

# CIVIL FORMS

## ARTICLE 1 GENERAL PROVISIONS

### 4-101. Notice of [excusal] facts requiring recusal (constitution or code of conduct).

[For use with Magistrate Court Rule 2-106 and  
Metropolitan Court Rule 3-106]

STATE OF NEW MEXICO

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

\_\_\_\_\_ COURT

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

v.

No.

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

#### NOTICE OF [EXCUSAL] FACTS REQUIRING RECUSAL

(CONSTITUTION OR CODE OF CONDUCT) 1

The undersigned believes that the impartiality of the  
Honorable \_\_\_\_\_

\_\_\_\_\_ may reasonably be questioned because:

\_\_\_\_\_ (set forth specific  
facts which prohibit the judge from presiding. The facts must be  
grounds for excusal under the New Mexico Constitution or the  
Code of Judicial Conduct.)

The undersigned believes that participation of the above-  
named judge would be in violation of \_\_\_\_\_ of  
the Code of Judicial Conduct.

\_\_\_\_\_  
\_\_\_\_\_  
Signature of party

USE NOTE

1. Each party must be served with a copy of this notice. See Rules 2-203 and 3-303 NMRA. See Civil Form 4-221 for the certificate of service and affidavit of service.

[As amended, effective May 1, 1986; November 1, 1995; May 1, 2002.]

### ANNOTATIONS

**The 1995 amendment**, effective November 1, 1995, rewrote the form.

**The 2002 amendment**, effective May 1, 2002, inserted "Facts Requiring Recusal" in the form heading and added the Use Note.

### 4-102. Certificate of excusal or recusal.

[2-105, 3-105]

STATE OF NEW MEXICO

IN THE \_\_\_\_\_ COURT

No.

\_\_\_\_\_  
COUNTY

IN THE \_\_\_\_\_ COURT

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

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

#### CERTIFICATE OF EXCUSAL OR RECUSAL

I hereby certify that I have (been excused) (recused myself) from presiding in the above case and ten (10) days have passed since the parties were notified of such recusal or excusal.

The parties have not filed a stipulation agreeing to another judge of the district to hear the case.

It is requested that another judge be designated according to law.

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

\_\_\_\_\_  
Judge

Division \_\_\_\_\_

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

### ANNOTATIONS

The 1995 amendment, effective November 1, 1995, rewrote the form.

#### 4-103. Notice of excusal.

[For use with Magistrate Court Rule 2-106 and  
Metropolitan Court Rule 3-106]

STATE OF NEW MEXICO

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

\_\_\_\_\_ COURT

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

v.

No.

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

#### NOTICE OF EXCUSAL

The undersigned hereby notifies the court that the Honorable  
\_\_\_\_\_ is excused from presiding over the  
above-captioned case.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
(Party or attorney for party)

#### USE NOTE

1. Each party must be served with a copy of this notice. See Rules 2-203 and 3-303 NMRA. See Civil Form 4-221 for the certificate of service and affidavit of service.

[As amended, effective May 1, 1986; November 1, 1995; May 1, 2002.]

### ANNOTATIONS

The 1995 amendment, effective November 1, 1995, deleted "he is exercising his right to excuse" preceding "the Honorable" and inserted "is excused".

The 2002 amendment, effective May 1, 2002, added the Use Note.

#### 4-104. Notice of recusal.

[For use with Magistrate Court Rule 2-106 and  
Metropolitan Court Rule 3-106]

STATE OF NEW MEXICO

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

\_\_\_\_\_ COURT

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

v.

No.

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

#### NOTICE OF RECUSAL

You are notified that I have recused myself from presiding over the above-captioned case. The parties are further notified that if within ten (10) days they do not file with the court a stipulation agreeing to another judge to hear the case, another judge will be assigned to hear the case.

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

\_\_\_\_\_  
\_\_\_\_\_  
Judge

#### USE NOTE

1. Each party must be served with a copy of this notice. See Rules 2-203 and 3-303 NMRA. See Civil Form 4-221 for the certificate of service and affidavit of service.

[Approved, effective October 1, 1987; as amended, effective, November 1, 1995; May 1, 2002.]

#### ANNOTATIONS

The 1995 amendment, effective November 1, 1995, substituted "You are notified that I have recused myself" for "The undersigned hereby notifies the parties that he is recusing himself", "ten (10) days" for "five (5) days", "file with the court a stipulation

agreeing to" for "agree upon", and "another judge will be assigned to hear the case" for "the clerk will request the district court to assign".

The 2002 amendment, effective May 1, 2002, deleted the judicial division designation line and added the Use Note.

## ARTICLE 2 COMMENCEMENT OF ACTION

### 4-201. Civil complaint.

[2-201, 3-201]

STATE OF NEW MEXICO  
IN THE \_\_\_\_\_ COURT No.  
\_\_\_\_\_  
\_\_\_\_\_ COUNTY  
\_\_\_\_\_, Plaintiff  
against \_\_\_\_\_, Defendant  
\_\_\_\_\_, Address  
\_\_\_\_\_, City

#### CIVIL COMPLAINT

1. Plaintiff or defendant resides, or may be found in, or the cause of action arose in this county.

2. Plaintiff claims from Defendant the amount of \$ \_\_\_\_\_ and also claims interest and court costs.

Plaintiff claims from Defendant personal property of the value of \$ \_\_\_\_\_, which is described as follows:

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

3. Plaintiff's claim arises from the following event or transaction: \_\_\_\_\_

\_\_\_\_\_

4. Trial by jury is (not) demanded. *(If a jury is demanded, an additional cost must be paid upon filing.)*

\_\_\_\_\_  
Date

Signed

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Address (print)

\_\_\_\_\_  
City, State and Zip Code (print)

\_\_\_\_\_  
Telephone Number

[As amended, effective January 1, 1995.]

### ANNOTATIONS

The 1995 amendment, effective January 1, 1995, added the lines for the address of the defendant in the caption.

### 4-202. Civil complaint.

[3-201]

STATE OF NEW MEXICO

IN THE \_\_\_\_\_ COURT

No.

\_\_\_\_\_  
COUNTY

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

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

CIVIL COMPLAINT

1. Plaintiff or defendant resides, or may be found in, or the cause of action arose in this county.

2. Plaintiff claims from Defendant the amount of \$ \_\_\_\_\_ . Plaintiff also claims interest and court costs.

Plaintiff claims from Defendant personal property of the value of \$ \_\_\_\_\_ , which is described as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ .

3. Plaintiff's claim arises from the following event or transaction: \_\_\_\_\_

\_\_\_\_\_ .

4. Trial by jury is (not) demanded. [*If a jury is demanded, an additional cost must be paid upon filing.*]

5. An audio recording of the trial is (not) demanded. [*If you do not request an audio recording, your right to appeal may be limited.*]

\_\_\_\_\_,

\_\_\_\_\_  
Signed \_\_\_\_\_

\_\_\_\_\_  
Name [print] \_\_\_\_\_

\_\_\_\_\_  
Address [print] \_\_\_\_\_

\_\_\_\_\_  
City, State and Zip Code [print] \_\_\_\_\_

\_\_\_\_\_  
Telephone Number \_\_\_\_\_

#### **4-203. Complaint in forcible entry or unlawful detainer.**

[Magistrate Court - Metropolitan Court]

STATE OF NEW MEXICO

IN THE \_\_\_\_\_ COURT

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

\_\_\_\_\_

\_\_\_\_\_ COUNTY

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

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

COMPLAINT IN FORCIBLE ENTRY

OR UNLAWFUL DETAINER

Plaintiff says: On the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, he was lawfully possessed or lawfully entitled to the possession of the premises or property described as follows: [*describe with reasonable certainty.*]

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

\_\_\_\_\_,  
and on that date the Defendant unlawfully entered or retained possession of the premises or property, as follows:

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

WHEREFORE, Plaintiff asks that Defendant be removed and that Plaintiff be granted judgment of \$ \_\_\_\_\_ and court costs.

\_\_\_\_\_  
\_\_\_\_\_  
Signed \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
Name [print]  
\_\_\_\_\_  
\_\_\_\_\_  
Address [print]  
\_\_\_\_\_  
\_\_\_\_\_  
City, State and Zip Code [print]  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone Number

**4-204. Civil summons.**

[2-202, 3-202]

STATE OF NEW MEXICO

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
COURT  
COUNTY  
, Plaintiff

v.

No.

\_\_\_\_\_

Judge

assigned:

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

CIVIL SUMMONS

TO:

\_\_\_\_\_  
Defendant 1

ADDRESS:  
\_\_\_\_\_  
\_\_\_\_\_

GREETINGS:

This summons notifies you that a complaint has been filed against you. A copy of the complaint and an answer form<sup>2</sup> are attached to this summons. You are required to serve and file an answer to the complaint, or a responsive pleading, within TWENTY (20) DAYS AFTER THE SUMMONS HAS BEEN SERVED ON YOU. You must

file the answer or responsive pleading with the clerk of the (Magistrate) (Metropolitan) Court and you must serve a copy of the answer or responsive pleading on the opposing party.

IF YOU DO NOT FILE AND SERVE AN ANSWER OR RESPONSIVE PLEADING WITHIN THE TWENTY (20) DAY PERIOD, A DEFAULT JUDGMENT MAY BE ENTERED AGAINST YOU FOR THE MONEY OR OTHER RELIEF DEMANDED IN THE COMPLAINT.

*(The following paragraph is for use only if summons issued by the Metropolitan Court.)*

IF YOU WANT A TAPE RECORDING OF ANY PROCEEDING, YOU MUST REQUEST IT PRIOR TO THE BEGINNING OF THE PROCEEDING. IF YOU DO NOT ASK FOR A TAPE RECORDING, YOU WILL NOT HAVE A RECORD OF THE PROCEEDINGS TO TAKE TO THE DISTRICT COURT FOR ANY APPEAL.

Your answer must be filed with the court which is located at: \_\_\_\_\_ (street address of court)

A copy of your answer or responsive pleading must be mailed to: (name and address of plaintiff or plaintiff's attorney)

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Clerk

R E T U R N

STATE OF NEW MEXICO )  
 ) ss

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

**(complete the following, unless service by sheriff or deputy) 3**

I, being sworn, state that I am over the age of eighteen (18) years and not a party to this lawsuit, and that I served this summons in \_\_\_\_\_ county on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by delivering a copy of this summons, a copy of the complaint and an answer (indicate below how served):

**(complete if service by sheriff or deputy) 3**

I certify that I served this summons in \_\_\_\_\_ county on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by delivering a copy of this summons, a copy of the complaint and an answer form in the following manner:

\_\_\_\_\_  
\_\_\_\_\_  
**(person serving summons must check one box and fill in appropriate blanks)**

[ ] by delivering a copy of this summons, a copy of the complaint and an answer form to the defendant, \_\_\_\_\_ (used when defendant receives copy of summons or refuses to receive summons).

[ ] by delivering a copy of this summons, a copy of the complaint and an answer form to \_\_\_\_\_, a person over fifteen (15) years of age and residing at the usual place of abode of the defendant, \_\_\_\_\_, located at \_\_\_\_\_ (address). (used when defendant is not presently at the abode.)

[ ] by posting a copy of the summons, complaint and an answer form in the most public part of the usual place of abode of \_\_\_\_\_ (name of defendant) located at \_\_\_\_\_ (address) (used if no person found at dwelling house or usual place of abode).

(If service is by posting a copy of the summons, complaint and an answer form must also be mailed to the person served. The person serving by posting and the person serving by mail must each sign a return. The person mailing must check and complete the certificate of mailing at the end of this summons.)

[ ] by delivering a copy of this summons, a copy of the complaint and an answer form to \_\_\_\_\_, an agent authorized to receive service of process for defendant.

[ ] by delivering a copy of this summons, a copy of the complaint and an answer form to \_\_\_\_\_, (parent) (guardian) (custodian) of defendant (used when defendant is a minor or an incompetent person).

[ ] by delivering a copy of this summons, a copy of the complaint and an answer form to \_\_\_\_\_ (name of person), \_\_\_\_\_, (title of person authorized to receive service) (used when defendant is a corporation or an association subject to a suit under a common name, a land grant board of trustees, the State of New Mexico or any political subdivision).

[ ] by service by mail.

Fees: \_\_\_\_\_

\_\_\_\_\_  
Signature of person making service

\_\_\_\_\_  
Title (if any)

Subscribed and sworn to

before me this \_\_\_\_\_

day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Judge, notary or other officer

authorized to administer oaths<sup>3</sup>

\_\_\_\_\_  
Official title

*(To be completed if service is made by posting)*<sup>4</sup>

I, being sworn, state that I am over the age of eighteen (18) years and not a party to this lawsuit, and that I served a copy of this summons on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by mailing first class mail, postage prepaid, a copy of this summons, a copy of the complaint, and an answer form to:

\_\_\_\_\_  
served) (name of person

\_\_\_\_\_  
mailed) (address where

\_\_\_\_\_  
(county)

\_\_\_\_\_  
zip code) (city, state and

\_\_\_\_\_  
\_\_\_\_\_  
Signature of person making service

\_\_\_\_\_  
Title (if any)

\_\_\_\_\_  
Place of mailing

\_\_\_\_\_  
Date

Subscribed and sworn to  
before me this \_\_\_\_\_  
day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Judge, notary or other officer  
authorized to administer oaths<sup>3</sup>

\_\_\_\_\_  
Official title

*(To be completed if service is made by mail.)*<sup>5</sup>

I, being sworn, state that I am over the age of eighteen (18) years and not a party to this lawsuit, and that I served a copy of this summons on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by mailing first class mail, postage prepaid, a copy of this summons, a copy of the complaint, an answer form and two copies of the notice and acknowledgement and a return envelope, postage prepaid, addressed to:

\_\_\_\_\_  
served) (name of person

\_\_\_\_\_  
(address where

mailed)

\_\_\_\_\_  
\_\_\_\_\_  
zip code) (county)  
(city, state and

\_\_\_\_\_  
\_\_\_\_\_  
Signature of person making service

\_\_\_\_\_  
\_\_\_\_\_  
Title (if any)

\_\_\_\_\_  
\_\_\_\_\_  
Place of mailing

\_\_\_\_\_  
\_\_\_\_\_  
Date

Subscribed and sworn to before me  
this \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_  
Judge, notary or other officer  
authorized to administer oaths

\_\_\_\_\_  
\_\_\_\_\_  
Official title3

#### USE NOTES

1. *A separate summons must be used for each defendant.*
2. *An answer form must be attached to the summons at the time of service. For answer forms, see Rules 4-301 and 4-302 NMRA.*
3. *If service is made by the sheriff or a deputy sheriff of a New Mexico county, the signature of the sheriff or deputy need not be notarized.*
4. *For use when service is by posting.*
5. *If service is by mail, Civil Form 4-208 must be completed and mailed with this summons.*

[As amended, effective January 1, 1987; January 1, 1990; July 1, 1990; October 1, 1991; January 1, 1993; May 1, 1994; September 2, 1997.]

#### ANNOTATIONS

**The 1990 amendment**, effective July 1, 1990, in the first two paragraphs of the "Return" form substituted "(in said county) (in .... County)" for "in said county".

**The 1991 amendment**, effective October 1, 1991, added the space for "Judge assigned" near the beginning of the form and for "abode located at" in two places near the middle.

**The 1993 amendment**, effective January 1, 1993, in the "Summons", added the second sentence and third and fourth paragraphs, inserted "plaintiff or" near the end, and made stylistic changes.

**The 1994 amendment**, effective May 1, 1994, added the present third paragraph relating to tape recordings and the instruction parenthetical relating to the Metropolitan Court.

**The 1997 amendment**, effective September 2, 1997, inserted "Civil" and deleted "The State of New Mexico" in the form heading, substituted "pleading" for "motion" throughout the form, substituted "and an answer form are attached" for "is attached" in the first paragraph, inserted "or responsive pleading" in the fifth paragraph, deleted the former sixth paragraph relating to witness by a magistrate or municipal court judge and substituted "clerk" for "judge" below the signature line at the end of the form, rewrote the return, and made stylistic changes throughout.

#### **4-205. Civil complaint for interpleader.**

[2-301, 3-301]

STATE OF NEW MEXICO

\_\_\_\_\_ COUNTY No. \_\_\_\_\_  
\_\_\_\_\_

IN THE \_\_\_\_\_ COURT

\_\_\_\_\_, Interpleader  
against

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

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

CIVIL COMPLAINT FOR

INTERPLEADER

Interpleader hereby complains against defendants,

\_\_\_\_\_ and \_\_\_\_\_ as follows:

1. Interpleader is

\_\_\_\_\_  
\_\_\_\_\_  
(briefly describe the position of interpleader and the relationship to the defendants);

2. Defendants, on information and belief, are residents of \_\_\_\_\_ county.

3. Interpleader is presently holding money in the amount of \$ \_\_\_\_\_. The money held by interpleader belongs to either or both of the defendants.

4. Interpleader is in doubt and cannot safely determine as between the defendants' claims for the money held by interpleader and hereby offers to deliver the money to the court in order that the claims of the defendants may be settled.

WHEREFORE, Interpleader asks that:

1. Defendant

\_\_\_\_\_ and defendant \_\_\_\_\_ be ordered to interplead and settle between themselves their rights and claims to the money held by interpleader.

2. Interpleader be discharged from any further liability to the defendants on account of \_\_\_\_\_ (set forth relationship of interpleader to defendants).

3. Interpleader also requests court costs and such other relief as the court deems just and proper.

\_\_\_\_\_  
Signed \_\_\_\_\_

\_\_\_\_\_  
Name [print]

\_\_\_\_\_  
Address

\_\_\_\_\_  
and Zip Code

\_\_\_\_\_  
City, State

\_\_\_\_\_  
phone Number

Tele

[Adopted, effective July 1, 1988.]

**4-206. Summons.**

[1-004]

STATE OF NEW MEXICO  
IN THE DISTRICT COURT

\_\_\_\_\_  
JUDICIAL DISTRICT

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

No.

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

SUMMONS

THE STATE OF NEW MEXICO

TO: \_\_\_\_\_, Defendant(s)  
ADDRESS:

\_\_\_\_\_  
GREETINGS:

You are hereby directed to serve a pleading or motion in response to the complaint within thirty (30) days after service

of this summons, and file the same, all as provided by law.

You are notified that, unless you serve and file a responsive pleading or motion, the plaintiff will apply to the court for the relief demanded in the complaint.

Attorney or attorneys for plaintiff:

\_\_\_\_\_  
Address of attorneys for plaintiff:  
(or of plaintiff, if no attorney)

\_\_\_\_\_  
WITNESS the Honorable \_\_\_\_\_, district judge of  
the \_\_\_\_\_ judicial district court of the State of New  
Mexico, and the seal of the district court of \_\_\_\_\_  
County, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ .

\_\_\_\_\_  
Clerk  
By

\_\_\_\_\_  
Deputy

RETURN

STATE OF NEW MEXICO )  
 ) ss.  
COUNTY OF \_\_\_\_\_ )

I, being duly sworn, on oath, say that I am over the age of eighteen (18) years and not a party to this lawsuit, and that I served the within Summons in said County on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by delivering a copy thereof, with copy of Complaint attached, in the following manner:

*(check one box and fill in appropriate blanks)*

to Defendant \_\_\_\_\_ (used when Defendant receives copy of Summons or refuses to receive Summons)

to \_\_\_\_\_, a person over fifteen (15) years of age and residing at the usual place of abode of Defendant \_\_\_\_\_, who at the time of such service was absent therefrom.

by posting a copy of the Summons and Complaint in the most public part of the premises of Defendant \_\_\_\_\_ (used if no person found at dwelling house or usual place of abode)

to \_\_\_\_\_, an agent authorized to receive service of process for Defendant \_\_\_\_\_

to \_\_\_\_\_, (parent) (guardian) of Defendant

\_\_\_\_\_ (used when Defendant is a minor or an incompetent person)

[ ] to \_\_\_\_\_ (name of person),  
\_\_\_\_\_, (title of person authorized to receive service) (used when Defendant is corporation or association subject to a suit under a common name, a land grant board of trustees, the State of New Mexico or any political subdivision)

Fees: \_\_\_\_\_

\_\_\_\_\_  
Signature of Person

Making Service

\_\_\_\_\_  
Ti

tle (if any)

\*Subscribed and sworn to  
before me this \_\_\_\_\_  
day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Judge, Notary or Other Officer  
Authorized to Administer Oaths

\_\_\_\_\_  
Official Title

\*If service is made by the sheriff or a deputy sheriff of a New Mexico county, the signature of the sheriff or deputy sheriff need not be notarized.

[Adopted, effective August 1, 1988.]

**4-207. Notice and receipt of summons and complaint notice.**

[1-004]

STATE OF NEW MEXICO  
IN THE DISTRICT COURT

\_\_\_\_\_ (JUDICIAL DISTRICT) No.

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

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

NOTICE AND RECEIPT OF SUMMONS AND COMPLAINT

NOTICE

TO:

\_\_\_\_\_

ADDRESS:

\_\_\_\_\_

The enclosed summons and complaint are served pursuant to Rule 1-004 of the New Mexico Rules of Civil Procedure.

You must sign and date the receipt. If you are served on behalf of a corporation, unincorporated association (including a partnership) or other entity, you must indicate under your signature your relationship to that entity. If you are served on behalf of another person and you are authorized to receive process, you must indicate under your signature your position or title.

If you do not complete and return the form to the above court within twenty (20) days, you (or the party on whose behalf you are being served) may be required to pay any expenses incurred in serving a summons and complaint in any other manner permitted by law.

If you do complete and return this form, you (or the party on whose behalf you are being served) must answer the complaint within thirty (30) days of the date upon which this notice was mailed, which appears below. If you fail to do so, judgment by default may be taken against you for the relief demanded in the complaint.

I declare, under penalty of perjury, that this Notice and Receipt of Summons and Complaint was mailed on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_

\_\_\_\_\_

Signature

\_\_\_\_\_

\_\_\_\_\_

Date

of Signature



of civil procedure.

You must sign and date the receipt. If you are served on behalf of a corporation, unincorporated association (including a partnership) or other entity, you must indicate under your signature your relationship, position or title. If you are served on behalf of another person and you are authorized to receive process, you must indicate under your signature your relationship, position or title.

You must complete and return one copy of the completed form to the sender within twenty (20) days of the date upon which this notice was mailed. This date appears below. If you fail to complete and return this form to the sender within twenty (20) days plus three (3) days for mailing, you may be required to pay any expenses incurred in serving a summons and complaint in any other manner permitted by law. It must be received by the sender within twenty-three (23) days from the date it was mailed to you.

A stamped and addressed envelope has been included with this notice. You may use this envelope to return this form to the sender.

In addition to completing this form and returning it to the sender, you must also answer the complaint and file an answer with the court within twenty-three (23) days from the date this notice was mailed to you. This date appears below. An answer form has been included with this notice for your use. If an answer is not filed with the court a default judgment may be granted for the relief demanded in the complaint.

I declare, under penalty of perjury, that the complaint, an answer form, two copies of this notice and acknowledgment of receipt of summons and complaint and a postage prepaid return envelope were mailed on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ from \_\_\_\_\_ (place of mailing).

\_\_\_\_\_  
Signature of person mailing

\_\_\_\_\_  
Date of signature

RECEIPT OF SUMMONS AND COMPLAINT

I received a copy of the summons and complaint.  
I understand that a judgment may be entered against me (or the party on whose behalf I received service) if I do not file an answer to the complaint with the court within twenty-three (23) days from the date this notice was mailed to me.

