it deems appropriate under the circumstances, including but not limited to holding an attorney or party in contempt of court.

F. Production of documents. At any time during the pendency of the action, for good cause shown, the judge may order either party to produce for inspection and copying any records, papers, documents or other tangible evidence in the possession of that party or available to that party.

G. Further discovery. The court may, for good cause shown, order further discovery as permitted by the Rules of Civil Procedure for the District Courts.

[As amended, effective May 1, 2002.]

ANNOTATIONS

Cross references. — For form on motion for production, see Rule 4-501 NMRA.

For form on order for production, see Rule 4-502 NMRA.

The 2002 amendment, effective May 1, 2002, deleted former Paragraph A relating to production of documents and added Paragraph A to F; redesignated Paragraph B as Paragraph G, and in present Paragraph G, deleted "If both parties are represented by counsel" from the beginning.

Am. Jur. 2d, A.L.R. and C.J.S. references. — Propriety and extent of state court protective order restricting party's right to disclose discovered information to others engaged in similar litigation, 83 A.L.R.4th 987.

3-501.1. Statements; protective orders.

A. Statements. Upon order of the court, any person, including a party, with information which is subject to discovery may be ordered to give a statement. At any time during a statement, on motion of a party, the witness or the deponent and upon a showing that the examination is being conducted in bad faith or in such manner as unreasonably to annoy, embarrass or oppress the witness or the deponent, the court in which the action is pending, or the court in the county where the statement is being taken, may order the examination to cease or may limit the scope and manner of the taking of the statement. If the order made terminates the statement, it shall be resumed thereafter only upon the order of the court in which the action is pending. Upon demand of the objecting party, the witness or the deponent, the taking of the statement shall be suspended for the time necessary to make a motion for an order.

B. Protective orders. Upon motion by a party or by the person from whom a statement is sought pursuant to this rule, and for good cause shown, the court in which the action is pending may make any order, which justice requires, to protect a party or person from annoyance, embarrassment, oppression or undue burden or expense, including one or more of the following:

- (1) that the disclosure or discovery not be had;
- (2) that the disclosure or discovery may be had only on specified terms and conditions, including a designation of the time or place;
- (3) that the discovery may be had only by a method of discovery other than that selected by the party seeking discovery;
- (4) that certain matters not be inquired into, or that the scope of the disclosure or discovery be limited to certain matters;
- (5) that discovery be conducted with no one present except persons designated by the court; and
- (6) that a trade secret or other confidential research, development or commercial information not be revealed or be revealed only in a designated way.

If the motion for a protective order is denied in whole or in part, the court may, on such terms and conditions as are just, order that any party or person provide or permit discovery.

[Approved, effective May 1, 2002.]

ANNOTATIONS

Effective dates. — Pursuant to a court order dated March 22, 2002, this rule is effective May 1, 2002.

3-502. Subpoenas.

A. Form; issuance.

- (1) Every subpoena shall:
 - (a) state the name of the court from which it is issued;
 - (b) state the title of the action and its civil action number;

(c) command each person to whom it is directed to attend a trial or hearing and give testimony or to produce for trial or hearing designated books, documents or tangible things in the possession, custody or control of that person;

(d) state the time and date of the hearing or trial, the name of the judge before whom the witness is to appear or produce documents; and

(e) be substantially in the form approved by the Supreme Court.

(2) All subpoenas shall issue from the court for the court in which the matter is pending.

(3) The judge or clerk shall issue a subpoena, other than a subpoena duces tecum, signed but otherwise in blank, to a party requesting it, who shall fill it in before service. The judge or clerk may issue a subpoena duces tecum to a party only if the subpoena duces tecum is completed by the party prior to issuance by the judge or clerk. An attorney authorized to practice law in New Mexico and who represents a party, as an officer of the court, may also issue and sign a subpoena on behalf of the court in which the case is pending.

(4) Proof of service when necessary shall be made by filing with the clerk of the court a return substantially in the form approved by the Supreme Court.

B. Service.

(1) A subpoena may be served by any person who is not a party and is not less than eighteen (18) years of age. Service of a subpoena upon a person named therein shall be made by delivering a copy thereof to such person and, if that person's attendance is commanded, by tendering to that person the full fee for one day's expenses provided by Subsection A of Section 10-8-4 NMSA 1978 as per diem for nonsalaried public officers attending a board or committee meeting and the mileage provided by Subsection D of Section 10-8-4 NMSA 1978. The fee for per diem expenses shall not be prorated. If attendance is required for more than one (1) day, a full day's expenses shall be paid prior to commencement of each day attendance is required. When the subpoena is issued on behalf of the state or an officer or agency thereof, fees and mileage need not be tendered. Prior to or at the same time as service of any subpoena commanding production of documents and things or inspection of premises before trial, notice shall be served on each party in the manner prescribed by Rule 3-203 NMRA.

(2) Proof of service when necessary shall be made by filing with the clerk of the court a return substantially in the form approved by the Supreme Court.

C. Protection of persons subject to subpoenas.

(1) A party or an attorney responsible for the issuance and service of a subpoena shall take reasonable steps to avoid imposing undue burden or expense on a person subject to that subpoena. The court on behalf of which the subpoena was issued shall enforce this duty and impose upon the party or attorney in breach of this duty an appropriate sanction, which may include, but is not limited to, lost earnings and a reasonable attorney's fee.

(2)

(a) Unless specifically commanded to appear in person, a person commanded to produce and permit inspection and copying of designated books, papers, documents or tangible things need not appear in person at the hearing or trial.

(b) Subject to Subparagraph (2) of Paragraph D of this rule, a person commanded to produce and permit inspection and copying may, within fourteen (14) days after service of the subpoena or before the time specified for compliance if such time is less than fourteen (14) days after service, serve upon all parties written objection to inspection or copying of any or all of the designated materials or inspection of the premises. If objection is made, the party serving the subpoena shall not be entitled to inspect and copy the materials except pursuant to an order of the court by which the subpoena was issued. Such an order to compel production shall protect any person who is not a party or an officer of a party from significant expense resulting from the inspection and copying commanded.

(3)

(a) On timely motion, the court by which a subpoena was issued shall quash or modify the subpoena if it:

(i) fails to allow reasonable time for compliance,

(ii) requires disclosure of privileged or other protected matter and no exception or waiver applies, or

(iii) subjects a person to undue burden.