\_\_\_\_\_  
Signature of defendant  
or defendant's attorney

\_\_\_\_\_  
Position or title

\_\_\_\_\_  
Date of signature

(To be completed prior to filing  
with the clerk of the court.

Proof of service is required for each party.)

AFFIDAVIT OF SERVICE

I declare under penalty of perjury that a copy of the complaint, an answer form, two copies of this notice and acknowledgment of receipt of summons and complaint and a postage prepaid return envelope were served by mail on the following persons or entities on this \_\_\_\_\_ day of \_\_\_\_\_,

- \_\_\_\_\_:
- (1) \_\_\_\_\_  
(Name of party)
  - \_\_\_\_\_
  - (Address)
  - (2) \_\_\_\_\_
  - (Name of party)
  - \_\_\_\_\_
  - (Address)

\_\_\_\_\_  
Signature of person mailing pleadings

\_\_\_\_\_  
Date of signature  
Subscribed and sworn to  
before me this \_\_\_\_\_  
day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Judge, notary or other officer

authorized to administer oaths

\_\_\_\_\_  
Official title

[As amended, effective January 1, 1993; September 2, 1997.]

**ANNOTATIONS**

**The 1993 amendment**, effective January 1, 1993, rewrote this form to be consistent with the 1992 amendments to Rules 2-202 and 3-202.

**The 1997 amendment**, effective September 2, 1997, inserted "Acknowledgement of" in the form heading, increased the time for return of the answer form from 20 days to 23 days to allow three days for mailing and rewrote the form, rewrote the Receipt of Summons and Complaint, and added the Affidavit of Service.

**4-211. Recompiled.**

**ANNOTATIONS**

**Recompilations.** - Former Form 4-211 NMRA, relating to domestic relations cover sheet, has been recompiled as 4A-101 NMRA.

**4-212. Recompiled.**

**ANNOTATIONS**

**Recompilations.** - Former Form 4-212 NMRA, relating to domestic relations information sheet, has been recompiled as 4A-102 NMRA.

**4-213. Attorney's certificate.**

[1-099]

STATE OF NEW MEXICO

\_\_\_\_\_  
COUNTY  
\_\_\_\_\_  
JUDICIAL DISTRICT  
\_\_\_\_\_'

No.

\_\_\_\_\_  
v.

Judge:

\_\_\_\_\_

\_\_\_\_\_,'

ATTORNEY'S CERTIFICATE

I, \_\_\_\_\_, attorney for \_\_\_\_\_, certify pursuant to Rule 1-011 NMRA that no fee is required by Rule 1-099 NMRA because the attached paper is:

- 1.  being filed within ninety (90) days of the disposition;
- 2.  requesting action which may be performed by the clerk of the court or seeking to correct a mistake in the judgment or record filed;
- 3.  requesting entry of a stipulated order;
- 4.  seeking only enforcement of a child support order;
- 5.  being filed by an entity exempt by law from paying a docket fee.

\_\_\_\_\_  
Attorney's signature

\_\_\_\_\_  
Attorney's name

\_\_\_\_\_  
Address

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

**IF THE REQUIRED FEE IS NOT PAID, THE CASE WILL BE CLOSED WITHOUT DISPOSITION OF PENDING MATTERS UNTIL PAYMENT IS MADE.**

**FOR CLERK'S USE ONLY**

Fees Paid:  Yes  No  Check  Cash  
Clerk:

\_\_\_\_\_

[Approved, effective August 1, 2001.]

**ANNOTATIONS**

**Effective dates.** - Pursuant to a court order dated May 24, 2001, this form is effective August 1, 2001.

**4-221. Certificate of service.**

[For use with Magistrate Court Rules 2-203, 2-204, 2-205

Metropolitan Court Rules 3-203, 3-204, 3-205]

CERTIFICATE OF SERVICE

I hereby certify that on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ this notice was [mailed by United States first class mail, postage prepaid, and addressed to:

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

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

City, State

and zip code: \_\_\_\_\_]

[faxed by \_\_\_\_\_ (name of person who faxed document) to \_\_\_\_\_ (name of recipient). The transmission was reported as complete and without error. The time and date of the transmission was \_\_\_\_\_ (a.m.) (p.m.) on \_\_\_\_\_ (date).]

[e-mailed to \_\_\_\_\_ (name of party or attorney) at \_\_\_\_\_ (electronic mail address of recipient) which is on file with the clerk of the Supreme Court for service by electronic mail. The transmission was successful. The time and date of the transmission was \_\_\_\_\_ (a.m.) (p.m.) on \_\_\_\_\_ (date).]

[delivered to \_\_\_\_\_. (Specify how service by delivery was made. See Use Note for the methods service may be made using this alternative) \_\_\_\_\_.]

\_\_\_\_\_  
Signature of attorney

\_\_\_\_\_  
Date of signature

*If this notice was served by a person other than an attorney, the following must also be completed and filed with the court:*

#### AFFIDAVIT OF SERVICE

I declare under penalty of perjury that a copy of this paper was served by [mail] [fax] [electronic transmission] as described above on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_

Signature of person who made service  
Subscribed and sworn to before me  
this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Judge, notary or other officer  
authorized to administer oaths

\_\_\_\_\_  
Official title

#### USE NOTE

This form may be used in the magistrate and metropolitan court to prepare a certificate or affidavit of service. Only the applicable parts should be used. If a paper is served by an attorney, a certificate of service is attached to the paper filed with the court. If a paper is served by any other party, an affidavit of service must be attached to the paper. See Rules 2-203 and 3-303 NMRA for service of papers after the complaint.

[Approved, effective May 1, 2002.]

#### ANNOTATIONS

**Effective dates.** - Pursuant to a court order dated March 22, 2002, this form is effective May 1, 2002.

## ARTICLE 3 PLEADINGS AND MOTIONS

### 4-301. Answer to civil complaint.

[2-302, 3-302]

STATE OF NEW MEXICO

IN THE \_\_\_\_\_ COURT

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

\_\_\_\_\_

COUNTY

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

against

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

ANSWER TO CIVIL COMPLAINT

1. The Plaintiff is not entitled to the amount claimed because:

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

or

1. The personal property claimed by Plaintiff should not be turned over to Plaintiff because:

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

2. (If applicable) Defendant asserts the following counterclaim or set-off against Plaintiff:

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

3. Trial by jury is (not) demanded. (If Plaintiff has already demanded trial by jury, as indicated in the complaint, a jury will be provided automatically and you need not fill in this item. If Plaintiff has not demanded trial by jury, you may do

so here, but if you do you must pay an additional cost upon filing this answer.)

\_\_\_\_\_

\_\_\_\_\_ Date

\_\_\_\_\_ Signed

\_\_\_\_\_

\_\_\_\_\_ Name (print)

\_\_\_\_\_

\_\_\_\_\_ Address (print)

\_\_\_\_\_

\_\_\_\_\_ City, State and Zip Code (print)

\_\_\_\_\_

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

*(This Answer must be filed with the court on or before the date set in the Summons.)*

[As amended, effective January 1, 1995.]

**ANNOTATIONS**

**The 1995 amendment**, effective January 1, 1995, rewrote the first alternative Paragraph 1 in the answer.

**4-302. Answer to civil complaint.**

[3-302]

STATE OF NEW MEXICO

IN THE \_\_\_\_\_ COURT

COURT

No.

\_\_\_\_\_

\_\_\_\_\_ COUNTY

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

against

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

ANSWER TO CIVIL COMPLAINT

1. The amount of damages claimed by Plaintiff is not owed because \_\_\_\_\_

\_\_\_\_\_

or

1. The personal property claimed by Plaintiff should not be turned over to Plaintiff because:

\_\_\_\_\_

2. [*If applicable*] Defendant asserts the following counterclaim or set-off against Plaintiff:

\_\_\_\_\_

3. Trial by jury is (not) demanded. [*If Plaintiff has already demanded trial by jury, as indicated in the complaint, a jury will be provided automatically and you need not fill in this item. If Plaintiff has not demanded trial by jury, you may do so here, but if you do you must pay an additional cost upon filing this answer.*]

4. An audio recording of the trial is (not) demanded. [*If you do not request an audio recording, your right to appeal may be limited.*]

\_\_\_\_\_,  
Signed \_\_\_\_\_

\_\_\_\_\_  
Name [print]

\_\_\_\_\_  
Address [print]

\_\_\_\_\_  
City, State and Zip Code [print]  
\_\_\_\_\_

\_\_\_\_\_  
Telephone Number  
(This Answer must be filed with the court on or before the date set in the Summons.)

**4-303. Motion for judgment on the pleadings.**

[2-303, 3-303]

STATE OF NEW MEXICO No. \_\_\_\_\_  
\_\_\_\_\_  
IN THE \_\_\_\_\_ COURT  
\_\_\_\_\_  
COUNTY  
\_\_\_\_\_, Plaintiff  
against  
\_\_\_\_\_, Defendant

MOTION FOR JUDGMENT ON THE PLEADINGS

(Plaintiff) (Defendant) asks the court to enter judgment against the other party based on the pleadings on file in this cause for the following damages, costs and fees:

Damages  
..... \$ \_\_\_\_\_  
—

Attorney fee (if allowable)  
..... \$ \_\_\_\_\_

Interest (if allowable)  
..... \$ \_\_\_\_\_

Filing fee ..... \$ \_\_\_\_\_

Service fee ..... \$ \_\_\_\_\_

Return fee ..... \$ \_\_\_\_\_

Witness fees ..... \$ \_\_\_\_\_

Total Judgment ..... \$ \_\_\_\_\_

\_\_\_\_\_,  
\_\_\_\_\_  
(Plaintiff) (Defendant)

(A copy of this must be mailed to the other party or the attorney for the other party not less than eight (8) days before the time fixed for the hearing.)

[As amended, effective October 1, 1987.]

**4-304. Stipulation of dismissal.**

[2-305, 3-305]

STATE OF NEW MEXICO  
COUNTY OF \_\_\_\_\_  
IN THE \_\_\_\_\_ COURT

No.

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

v.

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

STIPULATION OF DISMISSAL

The parties hereby stipulate that this action be dismissed (with) (without) prejudice.

\_\_\_\_\_  
Plaintiff or Attorney for Plaintiff

\_\_\_\_\_  
Defendant or Attorney for Defendant

[As amended, effective November 1, 2000.]

**ANNOTATIONS**

**The 2000 amendment**, effective November 1, 2000, no longer provides for approval by a judge to a stipulation of dismissal.

**4-305. Notice of dismissal of complaint.**

[2-305, 3-305]

STATE OF NEW MEXICO  
COUNTY OF \_\_\_\_\_  
IN THE \_\_\_\_\_ COURT No.

\_\_\_\_\_  
\_\_\_\_\_, Plaintiff  
v.  
\_\_\_\_\_, Defendant

NOTICE OF DISMISSAL OF COMPLAINT<sup>1</sup>

Plaintiff hereby dismisses plaintiff's complaint without prejudice.

\_\_\_\_\_  
Plaintiff or attorney for plaintiff

USE NOTE

1. This form may not be used if the defendant has filed an answer or other responsive pleading. Civil Form 4-306A is used

if the defendant has filed an answer or other responsive pleading.

[As amended, effective November 1, 2000.]

**ANNOTATIONS**

**The 2000 amendment**, effective November 1, 2000, made a gender neutral change; deleted the entry for approval by the judge for dismissal without prejudice and added the Use Note.

**4-306. Order dismissing action for failure to prosecute.**

[2-305, 3-305]

STATE OF NEW MEXICO

IN THE \_\_\_\_\_ COURT

No.

\_\_\_\_\_

\_\_\_\_\_ COUNTY

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

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

ORDER DISMISSING ACTION FOR FAILURE TO  
PROSECUTE

This action has remained pending for six (6) months from the date of the complaint and the court, at a hearing pursuant to the rules governing procedure in this court, has found that (Plaintiff has failed to take all available steps to bring the matter to trial) (Defendant has failed to take all available steps to bring his counterclaim to trial).

IT IS ORDERED that this action is dismissed without prejudice.

\_\_\_\_\_,  
\_\_\_\_\_  
Judge \_\_\_\_\_

**4-306A. Motion to dismiss action and order.**

[General Form for Use in Magistrate or  
Metropolitan Court]

STATE OF NEW MEXICO

COUNTY OF \_\_\_\_\_  
IN THE \_\_\_\_\_ COURT

No.

\_\_\_\_\_  
\_\_\_\_\_, Plaintiff  
v.  
\_\_\_\_\_, Defendant

MOTION TO DISMISS ACTION

AND ORDER

(Plaintiff) (Defendant) requests the court to dismiss the  
above cause of  
action for the following reason:

\_\_\_\_\_.

\_\_\_\_\_  
(Plaintiff) (Defendant)

ORDER

This matter having come on for hearing on the motion of the  
(Plaintiff) (Defendant) and the court having considered the  
argument presented, finds that:

- the motion should be denied.
- the above cause of action should be dismissed (with)  
(without) prejudice.

IT IS ORDERED that:

- the motion to dismiss the action is denied.
- this action is dismissed (with) (without) prejudice.

\_\_\_\_\_  
\_\_\_\_\_.  
Judge \_\_\_\_\_

[Approved, effective September 1, 1989; as amended, effective November 1, 2000.]

### ANNOTATIONS

The 2000 amendment, effective November 1, 2000, changed the form from an order dismissing action to a motion to dismiss action and order and made stylistic changes in the form.

#### 4-307. Notice of pretrial conference.

[2-306, 3-306]

STATE OF NEW MEXICO

COUNTY OF \_\_\_\_\_  
IN THE \_\_\_\_\_ COURT

\_\_\_\_\_  
Plaintiff

v.

No.

\_\_\_\_\_  
Defendant

#### NOTICE OF PRETRIAL CONFERENCE<sup>1</sup>

TO: \_\_\_\_\_, Plaintiff; and  
\_\_\_\_\_, Attorney.  
\_\_\_\_\_, Defendant; and  
\_\_\_\_\_, Attorney.

You are ordered to appear for a pretrial conference on \_\_\_\_\_, \_\_\_\_\_, (date) at \_\_\_\_\_ (a.m.) (p.m.), at the \_\_\_\_\_ court located at \_\_\_\_\_.

At this conference the court will:

(check only applicable alternatives)

- make an order clarifying the pleadings;
  - enter such orders as may be desirable to expedite the disposition of the action;
  - hold discussions to facilitate the settlement of the case;
  - consider the following matters:
- \_\_\_\_\_

---

---

The court will also consider such other matters as may aid in the disposition of the case.

The failure of any party to appear at the time and place specified for the pretrial conference may be grounds for entering a default judgment against such party.

---

Date

Judge

USE NOTE

1. Each party must be served with a copy of this notice. See Rules 2-203 and 3-303 NMRA. See Civil Form 4-221 for the certificate of service and affidavit of service.

[As amended, effective September 1, 1989; October 1, 1991; December 17, 2001.]

**ANNOTATIONS**

**The 1991 amendment**, effective October 1, 1991, near the middle of the form, inserted "(check only applicable alternatives)" and added the last three alternatives.

**The 2001 amendment**, effective December 17, 2001, substituted "You are ordered to appear for a pretrial conference" for "A pretrial conference will be held in this case" in the first paragraph under the heading "NOTICE OF PRETRIAL CONFERENCE", made stylistic changes, and added the Use Note.

**4-308. Order to interplead.**

[2-301, 3-301]

STATE OF NEW MEXICO

\_\_\_\_\_ COURT

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

\_\_\_\_\_ COUNTY

\_\_\_\_\_, Interpleader

against

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

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

ORDER TO INTERPLEAD

The interpleader having filed complaint herein,  
IT IS ORDERED that the court take into its trust account \$  
\_\_\_\_\_ which sum represents the total amount interpleader  
owes the above named defendants;

IT IS FURTHER ORDERED, that the money paid into the court  
trust account shall be retained until further order of the  
court;

IT IS FURTHER ORDERED, that the defendants and any other  
person who has or claims an interest in or to said money in the  
custody of this court shall, and are directed to, interplead in  
this action within twenty (20) days from the date this order is  
served upon them; and

IT IS FURTHER ORDERED that  
\_\_\_\_\_ (name of interpleader) be and hereby is  
discharged from all liability to the defendants on account of  
\_\_\_\_\_ (set forth relationship of interpleader to  
defendants).

\_\_\_\_\_,  
\_\_\_\_\_

Judge

[Adopted, effective July 1, 1988; as amended, effective July  
1, 1990.]

**ANNOTATIONS**

**The 1990 amendment**, effective July 1, 1990, substituted "twenty (20) days" for "thirty (30) days" in the fourth paragraph.

**ARTICLE 4  
PARTIES**

**4-401. Notice of trial.**

[Magistrate Court - Metropolitan Court]

STATE OF NEW MEXICO

IN THE \_\_\_\_\_ COURT

No.

\_\_\_\_\_

\_\_\_\_\_ COUNTY

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

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

NOTICE OF TRIAL

TO: \_\_\_\_\_,  
Plaintiff; and

\_\_\_\_\_, Attorney.

\_\_\_\_\_,  
Defendant; and

\_\_\_\_\_, Attorney.

This action will come on for trial before Judge \_\_\_\_\_, at the Magistrate Court located at \_\_\_\_\_ on \_\_\_\_\_ the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, at the hour of \_\_\_\_\_ .m. The failure of any party to appear at the time and place specified for trial will be ground for entering a default judgment against him.

The motion

\_\_\_\_\_ will be heard by the court (immediately before trial) \_\_\_\_\_, \_\_\_\_\_, at \_\_\_\_\_ .m.

\_\_\_\_\_,  
\_\_\_\_\_  
Judge or Clerk

**ARTICLE 5  
DISCOVERY AND PRETRIAL MATTERS**

**4-501. Motion for production.**

[2-501, 3-501]

STATE OF NEW MEXICO

\_\_\_\_\_ COURT No.

\_\_\_\_\_  
\_\_\_\_\_ COUNTY

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

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

MOTION FOR PRODUCTION

(Plaintiff) (Defendant) asks the court to order that the other party produce for inspection and copying the following items of evidence:

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

[ ] Request has been made of the other party and the other party has failed to produce the evidence.

[ ] This inspection and copying is necessary in the

preparation for trial of this case because

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

\_\_\_\_\_  
\_\_\_\_\_  
(Plaintiff) (Defendant)

(A copy of this must be mailed or delivered to the other party or attorney for the other party.)

**4-502. Order of production.**

[For use with Magistrate Court Rule 2-501

and Metropolitan Court Rule 3-501]

STATE OF NEW MEXICO

COUNTY OF \_\_\_\_\_  
IN THE \_\_\_\_\_ COURT

\_\_\_\_\_  
Plaintiff

v.

No.

\_\_\_\_\_  
Defendant

ORDER FOR PRODUCTION

IT IS ORDERED that \_\_\_\_\_ (defendant)  
(plaintiff) produce for trial or hearing at \_\_\_\_\_ on  
\_\_\_\_\_, \_\_\_\_\_, at the hour of \_\_\_\_\_ (a.m.)  
(p.m.), the following records,  
papers, documents or other tangible evidence (describe briefly):

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

\_\_\_\_\_  
\_\_\_\_\_.  
\_\_\_\_\_, \_\_\_\_\_.  
*Date*

\_\_\_\_\_  
Judge  
*(If you fail to obey this order, you may be held in contempt of this court and punished by fine or imprisonment.)*

**USE NOTE**

This form is to be used when a party fails to comply with Rule 2-501 or 3-501 NMRA.

[As amended, effective January 1, 1996; May 1, 2002.]

**ANNOTATIONS**

**The 1996 amendment**, effective January 1, 1996, made gender neutral changes near the end of the form and substituted the parenthetical at the end for "Willful failure to obey this order shall constitute a contempt of court".

**The 2002 amendment**, effective May 1, 2002, deleted "The (plaintiff) (defendant) demanded production and the court finds that good cause exists for production;" immediately following the form heading "Order For Production", deleted "in the (defendant) (plaintiff)" following "tangible evidence" in the form, and added the Use Note.

**4-503. Subpoena.**

[For use with Magistrate Court Rule 2-502 and  
Metropolitan Court Rule 3-502]

STATE OF NEW MEXICO  
IN THE \_\_\_\_\_ COURT No.  
\_\_\_\_\_  
\_\_\_\_\_ COUNTY  
\_\_\_\_\_, Plaintiff  
v.  
\_\_\_\_\_, Defendant

SUBPOENA1

SUBPOENA FOR

- APPEARANCE OF PERSON FOR  TRIAL  HEARING
- TO PRODUCE DOCUMENTS OR OBJECTS AT A HEARING OR TRIAL<sup>2</sup>
- INSPECTION OF PREMISES OF A PARTY<sup>2</sup>

TO:

\_\_\_\_\_  
YOU ARE HEREBY COMMANDED TO APPEAR as follows:

PLACE:

\_\_\_\_\_  
BEFORE JUDGE:

DATE: \_\_\_\_\_, \_\_\_\_\_. TIME: \_\_\_\_\_  
 (a.m.) (p.m.) to:  
 testify at trial  
 produce the following described books, documents or  
 tangible things: \_\_

\_\_\_\_\_  
 permit the inspection of the premises of a party located  
at: \_\_\_\_\_

\_\_\_\_\_ (address).

YOU ARE ALSO COMMANDED to bring with you the following:  
 (describe  
 document or objects to be  
 produced) \_\_\_\_\_

\_\_\_\_\_  
IF YOU DO NOT COMPLY WITH THIS SUBPOENA, you may be held in  
contempt of court and punished by fine or imprisonment.

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

\_\_\_\_\_  
Judge, clerk or attorney

RETURN FOR COMPLETION BY SHERIFF OR DEPUTY<sup>4</sup>

I certify that on the \_\_\_\_\_ day of \_\_\_\_\_,  
 \_\_\_\_\_, in \_\_\_\_\_ County, I served this subpoena  
 on \_\_\_\_\_ by delivering to the person named a copy  
 of the subpoena, the \$75.00 witness fee and mileage as provided  
 by law in the amount of \$\_\_\_\_\_.

\_\_\_\_\_

\_\_\_\_\_  
Deputy sheriff

RETURN FOR COMPLETION BY OTHER PERSON

MAKING SERVICE4

I, being duly sworn, on oath say that I am over the age of eighteen (18) years and not a party to this lawsuit, and that on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, in \_\_\_\_\_ County, I served this subpoena on \_\_\_\_\_ by delivering to the person named a copy of the subpoena, the \$75.00 witness fee and mileage as provided by law in the amount of \$ \_\_\_\_\_.

\_\_\_\_\_  
Person making service  
SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ (date).

\_\_\_\_\_  
Judge, notary or other officer  
authorized to administer oaths  
THIS SUBPOENA issued by or at request of:  
\_\_\_\_\_  
Name of attorney of party  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
Telephone

CERTIFICATE OF SERVICE BY ATTORNEY4

I certify that I caused a copy of this subpoena to be served on the following persons or entities by (delivery) (mail) on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

(1) \_\_\_\_\_  
(Name of party)

\_\_\_\_\_  
(Address)

(2) \_\_\_\_\_  
(Name of party)

\_\_\_\_\_  
(Address)

\_\_\_\_\_

---

Attorney

---

---

Signature

---

---

Date of signature

TO BE PRINTED ON EACH SUBPOENA

1. If a person's attendance is commanded, one full day's per diem must be tendered with the subpoena.

2. If a person is ordered to produce books, documents, or tangible things in the person's possession for a hearing or trial, the person, unless ordered to personally appear, may have a custodian of the books, documents or tangible things to the hearing or trial produce them for trial. If a party is ordered to permit the inspection of the party's premises before trial, the party need not appear in person at the time of the inspection.

3. The judge or clerk may issue a pro se party a subpoena duces tecum ordering the production of books, documents or tangible things for trial only if the subpoena is completed prior to issuance by the court. See Rules 2-502 and 3-502 NMRA.

4. A copy of the subpoena must be served on each party in the manner provided by Rule 1-005 NMRA. If service is by a party, an affidavit of service must be used instead of a certificate of service.

PROTECTION OF PERSONS SUBJECT TO SUBPOENAS

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.

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

(1) fails to allow reasonable time for compliance;

(2) requires a person who is not a party or an officer of a party to travel outside the county in which the person resides

or is employed or regularly transacts business in person, except as provided below, such a person may in order to attend a hearing or trial be commanded to travel from any place within the county in which the hearing or trial is held, or

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

(4) subjects a person to undue burden.

If a subpoena

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

(2) 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

(3) requires a person who is not a party or an officer of a party to incur substantial expense to travel,

the court may, to protect a person subject to or affected by the subpoena, quash or modify the subpoena or, 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.

#### 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.

[Approved, effective May 1, 2002.]

#### ANNOTATIONS

**Effective dates.** - Pursuant to a court order dated March 22, 2002, this form is effective May 1, 2002.

**4-504. Subpoena.**

[For use with Metropolitan Court Rule 3-501.1]

STATE OF NEW MEXICO  
IN THE METROPOLITAN COURT

No.

\_\_\_\_\_  
\_\_\_\_\_ COUNTY  
\_\_\_\_\_, Plaintiff  
v.  
\_\_\_\_\_, Defendant

SUBPOENA1

SUBPOENA FOR APPEARANCE OF PERSON FOR A STATEMENT:

TO: \_\_\_\_\_

YOU ARE HEREBY COMMANDED TO APPEAR as follows:

PLACE: \_\_\_\_\_

DATE: \_\_\_\_\_, \_\_\_\_\_. TIME: \_\_\_\_\_ (a.m.)  
(p.m.) to give a statement in the above case.

\_\_\_\_\_  
Judge2 or attorney

RETURN FOR COMPLETION BY SHERIFF OR DEPUTY3

I certify that on the \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_, in \_\_\_\_\_ County, I served this subpoena  
on \_\_\_\_\_ by delivering to the person named a  
copy of the subpoena, the \$75.00 witness fee and mileage as  
provided by law in the amount of \$ \_\_\_\_\_.

\_\_\_\_\_  
Deputy sheriff

RETURN FOR COMPLETION BY OTHER PERSON

MAKING SERVICE3

I, being duly sworn, on oath say that I am over the age of eighteen (18) years and not a party to this lawsuit, and that on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, in \_\_\_\_\_ County, I served this subpoena on \_\_\_\_\_ by delivering to the person named a copy of the subpoena, the \$75.00 witness fee and mileage as provided by law in the amount of \$\_\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_  
Person making service  
SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ (date).

\_\_\_\_\_  
\_\_\_\_\_  
Judge, notary or other officer  
authorized to administer oaths  
THIS SUBPOENA issued by or at request of:  
\_\_\_\_\_  
Name of attorney of party  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
Telephone

CERTIFICATE OF SERVICE BY ATTORNEY3

I certify that I caused a copy of this subpoena to be served on the following persons or entities by (delivery) (mail) on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

(1) \_\_\_\_\_  
(Name of party)

\_\_\_\_\_  
(Address)

(2) \_\_\_\_\_  
(Name of party)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
\_\_\_\_\_  
Attorney

\_\_\_\_\_  
\_\_\_\_\_  
Signature

Date of signature

TO BE PRINTED ON EACH SUBPOENA

1. If a person's attendance is commanded, one full day's per diem must be tendered with the subpoena.

2. The judge may issue a pro se party a subpoena for a statement only if the subpoena is completed prior to issuance by the court. See Rules 2-502 and 3-502 NMRA.

3. A copy of the subpoena must be served on each party in the manner provided by Rule 1-005 NMRA. If service is by a party, an affidavit of service must be used instead of a certificate of service.

PROTECTION OF PERSONS SUBJECT TO SUBPOENAS

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.

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

(1) fails to allow reasonable time for compliance;

(2) requires a person who is not a party or an officer of a party to travel outside the county in which the person resides or is employed or regularly transacts business in person, except as provided below, such a person may in order to attend a hearing or trial be commanded to travel from any place within the county in which the hearing or trial is held, or

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

(4) subjects a person to undue burden.

If a subpoena:

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

(2) 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

(3) requires a person who is not a party or an officer of a

party to incur substantial expense to travel,  
the court may, to protect a person subject to or affected by  
the subpoena, quash or modify the subpoena or, 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.

**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.

[Approved, effective May 1, 2002.]

**ANNOTATIONS**

**Effective dates.** - Pursuant to a court order date March 22, 2002, this form is effective May 1, 2002.

**4-505. Subpoena.**

[For use with District Court Rule 1-045]

STATE OF NEW MEXICO  
\_\_\_\_\_ COURT No.  
\_\_\_\_\_  
\_\_\_\_\_ COUNTY  
\_\_\_\_\_, Plaintiff  
v.  
\_\_\_\_\_, Defendant

SUBPOENA

SUBPOENA FOR<sup>1</sup>

APPEARANCE OF PERSON FOR  DEPOSITION  TRIAL

SUBPOENA FOR DOCUMENTS OR OBJECTS<sup>2</sup>

INSPECTION OF PREMISES<sup>2</sup>

TO: \_\_\_\_\_

YOU ARE HEREBY COMMANDED TO APPEAR as follows: PLACE:

DATE: \_\_\_\_\_ , \_\_\_\_\_ TIME: \_\_\_\_\_  
(a.m.) (p.m.) to:

- testify at the taking of a deposition in the above case  
 testify at trial  
 permit inspection of the following described documents or  
objects \_\_\_\_\_

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

permit the inspection of the premises located at:  
\_\_\_\_\_  
(address).

YOU ARE ALSO COMMANDED to bring with you the following  
document(s) or  
object(s)

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

IF YOU DO NOT COMPLY WITH THIS SUBPOENA you may be held in  
contempt of court and punished by fine or imprisonment.

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

\_\_\_\_\_  
Judge, clerk or attorney

RETURN FOR COMPLETION BY SHERIFF OR DEPUTY

I certify that on the \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_, in \_\_\_\_\_ County, I served this subpoena  
on \_\_\_\_\_ by delivering to the person  
named a copy of the subpoena, a witness fee in the amount of  
\_\_\_\_\_ and mileage in the amount of \$ \_\_\_\_\_ 3.

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

Deputy sheriff

RETURN FOR COMPLETION BY OTHER PERSON

MAKING SERVICE

I, being duly sworn, on oath say that I am over the age of eighteen (18) years and not a party to this lawsuit, and that on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, in \_\_\_\_\_ County, I served this subpoena on \_\_\_\_\_ by delivering to the person named a copy of the subpoena, the \$75.00 witness fee and mileage as provided by law in the amount of \$\_\_\_\_\_3.

\_\_\_\_\_  
\_\_\_\_\_  
Person making service  
SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ (date).

\_\_\_\_\_  
Judge, notary or other officer  
authorized to administer oaths  
THIS SUBPOENA issued by or at request of:  
\_\_\_\_\_  
Name of attorney of party  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
Telephone

CERTIFICATE OF SERVICE BY ATTORNEY4

I certify that I caused a copy of this subpoena to be served on the following persons or entities by (delivery) (mail) on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_:

(1) \_\_\_\_\_  
(Name of party)

\_\_\_\_\_  
(Address)

(2) \_\_\_\_\_  
(Name of party)

\_\_\_\_\_  
(Address)

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

Attorney

---

Signature

---

Date of signature

TO BE PRINTED ON EACH SUBPOENA

1. A command to produce evidence or to permit inspection may be joined with a command to appear for a deposition or trial.

2. A person commanded to produce and permit inspection and copying of designated books, papers, documents or tangible things, or inspection of premises need not appear in person at the place of production or inspection unless commanded to appear for deposition, hearing or trial.

3. If a person's attendance is commanded one full day's per diem must be tendered with the subpoena, unless the subpoena is issued on behalf of the state or an officer or agency thereof. Mileage must also be tendered at the time of service of the subpoena as provided by the Per Diem and Mileage Act. Payment of per diem and mileage for subpoenas issued by the state is made pursuant to regulations of the Administrative Office of the Courts.

4. To be completed only if the subpoena is commanding production of documents and things or inspection of premises before trial. If the subpoena is commanding production of documents and things or inspection of premises before trial, it must be served on each party in the manner provided by Rule 1-005. If service is by a party, an affidavit of service must be used instead of a certificate of service.

PROTECTION OF PERSONS SUBJECT TO SUBPOENAS

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.

A person commanded to produce and permit inspection and copying of designated books, papers, documents or tangible

things, or inspection of premises need not appear in person at the place of production or inspection unless commanded to appear for deposition, hearing or trial.

Subject to Subparagraph (2) of Paragraph D below, 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 the party or attorney designated in the subpoena written objection to inspection or copying of any or all of the designated materials or of the premises. If objection is made, the party serving the subpoena shall not be entitled to inspect and copy the materials or inspect the premises except pursuant to an order of the court by which the subpoena was issued. If objection has been made, the party serving the subpoena may, upon notice to the person commanded to produce, move at any time for an order to compel the production. 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.

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

- (1) fails to allow reasonable time for compliance,
- (2) requires a person who is not a party or an officer of a party to travel to a place more than one hundred miles from the place where that person resides, is employed or regularly transacts business in person, except as provided below, such a person may in order to attend trial be commanded to travel from any such place within the state in which the trial is held, or
- (3) requires disclosure of privileged or other protected matter and no exception or waiver applies, or
- (4) subjects a person to undue burden.

If a subpoena:

- (1) requires disclosure of a trade secret or other confidential research, development, or commercial information, or
  - (2) 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
  - (3) requires a person who is not a party or an officer of a party to incur substantial expense to travel,
- the court may, to protect a person subject to or affected by the subpoena, quash or modify the subpoena or, 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.

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.

[Adopted effective January 1, 1998.]

**4-506. Scheduling order.**

[2-306, 3-306]

STATE OF NEW MEXICO

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

\_\_\_\_\_ COURT

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

v.

No.

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

SCHEDULING ORDER1

The parties shall comply with the following scheduling order:

1. Motions to amend the pleadings or to join parties must be filed by \_\_\_\_\_ (date)2.

2. Motions addressed to the pleadings must be filed by \_\_\_\_\_ (date).

3. Any permitted discovery must be completed by \_\_\_\_\_ (date).

4. All motions must be filed by \_\_\_\_\_ (date).

5. The plaintiff shall disclose to the defendant a witness list, including the names, addresses and telephone numbers of their witnesses, along with a summary of the testimony of each witness by \_\_\_\_\_ (date).

6. The defendant shall disclose to the plaintiff a witness list, including the names, addresses and telephone numbers of their witnesses, along with a summary of the testimony of each witness by \_\_\_\_\_ (date).

7. The plaintiff shall make all of plaintiff's exhibits available to each defendant for inspection or copying no later than \_\_\_\_\_ (date).

8. The defendant shall make all of defendant's exhibits available to each plaintiff for inspection or copying no later than \_\_\_\_\_ (date).

9. [Proposed jury instructions shall be submitted to the court by \_\_\_\_\_ (date).]3

[Proposed findings of fact and conclusions of law shall be submitted to the court by \_\_\_\_\_ (date).]

10. Any party may request a pretrial conference by filing a written request stating the purpose of the conference. The parties shall advise the court promptly if the case is settled.

[A settlement conference is scheduled on \_\_\_\_\_ (date).]

[A motion hearing will be held on \_\_\_\_\_ (date).]

[A pretrial conference will be held on \_\_\_\_\_ (date).]

When this order states that a document shall be submitted by a certain date, it must be received by the recipient by that date. Dates may be changed only by the court.

This matter is set for [jury] [non-jury] trial on \_\_\_\_\_ (date).

If it is brought to the attention of the court that a party has failed to comply with this order, 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 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.

Failure to comply with any provision of this order, may result in a finding of contempt of court and punished by fine or

imprisonment.

\_\_\_\_\_

\_\_\_\_\_  
Judge

\_\_\_\_\_

\_\_\_\_\_  
Date of signature

USE NOTE

1. This form may be adapted to local practice. For example, the court may want to require settlement conferences or pretrial conferences, or may schedule docket calls, etc. Dates should be in consecutive order.

2. Dates should be calendar dates, not "\_\_\_\_\_ days after entry of this order", or "\_\_\_\_\_ days before trial".

3. The alternatives in this paragraph may be used only if a party is represented by an attorney.

[Approved, effective December 17, 2001.]

**ANNOTATIONS**

**Effective dates.** - Pursuant to a court order dated October 22, 2001, this form is effective December 17, 2001.

**4-507. Scheduling order.**

[District Court Civil 1-016]

STATE OF NEW MEXICO

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

\_\_\_\_\_ JUDICIAL DISTRICT

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

v.

No.

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

SCHEDULING ORDER1

Pursuant to Rule 1-016 NMRA, the court enters the following scheduling order:

1. Motions to amend the pleadings or to join parties shall be filed by \_\_\_\_\_ (date).

2. Motions addressed to the pleadings shall be filed by \_\_\_\_\_ (date).

\*3. Plaintiffs shall file with the court a list of all lay witnesses who may be called to testify at trial by \_\_\_\_\_ (date).

\*4. Defendants shall file with the court a list of all lay witnesses who may be called to testify at trial by \_\_\_\_\_ (date).

\*5. Plaintiffs shall file with the court a list of all expert witnesses who may be called to testify at trial by \_\_\_\_\_ (date).

\*6. Defendants shall file with the court a list of all expert witnesses who may be called to testify at trial by \_\_\_\_\_ (date).

7. Discovery shall be completed by \_\_\_\_\_ (date). Parties shall seek discovery sufficiently before this date so that persons responding to discovery reasonably may comply with discovery requests prior to the deadline.

8. All other motions, except for motions *in limine*, shall be filed by \_\_\_\_\_ (date).

\*9. All parties shall file with the court an exhibit list by \_\_\_\_\_ (date). The exhibit list shall state the reasonable place where such exhibits may be inspected and copied.

\*10. All parties shall file specific objections to other parties' proposed exhibits by \_\_\_\_\_ (date).

[11. Plaintiffs shall submit their portions of a pretrial order to defendants by \_\_\_\_\_ (date).

Defendants shall file the proposed final pretrial order with the court by \_\_\_\_\_ (date).]

[11. All parties shall file a final witness list by \_\_\_\_\_ (date). The final witness list shall list "will call" and "may call" witnesses and may include any witnesses listed on any party's earlier witness list but may not include additional witnesses except by leave of court or consent of all parties.]

11. [Proposed jury instructions shall be submitted to the court by \_\_\_\_\_ (date).]

or

[Proposed findings of fact and conclusions of law shall be filed with the court by \_\_\_\_\_ (date).]

12. Motions *in limine* shall be filed by \_\_\_\_\_  
(date).

13. Dates contained in paragraphs of this order marked with an asterisk (\*) may be modified by written agreement of all parties, without court approval. Only the court, for good cause, may change other dates.

14. This matter is set for [jury] [non-jury] trial on \_\_\_\_\_  
(date) [on a trailing docket].

---

District Judge

### USE NOTES

1. Dates should be in consecutive order.

2. Dates should be calendar dates, not "

\_\_\_\_\_ days after entry of this order", or "\_\_\_\_\_ days before trial".

3. Depending on the complexity of the case, the court may wish to use the paragraphs that are bracketed, which require submission of a pretrial report and final witness list.

4. This form may be adapted to local practice. For example, the court may want to require settlement conferences or pretrial conferences, or may schedule docket calls, etc.

5. If a scheduling order is not appropriate, the court shall enter an order indicating that no scheduling order will be entered, indicating the reason, and shall set the case for trial not later than eighteen (18) months after the filing of the complaint. Rule 1-016(B) NMRA.

[Approved, effective July 1, 2002.]

### ANNOTATIONS

**Effective dates.** - Pursuant to a court order dated May 20, 2002, this form is effective July 1, 2002.

## ARTICLE 6 TRIALS

### 4-601. Subpoena for jury service.

[2-603, 3-603]

STATE OF NEW MEXICO

IN THE \_\_\_\_\_ COURT

No.

\_\_\_\_\_

\_\_\_\_\_ COUNTY

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

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

SUBPOENA FOR JURY SERVICE

TO:

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

YOU ARE ORDERED TO APPEAR before this court located at

\_\_\_\_\_

\_\_\_\_\_, on

\_\_\_\_\_, \_\_\_\_\_, at the hour of \_\_\_\_\_ m. for jury service. IF YOU DO NOT APPEAR and are not excused, you may be held in contempt of court and punished by fine or imprisonment.

\_\_\_\_\_  
\_\_\_\_\_  
Judge or Clerk

RETURN FOR COMPLETION BY SHERIFF OR DEPUTY

I certify that on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, in said county, I served this subpoena on \_\_\_\_\_ by delivering a copy of the subpoena to such person.

\_\_\_\_\_  
Deputy Sheriff

## ARTICLE 7 JUDGMENT AND APPEAL

### 4-701. Judgment.

[2-701, 3-701]

STATE OF NEW MEXICO  
IN THE \_\_\_\_\_ COURT  
\_\_\_\_\_ COUNTY

No.

\_\_\_\_\_  
\_\_\_\_\_, Plaintiff  
against  
\_\_\_\_\_, Defendant

#### JUDGMENT

This cause coming on for trial, plaintiff appearing (in person) (and) (by attorney); defendant appearing (in person) (and) (by attorney), and the court, having heard the evidence and argument presented, finds

[ ] in favor of plaintiff and against defendant.

[ ] in favor of defendant and against plaintiff.

[ ] in favor of plaintiff on his complaint and in favor of defendant on his counterclaim/setoff.

IT IS THEREFORE ORDERED, ADJUDGED AND DECREED, that (plaintiff) (defendant) recover the following:

Damages \$ \_\_\_\_\_

Interest to date  
(if allowable) \$ \_\_\_\_\_

Attorney fee  
(if allowable) \$ \_\_\_\_\_

Costs \$ \_\_\_\_\_  
TOTAL JUDGMENT \$ \_\_\_\_\_

(check if appropriate)

[ ] that plaintiff have possession of:  
the premises at

\_\_\_\_\_  
(for forcible entry or detainer)

or

[ ] the following personal property:

\_\_\_\_\_  
(for replevin actions)

(To be completed if appellant desires to stay execution of  
judgment)

If this case is appealed and the appellant wishes to stay  
execution of the judgment the defendant shall file with the  
(magistrate) (metropolitan) court an appeal bond in the amount  
of \$ \_\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_.  
\_\_\_\_\_.  
Judge \_\_\_\_\_

#### USE NOTE

*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 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.*

[As amended, effective October 1, 1996.]

#### ANNOTATIONS

**The 1996 amendment**, effective October 1, 1996, added the final paragraph of the form relating to appeal bond, and added the Use Note.

#### **4-702. Motion for default judgment.**

[2-702, 3-702]

STATE OF NEW MEXICO  
IN THE \_\_\_\_\_ COURT

\_\_\_\_\_ COUNTY

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

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

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

MOTION FOR DEFAULT JUDGMENT

Plaintiff requests the court to enter a default judgment and in support of this request, plaintiff states as follows:

[ ] The Complaint in the above described case was filed on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

[ ] Service of a copy of Summons, Complaint and Answer form in this case made on defendant(s) on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_; on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_; and on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

[ ] The defendant(s) \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ (have) (has) not entered an appearance or filed an Answer or other responsive pleading to the Complaint.

[ ] The return of service was filed with this court on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

The Plaintiff requests the court to enter judgment for the following damages, costs and fees:

Damages  
.....\$ \_\_\_\_\_

Attorney fee (if allowable)  
.....\$ \_\_\_\_\_

Interest (if allowable)  
.....\$ \_\_\_\_\_

Filing fee  
.....\$ \_\_\_\_\_

Service fee .....\$ \_\_\_\_\_

Return fee .....\$ \_\_\_\_\_

Witness fees .....\$ \_\_\_\_\_

Total Judgment .....\$ \_\_\_\_\_

\_\_\_\_\_

Attorney for Plaintiff

If the Plaintiff is not represented by an attorney, this motion must be sworn to by the plaintiff.

I, \_\_\_\_\_, upon my oath or affirmation do solemnly declare or affirm that this motion contains a complete, accurate statement of the facts to the best of my knowledge. I understand that if I make a material misstatement of fact, I may be prosecuted and punished for perjury.

\_\_\_\_\_

Signature of Plaintiff

\_\_\_\_\_

My commission expires:  
or Other  
(SEAL)

Signature of Judge, Notary  
Officer Authorized to Administer Oaths

\_\_\_\_\_

Official Title

**4-703. Default judgment; judgment on the pleadings.**

[2-303, 2-702, 3-303, 3-702]

IN THE \_\_\_\_\_ COURT

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

\_\_\_\_\_

\_\_\_\_\_ COUNTY

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

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

DEFAULT JUDGMENT

JUDGMENT ON THE PLEADINGS

This cause coming before the court on motion of (plaintiff) (defendant) (the court itself) and the court finding it has jurisdiction and that:

[ ] Plaintiff appeared (in person) (and) (by attorney) and defendant failed to appear;

[ ] Defendant appeared (in person) (and) (by attorney) and plaintiff failed to appear;

[ ] There is no genuine issue as to any material fact and that (plaintiff) (defendant) is entitled to a judgment on the pleadings;

[ ] Defendant failed to answer on or before the appearance date fixed in the summons;

The Court, having heard the evidence and argument presented, finds that service of process was duly made and finds:

[ ] in favor of plaintiff and against defendant.

[ ] in favor of defendant and against plaintiff.

[ ] in favor of plaintiff on his complaint and in favor of defendant on his counterclaim/setoff.

IT IS THEREFORE ORDERED, ADJUDGED AND DECREED that:

(Plaintiff) (Defendant) recover the following:

Damages	\$ _____
Other Damages	\$ _____
Interest to Date (if allowable)	\$ _____
Attorney Fee	

(if allowable) \$ \_\_\_\_\_  
Costs \$ \_\_\_\_\_  
TOTAL JUDGMENT \$ \_\_\_\_\_  
(check if appropriate)

[ ] [Plaintiff] [Defendant] have possession of:

[ ] the premises at \_\_\_\_\_  
(for forcible entry or  
detainer)

or

[ ] the following personal property:  
\_\_\_\_\_  
(for replevin and restitution actions)

\_\_\_\_\_,  
\_\_\_\_\_

Judge  
[As amended, effective October 1, 1987; October 1, 1991.]

### ANNOTATIONS

**The 1991 amendment**, effective October 1, 1991, inserted "on motion of (plaintiff) (defendant) (the court itself) and the court finding it has jurisdiction and that:" near the beginning; in the first group of alternatives, deleted "Upon motion of the (plaintiff) (defendant) for a judgment on the pleadings, the court finds that" from the beginning of the third alternative and added the fourth alternative; and in the order, inserted the line for "Other damages" and inserted "[Defendant]" and "and restitution".