(b) The court may, to protect a person subject to or affected by the subpoena, quash or modify the subpoena if a subpoena:

(i) requires disclosure of a trade secret or other confidential research, development or commercial information,

(ii) requires disclosure of an unretained expert's opinion or information not describing specific events or occurrences in dispute and resulting from the expert's study made not at the request of any party, or

(iii) requires a person who is not a party or an officer of a party to incur substantial expense to travel more than one hundred (100) miles to attend trial.

If the party in whose behalf the subpoena is issued shows a substantial need for the testimony or material that cannot be otherwise met without undue hardship and assures that the person to whom the subpoena is addressed will be reasonably compensated, the court may order appearance or production only upon specified conditions.

D. Duties in responding to subpoena.

(1) A person responding to a subpoena to produce documents shall produce them as they are kept in the usual course of business or shall organize and label them to correspond with the categories in the demand.

(2) When information subject to a subpoena is withheld on a claim that it is privileged or subject to protection as trial preparation materials, the claim shall be made expressly and shall be supported by a description of the nature of the documents, communications or things not produced that is sufficient to enable the demanding party to contest the claim.

E. Contempt. Failure by any person without adequate excuse to obey a subpoena served upon that person may be deemed a contempt of the court from which the subpoena issued.

[As amended, effective January 1, 1994; May 1, 1994; May 1, 2002.]

ANNOTATIONS

Cross references. — For jurisdiction of the magistrate court, see 34-8A-3 NMSA 1978.

For territorial jurisdiction of the metropolitan court, see 35-3-6 NMSA 1978.

For forms on subpoena, return for completion by sheriff or deputy and return for completion by other person making service, see Rule 4-503 NMRA.

The first 1994 amendment, effective January 1, 1994, deleted "by tendering to him fees for one (1) day's attendance and the mileage allowed by law, if payment of such fee and mileage is demanded at the time of service of the subpoena" following "and" at the end of the first paragraph in Paragraph D, and added Subparagraphs D(1) and D(2).

The second 1994 amendment, effective May 1, 1994, moved prior Paragraph C to the second paragraph of Paragraph A and redesignated the remaining paragraphs accordingly; and amended the former Paragraph C by deleting "within the metropolitan district".

The 2002 amendment, effective May 1, 2002, rewrote Paragraph A, which formerly related to attendance of witnesses, deleted former Paragraphs B through D relating to production of documentary evidence, service and manner of service; added present Paragraphs B, C and D; in Subsection E, deleted "magistrate" preceding "court" and deleted the former second sentence relating to service by mail.

ARTICLE 6

Trial

3-601. Conduct of trials.

A. **Continuances.** Continuances shall be granted for good cause shown at any stage of the proceedings.

B. **Evidence.** The New Mexico Rules of Evidence shall govern proceedings in the metropolitan court.

C. **Oath of witness.** The judge shall administer an oath or affirmation to each witness, substantially in the following form: "You do solemnly swear (or affirm) that the testimony you give is the truth, the whole truth and nothing but the truth under penalty of perjury."

3-602. Jury trial.

A. **Right preserved.** The right of trial by jury exists as provided by law.

B. **Demand.** Either party to an action may demand trial by jury. The demand shall be made in the complaint if made by the plaintiff and in the answer if made by the defendant, and there shall be collected from the demanding party the non-refundable jury fee established by law and, an additional deposit of seventy-five dollars (\$75.00) to be used for payment of the actual costs of empaneling the jury, which fee shall be refundable all or in part.

C. **Waiver.** If demand is not made as provided in Paragraph B of this rule, or if the jury fee is not paid at the time demand is made, trial by jury is deemed waived.

[As amended, effective October 1, 1996; as amended by Supreme Court Order No. 08-8300-36, effective December 15, 2008.]

ANNOTATIONS

Cross references. — For contributions to magistrate retirement fund from magistrate court fees, see 10-12C-11 NMSA 1978.

For demand for jury trial in metropolitan court, see 34-8A-5 NMSA 1978.

For collection of fines, fees or costs in metropolitan court, see 34-8A-13 NMSA 1978.

For jury and witness fee fund, see 34-9-11 NMSA 1978.

For magistrate court costs, schedule, and definition of "convicted", see 35-6-1 NMSA 1978.

For magistrate court costs, witness fees and reimbursement, see 35-6-4 NMSA 1978.

For magistrate court civil jury fees, see 35-8-7 NMSA 1978.

The 1996 amendment, effective October 1, 1996, in Paragraph B, deleted "forthwith" preceding "collected", inserted "non-refundable", and added the language beginning "and, an additional deposit" at the end of the paragraph.

The 2008 amendment, approved by Supreme Court Order No. 08-8300-36, effective December 15, 2008, in Paragraph B, increased the amount of the jury fee from \$50.00 to \$75.00.

3-603. Jurors.

A. **Metropolitan jury.** A jury in the metropolitan court consists of six jurors with the same qualifications as jurors in the district court. Whenever a jury is required, the judge shall select prospective jurors in the manner provided by law.

B. **Challenges for cause.** At the time of the trial, the parties, their attorneys or the judge may examine the jurors who have been summoned to determine whether they should be disqualified for cause. Jurors shall be excused for cause if the examination discloses bias, relationship to a party or other grounds of actual or probable partiality. If examination of any juror discloses any basis for his disqualification, he shall be excused.

C. **Peremptory challenges.** Each party shall be entitled to one peremptory challenge. If peremptory challenges are exercised, the judge shall excuse those jurors challenged.

D. Selection of jury.

(1) The judge shall cause the name of each juror present to be placed on a separate slip of paper which shall be placed in a box. A list of the names of the jurors present shall be prepared by the judge or at his direction, and a copy of the list shall be provided each party or his attorney.

(2) The jurors may be examined by the parties, their attorneys or the judge by questioning all of the jurors present, as a group or individually.

(3) When six qualified jurors have been selected, they shall constitute the jury for the case to be tried.

(4) One alternate juror may be selected, if the judge, at his discretion, so elects. The parties may exercise their peremptory challenges in the selection of the alternate juror, if their peremptory challenges have not been exhausted in the selection of the other jurors.

E. **Additional jurors.** If a jury cannot be completed by drawing additional slips, the sheriff or other responsible person shall summon a sufficient number of jurors to fill the deficiency.

F. **Oath to jurors.** The judge shall administer an oath or affirmation in substantially the following form to jurors: "You do solemnly swear (or affirm) that you will truly try the facts of this action and give a true verdict according to the law and evidence given in court."

[As amended, effective September 1, 1989.]

ANNOTATIONS

The 1989 amendment, effective for cases filed in the metropolitan courts on or after September 1, 1989, in Paragraph D, deleted the "(a)" designation at the beginning of Subparagraph (2) and deleted Item (b) in the first sentence, and the former second sentence of the subparagraph, relating to the drawing by the judge of the names of six jurors to be questioned as a group and individually, and the drawing of additional names of jurors to replace those excused for cause or by peremptory challenge, respectively.

3-604. Trial by jury.

Juries in the metropolitan court shall hear the evidence in the action which shall be delivered in public in its presence. After hearing the evidence, the members of the jury shall be kept together until five of them agree upon a verdict or are discharged by the judge. Whenever the judge is satisfied that five jurors cannot agree on a verdict after a reasonable time, he may discharge it and summon a new jury unless the parties agree that the judge may render judgment.

3-605. Instructions to juries.

A. **Duty to instruct.** The court shall instruct the jury regarding the law applicable to the facts in the cause unless such instructions be waived by the parties.

B. **Admonitions to jury on conduct.** After a jury has been sworn to try a case, but before opening statements or the presentation of any testimony, the court must read the applicable portions of UJI 13-106 to the jury. The instruction or appropriate portions thereof may be repeated to the jury before any recess of the trial if in the discretion of

the judge it is desirable to do so. At the close of the case when the jury is instructed, UJI 13-106 shall not be reread to the jury but applicable portions thereof shall be included with other instructions sent to the jury room.

C. **Use.** Whenever New Mexico Uniform Jury Instructions Civil contains an instruction applicable in the case and the court determines that the jury should be instructed on the subject, the UJI Civil shall be used unless under the facts or circumstances of the particular case the published UJI Civil is erroneous or otherwise improper, and the court so finds and states of record its reasons.

D. **Certain instructions not to be given.** When in UJI Civil it is stated that no instructions should be given on any particular subject matter, such direction shall be followed unless under the facts or circumstances of the particular case an instruction on the subject is necessary, and the court so finds and states of record its reason.

E. **Instruction when no applicable UJI Civil.** Whenever the court determines the jury should be instructed on a subject and no applicable instruction on the subject is found in UJI Civil, the instruction given on that subject shall be brief, impartial and free from hypothesized facts.

F. **Preparation and request for instructions.** Any party may move the court to give instructions on any point of law arising in the cause. At any time before or during the trial, the court may direct counsel to prepare designated instructions. Such instructions as well as instructions tendered by the parties shall be in writing and shall consist of an original to be used by the court in instructing the jury, adequate copies for the parties and one copy for filing in the case on which the judge shall note "given" or "refused" as to each instruction requested. Copies of instructions tendered by the parties shall indicate who tendered them. All copies of instructions shall also contain a notation "UJI Civil No." or "Not in UJI Civil" as appropriate. (The instructions which go to the jury room shall contain no notations.)

G. **Instructions to be in writing; waiver; to be given before argument and to go to jury.** Unless waived, the instructions shall be in writing. Except where instructions, either written or oral, are waived, the judge in all cases shall charge the jury before the argument of counsel. Written instructions shall go to the jury room.

H. **Error in instructions; preservation.** For the preservation of any error in the charge, objection must be made to any instruction given, whether in UJI Civil or not; or, in case of a failure to instruct on any point of law, a correct instruction must be tendered, before retirement of the jury. Reasonable opportunity shall be afforded counsel so to object or tender instructions.

I. **Review.** All instructions given to the jury or refused, whether UJI Civil or otherwise, are subject to review by appeal or writ of error when the matter is properly preserved and presented.

3-606. Nonjury trials.

In all actions tried upon the facts without a jury the judge shall, at the conclusion of the case, orally announce his decision and enter the appropriate judgment or final order; provided, however, the judge may delay announcing his decision for a period not exceeding thirty (30) days if briefs or further research is required in the case.

[As amended, effective May 1, 1986.]

ARTICLE 7

Judgment and Appeal

3-701. Judgments; costs.

A. **Definition; form.** "Judgment" as used in these rules includes a decree and any order from which an appeal lies. A judgment should not contain a recital of pleadings or the record of prior proceedings.

B. Judgment upon multiple claims or involving multiple parties.

(1) Except as provided in Subparagraph (2) of this paragraph, when more than one claim for relief is presented in an action, whether as a claim or counterclaim, the court may enter a final judgment as to one or more but fewer than all of the claims only upon an express determination that there is no just reason for delay. In the absence of such determination, any order or other form of decision, however designated, which adjudicates fewer than all of the claims shall not terminate the action as to any of the claims and the order or other form of decision is subject to revision at any time before the entry of judgment adjudicating all the claims.

(2) When multiple parties are involved, judgment may be entered adjudicating all issues as to one or more, but fewer than all parties. Such judgment shall be a final judgment unless the court, in its discretion, expressly provides otherwise in the judgment. If the judgment provides that it is not a final judgment, it shall not terminate the action as to such party or parties and shall be subject to revision at any time before the entry of judgment adjudicating all claims and the rights and liabilities of all the parties.

C. **Entry of judgment.** Following the trial the court shall enter a written judgment in accordance with the verdict of the jury or, if the trial was without a jury, in accordance with the court's decision. The court may direct counsel for any party to prepare the judgment. If any setoff or counterclaim is established by the defendant, the amount of the setoff or counterclaim shall be offset against any sum owed the plaintiff and judgment entered accordingly.

D. Demand for judgment. A judgment by default shall not be different in kind from or exceed in amount that claimed in the complaint. Except as to a party against whom a judgment is entered by default, every final judgment shall grant the relief to which the party in whose favor it is rendered is entitled, even if the party has not demanded such relief in the party's pleadings.

E. Costs. Any docket fee, jury fee or copying fee paid by the prevailing party to the court shall be awarded to the prevailing party against the losing party. The court may award any fees actually paid by the prevailing party for service of the complaint, summons and subpoenas and for attendance of witnesses, including expert witnesses. No costs shall be taxed against the state, its officers and agencies. Expert witness fees for any case shall not exceed five hundred dollars (\$500), plus the fee for per diem expenses provided by Subsection A of Section 10-8-4 NMSA 1978 for nonsalaried public officers attending a board or committee meeting and the mileage provided by Subsection D of Section 10-8-4 NMSA 1978. The fee for per diem expenses shall not be prorated.