### 4-704. Motion to set aside default judgment.

[2-702, 3-702]

STATE OF NEW MEXICO  
IN THE \_\_\_\_\_ COURT No. \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ COUNTY  
\_\_\_\_\_, Plaintiff  
against \_\_\_\_\_,  
\_\_\_\_\_, Defendant

MOTION TO SET ASIDE DEFAULT JUDGMENT

The undersigned asks that the court set aside default judgment dated \_\_\_\_\_, \_\_\_\_\_, and states:

This motion is filed within thirty (30) days from date of judgment; and

No appeal has been taken from the judgment; and

Undersigned has a defense to present; and

My excuse for being in default is:

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

\_\_\_\_\_,  
\_\_\_\_\_  
(Plaintiff) (Defendant)

*(A copy of this must be mailed or delivered to the other party or attorney for the other party.)*

**4-705. Order setting aside default judgment and giving notice of trial date.**

[2-702, 3-702]

IN THE \_\_\_\_\_ COURT

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

\_\_\_\_\_

\_\_\_\_\_ COUNTY

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

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

ORDER SETTING ASIDE DEFAULT JUDGMENT AND GIVING NOTICE  
OF TRIAL DATE

A motion having been made to set aside the default judgment, and the court having held a hearing, finds that Defendant has a defense to present, that good cause has been shown, and that the motion should be granted.

IT IS ORDERED that the default judgment dated \_\_\_\_\_, \_\_\_\_\_, is set aside, and

Defendant shall file an Answer to the Complaint within \_\_\_\_\_ days.

Plaintiff and Defendant are notified that THIS CASE WILL BE TRIED

\_\_\_\_\_, \_\_\_\_\_, at \_\_\_\_\_ m. at \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

and the failure of any party to appear at the time and place set for trial will be ground for default judgment against such party.

\_\_\_\_\_

\_\_\_\_\_

Judge

**4-706. Satisfaction of judgment.**

[2-704, 3-704]

STATE OF NEW MEXICO

IN THE \_\_\_\_\_ COURT

No.

\_\_\_\_\_

\_\_\_\_\_ COUNTY

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

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

SATISFACTION OF JUDGMENT

Receipt of \$ \_\_\_\_\_ in (full) (partial) satisfaction  
of the judgment in this case.

\_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Party or Attorney

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

**4-707. Notice of appeal.**

[1-072, 1-073, 2-706, 3-706]

STATE OF NEW MEXICO

IN THE DISTRICT COURT

Dist. Court No.

\_\_\_\_\_

\_\_\_\_\_ JUDICIAL DISTRICT  
\_\_\_\_\_ COUNTY

**(Mag.) (Met.) Ct. No.**



:

(1) \_\_\_\_\_  
(Name of party)

\_\_\_\_\_  
(Address)

(2) \_\_\_\_\_  
(Name of party)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Attorney for appellant)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date of signature

AFFIDAVIT OF SERVICE OF PARTY

I declare under penalty of perjury that a copy of this notice of appeal was served on the following persons or entities by (delivery) (mail) on this \_\_\_\_\_ day of

\_\_\_\_\_, \_\_\_\_\_ :

(1) \_\_\_\_\_  
(Name of party)

\_\_\_\_\_  
(Address)

(2) \_\_\_\_\_  
(Name of party)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
Signature of appellant

\_\_\_\_\_  
Date of signature

Subscribed and sworn to  
before me this \_\_\_\_\_  
day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Judge, notary or other officer  
authorized to administer oaths

\_\_\_\_\_  
Official title

USE NOTES

1. A copy of the 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. [As amended, effective January 1, 1996.]

ANNOTATIONS

The 1996 amendment, effective January 1, 1996, rewrote the form, added the certificate of service and affidavit of service, and added the use note.

4-707A. Appeal bond.

[1-072, 1-073, 2-706, 3-706]

STATE OF NEW MEXICO  
IN THE DISTRICT COURT

Dist. Court No.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ JUDICIAL DISTRICT  
\_\_\_\_\_ COUNTY

(Mag.) (Met.) Ct. No.

\_\_\_\_\_  
\_\_\_\_\_, Plaintiff  
(appellant) (appellee)

against

\_\_\_\_\_, Defendant  
(appellant) (appellee)

\_\_\_\_\_, Garnishee (if  
applicable)

APPEAL BOND 1

Appeal bond is hereby set at \$ \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
Judge

USE NOTE

1. If a supersedeas bond is approved by the trial court, a copy of the bond shall be immediately filed with the District Court.

[Adopted, effective January 1, 1996.]

#### 4-708. Title page of transcript of civil proceedings.

[2-705, 3-706]

STATE OF NEW MEXICO

IN THE \_\_\_\_\_ COURT  
\_\_\_\_\_ COUNTY

No.

\_\_\_\_\_  
\_\_\_\_\_, Plaintiff  
against \_\_\_\_\_, Defendant  
\_\_\_\_\_, Garnishee

#### TITLE PAGE OF TRANSCRIPT OF CIVIL PROCEEDINGS

1. \_\_\_\_\_  
Name of plaintiff or plaintiff's attorney  
\_\_\_\_\_  
Address of plaintiff or plaintiff's attorney
2. \_\_\_\_\_  
Name of defendant or defendant's attorney  
\_\_\_\_\_  
Address of defendant or defendant's attorney
3. Attached: *(Please check appropriate boxes.)*  
 COMPLAINT  
 ANSWER  
 OTHER PAPERS AND PLEADINGS  
 JUDGMENT OR FINAL ORDER *(with date of filing)*  
 EXHIBITS  
 TRANSCRIPT OF THE PROCEEDINGS

\_\_\_\_\_  
Judge

[As amended, effective July 1, 1996.]

**ANNOTATIONS**

**The 1996 amendment**, effective for appeals filed after July 1, 1996, rewrote Paragraphs 1 and 2; and in Paragraph 3, substituted "other papers and pleadings" for "other pleadings and exhibits", substituted "judgment or final order (*with date of filing*)" for "final order or judgment (with date of filing noted thereon)", added "exhibits", and substituted "transcript of the proceedings" for "record of the hearing".

**4-709. Order declaring judgment of this court satisfied in full.**

[2-703, 3-704]

STATE OF NEW MEXICO  
IN THE \_\_\_\_\_ COURT  
\_\_\_\_\_ COUNTY

No.

\_\_\_\_\_  
\_\_\_\_\_, Plaintiff  
against  
\_\_\_\_\_, Defendant

ORDER DECLARING JUDGMENT OF THIS COURT

SATISFIED IN FULL

A motion having been made for an order of this court declaring the judgment in the above case to be satisfied in full and the court being satisfied that notice has been given to the defendant in accordance with the Rules of Civil Procedure and further that the judgment and any post-judgment costs and interest has been paid in full:

[ ] to the judgment creditor.

[ ] by deposit with this court of a (money order) (cashier's check) made payable to the administrative office of the courts in an amount equal to the full amount of such judgment, costs and interest.

IT IS ORDERED that the judgment in the above case is satisfied in full.

\_\_\_\_\_,  
\_\_\_\_\_  
Judge \_\_\_\_\_  
[Approved, effective October 1, 1991.]

**4-710. Order setting aside judgment, order or writ of this court.**

[2-703, 3-704]

STATE OF NEW MEXICO  
IN THE \_\_\_\_\_ COURT  
\_\_\_\_\_ COUNTY

No.

\_\_\_\_\_  
\_\_\_\_\_, Plaintiff  
against  
\_\_\_\_\_, Defendant

ORDER SETTING ASIDE JUDGMENT, ORDER  
OR WRIT OF THIS COURT

A motion having been made to set aside the (judgment) (an  
order \_\_\_\_\_) (writ \_\_\_\_\_) entered in  
the above styled case on the \_\_\_\_\_, day of  
\_\_\_\_\_, upon the  
grounds that such

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

(judgment) (order) (writ):

[ ] was entered because of (a) (mistake) (inadvertence)  
(surprise) (excusable neglect) (fraud).  
[ ] is void because

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

\_\_\_\_\_

(set forth the reason the judgment is void)

The court having held a hearing finds that the motion was timely filed and there are good grounds to grant the relief requested.

**IT IS ORDERED** that the above (judgment) (order) (writ) be set aside.

[It is further ordered that

\_\_\_\_\_ ]

(set forth if other proceedings or trial is to be held)

Dated:

\_\_\_\_\_,  
\_\_\_\_\_  
Judge

[Approved, effective October 1, 1991.]

## **ARTICLE 8 SPECIAL PROCEEDINGS**

### **4-801. Writ of execution.**

[2-801, 3-801]

STATE OF NEW MEXICO

IN THE \_\_\_\_\_

COURT

\_\_\_\_\_ COUNTY

No.

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

\_\_\_\_\_, Plaintiff's Address

v.

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

\_\_\_\_\_, Defendant's Address

WRIT OF EXECUTION

THE STATE OF NEW MEXICO to the sheriff or a full-time salaried deputy sheriff of any New Mexico county:

Judgment having been entered in this action, you are ordered to levy against personal property of \_\_\_\_\_ at \_\_\_\_\_ in your county, the sum of \$\_\_\_\_\_ (which is the judgment and costs to date) plus interest at the rate of \_\_\_\_\_ % per year from the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ (date of judgment), and your fees thereon, and return this writ to me within sixty (60) days.

\_\_\_\_\_,  
\_\_\_\_\_

Ju

dge or clerk

(This form may also be issued as a second or subsequent writ.)

RETURN

I certify that I carried out this writ of execution, as follows:

(check appropriate box or boxes and fill in blanks)

[ ] The writ was served on judgment debtor on \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_,

[ ] full payment was made

[ ] partial payment was made in the amount of

\$\_\_\_\_\_

[ ] No non-exempt personal property of judgment debtor was found on which levy could be made.

Property seized:

[ ] Personal property was taken into custody on \_\_\_\_\_, \_\_\_\_\_. A written inventory is attached.

[ ] Judgment debtor provided bond to retain possession; a copy of the bond is attached.

Date of return: \_\_\_\_\_

SHERIFF OF

\_\_\_\_\_

COUNTY, State of New Mexico

By

\_\_\_\_\_  
Deputy or other authorized person

USE NOTES

*The sheriff is obligated by law to make timely return.  
Only non-exempt property may be seized. The sheriff may not seize any personal clothing, furniture or books or any jewelry unless the total value of all jewelry exceeds \$2500.*

[As amended, effective July 1, 1992; January 1, 1995; January 1, 1996.]

**ANNOTATIONS**

**The 1992 amendment**, effective July 1, 1992 for use in the magistrate and metropolitan courts, substituted "any New Mexico county" for "said county" and "your County" for "this County" and inserted "or Clerk" in the Writ of Execution and rewrote the Return.

**The 1995 amendment**, effective January 1, 1995, added the lines for the addresses of the parties in the caption, and deleted "or clerk" following "judge" below the signature line of the writ of execution.

**The 1996 amendment**, effective January 1, 1996, substituted "a second or subsequent writ" for "an alias or pluries writ" in the parenthetical following the writ form, substituted "non-exempt personal property" for "personal property" in the second alternative in the Return, and added the last paragraph in the use notes.

**4-801A. Writ of execution.**

[1-065.1]

STATE OF NEW MEXICO  
IN THE DISTRICT COURT

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

WRIT OF EXECUTION

THE STATE OF NEW MEXICO to the sheriff or a full-time salaried deputy sheriff of any New Mexico county:

Judgment having been entered in this action, you are ordered to levy against property of \_\_\_\_\_ at

\_\_\_\_\_ in your county, the sum of  
\$ \_\_\_\_\_ (which is the judgment and costs to date)  
plus interest at the rate of \_\_\_\_\_ % per year from the  
\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ (date of  
judgment), and your fees thereon, and return this writ to me  
within sixty (60) days.

\_\_\_\_\_  
\_\_\_\_\_  
Judge or clerk

(This form may also be issued as a second or subsequent writ.)

RETURN

I certify that I carried out this writ of execution, as follows:

(check appropriate box or boxes and fill in blanks)

[ ] The writ was served on judgment debtor on

\_\_\_\_\_, \_\_\_\_\_, and

[ ] full payment was made

[ ] partial payment was made in the amount of

\_\_\_\_\_  
[ ] No non-exempt property of judgment debtor was found on which levy could be made.

**Property seized:**

[ ] I levied upon the following real property

\_\_\_\_\_  
[ ] Personal property was taken into custody on \_\_\_\_\_, \_\_\_\_\_. A written inventory is attached.

[ ] Judgment debtor provided bond to retain possession. A copy of the bond is attached.

Date of return: \_\_\_\_\_

SHERIFF

OF \_\_\_\_\_

COUNTY, State of New Mexico

By

\_\_\_\_\_  
Deputy or other authorized person

USE NOTE

(The sheriff is obligated by law to make timely return.)  
Only non-exempt property may be seized. The sheriff may

*not seize any personal clothing, furniture or books or any jewelry unless the total value of all jewelry exceeds \$2500.*

[Adopted, effective July 1, 1992; as amended, effective January 1, 1996.]

### ANNOTATIONS

**The 1996 amendment**, effective January 1, 1996, substituted "a second or subsequent writ" for "an alias or pluries writ" in the parenthetical following the writ form, substituted "non-exempt personal property" for "personal property" in the second alternative in the Return, and added the last paragraph in the use notes.

### 4-802. Writ of execution in forcible entry or detainer.

[1-065.1, 2-801, 3-801]

STATE OF NEW MEXICO

IN THE \_\_\_\_\_ COURT

No.

\_\_\_\_\_  
\_\_\_\_\_ COUNTY

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

against

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

#### WRIT OF EXECUTION IN FORCIBLE ENTRY OR DETAINER

THE STATE OF NEW MEXICO to the sheriff or a full-time salaried deputy sheriff of said County:

Judgment having been entered for the Plaintiff in this action, you are

ordered to remove the Defendant from the premises at

\_\_\_\_\_ and to restore possession of said premises to Plaintiff, without unnecessary delay, and to levy against personal property of the Defendant in this County, the sum of \$ \_\_\_\_\_ plus interest at the rate of \_\_\_\_\_ % per year, and your fees thereon, and return this writ to me within thirty (30) days.

\_\_\_\_\_'

\_\_\_\_\_  
Judge \_\_\_\_\_

RETURN

I certify that I carried out this writ of execution by removing the Defendant from the premises and restoring possession of the premises to the Plaintiff on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

I certify that I carried out this order to levy, as follows:  
(check appropriate box or boxes and fill in blanks)

The writ was served on judgment debtor on \_\_\_\_\_, \_\_\_\_\_, and

full payment was made

partial payment was made in the amount of \$ \_\_\_\_\_

No personal property of judgment debtor was found on which levy could be made.

Property seized:

Personal property was taken into custody on \_\_\_\_\_, \_\_\_\_\_; a written inventory is attached.

Judgment debtor provided bond to retain possession; a copy of the bond is attached.

Date of return: \_\_\_\_\_  
SHERIFF OF

\_\_\_\_\_  
COUNTY, State of New Mexico  
By

\_\_\_\_\_  
Deputy

(The sheriff is obligated by law to make timely return)

[As amended, effective July 1, 1992.]

**ANNOTATIONS**

**The 1992 amendment**, effective July 1, 1992 for use in the district, magistrate and metropolitan courts, in the Return, substituted "Property seized:" for "[ ] Levy and Sale:" near the middle and deleted from near the end, lines relating to date of sale, amount of interest, amount of accrued costs, amount received, and amount paid to judgment creditor.

**4-803. Claim of exemptions on execution.**

[1-065.1, 2-801, 3-801]

STATE OF NEW MEXICO

IN THE \_\_\_\_\_ COURT

No.

\_\_\_\_\_  
\_\_\_\_\_ COUNTY

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

against

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

CLAIM OF EXEMPTIONS ON EXECUTION

**A JUDGMENT HAS BEEN ENTERED AGAINST YOU. ALL OF THE PROPERTY YOU POSSESS MAY BE SEIZED AND SOLD TO PAY THIS JUDGMENT. YOU MUST COMPLETE AND RETURN THIS FORM WITHIN TEN (10) DAYS TO CLAIM ANY STATUTORY EXEMPTION FROM THIS SEIZURE AND SALE.**

*(check only applicable boxes)*

**Part I. Homestead exemption**

(This part is for use only in the district court.)

[ ] Judgment debtor owns, leases or is purchasing a dwelling house which judgment debtor occupies and is entitled to hold exempt a homestead in the amount of thirty thousand dollars (\$30,000) under Section 42-10-9 NMSA 1978.

**Part II. Exemption in lieu of homestead exemption**

(Parts II and III are for use in the district court, magistrate court and metropolitan court.)

[ ] Judgment debtor is a resident of this state who does not claim a homestead exemption, but claims an exemption of real or personal property in the amount of two thousand dollars (\$2,000) under Section 42-10-10 NMSA 1978. The property claimed to be exempt is as follows:

**LIST**

**PROPERTY**

**STATED VALUE**

\_\_\_\_\_  
\$ \_\_\_\_\_

\_\_\_\_\_  
\$ \_\_\_\_\_

(Attach additional page if necessary)

**Part III. Personal property exemptions**

Unless the judgment debtor files a written waiver of exemption, the sheriff may not seize the judgment debtor's personal clothing, furniture or books.

In addition to the property claimed or listed as exempt above, the judgment debtor hereby claims the following exemptions:

(check only applicable boxes)

personal property worth up to \$500

**LIST**

**ITEMS**

**STATED VALUE**

\_\_\_\_\_  
\$ \_\_\_\_\_

(Attach additional page if necessary)

tools of the trade worth up to \$1,500.

Occupation of judgment debtor: \_\_\_\_\_

**LIST**

**ITEMS**

**STATED VALUE**

\_\_\_\_\_  
\$ \_\_\_\_\_

(Attach additional page if necessary)

one motor vehicle worth up to \$4,000 or that amount of equity in a more valuable vehicle

<b>MAKE, MODEL AND YEAR OF VEHICLE</b>	<b>FAIR MARKET VALUE</b>
--	--------------------------

\_\_\_\_\_  
\$ \_\_\_\_\_

Amount of any lien on vehicle: \$ \_\_\_\_\_ .

jewelry worth up to \$2,500

**LIST JEWELRY**

**ITEMS**

**STATED VALUE**

\_\_\_\_\_  
\$ \_\_\_\_\_

(Attach additional page if necessary)

medical-health equipment being used for the health of the claimant or a member of the household of the claimant and not in a profession; (Attach separate sheet setting forth items claimed and the name of the household member and the medical condition of the member.)

pensions or retirement funds;

not more than \$5,000 in benefits from a benevolent association of which the judgment debtor is a member;

building materials not financed by the judgment creditor in this action as provided by Section 48-2-15 NMSA 1978;

a partner's interest in specific partnership property subject to the limitations of Section 54-1-25 NMSA 1978;

worker's compensation benefits subject to the

limitations of Section 52-1-52 NMSA 1978;

occupational health benefits as provided by Section 52-3-37 NMSA 1978;

unemployment compensation benefits subject to the limitations of Section 51-1-37 NMSA 1978 for necessities furnished while the debtor was unemployed and child support;

public assistance and welfare benefits;

cash surrender values and benefits of life insurance contracts;

payment from life, accident and health insurance policies or annuity contracts;

crime victims' reparation fund payments;

fraternal benefit society benefits;

the minimum amount of shares necessary for certain cooperative associations subject to the limitations provided by Section 53-4-28 NMSA 1978;

the debtor's membership interest in the property of a club or association pursuant to Section 53-10-2 NMSA 1978;

oil and gas equipment not financed by the judgment creditor to be used for purposes for which it was purchased as provided by Section 70-4-12 NMSA 1978;

a family allowance to a decedent's surviving spouse and children subject to the limitations of Sections 45-2-401 and 45-2-402 NMSA 1978;

**THIS LIST MAY NOT BE COMPLETE. YOU MAY CLAIM ANY OTHER EXEMPTION PERMITTED BY LAW BY COMPLETING THE FOLLOWING:**

other exemption  
(specify) \_\_\_\_\_

\_\_\_\_\_ .

I am aware of my exemption rights:

I desire to claim my exemption rights

I waive my right to claim my exemption rights to the following property

**LIST**

**ITEMS**

**STATED VALUE**

\_\_\_\_\_ \$ \_\_\_\_\_

*(Attach additional page if necessary)*

I understand that by waiving my statutory right to exempt property, this property may be seized and sold.

**YOU MUST RETURN A COMPLETED AND SIGNED COPY OF THIS FORM TO THE CLERK OF THE COURT WHOSE ADDRESS IS SHOWN BELOW. YOU MUST ALSO SERVE A COPY ON THE JUDGMENT CREDITOR.**

\_\_\_\_\_,  
\_\_\_\_\_

judgment debtor

Signature of

**Return to clerk of the court**

\_\_\_\_\_  
\_\_\_\_\_  
Name of court  
judgment debtor

\_\_\_\_\_  
Printed name of

\_\_\_\_\_  
Address  
or P.O. box

\_\_\_\_\_  
Street address

\_\_\_\_\_  
City, state & zip code  
state & zip code

\_\_\_\_\_  
City,

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

USE NOTE

*The judgment creditor may dispute any of the claimed exemptions. If the judgment creditor disputes claimed exemptions and files a request for hearing on the claimed exemptions, the clerk will schedule a hearing on the claimed exemptions.*

[As amended, effective January 1, 1986; July 1, 1992; May 1, 1994; January 1, 1996.]

**ANNOTATIONS**

**The 1992 amendment**, effective July 1, 1992 for use in the district, magistrate and metropolitan courts, rewrote this form to the extent that a detailed comparison would be impracticable.

**The 1994 amendment**, effective May 1, 1994, rewrote the paragraph in Part I to increase the amount of the exemption from \$20,000 to \$30,000, and to expand the applicability of the former section exemption.

**The 1996 amendment**, effective January 1, 1996, added the bold instruction line at the beginning of the form, rewrote Part III, rewrote the bold instruction line at the end of the form, and rewrote the use note.

**4-804. Order on claim of exemption and order to pay in execution proceedings.**

[1-065.1, 2-801, 3-801]

STATE OF NEW MEXICO

IN THE \_\_\_\_\_ COURT

No.

\_\_\_\_\_  
\_\_\_\_\_ COUNTY

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

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

ORDER ON CLAIM OF EXEMPTION AND ORDER TO PAY

IN EXECUTION PROCEEDINGS

This matter coming before the court, THE COURT FINDS:

[ ] 1. At the time the writ of execution was served on the judgment debtor, the amount of \$\_\_\_\_\_ was unpaid and owing to the judgment creditor.

[ ] 2. As a result of this execution proceeding, judgment creditor has spent additional costs of \$\_\_\_\_\_.

[ ] 3. The total amount of judgment and costs to date is \$\_\_\_\_\_ plus interest of \_\_\_\_\_ % per year from \_\_\_\_\_.

[ ] 4. An affidavit of service or return of service of the writ of execution, a notice of right to claim exemption form, and a claim of exemption form were served on the judgment debtor(s) or their attorney of record, if any.

[ ] 5. The judgment debtor:

[ ] has not filed a claim of exemption; or

[ ] has filed a claim of exemption and the judgment creditor has not disputed the claim of exemption for the following property and such property is therefore exempt:

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

\_\_\_\_\_;  
and

the following disputed property is not exempt and may be seized and sold by the sheriff

\_\_\_\_\_

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

**THE COURT ORDERS:**

[ ] 1. The judgment creditor is awarded, in addition to the amount of the judgment, the sum of \$ \_\_\_\_\_ as additional costs.

[ ] 2. The following property held by the sheriff is exempt from execution and the writ of execution in this case is hereby released and discharged as to that property:

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

[ ] 3. The sheriff may seize and sell the property of the judgment debtor except as set forth above.