[As amended, effective January 1, 1995.]

ANNOTATIONS

Cross references. — For form on judgment, see Rule 4-701 NMRA.

The 1995 amendment, effective January 1, 1995, rewrote Paragraphs C and E and made minor stylistic changes throughout the rule.

3-702. Default.

A. Entry at time of appearance. If the defendant fails to appear within the time prescribed by Rule 3-202, and if the plaintiff proves by an appropriate return that proper service was made upon the defendant, the court may enter judgment for the plaintiff for the amount due, including interest, costs and other items allowed by law. The court may require evidence as to any fact before entering default judgment.

A copy of the default judgment shall forthwith be mailed by the clerk of the court to each party against whom judgment has been entered. The clerk shall endorse on the judgment the date of mailing.

B. At time of trial. Failure to appear at the time and date set for trial shall be grounds for entering a default judgment against the nonappearing party.

C. Setting aside default. For good cause shown, within thirty (30) days after entry of judgment and if no appeal has been timely taken, the court may set aside a default judgment.

[As amended, effective October 1, 1987.]

ANNOTATIONS

Cross references. — For form on default judgment, see Rule 4-703 NMRA.

For form on motion to set aside default judgment, see Rule 4-704 NMRA.

For form on order setting aside default judgment and giving notice of trial date, see Rule 4-705 NMRA.

3-703. Summary judgment.

A. **For claimant.** A party seeking to recover upon a claim, counterclaim or crossclaim may, at any time after the expiration of twenty (20) days from the commencement of the action or after service of a motion for summary judgment by the adverse party, move with or without supporting affidavits for a summary judgment in his favor upon all or any part thereof.

B. **For defending party.** A party against whom a claim, counterclaim or crossclaim is asserted may, at any time, move with or without supporting affidavits for a summary judgment in his favor as to all or any part thereof.

C. **Motion and proceedings thereon.** The motion shall be served at least ten (10) days before the time fixed for the hearing. The adverse party prior to the day of hearing may serve opposing affidavits. If the adverse party is not represented by counsel, said party may appear at the hearing, be sworn, and make such statements of fact as may be material to the motion. The judgment sought shall be rendered forthwith if the pleadings, together with the affidavits and testimony given by an adverse party not represented by counsel, if any, show that there is no genuine issue as to any material fact and that the moving parties are entitled to judgment as a matter of law. A summary judgment, interlocutory in character, may be rendered on the issue of liability alone, although there is a genuine issue as to the amount of damages.

D. **Case not fully adjudicated on motion.** If, on motion under this rule, judgment is not rendered upon the whole case or for all the relief asked and a trial is necessary, the court at the hearing of the motion, by examining the pleadings and the evidence before it and by interrogating counsel shall, if practical, ascertain what material facts exist without substantial controversy and what material facts are actually and in good faith controverted. It shall thereupon make an order specifying the facts that appear without substantial controversy, including the extent to which the amount of damages or other relief is not in controversy, and directing such further proceedings in the action as are just. Upon the trial of the action, the facts so specified shall be deemed established, and the trial shall be conducted accordingly.

E. **Form of affidavit; further testimony; defense required.** Supporting and opposing affidavits shall be made on personal knowledge, shall set forth such facts as would be admissible in evidence, and shall show affirmatively that the affiant is

competent to testify to the matter stated thereon. Sworn or certified copies of all papers or parts thereof referred to in an affidavit shall be attached thereto or served therewith. The court may permit affidavits to be supplemented or opposed by further affidavits or testimony. When a motion for summary judgment is made and supported as provided in this rule, an adverse party may not rest upon the mere allegations or denials of this pleading, but as a response, by affidavits or otherwise provided in this rule, must set forth specific facts showing that there is a genuine issue for trial. If he does not so respond, summary judgment, if appropriate, shall be entered against him.

F. When affidavits are unavailable. Should it appear from the affidavits of a party opposing the motion that he cannot for reasons stated present by affidavit facts essential to justify his position, the court may refuse the application for judgment or may order a continuance to allow affidavits to be obtained or discovery to be had or may make such other order as is just.

G. Affidavits made in bad faith. Should it appear to the satisfaction of the court at any time that any of the affidavits presented pursuant to this rule are presented in bad faith or solely for the purpose of delay, the court shall forthwith order the party employing them to pay to the other party the amount of the reasonable expense which the filing of the affidavit caused such other party to incur, including reasonable attorney's fees; and any offending party or attorney may be adjudged guilty of contempt.

3-704. Relief from judgment or order.

A. Clerical mistakes. Clerical mistakes in judgments, orders or parts of the record and errors therein arising from oversight or omission may be corrected by the court at any time of its own initiative or on the motion of any party and after such notice, if any, as the court orders. During the pendency of an appeal, such mistakes may be so corrected before the appeal is docketed in the district court, and thereafter while the appeal is pending may be so corrected with leave of the district court or the appellate court before which the appeal is pending.

B. Mistakes; inadvertence; excusable neglect; fraud, etc. On motion and upon such terms as are just, the court may relieve a party or his legal representative from a final judgment, order or proceeding for the following reasons:

- (1) mistake, inadvertence, surprise or excusable neglect;
- (2) fraud (whether heretofore denominated intrinsic or extrinsic), misrepresentation or other misconduct of an adverse party;
- (3) the judgment is void; or
- (4) the judgment has been satisfied, released or discharged, or a prior judgment upon which it is based has been reversed or otherwise vacated.

A motion filed pursuant to Subparagraph (1) or (2) of this paragraph shall be filed not more than one (1) year after the judgment, order or proceeding was entered or taken. A motion under this paragraph does not affect the finality of a judgment or suspend its operation.

An order granting or denying relief from a final judgment under this rule may be appealed to the district court in the same manner as other appeals from final judgments of the metropolitan court are taken.