\_\_\_\_\_,  
\_\_\_\_\_  
Judge

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

**ANNOTATIONS**

**The 1992 amendment**, effective July 1, 1992 for use in the district, magistrate and metropolitan courts, rewrote this form to the extent that a detailed comparison would be impracticable.

**The 1996 amendment**, effective January 1, 1996, rewrote Paragraphs 4 and 5 of the findings, and rewrote Paragraphs 2 and 3 of the order.

**4-805. Application for writ of garnishment.**

[1-065.2, 2-802, 3-802]

STATE OF NEW MEXICO

IN THE \_\_\_\_\_ COURT

No.

\_\_\_\_\_  
\_\_\_\_\_ COUNTY

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

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

APPLICATION FOR WRIT OF GARNISHMENT

\_\_\_\_\_ the judgment creditor,  
states:

(1) The judgment creditor has a judgment dated \_\_\_\_\_ against the judgment debtor whose name is \_\_\_\_\_, and whose last known address is \_\_\_\_\_. The total of the principal, interest, costs and attorney's fees awarded by the judgment was \$\_\_\_\_\_.

Since the judgment was entered, additional interest at the judgment rate of \_\_\_\_\_ % and costs totals \$\_\_\_\_\_.

Payments totaling \$\_\_\_\_\_ have been received. The unpaid balance now due is \$\_\_\_\_\_ (*insert this amount on Rule 4-806 as "Balance Due upon Application for Writ"*) plus interest from the date this Application is executed. Under the statute, costs of 10% and fees of up to 10% may be allowed.

The estimated costs would equal \$\_\_\_\_\_ ; and the judgment creditor will seek \$\_\_\_\_\_ in attorney fees.

(2) Judgment debtor, to my knowledge, does not have sufficient property within New Mexico subject to execution to satisfy the judgment. (*This allegation is not necessary prior to garnishment of funds for child support or alimony obligations.*)

(3) I have reason to believe, and do believe, that the garnishee, \_\_\_\_\_ (*name of garnishee*) \_\_\_\_\_ (*address*), holds or controls money or personal property which belongs to the judgment debtor or is indebted to the judgment debtor. The money or property held by the garnishee is not exempt from garnishment.

Therefore judgment creditor requests a Writ of Garnishment.

\_\_\_\_\_  
\_\_\_\_\_  
Judgment creditor or  
attorney for judgment creditor

\_\_\_\_\_  
Judgment creditor's name printed

\_\_\_\_\_  
Address of judgment creditor  
\_\_\_\_\_  
\_\_\_\_\_  
Printed name of person signing  
for judgment creditor  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone of judgment creditor  
\_\_\_\_\_  
Printed name of judgment creditor's attorney  
(if any)  
\_\_\_\_\_  
Mailing address of judgment creditor's attorney  
(number and street or P.O. box)  
\_\_\_\_\_  
City, state, zip code  
\_\_\_\_\_  
Telephone number of judgment creditor's attorney

AFFIDAVIT

(application must be sworn to  
unless signed by an attorney)

Subscribed and sworn to before me this \_\_\_\_\_ day  
of

\_\_\_\_\_ , \_\_\_\_\_

\_\_\_\_\_  
(seal)

Notary or other officer authorized  
to administer oaths

[As amended, effective June 15, 1986; January 1, 1987; July 1,  
1992; January 1, 1996.]

**ANNOTATIONS**

**The 1992 amendment**, effective July 1, 1992 for use in the district, magistrate and metropolitan courts, in Item (1), substituted "upon Application for Writ" for "per Application"; in Item (2), added the parenthetical at the end; and deleted former Item (4), relating to said garnishee being a commercial bank, savings and loan association, credit union or representative payee.

The 1996 amendment, effective January 1, 1996, deleted "and affidavit" from the form heading, and added the "Affidavit" heading and the parenthetical use note preceding the affidavit form.

#### 4-806. Writ of garnishment.

[1-065.2, 2-802, 3-802]

STATE OF NEW MEXICO

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

[IN THE [MAGISTRATE] [METROPOLITAN] COURT]

[\_\_\_\_\_ JUDICIAL DISTRICT]

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

v.

No.

\_\_\_\_\_

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

Balance Due Upon Application for Writ: \$ \_\_\_\_\_

Includes Interest at \_\_\_\_\_ %

Through \_\_\_\_\_, \_\_\_\_\_ (date)

#### WRIT OF GARNISHMENT

THE STATE OF NEW MEXICO to \_\_\_\_\_, garnishee.  
\_\_\_\_\_ is the judgment debtor in this case and  
owes the amount set out above to the judgment creditor  
\_\_\_\_\_ whose address is  
\_\_\_\_\_.

The above judgment creditor believes that you hold or  
control money or property that belongs to the judgment debtor.

YOU ARE ORDERED to file a written answer with the  
\_\_\_\_\_ court located at  
\_\_\_\_\_ within twenty (20) days from the  
day you receive this writ. Your answer must be under oath and on  
the attached form (*answer by garnishee*).

YOU ARE FURTHER ORDERED, as follows:

1. If you owe the judgment debtor any money (other than wages), or become indebted to the judgment debtor before filing your answer, you must keep a sufficient amount of that money to satisfy the judgment and all costs and attorney fees due as a result of service of this writ and not pay it to the judgment debtor, unless this court enters an order releasing this writ of

garnishment.

2. If the judgment debtor is an employee of yours, unless the debt is for child or spousal support, you shall pay your employee, the judgment debtor, only

A. seventy-five percent (75%) of the debtor's disposable earnings (salary less social security, federal and state withholdings, and any other deduction required by law) for any pay period;

OR

B. an amount each week equal to forty (40) times the federal minimum hourly wage rate;

whichever is greater.

If the debt is for child support or spousal support payments, you shall pay the judgment debtor fifty percent (50%) of the debtor's disposable earnings (*salary less social security, federal and state withholding*).

If employee's wages or salary are subject to more than one garnishment or wage withholding proceeding, the writs shall be satisfied in the order they have been served on you.<sup>1</sup>

In no event may you withhold from your employee's net disposable earnings more than fifty percent (50%) of the employee's net disposable earnings if one of the writs is for child or spousal support or more than twenty-five percent (25%) if none of the garnishments is for child or spousal support.<sup>2</sup>

Any wages you owe the employee in excess of that amount or that you may come to owe the employee in excess of that amount must be kept by you until further order of this court. (*A table giving equivalent exemptions for pay periods of other than one (1) week may be obtained from the Financial Institutions Division of the Regulation and Licensing Department, 725 St. Michaels Drive, Santa Fe, New Mexico 87503.*)

3. If you have any property that belongs to the judgment debtor, including any rights, credits, bonds, bills, notes, drafts and other rights to property or money that belongs to the judgment debtor, or if you acquire any such property, money or rights to property or money before filing your answer, you must keep a sufficient amount of that property to satisfy the existing judgment and costs and not turn it over to the judgment

debtor unless the court enters an order releasing the property or money.

4. If you hold property or money belonging to the judgment debtor, within four (4) business days after service of this writ, you are to mail or deliver a copy of this writ and the application for writ provided by the judgment creditor. If you hold property or money of the judgment debtor's other than wages and the debtor is a natural person, you shall also mail or deliver to the judgment debtor, the attached notice of right to claim exemptions and a copy of the attached claim of exemption forms to each person identified as a judgment debtor. You shall also send or deliver a copy of your answer to this writ to the judgment debtor and to the judgment creditor.

5. The court will be asked to enter an order awarding \$\_\_\_\_\_ for the judgment creditor's costs relative to the service of the writ of garnishment and \$\_\_\_\_\_ for judgment creditor's attorney fees in connection with the writ of garnishment in addition to \$\_\_\_\_\_, the "Balance Due Application for Writ".

**THIS IS A COURT ORDER.** If you fail to file the answer, or if you disobey any of these orders, a judgment may be entered against you for the full amount of the unpaid judgment in this case.

(Seal)

\_\_\_\_\_  
Judge or clerk

RETURN

STATE OF NEW MEXICO )  
 ) ss.  
COUNTY OF \_\_\_\_\_ )

**RETURN FOR COMPLETION BY SHERIFF OR DEPUTY:**

I certify that I served this writ in said county on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by delivering a copy of the writ, a copy of the application for writ, a copy of a form for answer by garnishee, a copy of a notice of right to claim exemptions for each judgment debtor and a copy of the claim of exemption form for each judgment debtor to \_\_\_\_\_ garnishee.

*(For garnishment of wages, serve only copies of the application for writ of garnishment, writ of garnishment and answer form. For garnishment other than wages, if the judgment debtor is a natural person, serve the application for writ of*

*garnishment, the writ of garnishment, a copy of the notice of right to claim exemptions, a copy of the claim of exemption form and a copy of the answer by garnishee. Judgment debtors who are not natural persons are not entitled to garnishment exemptions.)*

By \_\_\_\_\_  
Name

\_\_\_\_\_  
Title  
Fees:

SHERIFF OF

\_\_\_\_\_  
COUNTY, State of New Mexico  
By

\_\_\_\_\_  
Deputy

**RETURN FOR COMPLETION BY OTHER PERSON MAKING SERVICE:**

I, being duly sworn, on oath, say that I am over the age of eighteen (18) years and not a party to this lawsuit, and that I served this writ in said county on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by delivering a copy of the writ, a copy of the application for writ, a copy of a form for answer by garnishee, a copy of a notice of right to claim exemptions for each judgment debtor and a copy of the claim of exemption form for each judgment debtor to \_\_\_\_\_ garnishee.

By \_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of private person  
making service

Subscribed and sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Judge, notary or other officer  
authorized to administer oaths

\_\_\_\_\_  
Official title

USE NOTES

1. Section 35-12-9 NMSA 1978 provides that if an employee's

wages are subject to more than one garnishment proceeding, the writs shall be satisfied in the order in which they are served on the garnishee.

2. Section 35-12-7(C) NMSA 1978 provides that the maximum amount that may be taken from a person's disposable earnings is fifty percent (50%) of the employee's disposable earnings.

[As amended, effective June 15, 1986; January 1, 1987; July 1, 1992; January 1, 1996; December 3, 2001.]

## ANNOTATIONS

**The 1992 amendment**, effective July 1, 1992 for use in the district, magistrate and metropolitan courts, rewrote this form to the extent that a detailed comparison would be impracticable.

**The 1996 amendment**, effective January 1, 1996, substituted "unless the court enters an order releasing this writ of garnishment" for "unless this court gives permission" in Paragraph 1, substituted "unless the court enters an order releasing the property or money" for "unless and until this court gives permission" in Paragraph 3, and rewrote Paragraph 4.

**The 2001 amendment**, effective December 3, 2001, in the introductory language in Paragraph 2, inserted "or spousal" following "for child", and "your employee" following "you shall pay"; in the first undesignated paragraph following Paragraph 2, inserted "or spousal support" following "child support"; added the second and third undesignated paragraphs following Paragraph 2; inserted "and the debtor is a natural person" following "than wages" in Paragraph 4; inserted "For garnishment of wages, serve only copies of the application for writ of garnishment" in the second paragraph under "Return"; and added the Use Notes.

### 4-807. Answer by garnishee.

[1-065.2, 2-802, 3-802]

STATE OF NEW MEXICO

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

[IN THE [MAGISTRATE] [METROPOLITAN] COURT]

[\_\_\_\_\_ JUDICIAL DISTRICT]

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

v.

No.

\_\_\_\_\_

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

ANSWER BY GARNISHEE

In answer to the writ of garnishment, garnishee states:  
(Complete only applicable parts of this form.)

**1. Wages**

I do not employ the judgment debtor or pay the judgment debtor any wages.

The judgment debtor was my employee but is not any longer. Judgment debtor's employment was ended \_\_\_\_\_, \_\_\_\_\_, before I was served with the writ of garnishment.

I pay the judgment debtor \$ \_\_\_\_\_ (per week) (per hour) (per \_\_\_\_\_) as wages.

GROSS WAGES per pay period \$ \_\_\_\_\_  
Federal income tax \$ \_\_\_\_\_  
F.I.C.A. \$ \_\_\_\_\_

State income tax \$ \_\_\_\_\_

Other deduction required by law \$ \_\_\_\_\_

NET WAGES per pay period \$ \_\_\_\_\_

75% of net wages per pay period \$ \_\_\_\_\_

40 times weekly federal minimum wage for each week in pay period \$ \_\_\_\_\_

**2. Money other than wages**

I do not now owe the judgment debtor any money.

I owe the judgment debtor \$ \_\_\_\_\_.

I did not owe the judgment debtor any money at the time of the service of the writ of garnishment; however, between the date of the service of the writ of garnishment and the date of filing this answer the sum of \$ \_\_\_\_\_ belonging to the judgment debtor came into my possession.

On the date of this answer I do not now owe the judgment debtor any money.

**3. Property other than money**

[ ] I have no property of the judgment debtor in my possession and have not received any since receiving the writ of garnishment.

[ ] I have in my possession the following property that belongs to the judgment debtor:

<i>(description)</i>	<i>(approximate value)</i>
_____	\$ _____
_____	\$ _____

**4. Wage withholding**

*(check and complete all applicable alternatives)*

[ ] I am presently withholding \_\_\_\_\_% of the judgment debtor's net disposable earnings pursuant to the Support Enforcement Act. *(Attach a copy of order and file it with this answer.)*

[ ] I have been served with other writs or orders to withhold wages of the above judgment debtor that have not been satisfied. *(If you have been served with other writs of garnishment or court orders to withhold wages of the above judgment debtor, attach and file a copy of each writ or order with this answer.)*

[ ] The percent of the judgment debtor employee's net disposable earnings I am presently withholding for all garnishment proceedings is \_\_\_\_\_% of the debtor's net disposable earnings.

**5. Money other than wages**

[ ] I have been served with other writs or orders to withhold money owed to the above judgment debtor that have not yet been satisfied. *(Attach a copy of each order and file it with this answer.)*

**6. Service requirements compliance**

[ ] I have sent the following papers which have been provided to me by the judgment creditor to the judgment debtor:

**if wages withheld:** a copy of the application for a writ of garnishment; the writ of garnishment; and a copy of this answer have been mailed to each judgment debtor.

**if money or property other than wages withheld:** a copy of the application for a writ of garnishment; the writ of garnishment; a notice of right to claim exemptions; a claim of exemption form and a copy of this answer have been mailed to each judgment debtor.

[ ] I am not aware of the location or address of the judgment debtor and therefore am unable to serve the notices set forth in this paragraph.

[ ] A copy of this answer has been mailed or delivered to

the judgment creditor.

**7. Attorney fees**

[ ] The garnishee has incurred \$ \_\_\_\_\_ in attorney fees in preparing this answer.

The undersigned, the named garnishee or an officer, partner or authorized representative of the named garnishee verifies that the foregoing answer by garnishee is true to the best of garnishee's knowledge and belief, that the undersigned is the custodian of the records upon which the answer is based and that the answer is true and correct based upon these records.

\_\_\_\_\_  
Signature of garnishee or attorney

\_\_\_\_\_  
Printed name of person signing

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, state and zip code (*print*)

\_\_\_\_\_  
Telephone number  
Subscribed and sworn to before  
me this \_\_\_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Judge, notary or other officer  
authorized to administer oaths  
[As amended, effective June 15, 1986; January 1, 1987; July 1, 1992; January 1, 1996; December 3, 2001.]

**ANNOTATIONS**

**Cross references.** - For attorney fees and costs, see 35-12-16 NMSA 1978.

For garnishments, see 35-12-18 NMSA 1978.

For child support withholding, see 40-4A-4.1 NMSA 1978 and 40-4A-6 NMSA 1978.

For duties of payor, see 40-4A-8 NMSA 1978.

For maximum allowable garnishment under federal law, see 15 U.S.C. § 1673.

For student loan requirements, see 20 U.S.C. § 1095a.

**The 1992 amendment**, effective July 1, 1992 for use in the district, magistrate and metropolitan courts, made a gender neutral substitution in Item 1; rewrote Item 6; added the present Item 7 designation and inserted therein "or delivered" and "and judgment debtor"; and redesignated former Item 7 as present Item 8.

**The 1996 amendment**, effective January 1, 1996, rewrote the form.

**The 2001 amendment**, effective December 3, 2001, in Paragraph 4, required that all alternatives be completed that were applicable and inserted the third alternative; and, at the end of the form, included the signature of the garnishee or attorney, including the address and telephone number.

#### **4-808. Notice of right to claim exemptions (garnishment).**

[1-065.2, 2-802, 3-802]

STATE OF NEW MEXICO

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

[IN THE [MAGISTRATE] [METROPOLITAN] COURT]

[\_\_\_\_\_ JUDICIAL DISTRICT]

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

v.

No.

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

#### NOTICE OF RIGHT TO CLAIM EXEMPTIONS (GARNISHMENT)

##### **1. THE JUDGMENT CREDITOR IS GARNISHING YOUR PROPERTY, WHICH MAY INCLUDE YOUR BANK ACCOUNT:**

A ruling has been made in this case that you owe money to the judgment creditor. The judgment creditor has started to collect that money from your property, which may include your bank account.

##### **2. PURPOSE OF THIS NOTICE:**

This notice is to tell you that some kinds of property or money may NOT be taken from you even after the court has ruled that you owe the judgment creditor money. These funds or property are protected under federal or state law. Money or

property that may not be taken is called "exempt" property. You may claim an exemption by filing with the court a claim of exemption (garnishment) form. There are limits on how much of your wages may be taken. You do not need to file a claim of exemption form to protect your exempt wages.

Here is a list of some exempt money and property. Other kinds of money or property not listed may also be exempt. YOU MAY WISH TO CONSULT AN ATTORNEY BEFORE COMPLETING AND FILING THIS FORM.

**3. PARTIAL LIST OF EXEMPTIONS:**

- a. social security benefits (OASDI, SSI);
- b. public assistance benefits (AFDC, welfare, GA);
- c. life, accident or health insurance proceeds;
- d. workers' compensation benefits (part may be garnished for child or spousal support);
- e. occupational health benefits;
- f. unemployment compensation benefits subject to the limitations of Section 51-1-37 NMSA 1978;
- g. veterans' benefits;
- h. pensions or retirement funds;
- i. a partner's interest in specific partnership property subject to the limitations of Section 54-1-25 NMSA 1978;
- j. crime victims' reparation fund payments;
- k. a family allowance to a decedent's surviving spouse and children, subject to the limitations of Sections 45-2-401 and 45-2-402 NMSA 1978;
- l. the minimum amount of shares necessary for certain cooperative associations as provided by Section 53-4-28 NMSA 1978;
- m. fraternal benefit society payments;
- n. oil and gas equipment not financed by the judgment creditor to be used for purposes for which it was purchased as provided by Section 70-4-12 NMSA 1978.

**4. HOW TO PROTECT EXEMPT PROPERTY:**

A "claim of exemption (garnishment)" form is attached for you to complete and file with the court. YOU MUST COMPLETE AND RETURN THE ATTACHED CLAIM OF EXEMPTIONS (GARNISHMENT) FORM TO THE CLERK OF THE COURT WITHIN TEN (10) DAYS AFTER SERVICE OF THIS NOTICE UPON YOU. YOU MUST ALSO SERVE A COPY OF THE COMPLETED AND SIGNED CLAIM OF EXEMPTIONS (GARNISHMENT) FORM ON THE JUDGMENT CREDITOR AND ON THE GARNISHEE.

If the judgment creditor disputes a claimed exemption, the clerk or the judge will notify you of the date and time for a court hearing on your claim. You must go to that hearing and explain why your money or property is exempt. You must bring to the hearing any proof that your money or property is exempt.

If you do not complete and file the claim of exemptions (garnishment) form within ten (10) days and attend the hearing,

your money or property may be turned over to the judgment creditor.

DO NOT FILE THE CLAIM OF EXEMPTION FORM TO PROTECT ONLY WAGES.

**YOU SHOULD COMPLETE AND RETURN THE CLAIM OF EXEMPTION FORM TO THE CLERK OF THE COURT WITHIN TEN (10) DAYS AFTER SERVICE OF THIS FORM UPON YOU. MAKE A COPY OF THE COMPLETED FORM FOR YOUR RECORDS AND SERVE A COPY ON THE JUDGMENT CREDITOR AND ON THE GARNISHEE.**

[As amended, effective July 1, 1992; January 1, 1996; December 3, 2001.]

### ANNOTATIONS

**The 1992 amendment**, effective July 1, 1992 for use in the district, magistrate and metropolitan courts, added the reference to Rule 1-065.1 at the beginning, rewrote Items 3(e), 3(f), and 3(h), added Items 3(i) to 3(n), and, near the beginning of Item 4, substituted "three (3) copies" for "two (2) copies".

**The 1996 amendment**, effective January 1, 1996, in Paragraph 2, deleted the former second sentence in the first paragraph which read: "There are limits on how much of your wages can be taken", added the last sentence of the first paragraph, and added the last sentence of the second paragraph; and rewrote Paragraph 4.

**The 2001 amendment**, effective December 3, 2001, inserted "or spousal" in Subparagraph 3d.

### **4-808A. Notice of right to claim exemptions from execution.**

[1-065.1, 2-801, 3-801]

STATE OF NEW MEXICO

IN THE \_\_\_\_\_ COURT

No.

\_\_\_\_\_  
\_\_\_\_\_ COUNTY

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

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

#### NOTICE OF RIGHT TO CLAIM EXEMPTIONS FROM EXECUTION

#### **1. THE JUDGMENT CREDITOR (IS SEIZING) (HAS A RIGHT TO SEIZE) 1 YOUR PROPERTY**

A ruling has been made in this case that you owe money to

the judgment creditor. The judgment creditor may collect that money from seizure and sale of your property. *(Before the judgment creditor has the sheriff seize your property, you may have a right to claim exemptions of certain property.)*

## **2. PURPOSE OF THIS NOTICE:**

This notice is to tell you that some kinds of property or money may NOT be taken from you even after the court has ruled that you owe the judgment creditor money. This property is protected under state law. The property which may not be taken is called "exempt property". YOU MUST FILE A CLAIM OF EXEMPTION FORM TO CLAIM ANY EXEMPT PROPERTY. YOU MAY WISH TO CONSULT WITH AN ATTORNEY BEFORE COMPLETING AND FILING THE CLAIM OF EXEMPTION FORM.

Here is a list of some exempt money and property. Other kinds of money or property not listed may also be exempt.

## **3. PARTIAL LIST OF EXEMPTIONS FROM EXECUTION**

### **Part I. Homestead exemption**

*(This exemption may only be used in the district court.)*

A judgment debtor who owns, leases or is purchasing a dwelling occupied by the judgment debtor is entitled to hold as exempt property a homestead in the amount of thirty thousand dollars (\$30,000) under Section 42-10-9 NMSA 1978.

### **Part II. Exemption in lieu of homestead exemption**

*(Parts II and III are for use in the district court, magistrate court and metropolitan court.)*

Residents of this state who do not claim a homestead exemption are entitled to an exemption of real or personal property in the amount of two thousand dollars (\$2,000) under Section 42-10-10 NMSA 1978. You may not claim this exemption if you claimed a homestead exemption above.

### **Part III. Personal property exemptions**

In addition to the property claimed as exempt above, judgment debtors are entitled to claim certain personal property exemptions. Most of those exemptions are listed below.

- a. personal property worth up to \$500;
- b. tools of the trade worth up to \$1,500;
- c. a motor vehicle worth up to \$4,000 or that amount of equity in a more valuable vehicle;
- d. jewelry worth up to \$2,500;
- e. clothing, furniture, books and medical-health equipment being used for the health of the claimant or a member of the household of the claimant and not in a profession;
- f. pension or retirement funds;
- g. not more than \$5,000 in benefits from a benevolent association of which the judgment debtor is a member;
- h. building materials not financed by the judgment creditor in this action as provided by Section 48-2-15 NMSA 1978;

- i. a partner's interest in specific partnership property subject to the limitations of Section 54-1-25 NMSA 1978;
- j. worker's compensation benefits subject to the limitations of Section 52-1-52 NMSA 1978;
- k. occupational health benefits as provided by Section 52-3-37 NMSA 1978;
- l. unemployment compensation benefits subject to the limitations of Section 51-1-37 NMSA 1978 for necessities furnished while the debtor was unemployed and child support;
- m. public assistance and welfare benefits;
- n. cash surrender values and benefits of life insurance contracts;
- o. payment from life, accident and health insurance policies or annuity contracts;
- p. crime victims' reparation fund payments;
- q. fraternal benefit society benefits;
- r. the minimum amount of shares necessary for certain cooperative associations subject to the limitations provided by Section 53-4-28 NMSA 1978;
- s. the debtor's membership interest in the property of a club or association pursuant to Section 53-10-2 NMSA 1978;
- t. oil and gas equipment not financed by the judgment creditor to be used for purposes for which it was purchased as provided by Section 70-4-12 NMSA 1978;
- u. a family allowance to a decedent's surviving spouse and children, subject to the limitations of Sections 45-2-401 and 45-2-402 NMSA 1978.

You may not claim an exemption for personal property which is subject to a security interest under the Uniform Commercial Code given to the judgment creditor.

#### **4. HOW TO PROTECT EXEMPT PROPERTY.**

The sheriff may not seize your personal clothing, furniture and books or any jewelry unless the total value of all jewelry is more than \$2500. For other property, you must claim an exemption or it may be seized and sold. A claim of exemptions on execution form is attached for you to complete and file with the court.

**YOU MUST COMPLETE AND RETURN THE ATTACHED CLAIM OF EXEMPTIONS ON EXECUTION FORM TO THE CLERK OF THE COURT WITHIN TEN (10) DAYS AFTER SERVICE OF THIS NOTICE UPON YOU. YOU MUST ALSO SERVE A COPY OF THE COMPLETED AND SIGNED CLAIM OF EXEMPTIONS ON EXECUTION FORM ON THE JUDGMENT CREDITOR.**

If the judgment creditor disputes a claimed exemption, the clerk or the judge will notify you of the date and time for a court hearing on your claim. You must go to that hearing and explain why your money or property is exempt. You must bring to the hearing any proof that your money or property is exempt.

If you do not complete and file the claim of exemptions on execution form within ten (10) days and attend the hearing, your property may be seized and sold by the sheriff.

**FAILURE TO COMPLETE AND FILE A CLAIM OF EXEMPTIONS ON EXECUTION FORM WITHIN TEN (10) DAYS AND SERVE A COPY ON THE JUDGMENT CREDITOR WILL RESULT IN THE LOSS OF YOUR RIGHT TO CLAIM AN EXEMPTION.**

*(The following proof of service may be used ONLY if the judgment debtor has entered an appearance in the case.)*

AFFIDAVIT OF SERVICE

I declare, under penalty of perjury, that this notice, a claim of exemptions on execution form and a copy of the judgment in the above cause of action were mailed on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ from \_\_\_\_\_ (street address or post office branch) in \_\_\_\_\_, New Mexico.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date of signature  
*(If the judgment debtor has not entered an appearance, personal service of this notice must be made on the judgment debtor and the following Return of Service must be completed and filed with the court.)*

R E T U R N

STATE OF NEW MEXICO )  
 ) ss  
COUNTY OF \_\_\_\_\_ )

**(check one box and fill in appropriate blanks)**

[ ] I, being duly sworn, on oath, say that I am over the age of eighteen (18) years and not a party to this lawsuit, and that I served the notice of right to claim exemptions (executions) and a claim of exemptions on execution form (in said county) (in \_\_\_\_\_ County) on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by delivering a copy thereof, with \_\_\_\_\_ copy of the judgment attached, in the following manner:  
\_\_\_\_\_  
\_\_\_\_\_

**(check only if service by sheriff or deputy)**

I certify that I served the Notice of Right to Claim Exemptions (Execution) (in said county) (in \_\_\_\_\_ County) on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by delivering a copy thereof, with copy of judgment attached in the following manner:  
\_\_\_\_\_  
\_\_\_\_\_

**(check one box and fill in appropriate blanks)**

to defendant \_\_\_\_\_  
 to \_\_\_\_\_, a person over fifteen (15) years of age and residing at the usual place of abode of defendant \_\_\_\_\_, who at the time of such service was absent therefrom. Abode located at \_\_\_\_\_.

by posting a copy of the Notice of Right to Claim Exemptions in the most public part of the premises of defendant \_\_\_\_\_ (used if no person found at dwelling house or usual place of abode).  
Abode located at \_\_\_\_\_.

to \_\_\_\_\_, an agent authorized to receive service of process for defendant \_\_\_\_\_.

to \_\_\_\_\_, (parent) (guardian) of defendant \_\_\_\_\_ (used when defendant is a minor or an incompetent person).

after due diligence I was unable to serve this notice.

Fees: \_\_\_\_\_

\_\_\_\_\_  
Signature of person making service  
\_\_\_\_\_

\_\_\_\_\_  
Title (if any)

Subscribed and sworn to  
before me this \_\_\_\_\_  
day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Judge, notary or other officer  
authorized to administer oaths

\_\_\_\_\_  
Official title

USE NOTE

1 *Strike out the inapplicable alternative.*

2 *If service is made by the sheriff or a deputy sheriff of a New Mexico county, the signature of the sheriff or deputy need not be notarized.*

[Adopted, effective July 1, 1992; as amended, effective January 1, 1993; May 1, 1994; January 1, 1996.]

**ANNOTATIONS**

**The 1993 amendment**, effective January 1, 1993, deleted "(clerk) (judge)" adjacent to the signature line in the "Notice of Right to Claim Exemptions from Execution".

**The 1994 amendment**, effective May 1, 1994, amended the heading of the first paragraph to add "(HAS A RIGHT TO SEIZE) 1", to change "plaintiff" to "judgment creditor", to rewrite the second sentence and to add the last sentence of the paragraph; amended paragraph 3, Part I to increase the exemption from \$20,000 to \$30,000 and to substitute "A judgment debtor who owns, leases or is purchasing a dwelling occupied by the judgment debtor is" for "Married persons, widows, widowers and persons who are supporting another person".

**The 1996 amendment**, effective January 1, 1996, added the last sentence in Paragraph 2, deleted "state and local" preceding "pension" in Paragraph f of Part III, rewrote Paragraph 4, and substituted "a claim of exemptions on execution form" for "three copies of the claim of exemption form" in the Affidavit for Service form and in the first alternative in the Return form.

**4-809. Claim of exemption from garnishment.**

[1-065.2, 2-802, 3-802]

STATE OF NEW MEXICO

IN THE \_\_\_\_\_ COURT

No.

\_\_\_\_\_  
\_\_\_\_\_ COUNTY

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

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

\_\_\_\_\_, Garnishee

CLAIM OF EXEMPTION FROM GARNISHMENT



\_\_\_\_\_  
Telephone number  
[As amended, effective July 1, 1992; January 1, 1995; January 1, 1996.]

### ANNOTATIONS

**The 1992 amendment**, effective July 1, 1992 for use in the district, magistrate and metropolitan courts, inserted "from" in the heading, rewrote Item g, added Items h to k, added the two sentences preceding the signature lines, and added the parenthetical at the end.

**The 1996 amendment**, effective January 1, 1996, near the end of the form, substituted "A completed and signed copy" for "Two (2) copies", inserted "A completed and signed copy of the claim of exemption form shall be served on the judgment creditor and the garnishee named above. If the judgment creditor disputes a claimed exemption", substituted "the disputed exemptions" for "the above exemptions", and deleted the former parenthetical use note relating to scheduling a hearing within 10 business days.

### 4-810. Motion for default judgment against garnishee.

[2-802, 3-802]

STATE OF NEW MEXICO  
IN THE \_\_\_\_\_  
COURT \_\_\_\_\_ No. \_\_\_\_\_  
\_\_\_\_\_ COUNTY  
\_\_\_\_\_, Plaintiff  
v.  
\_\_\_\_\_, Defendant  
\_\_\_\_\_, Garnishee

#### MOTION FOR DEFAULT JUDGMENT AGAINST GARNISHEE

Judgment creditor moves the court to enter a default judgment against the garnishee.

The Writ of Garnishment was served on the garnishee on \_\_\_\_\_ (date) and the return of service of the writ on the garnishee has been filed with the court.

The garnishee has not filed an answer or other responsive pleading with the court nor has the judgment creditor been served with a responsive pleading.

The judgment creditor requests the court to set a hearing on

this motion on not less than three (3) days notice to the garnishee.

Date:

\_\_\_\_\_

\_\_\_\_\_  
Attorney for plaintiff  
*If the plaintiff is not represented  
by an attorney, this motion must be  
sworn to or affirmed by the plaintiff.*

I, \_\_\_\_\_, upon my oath or affirmation do solemnly declare or affirm that this motion contains a complete, accurate statement of the facts to the best of my knowledge. I understand that if I make a material misstatement of fact, I may be prosecuted and punished for perjury.

\_\_\_\_\_  
Signature of plaintiff

\_\_\_\_\_  
Signature of Judge, Notary or Other  
Officer Authorized to Administer Oaths

\_\_\_\_\_  
Official title  
My commission expires:

\_\_\_\_\_  
(SEAL)

CERTIFICATE OF SERVICE

I hereby certify that on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, this motion was [mailed by United States mail, postage prepaid, and addressed to:  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State \_\_\_\_\_  
and zip code: \_\_\_\_\_]  
[faxed by \_\_\_\_\_ (name of person who faxed) to \_\_\_\_\_ (defendant or defendant's attorney). The transmission was reported as complete and without error. The time and date of the transmission was \_\_\_\_\_ (a.m.) (p.m.) on \_\_\_\_\_ (date).]  
[e-mailed by \_\_\_\_\_ (name of person who transmitted) to \_\_\_\_\_ at \_\_\_\_\_

\_\_\_\_\_ (*electronic address of recipient*) who  
agreed to service in this manner. The transmission was  
successful. The time and date of the transmission was  
\_\_\_\_\_ (p.m.) (a.m.) on \_\_\_\_\_ (*date*).]

\_\_\_\_\_  
Signature of attorney  
*If this notice was served by a person other than  
an attorney, the following must also be completed and filed with  
the court:*

AFFIDAVIT OF SERVICE

I declare under penalty of perjury that a copy of this  
motion was served by [mail] [fax] [electronic transmission] as  
described above on this \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_.

\_\_\_\_\_  
Signature of person who made service  
Subscribed and sworn to before me  
this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Judge, notary or other officer  
authorized to administer oaths

\_\_\_\_\_  
Official title

[Approved, effective August 1, 1999.]

**ANNOTATIONS**

**Compiler's notes.** - Pursuant to a supreme court order dated April 15, 1992, former  
Form 4-810, providing the certificate of notice of garnishment, was withdrawn, effective  
on and after July 1, 1992.

**4-810A. Notice of dispute and request for hearing.**

[1-065.1, 1-065.2, 2-801, 2-802, 3-801, 3-802]

STATE OF NEW MEXICO  
IN THE \_\_\_\_\_ COURT  
\_\_\_\_\_ COUNTY

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

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

NOTICE OF DISPUTE AND REQUEST FOR HEARING<sup>1</sup>

1. Assigned Judge: \_\_\_\_\_

2. [Execution proceeding] [Garnishment proceeding]<sup>2</sup>

The judgment [creditor disputes the following claimed exemptions] [debtor disputes the following]<sup>2</sup> and requests a hearing be held on this dispute

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

\_\_\_\_\_  
Judgment creditor or attorney  
(Requesting party shall attach a separate sheet listing the name, firm, capacity, address, and telephone number of each party entitled to notice and a stamped, addressed, plain (without return address) envelope for each party entitled to notice.)

NOTICE OF HEARING

A hearing is scheduled on the [disputed claims of exemption] [dispute]<sup>2</sup> described above before the Honorable

\_\_\_\_\_, at the \_\_\_\_\_ court located at \_\_\_\_\_ on \_\_\_\_\_ the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, at the hour of \_\_\_\_\_ .m.

\_\_\_\_\_  
\_\_\_\_\_  
Judge \_\_\_\_\_

USE NOTES

1. A hearing must be held within 10 business days of the filing of this form. The clerk will file the request for hearing and endorse the copy for the assigned judge. The court shall give notice of the hearing on the disputed claim of exemption by mailing a copy of this form to the judgment debtor, judgment creditor and the garnishee, if any.)

2. Use applicable alternative.  
[Adopted, effective January 1, 1996.]

**4-811. Judgment on writ of garnishment, claim of exemption and order to pay.**

[1-065.2]

STATE OF NEW MEXICO  
COUNTY OF \_\_\_\_\_  
\_\_\_\_\_ JUDICIAL DISTRICT  
\_\_\_\_\_, Plaintiff (*Judgment creditor*)  
v. \_\_\_\_\_ No.  
\_\_\_\_\_, Defendant (*Judgment debtor*)  
\_\_\_\_\_, Garnishee

JUDGMENT ON WRIT OF GARNISHMENT, CLAIM OF  
EXEMPTION AND ORDER TO PAY

This matter coming before the court, the court finds:

[ ] 1. At the time the writ of garnishment was served on the garnishee, the amount of \$ \_\_\_\_\_ was unpaid and owing to the judgment creditor.

[ ] 2. As a result of this garnishment proceeding, judgment creditor has spent additional costs and fees of \$ \_\_\_\_\_.

[ ] 3. The total amount of judgment and costs to date are \$ \_\_\_\_\_ plus interest of \_\_\_\_\_% per year from \_\_\_\_\_, \_\_\_\_\_.

[ ] 4. The garnishee is not an employer of the judgment debtor and has also certified that it has mailed copies of the application for a writ of garnishment; the writ of garnishment; notice of right to claim exemptions and a claim of exemption form and a copy of its answer to the judgment debtor(s) or their attorney of record, if any.

[ ] 5. The judgment debtor:

[ ] has not filed a claim of exemption;

[ ] has filed a claim of exemption and the judgment creditor has not disputed the claim of exemption for the

following property and such money or property is therefore exempt:

\_\_\_\_\_;

or

[ ] has filed a claim of exemption which has been disputed and after a hearing, the court finds that the following property is exempt from garnishment:

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

[ ] 6. The garnishee:  
[ ] is in default;  
[ ] is indebted to the judgment debtor in the amount of \$ \_\_\_\_\_;

[ ] is indebted to the judgment debtor for wages;  
[ ] is not indebted to the judgment debtor;  
[ ] holds property of the judgment debtor;  
[ ] does not hold property of the judgment debtor.

[ ] 7. Pursuant to the Support Enforcement Act, the garnishee:

[ ] is withholding \$ \_\_\_\_\_ of the judgment debtor's income pursuant to a Notice to Withhold Income;

or

[ ] is not withholding any income of the judgment debtor pursuant to such a Notice.

[ ] 8. Pursuant to Section 35-12-16 NMSA 1978, the judgment creditor:

[ ] is entitled to additional fees and costs of \$ \_\_\_\_\_;

or

[ ] is not entitled to additional fees and costs.

THE COURT ORDERS:

**1. Default judgment against garnishee**

[ ] The judgment creditor recover from the garnishee the sum of \$ \_\_\_\_\_, plus \_\_\_\_\_ percent per annum interest from the date the application was executed, the garnishee having failed to answer the writ;

or

**2. Payment of money other than wages**

[ ] The judgment creditor recover from the garnishee the sum of \$ \_\_\_\_\_, which includes \_\_\_\_\_ percent per annum interest thereon from the date the application was executed to the date the answer was filed, such sum being held by garnishee other than as wages;

or

**3. Wage withholding other than child or spousal support**

[ ] The judgment being other than for child or spousal support, the judgment creditor recover from the garnishee the sum of \$ \_\_\_\_\_, plus interest at the original judgment rate, until paid in full, to be deducted from the judgment debtor's wages.

The garnishee shall pay the judgment debtor only:

(a) seventy-five percent (75%) of judgment debtor's disposable earnings (*salary less social security, federal and state tax withholdings, and any other deduction required by law*) for any pay period;

OR

(b) an amount each week equal to forty (40) times the federal minimum hourly wage rate; whichever is greater.

The balance of the judgment debtor's disposable earnings shall be paid over to the judgment creditor each payday until the judgment herein is satisfied, after this balance is first used to pay any prior garnishment. If the wages of the judgment debtor are not subject to garnishment because of the application of the formula set forth above, this order shall continue and shall automatically take effect when the wages of the judgment debtor shall increase to an amount that creates disposable earnings based upon the formula set forth above.

**4. Wage withholding for child or spousal support**

[ ] **No prior writ or order.** The order or decree being for child or spousal support, the judgment creditor shall recover from the garnishee the sum of \$ \_\_\_\_\_, plus interest at the original judgment rate, until paid in full, to be deducted from the judgment debtor's wages. The garnishee shall pay the judgment debtor fifty percent (50%) of judgment debtor's disposable earnings (*salary less social security, federal and state tax withholdings, and any other deduction required by law*) for any pay period. If there is no prior garnishment, the balance of the judgment debtor's disposable earnings each payday shall be paid to satisfy this judgment.

[ ] **Prior writ or order.** If there is a prior garnishment (one that was served on the garnishee prior to the date and time the garnishment in this case was served), up to fifty percent (50%) of the judgment debtor's disposable earnings each pay period shall be paid as follows:

first, the amount provided for in the judgment entered on the prior writ of garnishment shall be applied to the prior garnishment. If a judgment has not yet been entered on the prior writ of garnishment, the garnishee shall withhold the amount ordered by the prior writ of garnishment to be applied to the

prior writ of garnishment when the judgment is entered;

next, until all prior writs have been fully satisfied, the remainder of the balance of fifty percent (50%) of the judgment debtor's disposable earnings shall be paid to this judgment creditor to satisfy the child or spousal support order. Upon satisfaction of all prior writs of garnishment, the entire balance of the judgment debtor's disposable earnings shall be applied to satisfy this child or spousal support order judgment. If the wages of the judgment debtor are not subject to garnishment because of the application of the formula set forth above, this order shall continue and shall automatically take effect when the wages of the judgment debtor shall increase to an amount that creates disposable earnings based upon the formula set forth above.

[ ] **Prior child or spousal support writ.** Upon motion of the judgment debtor, this court orders the distribution of the judgment debtor's child or spousal support obligations as follows:

---

If the money being withheld pursuant to a notice to withhold income under the Support Enforcement Act exceeds the otherwise garnishable amounts, this garnishment shall continue in effect until the notice to withhold income has been voided, modified, suspended or terminated, at which time the full amount allowed for garnishment shall be paid to the judgment creditor.

If the wages being withheld pursuant to a notice to withhold income under the Support Enforcement Act are less than twenty-five percent (25%) of the judgment debtor's disposable earnings, the difference between the amount withheld for child or spousal support and the amount equal to twenty-five percent (25%) of the judgment debtor's disposable earnings shall be paid to the judgment creditor until the child or spousal support notice to withhold income has been voided, modified, suspended or terminated, at which time the full amount allowed for garnishment shall be paid to the judgment creditor.

**5. Money or property other than wages**

[ ] The money or property held by the garnishee is exempt from garnishment and the writ of garnishment in this case is hereby released and discharged; and the garnishee no longer has any obligation to withhold wages, money or property from the judgment debtor on account of that writ.

[ ] The garnishee, having no money or property of the judgment debtor, is discharged and released from the writ of garnishment.

[ ] The garnishee shall turn over to the judgment creditor



second alternative in Paragraph 5 and inserted "which has been disputed" in the third alternative in Paragraph 5; and in the order, rewrote former Paragraphs 4 through 11 as Paragraphs 4 through 6.

**The 1999 amendment**, effective October 15, 1999, deleted "[15%]" following "plus" in Paragraph I of the court orders.

**The 2001 amendment**, effective December 3, 2001, inserted "or spousal" in Paragraphs 3 and 4 and added Paragraph 7 following the heading "THE COURT ORDERS."

**4-812. Judgment on writ of garnishment, claim of exemption and order to pay.**

[2-802, 3-802]

STATE OF NEW MEXICO

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

IN THE [MAGISTRATE] [METROPOLITAN] COURT

\_\_\_\_\_, Plaintiff (*Judgment Creditor*)

v. \_\_\_\_\_ No.

\_\_\_\_\_, Defendant (*Judgment Debtor*)

\_\_\_\_\_, Garnishee

JUDGMENT ON WRIT OF GARNISHMENT, CLAIM OF

EXEMPTION AND ORDER TO PAY

This matter coming before the court, the court finds:

[ ] 1. At the time the writ of garnishment was served on the garnishee, the amount of \$\_\_\_\_\_ was unpaid and owing to the judgment creditor.

[ ] 2. As a result of this garnishment proceeding, judgment creditor has spent additional costs and fees of \$\_\_\_\_\_.

[ ] 3. The total amount of judgment and costs to date are \$\_\_\_\_\_ plus interest of \_\_\_\_\_% per year from \_\_\_\_\_, \_\_\_\_\_.

[ ] 4. The garnishee is not an employer of the judgment debtor and has certified that it has mailed copies of the

application for a writ of garnishment; the writ of garnishment; a notice of right to claim exemptions; a claim of exemption form and a copy of its answer to the judgment debtor(s) or their attorney of record, if any.

5. The judgment debtor:

has not filed a claim of exemption;

has filed a claim of exemption, and the judgment creditor has not disputed the claim of exemption for the following property and such money or property is therefore exempt:

\_\_\_\_\_ ; or

has filed a claim of exemption that has been disputed and after hearing, the court finds that the following property is exempt from garnishment:

\_\_\_\_\_  
\_\_\_\_\_  
 has not filed a claim of exemption; or

6. The garnishee:

is in default;

is indebted to the judgment debtor in the amount of \$ \_\_\_\_\_ ;

is indebted to the judgment debtor for wages;

is not indebted to the judgment debtor;

holds property of the judgment debtor;

does not hold property of the judgment debtor.

7. Pursuant to the Support Enforcement Act, the garnishee:

is withholding \$ \_\_\_\_\_ of the judgment debtor's income pursuant to a notice to withhold income; or

is not withholding any income of the judgment debtor pursuant to such a Notice.

8. Pursuant to Section 35-12-16 NMSA 1978, the judgment creditor:

is entitled to additional fees and costs of \$ \_\_\_\_\_ ; or

is not entitled to additional fees and costs.

**THE COURT ORDERS:**

1. **Default judgment against garnishee**

The judgment creditor recover from the garnishee the sum of \$ \_\_\_\_\_, plus \_\_\_\_\_ percent per annum interest from the date the application was executed, the garnishee having failed to answer the writ;

or

2. **Payment of money other than wages**

The judgment creditor recover from the garnishee the sum of \$ \_\_\_\_\_, which includes \_\_\_\_\_% per annum interest thereon from the date the application was executed to the date the answer was filed, such sum being held by garnishee other than as wages;

or

3. **Wage withholding other than child or spousal support**

The judgment being other than for child or spousal support, the judgment creditor recover from the garnishee the sum of \$ \_\_\_\_\_, plus interest at the original judgment rate, until paid in full, to be deducted from the judgment debtor's wages.