C. Satisfied judgments. Upon the filing with the court of a motion for an order declaring the judgment to be satisfied and notice to the opposing party, the court may set a hearing to determine if the judgment has been satisfied, released or discharged. The application shall be served upon the judgment creditor in the manner prescribed by Rule 3-202 for service of summons and complaint. A hearing on the application shall be held within a reasonable time after the filing of the application. Notice of the hearing shall be mailed to the parties by the clerk of the court. If the judgment creditor fails to appear at such hearing, a default satisfaction of judgment may be entered upon:

(1) the filing of the return of service or an affidavit that after "diligent search" the judgment creditor could not be located. For purposes of this subparagraph "diligent search" includes, but shall not be limited to an affidavit that:

(a) the judgment creditor no longer has a business or residence at the judgment creditor's last known address as shown in the court file; and

(b) the judgment creditor could not be located through a search of telephone and city directories in each county where the judgment creditor was known to have resided or maintained a place of business in this state; and

(2) proof of payment of the full amount of such judgment with interest thereon to date of payment, plus post-judgment costs incurred by the judgment creditor which can be determined from the court record or, if the judgment, including any interest and costs has not been paid in full, payment into the court registry of the balance owed in accordance with Section 39-1-6.2 NMSA 1978 plus any costs of court for receiving into and paying the money out of the registry of the court.

[As amended, effective July 1, 1990; January 1, 1997.]

ANNOTATIONS

The 1990 amendment, effective for cases filed in the metropolitan courts on or after July 1, 1990, in Subsection B substituted the present second sentence for the former second sentence, which read "The motion shall be made within a reasonable time, and for reasons (1) and (2) not more than one (1) year after the judgment, order or proceeding was entered or taken.", and added the last paragraph; and added Paragraph C.

The 1997 amendment, effective January 1, 1997, substituted "judgment creditor" for "defendant" near the end of Subparagraph C(1)(b).

3-705. Harmless error.

Error in either the admission or the exclusion of evidence and error or defect in any ruling, order, act or omission by the court or by any of the parties is not grounds for granting a new trial or for setting aside a verdict, for vacating, modifying or otherwise disturbing a judgment or order, unless refusal to take any such action appears to the court inconsistent with substantial justice.

ANNOTATIONS

Technical deficiency in metropolitan court transcript may be harmless. — If trial court has sufficient information to proceed with the trial, a technical deficiency in transcript of metropolitan court, such as failure to include all pleadings or metropolitan court's final order, does not deprive trial court of power to proceed with the trial. *State v. Gallegos*, 101 N.M. 526, 685 P.2d 381 (Ct. App. 1984).

3-706. Appeal from metropolitan court on the record.

A. **Right of appeal.** A party who is aggrieved by the judgment or final order in a civil action may appeal, as permitted by law, to the district court of the county within which the metropolitan court is located. The notice of appeal shall be filed in the district court within fifteen (15) days after the judgment or final order appealed from is filed in the metropolitan court clerk's office. If a timely notice of appeal is filed by a party, any other party may file a notice of appeal within ten (10) days after the date on which the first notice of appeal was served or within the time otherwise prescribed by this rule, whichever period expires last. The three (3) day mailing period set forth in Rule 3-104 does not apply to the time limits set forth above. A notice of appeal filed after the announcement of a decision, or return of the verdict, but before the judgment or order is filed in the metropolitan court clerk's office, shall be treated as timely filed. Notwithstanding any other provision of this rule, no docket fee or other cost shall be imposed against the state or its political subdivisions in any such appeal.

B. **Notice of appeal.** An appeal from the metropolitan court is taken by:

- (1) filing with the clerk of the district court a notice of appeal with proof of service; and
- (2) promptly filing with the metropolitan court:
 - (a) a copy of the notice of appeal which has been endorsed by the clerk of the district court; and
 - (b) a copy of the receipt of payment of the docket fee.

C. Content of the notice of appeal. The notice of appeal shall be substantially in the form approved by the Supreme Court. A copy of the metropolitan court judgment or final order appealed from, showing the date of the judgment or final order, shall be attached to the notice of appeal filed in the district court.

D. Service of notice of appeal. At the time the notice of appeal is filed in the district court, the appellant shall:

(1) serve each party or such party's attorney in the proceedings in the metropolitan court with a copy of the notice of appeal in accordance with Rule 1-005 of the Rules of Civil Procedure for the District Courts; and

(2) file proof of service with the clerk of the district court that a copy of the notice of appeal has been served in accordance with Rule 1-005.

E. Record on appeal. Within fifteen (15) days after the appellant files a copy of the notice of appeal with the metropolitan court pursuant to Paragraph B of this rule, the metropolitan court shall file with the clerk of the district court the record on appeal taken in the action in the metropolitan court. For purposes of this rule, the record on appeal shall consist of:

(1) a title page containing the caption of the case in the metropolitan court and the names and mailing addresses of each party or, if the party is represented by counsel, the name and address of the attorney;

(2) a copy of all papers and pleadings filed in the metropolitan court;

(3) a copy of the judgment or order sought to be reviewed with date of filing;

(4) any exhibits; and

(5) any transcript of the proceedings made by the metropolitan court, either stenographically recorded or tape recorded. If the transcript of the proceedings is a tape recording, the metropolitan court clerk shall prepare and file with the district court a duplicate of the tape and index log.

Any party desiring a copy of the transcript of the proceedings shall be responsible for paying the cost, if any, of preparing such copy. The metropolitan court may order cash or other security to be deposited with the metropolitan court to secure payment of the cost.

The metropolitan court clerk shall give prompt notice to all parties of the filing of the record on appeal with the district court.

F. Correction or modification of the record. If anything material to either party is omitted from the record on appeal by error or accident, the parties by stipulation, or the

metropolitan court on motion, or the district court, on proper suggestion or on its own initiative, may direct that the omission be corrected and a supplemental record transmitted to the district court.

G. Stay of proceedings to enforce a judgment.

(1) Except as provided in Subparagraph (2) of this paragraph, when an appeal is taken, the appellant may obtain a stay of the proceedings to enforce the judgment by posting a supersedeas bond with the clerk of the metropolitan court. The bond may be posted at any time after docketing the appeal. The stay is effective when the supersedeas bond is approved by the metropolitan court and shall continue in effect until final disposition of the appeal. The bond shall be conditioned for the satisfaction of and compliance with the judgment in full, as may be modified by an appellate court, together with costs, attorneys' fees and interest, if any. The bond shall be enforceable upon dismissal of the appeal or affirmance of the judgment. If the judgment is reversed or satisfied, the bond is void. The surety, sureties or collateral securing such bond, and the terms thereof, must be approved by and the amount fixed by the metropolitan court. If a bond secured by personal surety or sureties is tendered, the bond may be approved only on notice to the appellee. Each personal surety shall be required to show a net worth of at least double the amount of the bond. If the judgment is for the recovery of money, the amount of the bond shall be the amount of the judgment remaining unsatisfied, together with costs, attorneys' fees and interest, if any. In determining the sufficiency of the surety or sureties and the extent to which the surety or sureties shall be liable on the bond, or whether any surety will be required, the court shall take into consideration the type and value of any collateral which is in, or may be placed in, the custody or control of the court and which has the effect of securing payment of and compliance with the judgment.