The garnishee shall pay the judgment debtor only:

(a) seventy-five percent (75%) of the judgment debtor's disposable earnings (*salary less social security, federal and state tax withholdings, and any other deduction required by law*) for any pay period;

OR

(b) an amount each week equal to forty (40) times the federal minimum hourly wage rate;

whichever is greater.

The balance of the judgment debtor's disposable earnings shall be paid over to the judgment creditor each payday until the judgment herein is satisfied, after this balance is first used to pay any prior garnishment. If the wages of the judgment debtor are not subject to garnishment because of the application of the formula set forth above, this order shall continue and shall automatically take effect when the wages of the judgment debtor shall increase to an amount that creates disposable earnings based upon the formula set forth above.

If the money being withheld pursuant to a notice to withhold income under the Support Enforcement Act exceeds the otherwise garnishable amounts, this garnishment shall continue in effect until the notice to withhold income has been voided, modified, suspended or terminated, at which time the full amount allowed for garnishment shall be paid to the judgment creditor.

If the wages being withheld pursuant to a notice to withhold income under the Support Enforcement Act are less than twenty-five percent (25%) of the judgment debtor's disposable earnings, the difference between the amount withheld for child or spousal support and the amount equal to twenty-five percent (25%) of the judgment debtor's disposable earnings shall be paid to the judgment creditor until the child or spousal support notice to withhold income has been voided, modified, suspended or terminated, at which time the full amount allowed for garnishment shall be paid to the judgment creditor.

4. **Money or property other than wages**

[ ] The money or property held by the garnishee is exempt from garnishment and the writ of garnishment in this case is hereby released and discharged; and the garnishee no longer has any obligation to withhold wages, money or property from the judgment debtor on account of that writ.

[ ] The garnishee, having no money or property of the judgment debtor, is discharged and released from the writ of garnishment.

[ ] The garnishee shall turn over to the judgment creditor the property of the judgment debtor shown on Exhibit A attached hereto.

[ ] 5. **Costs and fees**

[ ] The judgment creditor is awarded, in addition to the above amounts, the sum of \$ \_\_\_\_\_ as additional costs and fees pursuant to Section 35-12-16 NMSA 1978.

[ ] The garnishee shall be reimbursed \$ \_\_\_\_\_ for its costs and \$ \_\_\_\_\_ for its attorney fees the same to be paid by the \_\_\_\_\_. If paid by the judgment debtor, said sum shall be paid from the first money otherwise payable to the judgment creditor but shall not reduce the amount the judgment creditor is to be paid, as ordered above.

**6. Payments**

Payments under this order shall be sent to:

\_\_\_\_\_  
(name of judgment creditor)

\_\_\_\_\_  
(address of judgment creditor)

\_\_\_\_\_  
(city, state and zip code)

\_\_\_\_\_'

\_\_\_\_\_  
Date

\_\_\_\_\_  
Judge

[As amended, effective July 1, 1992; January 1, 1996; December 3, 2001.]

### **ANNOTATIONS**

**Cross references.** - For attorney fees and costs, see 35-12-16 NMSA 1978.

For garnishments, see 35-12-18 NMSA 1978.

For support enforcement, see Chapter 40, Article 4A NMSA 1978.

For maximum allowable garnishment under federal law, see 15 U.S.C. § 1673.

For student loan requirements, see 20 U.S.C. § 1095a.

**The 1992 amendment**, effective July 1, 1992 for use in the magistrate and metropolitan courts, deleted former Finding 4, relating to certification by the judgment creditor that the latter had mailed copies of specified items; redesignated former Findings 5 to 9 as present Findings 4 to 8; and rewrote present Finding 4.

**The 1996 amendment**, effective January 1, 1996, in the findings, substituted "a claim of exemption" for "three copies of the claim of exemption" in Paragraph 4, and added the second alternative in Paragraph 5 and inserted "which has been disputed in the third alternative in Paragraph 5; and in the order, rewrote former Paragraphs 4 through 10 as Paragraphs 4 and 5.

**The 2001 amendment**, effective December 3, 2001, following the heading "THE COURT ORDERS", substituted the fill-in the blank percentage for "15%" in Paragraph 1, inserted "or spousal" in Paragraph 3, and added Paragraph 6.

### 4-813. Default judgment against garnishee.

[1-065.1, 2-802, 3-801]

STATE OF NEW MEXICO  
IN THE \_\_\_\_\_ COURT No. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ COUNTY  
\_\_\_\_\_, Plaintiff  
against \_\_\_\_\_, Defendant  
\_\_\_\_\_, Garnishee

#### DEFAULT JUDGMENT AGAINST GARNISHEE

This action was heard by the court. The court finds that the Garnishee is in default for failure to answer.

THE COURT ORDERS that the Judgment Creditor recover \$ \_\_\_\_\_ from the Garnishee, together with interest from the date hereof.

\_\_\_\_\_,  
\_\_\_\_\_

Judge  
[As amended, effective June 15, 1986.]

**4-814. Release of garnishment.**

[1-065.1, 2-802, 3-801]

STATE OF NEW MEXICO  
IN THE \_\_\_\_\_ COURT No.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ COUNTY  
\_\_\_\_\_, Plaintiff  
against  
\_\_\_\_\_, Defendant  
\_\_\_\_\_, Garnishee

RELEASE OF GARNISHMENT

The WRIT OF GARNISHMENT in this case is hereby released and discharged; and the Garnishee no longer has any obligation to withhold wages, money or property from the Judgment Debtor on account of that writ.

\_\_\_\_\_,  
\_\_\_\_\_  
Judge \_\_\_\_\_

**4-815. Sheriff's report of sale of seized property.**

[1-065.1, 2-801, 3-801]

STATE OF NEW MEXICO  
IN THE \_\_\_\_\_ COURT No.  
\_\_\_\_\_

\_\_\_\_\_ COUNTY  
\_\_\_\_\_, Plaintiff  
v.  
\_\_\_\_\_, Defendant

SHERIFF'S REPORT OF SALE OF SEIZED PROPERTY

Description of property sold:  
\_\_\_\_\_

\_\_\_\_\_ (inventory may be attached)

Date of sale: \_\_\_\_\_

Date of judgment \_\_\_\_\_

Interest rate \_\_\_ %

\_\_\_\_\_ Amount of judgment \$ \_\_\_\_\_

\_\_\_\_\_ Amount of interest since date of judgment \$ \_\_\_\_\_

\_\_\_\_\_ Amount of accrued costs since date of judgment \$ \_\_\_\_\_

\_\_\_\_\_ Amount of sheriff's costs \$ \_\_\_\_\_

\_\_\_\_\_ Total amount received from sale \$ \_\_\_\_\_

\_\_\_\_\_ Amount paid to judgment creditor \$ \_\_\_\_\_

Date of return: \_\_\_\_\_

SHERIFF OF

\_\_\_\_\_ COUNTY, State of New Mexico

By

\_\_\_\_\_ Deputy or other authorized person

(The Sheriff is obligated by law to make timely return)

[Adopted, effective July 1, 1992.]

**4-820. Certificate of Dean of law school.**

[1-094.1]

CERTIFICATE OF DEAN OF \_\_\_\_\_ SCHOOL OF  
LAW

I hereby certify that I am the dean of the \_\_\_\_\_ School of Law and that this school of law is an American Bar Association accredited law school that complies with the current standards of the American Bar Association regarding field placement programs.

I further certify that

\_\_\_\_\_ (*name of student*) is a regularly enrolled student of the above-named law school who has received a passing grade in law school courses aggregating thirty (30) or more semester hours or their equivalent.

I further certify that the above-named student is participating in a clinical law program and will receive law school credit hours for work performed in the State of New Mexico under the direction or supervision of \_\_\_\_\_ (*name of supervising attorney or judge*), a member of the State Bar of New Mexico who has been admitted to practice law for a period of five or more years. This law school credit will be earned during the period beginning \_\_\_\_\_ and ending \_\_\_\_\_. (*Set forth beginning and ending dates of program not to exceed a four-month period.*)

I further certify that the above-named law student meets the academic and moral standards required of a student in good standing at this institution.

\_\_\_\_\_,  
\_\_\_\_\_

Dean

[Adopted, effective January 1, 1995.]

**4-821. Order approving clinical law student appearance.**

[1-094, 1-094.1]

STATE OF NEW MEXICO  
IN THE DISTRICT COURT  
\_\_\_\_\_ JUDICIAL DISTRICT

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

No.

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

ORDER APPROVING CLINICAL LAW STUDENT APPEARANCE<sup>1</sup>

\_\_\_\_\_, a qualified supervising attorney participating in a clinical law program of the \_\_\_\_\_ School of Law, which meets the requirements of (Rule 1-094) (Rule 1-094.1) of the Rules of Civil Procedure for the District Courts has requested that \_\_\_\_\_, a law student enrolled in a qualified clinical law program, be permitted to participate in this matter as authorized by (Rule 1-094) (Rule 1-094.1).

It is hereby ordered that the above-named law student may participate in this case as authorized by (Rule 1-094) (Rule 1-094.1).

\_\_\_\_\_  
Date \_\_\_\_\_ District Judge \_\_\_\_\_  
[Adopted, effective January 1, 1995.]

<sup>1</sup> If the clinical law student is enrolled in an out-of-state law school, the certificate of the dean of the law school must be filed with this order. See Rule 4-820.

**4-830. Writ of certiorari.**

[1-075]

STATE OF NEW MEXICO  
IN THE DISTRICT COURT

\_\_\_\_\_ JUDICIAL DISTRICT

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

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

WRIT OF CERTIORARI

To: \_\_\_\_\_  
(name of administrative agency)

The court has reviewed the petition for writ of certiorari filed in the above-styled case and finds:

1. That the court has jurisdiction over \_\_\_\_\_  
(name of administrative agency).

2. That the petitioner does not have a statutory right to an appeal or review from orders or decisions of the above administrative agency;

3. That the petition makes a prima facie showing that the petitioner may be entitled to the relief sought by the petition.

IT IS THEREFORE ORDERED that the petition for writ of certiorari in the above case be and hereby is granted.

IT IS FURTHER ORDERED that \_\_\_\_\_ (name of administrative agency) prepare and file with this court within thirty (30) days after the date of service of this writ on \_\_\_\_\_ (name of administrative agency) the record on appeal in compliance with Paragraph F of Rule 1-075 of the Rules of Civil Procedure for the District Courts.

IT IS FURTHER ORDERED that the review in this case shall proceed in compliance with Rule 1-075 of the Rules of Civil Procedure for the District Courts.

\_\_\_\_\_  
District judge

Dated: \_\_\_\_\_

CERTIFICATE OF SERVICE

I certify that I caused a copy of this writ of certiorari to be served on the following persons or entities by (delivery) (certified mail, postage prepaid) on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ :

(1) \_\_\_\_\_  
(Name of administrative agency)

\_\_\_\_\_  
(Address)

(2) \_\_\_\_\_

(Name of party)

\_\_\_\_\_  
(Address)

(3) \_\_\_\_\_

(Name of party)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Petitioner) (Attorney for petitioner)

#### AFFIDAVIT OF SERVICE OF PARTY

I declare under penalty of perjury that I caused a copy of this writ of certiorari to be served on the following persons or entities by (delivery) (certified mail, postage prepaid) on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ :

(1) \_\_\_\_\_

(Name of administrative agency)

\_\_\_\_\_  
(Address)

(2) \_\_\_\_\_

(Name of party)

\_\_\_\_\_  
(Address)

(3) \_\_\_\_\_

(Name of party)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Petitioner)

[Adopted, effective January 1, 1996.]

## **ARTICLE 9 STATUTORY PROCEEDINGS**

### **4-901. Three-day notice of nonpayment of rent (Uniform Owner-Resident Relations Act).**

[Section 47-8-33 NMSA 1978]

THREE-DAY NOTICE OF  
NONPAYMENT OF RENT1

*(Uniform Owner-Resident Relations Act)*

To: \_\_\_\_\_

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

\_\_\_\_\_, New Mexico

You are notified that you are not in compliance with the rental agreement or separate agreement concerning the premises at2:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_, New Mexico

\_\_\_\_\_

\_\_\_\_\_

by failure to pay rent as follows:

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

Total due: \$ \_\_\_\_\_

If the amount due is not paid within three (3) days from the date of delivery set out below, the rental agreement shall be terminated.

Payment will be accepted only by:

cash  money order

cashiers or certified check  personal check

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_

(Owner) (Agent)

Service of notice:

personally delivered to resident



THREE-DAY NOTICE OF SUBSTANTIAL VIOLATION  
OF RENTAL AGREEMENT  
(Uniform Owner-Resident Relations Act)

To: \_\_\_\_\_

\_\_\_\_\_ and all other occupants

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

\_\_\_\_\_  
\_\_\_\_\_, New Mexico

You are notified that you, or someone with your consent, has substantially violated the rental agreement or separate agreement concerning the premises at:

\_\_\_\_\_  
\_\_\_\_\_, New Mexico

in that on or about \_\_\_\_\_, \_\_\_\_\_ (date), you, or someone with your consent, did the following:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_ This conduct occurred on or within 300 feet of the premises and includes (*check all that apply*):
- possession, use, sale, distribution or manufacture of a controlled substance, other than misdemeanor possession and use;
  - unlawful use of a deadly weapon;
  - unlawful action causing serious physical harm to another person;
  - sexual assault or sexual molestation of another person;
  - entry into the dwelling unit or vehicle of another person without that person's permission and with intent to commit theft or assault;
  - theft or attempted theft of the property of another person by use or threatened use of force; or
  - intentional or reckless damage to property in excess of one thousand dollars (\$1,000.00).

As a result of this conduct, the rental agreement shall terminate three (3) days from the date of service set out below. You must vacate the premises no later than \_\_\_\_\_ (date). Failure to vacate by this date will result in a legal action against you.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

---

\_\_\_\_\_ (Owner)      \_\_\_\_\_ (Agent)

Service of notice2:

personally delivered to resident

posted and mailed certified mail, return receipt requested

mailed by certified mail, return receipt requested

Delivered       posted      Mailed:

Time: \_\_\_\_\_      Time: \_\_\_\_\_

— Date: \_\_\_\_\_      Date: \_\_\_\_\_

— By3: \_\_\_\_\_      By3: \_\_\_\_\_

USE NOTE

1. *If the leased premises is an apartment, include the name of the apartments and the apartment number. This form may also be used for a mobile home park with less than 12 units. See Subsection C of Section 47-10-2 NMSA 1978.*
2. *If this notice is personally delivered to the resident, mailing or posting is not required. If posted, mailing by certified mail is also required by this form. A posted notice must be affixed to a door by taping all sides or placing it in a fixture or receptacle designed for notices. See Paragraph D of Section 47-8-13 NMSA 1978.*  
*The party giving notice should retain two (2) copies for possible court action.*
3. *Set forth the name of the person delivering, posting or mailing the notice.*

[Adopted, effective September 2, 1997; as amended, effective October 15, 1999.]

**ANNOTATIONS**

The 1999 amendment, effective October 15, 1999, conforms this form with the 1999 amendment of 47-8-3 NMSA 1978 by Laws 1999, ch. 99, § 1.

**4-902. Seven-day notice of noncompliance with rental agreement (other than failure to pay rent) (Uniform Owner-Resident Relations Act).**

[Sections 47-8-27.1, 47-8-33, 47-8-37 NMSA 1978]

SEVEN-DAY NOTICE OF NONCOMPLIANCE

WITH RENTAL AGREEMENT

(OTHER THAN FAILURE TO PAY RENT) 1

*(Uniform Owner-Resident Relations Act)*

To: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_, New Mexico

You are notified that you are not in compliance with the rental agreement or separate agreement concerning the premises at2:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_, New Mexico

\_\_\_\_\_

\_\_\_\_\_ in that on or about \_\_\_\_\_, \_\_\_\_\_ (date), the following noncompliance occurred:

\_\_\_\_\_

\_\_\_\_\_

---

(describe the noncompliance specifically and in detail.  
Attach additional pages if necessary.)

**First notice.** If this noncompliance is not corrected within seven (7) days from the date of delivery set out below, the rental agreement shall be terminated and you shall be required to vacate the premises. Regardless of whether this noncompliance is corrected, if a second material noncompliance with the rental agreement or any separate agreement occurs within six (6) months of this initial noncompliance, the rental agreement will be terminated.

**Second notice.** You were given previous notice of noncompliance on \_\_\_\_\_ (date). Therefore you have been in material noncompliance twice or more within a six month period. As a result the rental agreement shall terminate seven (7) days from the date of delivery set out below. You must vacate the premises no later than \_\_\_\_\_ (date). Failure to vacate by this date will result in a legal action against you.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

---

	(Owner)	(Agent)	(Resident)	
Service of notice				
<input type="checkbox"/>	personally delivered to resident			
<input type="checkbox"/>	posted			
<input type="checkbox"/>	mailed certified mail, return receipt requested			
<input type="checkbox"/>	Delivered	<input type="checkbox"/>	posted:	Mailed:
Time:	_____			Time: _____
Date:	_____			Date: _____
By3:	_____			By3: _____

---

USE NOTE

1. The party giving notice should retain two (2) copies for possible court action. If this form is used by the resident some modifications will be necessary.

2. If leased premises is an apartment, include the name of the apartments and the apartment number. This form may also be used for a mobile home park with less than 12 units. See Subsection C of Section 47-10-2 NMSA 1978.

3. *Include the name of the person delivering, posting or mailing the notice.*

[As amended, effective September 2, 1997; April 6, 1998.]

### ANNOTATIONS

**The 1997 amendment**, effective September 2, 1997, inserted "or separate agreement" near the beginning, inserted the entry for when the noncompliance occurred, designated the exist language as "First Notice" and added the language at the end of the First Notice beginning "and you shall be", added the second notice, added "(Agent)" below the signature line, rewrote the certification of service, added the last sentence in Use Note 1, added Use Notes 2 through 4, and made stylistic changes throughout.

**The 1998 amendment**, effective April 6, 1998, deleted "and mailed, return receipt requested" following "posted" in the service certification, deleted Use Note 3, renumbered Use Note 4 as Use Note 3 and substituted "Include" for "Set forth" in Use Note 3.

### **4-902A. Resident's seven-day notice of abatement or termination of rental agreement (Uniform Owner-Resident Relations Act).**

[Sections 47-8-27.2 and 47-8-37 NMSA 1978]

RESIDENT'S SEVEN-DAY NOTICE OF ABATEMENT OR TERMINATION  
OF RENTAL AGREEMENT<sup>1</sup>

*(Uniform Owner-Resident Relations Act)*

To: \_\_\_\_\_

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

\_\_\_\_\_  
*(include name and unit number if applicable)*  
\_\_\_\_\_, New Mexico \_\_\_\_\_ *(zip code)*.

You are notified that you have breached the rental agreement or the Uniform Owner-Resident Relations Act concerning the

premises at:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (include name and unit number  
if applicable)

\_\_\_\_\_, New Mexico \_\_\_\_\_ (zip  
code),

in that

(check all that apply)

You failed to make repairs and do whatever is necessary to  
put and keep the premises in a safe condition as provided by  
applicable law and rules and regulations;

You failed to keep common areas of the premises in a safe  
condition;

You failed to maintain in good and safe working order and  
condition electrical, plumbing, sanitary, heating, ventilating,  
air conditioning or other facilities and appliances supplied by  
you;

You failed to provide and maintain appropriate receptacles  
for the removal of garbage and other waste and arrange for their  
removal from the appropriate receptacle;

You failed to supply running water and a reasonable amount  
of hot water at a reasonable temperature at all times;

The dwelling I rent from you does not substantially comply  
with the minimum housing codes that materially affect health and  
safety.

Specifically, the condition which needs to be remedied is as  
follows:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_.  
(describe the condition specifically and in detail.  
Attach additional pages if necessary.)

This condition materially affects the health and safety or  
habitability of the dwelling I rent.

If reasonable steps are not taken to correct this condition  
within seven (7) days from the date of delivery set out below, I  
will:

(check only one)

Reside in the dwelling and withhold one third of my  
monthly rent until the condition is corrected;

Temporarily move from the dwelling and withhold all of my

rent until the condition is corrected;

Terminate the rental agreement and vacate the dwelling.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
*Resident*

Service of notice

personally delivered to owner

posted and mailed

mailed

mailed certified mail

Delivered  posted:

Mailed:

Time: \_\_\_\_\_

Time: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By2: \_\_\_\_\_

By2: \_\_\_\_\_

USE NOTE

1. The party giving notice should retain two (2) copies for possible court action.

2. Include the name of the person delivering, posting or mailing the notice.

[Approved, effective March 1, 2000.]

**ANNOTATIONS**

**Effective dates.** - Pursuant to a court order dated January 4, 2000, this form is effective March 1, 2000.

**4-903. Thirty-day notice to terminate rental agreement (Uniform Owner-Resident Relations Act).**

[Sections 47-8-33, 47-8-37 NMSA 1978]

TO TERMINATE RENTAL AGREEMENT

(Uniform Owner-Resident Relations Act)

To: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_, New Mexico

You are notified that the undersigned terminates the rental agreement concerning the premises at2:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_, New Mexico

\_\_\_\_\_

effective \_\_\_\_\_, \_\_\_\_\_ (date), and the premises are to be restored to the owner on that date. Prepaid rent and damage deposit, if any, will be dealt with in accordance with the Uniform Owner-Resident Relations Act and any agreement between the parties. Failure to vacate by this date will result in a legal action being filed against you.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_

(Owner) (Agent) (Resident)

Service of notice

[ ] personally delivered to resident

[ ] posted

[ ] mailed by certified mail, return receipt requested

[ ] Delivered [ ] posted

Mailed:

Time: \_\_\_\_\_

Time: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By3: \_\_\_\_\_

By3: \_\_\_\_\_

\_\_\_\_\_

1. The party giving notice should retain two (2) copies for possible court action.

This form may also be used for a mobile home park with less than 12 units. See Subsection C of Section 47-10-2 NMSA 1978.

If the residency is week-to-week, strike the words "Thirty-Day" in the title to this form, and insert the words "One-Week".

If the residency is month-to-month, the thirty (30) day notice must be given at least thirty (30) days before the periodic rental date; for example, if the rent is due on the 1st, the notice must be given at least thirty (30) days before the 1st.

2. If the leased premises is an apartment, include the name of the apartments and the apartment number.

3. Include the name of the person delivering, posting or mailing the notice.

[As amended, effective September 2, 1997; April 6, 1998.]

### ANNOTATIONS

**The 1997 amendment**, effective September 2, 1997, added "Failure to vacate by this date will result in a legal action being filed against you", inserted "(Agent)" below the signature line, rewrote the certification of service, added Use Notes 2 through 4, and made stylistic changes throughout.

**The 1998 amendment**, effective April 6, 1998, deleted "and mailed certified mail, return receipt requested" following "posted" in the service certification, substituted "include" for "set forth" in Use Note 2, deleted Use Note 3, renumbered Use Note 4 as Use Note 3 and substituted "Include" for "Set forth" in Use Note 3.

### 4-904. Petition by owner for restitution (Uniform Owner-Resident Relations Act).

[Sections 47-8-42 and 47-8-46 NMSA 1978]

STATE OF NEW MEXICO  
\_\_\_\_\_  
\_\_\_\_\_ COURT No.  
\_\_\_\_\_ COUNTY  
\_\_\_\_\_, Plaintiff  
v.

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

PETITION BY OWNER FOR RESTITUTION

(Uniform Owner-Resident Relations Act)

The plaintiff alleges:

1. Plaintiff is lawfully entitled to possession of the premises located at1:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_, New Mexico  
\_\_\_\_\_

2. Defendant entered into possession of the premises under a rental agreement and has breached the terms of the agreement, as follows: \_\_\_\_\_  
\_\_\_\_\_

3. Plaintiff gave written notice of  
[ ] termination  
[ ] breach of the rental agreement  
to defendant on \_\_\_\_\_, \_\_\_\_\_ (date), and  
defendant has failed to remedy the breach.