(2) When an appeal is taken by the state, by an officer or agency of the state, by direction of any department of the state, by any political subdivision or institution of the state or by any municipal corporation, the taking of an appeal shall operate as a stay.

H. District court review. At any time after appeal is filed pursuant to Paragraph B of this rule, the district court may, upon motion and notice, review any action of, or any failure or refusal to act by, the metropolitan court dealing with supersedeas or stay. If the district court modifies the terms, conditions or amount of a supersedeas bond, or if it determines that the metropolitan court should have allowed supersedeas and failed to do so on proper terms and conditions, it may grant additional time within which to file in the district court a supersedeas bond as provided by this rule. Any change ordered by the district court shall be certified by the clerk of the district court and filed with the metropolitan court clerk by the party seeking the review.

I. Procedure on appeal. The Rules of Civil Procedure for the District Courts shall govern the procedure on appeal from the metropolitan court.

J. **Remand.** Upon remand of the case by the district court to the metropolitan court, the metropolitan court shall enforce the mandate of the district court.

K. **Return of record.** After final determination of the appeal, the clerk of the district court shall return the record on appeal to the metropolitan court clerk.

[As amended, effective September 1, 1989; January 1, 1994; July 1, 1996.]

ANNOTATIONS

Cross references. — For appeal from metropolitan court on the record, see Rule 1-073 NMRA.

The 1996 amendment, effective for appeals filed after July 1, 1996, rewrote the rule.

Late filing of appeal. — Because timely filing of an appeal is a mandatory precondition rather than an absolute jurisdictional requirement, a trial court may, under unusual circumstances, use its discretion and entertain an appeal even though it is not timely filed. The decision to dismiss an appeal is extreme and must be determined on a case-by-case basis. *Trujillo v. Serrano*, 117 N.M. 273, 871 P.2d 369 (1994).

Judicial error may excuse late appeal. — One unusual circumstance which would warrant permitting an untimely appeal is if the delay is a result of judicial error. To deny a party the constitutional right to an appeal because of a mistake on the part of the court runs against the most basic precepts of justice and fairness. *Trujillo v. Serrano*, 117 N.M. 273, 871 P.2d 369 (1994).

3-707. Withdrawn.

ANNOTATIONS

Withdrawals. — Pursuant to a court order dated April 18, 1996, this rule, relating to record on appeal, is withdrawn effective July 1, 1996.

3-708. Tape recordings of proceedings.

A. **Taping of proceedings.** Every civil proceeding in the metropolitan court shall be tape recorded if requested by a party. The summons shall contain notice of the right to request a taped record of the proceedings.

B. **Preservation of taped record.** Tapes containing the record of proceedings shall be preserved for ninety (90) days after the entry of a final order in the proceedings. Any party desiring to preserve the tapes for a longer period of time may, within eighty (80) days after the filing of the final order, file a request to preserve the tapes containing the transcript of proceedings.

[As amended, effective May 1, 1994; July 1, 1996.]

ANNOTATIONS

The 1994 amendment, effective May 1, 1994, deleted "no later than three (3) days prior to trial" following "party" in the first sentence and added the present second sentence of Paragraph A, added present Paragraph B and redesignated the remaining paragraphs accordingly, and deleted "for erasure and reuse" following "clerk" in the last sentence of Paragraph D.

The 1996 amendment, effective for appeals filed after July 1, 1996, deleted the former last sentence of Paragraph A, which read "The tape recording shall be made a part of the record on appeal"; in Paragraph B, in the second sentence, substituted "tapes" for "record", "within" for "prior to the expiration of" and "transcript" for "record", and deleted the former last sentence relating to requests to preserve the tapes; and deleted former Paragraphs C through E, relating to arrangements for payment of costs of tape recordings, filing the tapes with the district court, and notice of the filing.

3-709 to 3-712. Withdrawn.

ANNOTATIONS

Withdrawals. — Pursuant to a court order dated April 18, 1996, these rules, relating to appellate briefs, arguments and mandates, appellate review, appeals from district court and dismissal of appeal, are withdrawn effective July 1, 1996.

ARTICLE 8

Special Proceedings

3-801. Writs of execution.

A. **Issuance of writs of execution.** Unless the judgment has been stayed, the clerk of the court shall issue a writ of execution for seizure of property to satisfy a judgment on an underlying dispute:

(1) if the judgment debtor is not a natural person, at any time after the filing of the judgment;

(2) if the judgment debtor is a natural person:

(a) upon filing of either a certificate by an attorney for the judgment creditor or an affidavit by the judgment creditor stating that:

(i) the judgment creditor served the judgment debtor with a notice of right to claim exemptions as required by this rule; and

(ii) the judgment debtor has not filed a claim of exemption for the property to be seized and sold as provided by this rule;

(b) upon entry of an order finding that the property to be seized and sold is not exempt from execution; or

(c) upon filing of a waiver of the right to claim a statutory exemption from execution. The judgment debtor's written waiver shall specifically describe the property which may be seized and sold to satisfy the debt.

B. Service of notice of right to claim exemptions from execution. If the judgment debtor is a natural person, unless a shorter time is ordered by the court, not later than ten (10) days prior to the date of seizure of property to be sold under a writ of execution, the judgment creditor shall serve upon each judgment debtor a notice of right to claim exemptions and a claim of exemption form in the following manner:

(1) if the judgment debtor has entered an appearance in the proceeding, service shall be made and proof of service filed with the court in the manner provided by Rule 3-203;

(2) if the judgment debtor has not entered an appearance in the proceeding, service shall be made and return of service filed in the same manner as provided by Rule 3-202 for service of the summons and complaint; or

(3) if service cannot be made on the judgment debtor pursuant to Subparagraph (1) or (2) of this Paragraph, service shall be made on the judgment debtor in a manner reasonably calculated to ensure actual notice of the right to claim exemptions.

C. Claim of exemptions from execution. Within ten (10) days after service of a notice of right to claim exemptions, a judgment debtor who is a natural person may claim a statutory exemption by filing a claim of exemption form with the court.

D. Service of claim of exemption. At the time of filing of the claim of exemption, the judgment debtor shall serve a copy of the claim of exemption on the judgment creditor.

E. Failure to file claim of exemption. If the judgment debtor fails to file a claim of exemption within ten (10) days after service of the notice of the right to claim exemptions, the judgment debtor shall be deemed to have waived the right to claim an exemption.

F. Dispute of claimed exemption. Within ten (10) days after service of a claim of exemption on the judgment creditor pursuant to Paragraph D of this rule, the judgment creditor may dispute any claimed exemption and request a hearing. If the judgment creditor does not dispute a claimed exemption, the property shall be exempt and the

judgment creditor may proceed against any other property as provided in Paragraph A of this rule. If the judgment creditor files a notice of dispute and request for hearing, the judgment creditor shall at the time of filing of the notice serve a copy on the judgment debtor.

G. Notice of hearing on dispute. If the judgment creditor files a notice of dispute and request for hearing, the court shall promptly give notice of the date and time of the hearing to the parties.

H. Hearing on disputed claim of exemptions. Within ten (10) days after the filing of a notice of dispute and request for hearing, the court shall hold a hearing on the disputed claim. At the hearing the court may determine the merits of the dispute or may postpone decision pending such discovery as may be required to determine the status of the property.

I. Issuance and executions of writ. A writ of execution issued pursuant to Paragraph A of this rule shall be served by the sheriff within sixty (60) days from the date issued. If an execution is not served within that time, upon request of the judgment creditor, a second or subsequent writ shall be issued by the clerk. A writ of execution issued pursuant to this rule may be served in the manner provided by law.

J. Sheriff's sale. A sale shall be conducted in the manner provided by law.

K. Form of writs, notices and claim of exemptions. Applications for writs of execution, writs of execution, answers, notices of right to claim exemptions, claims of exemptions, notices of dispute of claimed exemptions and request for hearing, and judgments shall be substantially in the form approved by the Supreme Court.

[Withdrawn and new rule adopted, effective January 1, 1996.]

ANNOTATIONS

Cross references. — For exemptions in civil actions, see 35-4-2 NMSA 1978.

For docketing money judgments, see 39-1-6 NMSA 1978.

For right to execution, issuance, levy and sale, see 39-4-1 NMSA 1978.

For sales under execution and foreclosure, see 39-5-1 NMSA 1978.

For forms on garnishment and writs of execution, see Rules 4-801 to 4-816 NMRA.

For writ of execution, see Rule 4-801 NMRA.

For notice of right to claim exemptions, see Rule 4-808A NMRA.

For claims of exemption, see Rule 4-803 NMRA.

For order on claim of exemption, see Rule 4-804 NMRA.

For notice of dispute and request for hearing, see Rule 4-810A NMRA.

Compiler's notes. — Former Rule 3-801, relating to garnishment and writs of execution, was withdrawn effective January 1, 1996.

Case law. — The postjudgment execution statutes are unconstitutional as not providing adequate notice of allowable exemptions and the right to a hearing. *Aacen v. San Juan County Sheriff's Dep't*, 944 F.2d 691 (10th Cir. 1991).

By creating exemptions from execution, New Mexico has granted judgment debtors a property interest in retaining their exempt property. While the state need not grant such exemptions, once given, the property rights they create are entitled to due process protection. *Aacen v. San Juan County Sheriff's Dep't*, 944 F.2d 691 (10th Cir. 1991).

3-802. Garnishment.

A. **Garnishment procedure.** After the filing of the judgment on the underlying dispute and upon application of the judgment creditor, the clerk of the court shall issue a writ of garnishment.

B. **Service of writ of garnishment.** A writ of garnishment issued pursuant to this rule shall be served by the judgment creditor on the garnishee wherever the garnishee may be found in the State of New Mexico. The writ shall be served and return of service filed in the same manner as provided by Rule 3-202 for service of the summons and complaint.

C. **Service of additional forms on garnishee.** In addition to the writ, the following forms shall be served by the judgment creditor on the garnishee:

(1) a copy of the application for writ of garnishment and the writ of garnishment; and

(2) unless the garnishment is for wages, a copy of the notice of right to claim exemptions and a copy of the claim of exemption form.

D. **Answer by garnishee.** The garnishee shall answer the writ of garnishment within twenty (20) days of service as required by Section 35-12-4 NMSA 1978.

E. **Appearance by garnishee.** A garnishee may appear in person in any garnishment proceeding. If the garnishee is a partnership, the garnishee may appear by one of its general partners. If the garnishee is a corporation, an officer, director or general manager of the corporation may answer the writ; however, any other

appearance shall be through an attorney representing the garnishee corporation. The court shall award reasonable attorney fees and costs to the garnishee.

F. Service on judgment debtor by garnishee. On or before the fourth business day following service of the writ of garnishment, the garnishee shall mail or otherwise deliver to each named judgment debtor or to the judgment debtor's attorney of record a copy of the forms served on the garnishee by the judgment creditor pursuant to Paragraph C of this rule.

G. Exemption from garnishment. A judgment debtor who is a natural person:

(1) shall receive an exemption from garnishment of wages to the extent provided by law; and

(2) may claim a statutory exemption from garnishment other than wages by filing with the court a claim of exemption within ten (10) days after service by the garnishee of notice of the right to claim exemptions.

H. Service of the claim of exemption. The judgment debtor shall serve a copy of the completed and signed claim of exemption form upon the judgment creditor and the garnishee in the manner provided by Rule 3-203 NMRA.

I. Failure to file claim of exemption other than wages. If the judgment debtor fails to file a claim of exemption within ten (10) days after service of the notice of the right to claim exemptions, the judgment debtor shall be deemed to have waived the right to claim a statutory exemption other than wages.

J. Notice of dispute. Within ten (10) days after service on the judgment creditor of a claim of exemption, the judgment creditor may dispute any claimed exemption by filing a notice of dispute and request for hearing with the court. If the judgment creditor fails to file the notice of dispute and request for hearing within the time permitted, the judgment debtor's claim of exemption is granted. If the judgment creditor files a notice of dispute, the judgment creditor shall at the time of filing of the notice serve a copy of the notice of dispute and request for hearing on the judgment debtor.

K. Notice of hearing on dispute. If the judgment creditor files a notice of dispute and request for hearing, the court shall promptly give notice of the date and time of the hearing to the judgment creditor, garnishee and the judgment debtor. The judgment creditor shall serve a copy of the notice of dispute and request for hearing on the judgment debtor and the garnishee.

L. Hearing. A hearing on the claim of exemption shall be held within ten (10) days after the filing of a notice of dispute and request for hearing. At the hearing, the court must determine the merits of the dispute unless the court postpones decision pending such discovery as may be required to determine the status of the property.

M. Judgment on writ of garnishment. If a notice of dispute and request for hearing is filed pursuant to this rule, judgment on the writ of garnishment shall not enter until a hearing has been held on the dispute. If the court finds that the property is not exempt from garnishment, the court shall enter a judgment on the writ of garnishment requiring the garnishee to turn over to the judgment creditor the property or amount of money set forth in the judgment.

N. Form of writs, notices and claim of exemptions. Applications for writs of garnishment, writs, answers, notices of right to claim exemptions, claims of exemptions, notices of dispute of claimed exemptions and request for hearing, and judgments shall be substantially in the form approved by the Supreme Court.

[As adopted, effective January 1, 1996.]

ANNOTATIONS

Cross references. — For application for writ of garnishment, see Rule 4-805 NMRA.

For writ of garnishment, see Rule 4-806 NMRA.

For answer by garnishee, see Rule 4-807 NMRA.

For notice of right to claim exemptions, garnishment, see Rule 4-808 NMRA.

For claims of exemption, see Rule 4-809 NMRA.

For notice of dispute and request for hearing, see Rule 4-810A NMRA.

For judgment on writ of garnishment and claim of exemption, see Rule 4-812 NMRA.

Compiler's notes. — Former Rule 3-802 was recompiled as Rule 3-803 NMRA in 1996.

3-803. Prejudgment writs of attachment; exemptions.

A. Application for issuance of writs. Prejudgment writs of attachment may be issued by the court upon application of a party pursuant to Sections 35-9-1 to 35-9-8 NMSA 1978.

B. Exemptions; how claimed. Exemptions of personal property provided by Sections 42-10-1 to 42-10-7 NMSA 1978 also apply to attachment proceedings. If a party is a natural person, notice of a right to claim exemptions shall be given as provided by Rule 3-801 NMRA. A claim of exemption may be filed and served in the same manner and time as required in execution proceedings. The petitioner may dispute the claimed exemption in the same manner and time provided for a dispute on a claim of exemption in an execution proceeding.

C. **Hearing.** If the petitioner disputes the claimed exemption, the court shall proceed in the manner provided for hearings on claims of exemptions in execution proceedings.

D. **Appeal from judgment.** If an order on the claim of exemption is rendered in an attachment proceeding after expiration of the time for appeal on the main issue in the action, either party aggrieved by the order on the claim of exemption may appeal from that judgment to the district court in the same manner as other appeals from final judgments of the metropolitan court are taken. If an order on the claim of exemption is rendered before judgment on the main issue in the cause, the order on the claim of exemption may be appealed to the district court within fifteen (15) days after entry of the judgment on the merits as provided by these rules.

[As amended, effective May 1, 1986; July 1, 1992; as amended and recompiled, effective January 1, 1996.]

ANNOTATIONS

Cross references. — For exemptions in civil actions, see 35-4-2 NMSA 1978.

For claim of exemptions, see Rule 4-803 NMRA.

For order of exemption, see Rule 4-804 NMRA.

The 1992 amendment, effective for cases filed in the metropolitan courts on or after July 1, 1992, rewrote this rule.

The 1996 amendment, effective January 1, 1996, recompiled this rule, which was formerly Rule 3-802, rewrote the rule heading, added Paragraph A and redesignated the remaining paragraphs accordingly, rewrote paragraphs B and C, and substituted the language following "claim of exemption" for "issue shall be decided by the district court" at the end of Paragraph D.

Compiler's notes. — Former Rule 3-803 was recompiled as Rule 3-804 NMRA effective January 1, 1996.

3-804. Judgment; supplementary proceedings.

A. **Examinations in aid of judgment or execution.** After the filing of a judgment for the payment of money, upon request of the judgment creditor or the judgment creditor's successor in interest, the clerk may issue a subpoena directing any person with knowledge that will aid in enforcement of or execution on the judgment, including the judgment debtor, to appear before the court to respond to questions concerning that knowledge. The subpoena shall be served in the same manner as other subpoenas except that it shall be served not less than three (3) days prior to the date the examination is to be conducted.

B. Statements. Any person with information which is subject to discovery shall give a statement relating to the assets of a judgment debtor. If the statement is to be obtained from the judgment debtor or from a person who refuses to voluntarily give a statement, the judgment creditor may obtain a statement by serving a written "notice of statement" upon the person to be examined and upon the judgment debtor not less than five (5) days before the date scheduled for the statement. The notice will state the time and place for taking of the statement. A subpoena may also be served to secure the presence of the person to be examined or the materials to be examined during the statement.

C. Depositions; interrogatories. The judgment creditor may serve interrogatories upon or take the deposition of the person whom the judgment creditor desires to examine in the manner provided by the Rules of Civil Procedure for the District Courts.

D. Notice of and service pleadings. A party desiring to take the deposition or statement of any person shall give notice to every other party to the action. Notice of the taking of depositions, issuance of a subpoena or the taking of a statement pursuant to this rule is not required if the judgment debtor failed to appear and a default judgment was entered.

E. Issuance of transcript. After the filing of the judgment, the clerk shall issue a transcript of judgment upon the request of the prevailing party.

[As amended, effective July 1, 1992; as amended and recompiled effective January 1, 1996.]

ANNOTATIONS

Cross references. — For appeal from judgment of metropolitan court, see Rule 3-706 NMRA.

For exemptions in civil actions, see 35-4-2 NMSA 1978.

For claim of exemptions, see Rule 4-803 NMRA.

For order of exemption, see Rule 4-804 NMRA.

The 1996 amendment, effective January 1, 1996, recompiled this rule, which was formerly Rule 3-803, and rewrote the rule.

Table Of Corresponding Rules

The first table reflects the disposition of the former Rules of Procedure to the Metropolitan Courts. The left-hand column contains the former rule number, and the right-hand column contains the corresponding present Rule of Civil Procedure for the

Metropolitan Courts (Rule 3-101 et seq.) of the present Rule of Criminal Procedure for the Metropolitan Courts (Rule 7-101 et seq.).

The second table below reflects the antecedent provisions in the former Rules of Procedure for the Metropolitan Courts (right-hand column) of the present Rules of Civil Procedure for the Metropolitan Courts (left-hand column).

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