A copy of the written notice is attached as Exhibit B.  
(check and complete if applicable)

[ ] 4. Defendant is indebted to plaintiff in the sum of \$ \_\_\_\_\_ for unpaid rent, plus \$ \_\_\_\_\_ rent per day to date of restitution, plus damages as determined by the court.

[ ] 5. Plaintiff holds \$ \_\_\_\_\_ of defendant as a damage deposit under the rental agreement.

[ ] 6. Plaintiff requests separate trials on the issues of restitution and damages.

Plaintiff requests judgment against defendant, as follows:

- 1. Immediate possession of the premises;
- 2. Unpaid rent of \$ \_\_\_\_\_, plus \$ \_\_\_\_\_ per day to date of restitution;
- 3. Damages as may be determined by the court;

4. Costs of this action;
5. Reasonable attorneys fees;  
(*check only if applicable*)  
[ ] 6. A civil penalty as provided by law;
7. Such other relief as the court may deem reasonable.  
Dated: \_\_\_\_\_

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Name (*print*)

\_\_\_\_\_  
Address (*print*)

\_\_\_\_\_  
City, state and zip code (*print*)

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

#### USE NOTE

1. *If the leased premises is an apartment, include the name of the apartments and the apartment number.*
2. *The owner must bring a copy of any written rental agreement to court for the hearing on the petition for restitution.*

[Former Rule 4-905 SCRA 1986; recompiled as Rule 4-904 and amended, effective September 2, 1997; April 6, 1998.]

#### ANNOTATIONS

**The 1997 amendment**, effective September 2, 1997, recompiled this form, which was formerly compiled as Rule 4-905 NMRA; in the allegations, substituted "has breached" for "is now in default under" and added "A copy of the rental agreement is attached as Exhibit A" in Paragraph 2, substituted "gave" for "delivered" and added "termination" in Paragraph 3, substituted "damages as determined by the court" for a blank for specific amount for damage to the premises in Paragraph 4, and deleted former Paragraph 7 relating to demand for a jury trial; in the prayer for relief, substituted "damages as determined by the court" for a blank for specific amount for damage to the premises in

Paragraph 3, added Paragraphs 5 and 6, and redesignated former Paragraph 5 as paragraph 7; and made stylistic changes throughout.

**The 1998 amendment**, effective April 6, 1998, in the allegations, deleted "A copy of the rental agreement is attached as Exhibit A." in Paragraph 2, substituted "include" for "set forth" in Use Note 1 and added Use Note 2.

**Recompilations.** - Former Rule 4-904 NMRA, relating to summons and notice of trial on petition for writ restitution, has been recompiled as Rule 4-905 NMRA, effective September 2, 1997.

**4-905. Summons and notice of trial on petition for writ of restitution (Uniform Owner-Resident Relations Act).**

[Section 47-8-43 NMSA 1978]

STATE OF NEW MEXICO

\_\_\_\_\_  
\_\_\_\_\_  
COURT  
COUNTY

No.

\_\_\_\_\_  
\_\_\_\_\_, Plaintiff  
v.  
\_\_\_\_\_, Defendant

SUMMONS AND NOTICE OF TRIAL

ON PETITION FOR WRIT OF RESTITUTION

*(Uniform Owner-Resident Relations Act)*

To: \_\_\_\_\_  
\_\_\_\_\_, defendant  
Address: \_\_\_\_\_

\_\_\_\_\_, New Mexico \_\_\_\_\_

**GREETINGS:**

You are ordered to appear for trial before the Honorable \_\_\_\_\_, Judge, Div. \_\_\_\_\_, located at \_\_\_\_\_, New Mexico on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ (date), at the hour of \_\_\_\_\_ .m.

to show cause and present all evidence you may have why the plaintiff's petition for a writ of restitution for the property located at \_\_\_\_\_ should not be granted and why the plaintiff should not have judgment against you for any back rents or damages you caused to the property, in accordance with the petition filed by the plaintiff in this action, a copy of which is attached.

Your failure to appear at the time and place specified above may result in the entry of judgment against you in accordance with the petition filed by the plaintiff in this action, a copy of which is attached.

You may file a written answer and assert any claims you may have prior to the trial.

*FOR USE ONLY IN METROPOLITAN COURT CASES*

[IF YOU WANT A TAPE RECORDING OF ANY PROCEEDING, YOU MUST REQUEST IT BEFORE THE BEGINNING OF THE PROCEEDING. IF YOU DO NOT ASK FOR A TAPE RECORDING, YOU WILL NOT HAVE A RECORD OF THE PROCEEDINGS TO TAKE TO THE DISTRICT COURT FOR ANY APPEAL.]

Dated: \_\_\_\_\_.

\_\_\_\_\_  
Judge  
By:

\_\_\_\_\_  
Clerk

**THIS IS YOUR NOTICE OF TRIAL  
and will be the only notice  
that you will receive.**

RETURN1

STATE OF NEW MEXICO )  
 ) ss  
COUNTY OF \_\_\_\_\_ )

*(complete if service is by a person  
other than the sheriff or deputy)*

I, being sworn state that I am over the age of eighteen (18) years and not a party to this lawsuit, and that I served this summons in \_\_\_\_\_ county on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ (date), by delivering a copy of this summons, a copy of the petition and a copy of the answer form2 in the following manner:

**(check and complete only if service by sheriff or deputy) 3**

I certify that I served this summons in \_\_\_\_\_ county on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ (date), by delivering a copy of the

summons, a copy of the petition and an answer form<sup>2</sup> in the following manner:

**(person serving summons must check one of following boxes and fill in appropriate blanks)**

by delivering a copy of this summons, a copy of the petition and an answer form to the defendant \_\_\_\_\_  
(used when defendant receives copy of summons or refuses to receive summons).

by delivering a copy of this summons, a copy of the petition and an answer form to \_\_\_\_\_, a person over fifteen (15) years of age and residing at the usual place of abode of defendant \_\_\_\_\_, located at \_\_\_\_\_ (address) (used when defendant is not presently at the abode).

by posting a copy of the summons, petition and an answer form in the most public part of the premises of defendant \_\_\_\_\_ located at \_\_\_\_\_ (address). (Used if no person found at dwelling house or usual place of abode.) (If service is by posting a copy of the summons, petition and an answer form must also be mailed to the person served. The person serving by posting and the person serving by mail must each sign a return. The person mailing must check and complete the certificate of mailing at the end of this summons.)

by delivering a copy of this summons, a copy of the petition and an answer form to \_\_\_\_\_, an agent authorized to receive service of process for defendant.

by delivering a copy of this summons, a copy of the complaint and an answer form to \_\_\_\_\_, (parent) (guardian) (custodian) of defendant (used when defendant is a minor or an incompetent person).

by delivering a copy of this summons, a copy of the petition and an answer form to \_\_\_\_\_ (name of person), \_\_\_\_\_, (title of person authorized to receive service) (used when defendant is a corporation or an association subject to a suit under a common name, a land grant board of trustees, the State of New Mexico or any political subdivision).

by service by mail.

Fees: \_\_\_\_\_

\_\_\_\_\_  
Signature of person making service

\_\_\_\_\_  
Title (if any)

Subscribed and sworn to

before me this \_\_\_\_\_  
day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Judge, notary or other officer  
authorized to administer oaths<sup>3</sup>

\_\_\_\_\_  
Official title

*(To be completed if service is made by posting)<sup>4</sup>*

I, being sworn, state that I am over the age of eighteen (18) years and not a party to this lawsuit, and that I served a copy of this summons on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by mailing first class mail, postage prepaid, a copy of this summons, a copy of the complaint, and an answer form to:

\_\_\_\_\_  
served) *(name of person*

\_\_\_\_\_  
mailed) *(address where*

\_\_\_\_\_  
*(county)*

\_\_\_\_\_  
zip code) *(city, state and*

\_\_\_\_\_  
Signature of person making service

\_\_\_\_\_  
Title (if any)

\_\_\_\_\_  
Place of mailing

\_\_\_\_\_  
Date

Subscribed and sworn to before me  
this \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_.

\_\_\_\_\_  
Judge, notary or other officer  
authorized to administer oaths<sup>3</sup>

\_\_\_\_\_  
Official title

*(To be completed if service is made by mail.)<sup>5</sup>*

I, being sworn, state that I am over the age of eighteen (18) years and not a party to this lawsuit, and that I served a copy of this summons on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by mailing first class mail, postage prepaid, a copy of this summons, a copy of the complaint, an answer form and two copies of the notice and acknowledgement and a return envelope, postage

prepaid, addressed to:

\_\_\_\_\_ (name of person  
served)  
\_\_\_\_\_ (address where  
mailed)  
\_\_\_\_\_ (county)  
\_\_\_\_\_ (city, state and  
zip code)

\_\_\_\_\_  
Signature of person making service

\_\_\_\_\_  
Title (if any)

\_\_\_\_\_  
Place of mailing

\_\_\_\_\_  
Date

Subscribed and sworn to before me  
this \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_.

\_\_\_\_\_  
Judge, notary or other officer  
authorized to administer oaths

\_\_\_\_\_  
Official title3

USE NOTES

1. A separate summons must be used for each defendant.
2. An answer form must be attached to the summons at the time of service. For answer forms, see Rule 4-907 NMRA.
3. If service is made by the sheriff or a deputy sheriff of a New Mexico county, the signature of the sheriff or deputy need not be notarized.
4. For use when service is by posting.
5. If service is by mail, Civil Form 4-208 must be completed and mailed with this summons.

[Former Rule 4-904 SCRA 1986; recompiled as Rule 4-905 NMRA and amended, effective September 2, 1997.]

**ANNOTATIONS**

**The 1997 amendment**, effective September 2, 1997, recompiled this form, which was formerly compiled as Rule 4-904 NMRA, added the blanks for the name and address of the defendant, added the provisions relating to recording of the proceeding in metropolitan court cases, deleted the former certificate of service by sheriff and the affidavit of service by private citizen and added the return of service, added the use notes, and made stylistic changes throughout.

**Recompilations.** - Former Rule 4-905 NMRA, relating to petition by owner for restitution, has been recompiled as Rule 4-904 NMRA, effective September 2, 1997.

**4-906. Petition by resident for relief (Uniform Owner-Resident Relations Act).**

[Sections 47-8-42, 47-8-43, 47-8-46 NMSA 1978]

STATE OF NEW MEXICO

\_\_\_\_\_ COURT  
\_\_\_\_\_ COUNTY

No.

\_\_\_\_\_.  
\_\_\_\_\_, Plaintiff  
v.  
\_\_\_\_\_, Defendant

PETITION BY RESIDENT FOR RELIEF

*(Uniform Owner-Resident Relations Act)*

The plaintiff alleges:

1. Plaintiff is lawfully entitled to possession of the premises located at:

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

\_\_\_\_\_, New Mexico \_\_\_\_\_.

2. Defendant let plaintiff have possession of the premises under a rental agreement and the defendant is now in default under the terms of such agreement, as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

3. Defendant owes plaintiff damages as may be determined by the court.

4. Plaintiff delivered written notice of breach of the rental agreement to defendant on \_\_\_\_\_, \_\_\_\_\_, (date) and defendant has failed to remedy the breach. (A copy of the notice is attached as Exhibit A.)

5. Defendant holds \$ \_\_\_\_\_ of plaintiff's money under the rental agreement.

6. Plaintiff requests separate trials on the issues of restitution and damages.

Plaintiff requests judgment against defendant, as follows:

1. Immediate possession of the premises;
2. The return of \$ \_\_\_\_\_ of the plaintiff's money being held by the defendant;
3. Damages as may be determined by the court;
4. Costs of this action;
5. Reasonable attorneys fees;  
(check only if applicable)
6. [ ] A civil penalty as provided by law;
7. Such other relief as the court may deem reasonable.

Dated: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
Signed

\_\_\_\_\_  
\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
 \_\_\_\_\_  
 Address (print)

\_\_\_\_\_  
 \_\_\_\_\_  
 City, state and zip code (print)

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

[Rule 4-906 SCRA 1986; as amended, effective September 2, 1997.]

**ANNOTATIONS**

**The 1997 amendment**, effective September 2, 1997, in the allegations, substituted "damages as may be determined by the court" for a blank for specific amount in Paragraph 3, and deleted former Paragraph 7 relating to demand for jury trial; in the prayer for relief, substituted "damages as may be determined by the court" for a blank for specific amount in Paragraph 3, added Paragraphs 5 and 6, and redesignated former Paragraph 5 as Paragraph 7; and made stylistic changes throughout.

**4-907. Answer to petition for restitution (Uniform Owner-Resident Relations Act).**

[Sections 47-8-37, 47-8-40 to 47-8-43, 47-8-46 NMSA 1978]

STATE OF NEW MEXICO

\_\_\_\_\_ COURT No.

\_\_\_\_\_ COUNTY

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

v.

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

ANSWER TO PETITION FOR RESTITUTION  
 (Uniform Owner-Resident Relations Act)

1. Defendant should not have to vacate the premises because:  
 \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

2. The amount of rent claimed by the plaintiff in this action is not owed because:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

3. The damages claimed by the plaintiff in this action are not owed to the plaintiff because:

\_\_\_\_\_  
\_\_\_\_\_.

4. The defendant asserts the following counterclaim or setoff against the plaintiff:

\_\_\_\_\_  
\_\_\_\_\_.

5. Defendant requests separate trials on the issues of restitution and damages.

\_\_\_\_\_  
\_\_\_\_\_  
Signed

\_\_\_\_\_  
\_\_\_\_\_  
Name (*print*)

\_\_\_\_\_  
\_\_\_\_\_  
Address (*print*)

\_\_\_\_\_  
\_\_\_\_\_  
City, state and zip code (*print*)

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

[Rule 4-907 SCRA 1986; as amended, effective August 1, 1992; January 1, 1993; September 2, 1997.]

### ANNOTATIONS

**The 1993 amendment**, effective January 1, 1993, inserted "on the issue of damages" in Item 5.

**The 1997 amendment**, effective September 2, 1997, substituted "should not have to vacate the premises" for "is not in default" in Paragraph 1, rewrote Paragraph 5 to delete language relating to demand for jury trial, and made stylistic changes throughout.

### 4-908. Withdrawn.

### ANNOTATIONS

**Withdrawals.** - Pursuant to a court order dated June 16, 1997, this form, relating to answer by owner to petition by resident, is withdrawn effective on and after September 2, 1997. For present comparable provisions, see Rule 4-907 NMRA.

### 4-909. Judgment for restitution.

[Sections 47-8-33, 47-8-43, 47-8-46, 47-8-48]

STATE OF NEW MEXICO

\_\_\_\_\_ COURT

\_\_\_\_\_ COUNTY

No.

\_\_\_\_\_

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

v.

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

JUDGMENT FOR RESTITUTION

*(Uniform Owner-Resident Relations Act)1*

This matter was set for trial on

\_\_\_\_\_, \_\_\_\_\_ (date) the plaintiff appeared (in person) (and) (by attorney \_\_\_\_\_). The defendant (did not appear) (appeared) (in person) (and) (by attorney \_\_\_\_\_). Having heard the evidence and argument presented, the court finds in favor of:

the plaintiff

the defendant.

IT IS THEREFORE ORDERED:

1. The premises at:

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

\_\_\_\_\_  
\_\_\_\_\_, New Mexico

\_\_\_\_\_ be restored to (plaintiff) (defendant);

2. The rental agreement (is) (is not) terminated;

*(check, if applicable, and complete)*

Plaintiff shall recover from defendant the following amounts:

Rents \$

\_\_\_\_\_

Damages \$

\_\_\_\_\_

Attorney's fees \$

\_\_\_\_\_

Costs \$

\_\_\_\_\_

TOTAL \$

\_\_\_\_\_]2

*(check, if applicable, and complete)*

[ ] A writ of restitution be issued effective

\_\_\_\_\_, \_\_\_\_\_ (date).3

*(check, if applicable, and complete)*

[ ] The court further orders

\_\_\_\_\_ (other relief).

*(check, if applicable, and complete)*

[ ] A hearing on the issue of damages will be held by this court on

\_\_\_\_\_, \_\_\_\_\_ (date) at \_\_\_\_\_ (a.m.) (p.m.).2

3. If this case is appealed, the (plaintiff) (defendant) shall

\_\_\_\_\_.4

Dated:

\_\_\_\_\_

Judge4

#### USE NOTES

1. This form may also be used for a mobile home park with less than 12 units. See Subsection C of Section 47-10-2 NMSA 1978.
2. Use Civil Form 4-701 if damages are determined at a separate hearing.
3. Insert a date which is not less than three (3) nor more than seven (7) days from the date of filing of the judgment.
4. Section 47-8-47 NMSA 1978 provides for a stay of execution upon appeal. If the defendant appeals a writ of restitution, the court shall require an escrow to be paid into the court within five (5) days after the notice of appeal is filed to stay the execution. If a money judgment is appealed the court may require a deposit with the court or a

*supersedeas bond be filed. See Section 47-8-47 NMSA 1978 for appeals by the plaintiff.*

[Rule 4-909 SCRA 1986; as amended, effective September 2, 1997; January 1, 1999.]

#### **ANNOTATIONS**

**The 1997 amendment**, effective September 2, 1997, added "for restitution" in the heading, deleted "and against the plaintiff" following "court finds in favor of the plaintiff" and added the alternative for finding for the defendant, added "[defendant]" in Paragraph 1 of the order, substituted "terminated" for "forfeited" in Paragraph 2, added Paragraphs 5, 6, and 7, and added the use notes.

**The 1998 amendment**, effective January 1, 1999, substituted "This matter was set" for "This matter came on" near the beginning and in Item 2 of the Order substituted "agreement (is) (is not) terminated" for "agreement is terminated" near the beginning and inserted the footnote 3 designation at the end.

#### **4-910. Withdrawn.**

#### **ANNOTATIONS**

**Withdrawals.** - Pursuant to a court order dated June 16, 1997, this form, relating to judgment for damages on default, is withdrawn effective on and after September 2, 1997. For present comparable provisions, see Rule 4-703 NMRA.

#### **4-911. Withdrawn.**

#### **ANNOTATIONS**

**Withdrawals.** - Pursuant to a court order dated June 16, 1997, this form, relating to judgment for damages on appearance by the parties, is withdrawn effective on and after September 2, 1997. For present comparable provisions, see Rule 4-701 NMRA.

#### **4-912. Withdrawn.**

#### **ANNOTATIONS**

**Withdrawals.** - Pursuant to a court order dated June 16, 1997, this form, relating to judgment for restitution reserving question of damages, is withdrawn effective on and after September 2, 1997. For present comparable provisions, see Rule 4-909 NMRA.

#### **4-913. Writ of restitution (Restitution to owner) (Uniform Owner-Resident Relations Act).**

[Section 47-8-46 NMSA 1978]

STATE OF NEW MEXICO

\_\_\_\_\_  
\_\_\_\_\_  
COURT  
COUNTY

No.

\_\_\_\_\_.  
\_\_\_\_\_, Plaintiff  
v.  
\_\_\_\_\_, Defendant

WRIT OF RESTITUTION

*(Restitution to owner)*

*(Uniform Owner-Resident Relations Act)*

THE STATE OF NEW MEXICO to the sheriff or a full-time salaried deputy sheriff of the above county:

Judgment having been entered for the plaintiff in this action, you are ordered to remove the defendant from the premises at \_\_\_\_\_ and to restore possession of the premises to plaintiff on or after \_\_\_\_\_ (date).

You are ordered to return this writ to this court immediately after its execution.

Dated: \_\_\_\_\_,

\_\_\_\_\_.  
Judge \_\_\_\_\_

RETURN ON WRIT OF RESTITUTION

I certify that I carried out this writ of restitution by removing the defendant from the premises and restoring possession of the premises to the plaintiff on

\_\_\_\_\_, \_\_\_\_\_ (date).

Date of return: \_\_\_\_\_  
Sheriff of \_\_\_\_\_

\_\_\_\_\_  
County, State of New Mexico  
By \_\_\_\_\_

\_\_\_\_\_  
Sheriff or deputy sheriff

[Rule 4-913 SCRA 1986; as amended, effective September 2, 1997; April 6, 1998.]

### ANNOTATIONS

**The 1997 amendment**, effective September 2, 1997, deleted "and writ of execution" from the heading, inserted "(Restitution to owner)" following the heading, deleted language directing the sheriff to execute the writ, deleted "and execution" following "restitution" in the return heading and deleted language relating to the return of the execution, added Use Note 1 and designated the existing use note as Use Note 2, and made stylistic changes throughout.

**The 1998 amendment**, effective April 6, 1998, substituted "after" for "before" in the language of the restitution to owner, and deleted the Use Notes.

### 4-914. Writ of restitution (Restitution to resident) (Uniform Owner-Resident Relations Act).

[Section 47-8-46 NMSA 1978]

STATE OF NEW MEXICO

\_\_\_\_\_  
\_\_\_\_\_  
COURT  
COUNTY

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

\_\_\_\_\_  
\_\_\_\_\_, Plaintiff, resident  
v.  
\_\_\_\_\_, Defendant, owner

#### WRIT OF RESTITUTION

*(Uniform Owner-Resident Relations Act)*

*(Restitution to resident)*

THE STATE OF NEW MEXICO to the sheriff or a full-time salaried deputy sheriff of the above county:

Judgment having been entered for the plaintiff, resident, in this action, you are to restore possession of the premises to \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ (date).

You are to ordered to return this writ to the court by \_\_\_\_\_, \_\_\_\_\_ (date).

Date:

\_\_\_\_\_

Judge

Time: \_\_\_\_\_ (a.m.) (p.m.)

RETURN ON WRIT OF RESTITUTION

I certify that I carried out this writ of restitution by restoring possession of the premises to \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ (date) at \_\_\_\_\_ (a.m.) (p.m.)

Date of return: \_\_\_\_\_

Sheriff of

\_\_\_\_\_ County, State of New Mexico

By

\_\_\_\_\_ Sheriff or deputy sheriff

(The sheriff is obligated by law to make timely return.)

[As amended, effective September 2, 1997.]

**ANNOTATIONS**

**The 1997 amendment**, effective September 2, 1997, added "(Restitution to resident)" following the heading, and rewrote the form to delete language relating to removing the defendant from the premises and made stylistic changes throughout.

**4-915. Petition for post-judgment writ of replevin.**

[35-11-1 to 35-11-3 NMSA 1978]

STATE OF NEW MEXICO  
IN THE \_\_\_\_\_  
COURT No. \_\_\_\_\_

\_\_\_\_\_ COUNTY  
\_\_\_\_\_, Plaintiff  
against \_\_\_\_\_

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

PETITION FOR POST-JUDGMENT WRIT OF REPLEVIN

Comes now the Plaintiff, petitioner herein, and alleges:

1. Plaintiff has a judgment against the Defendant in this matter dated \_\_\_\_\_, \_\_\_\_\_, with a present value including post-judgment costs and accrued interest totaling \$\_\_\_\_\_, the terms of which include Plaintiff's right to recover following personal property

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

\_\_\_\_\_ (*attach exhibit if necessary*)

2. Plaintiff believes that the property may be found at \_\_\_\_\_ which is within the jurisdiction of this court;

3. This court has jurisdiction to issue a writ of replevin returning to Plaintiff the property described;

4. The specific facts upon which a writ of replevin is requested are that Plaintiff holds a valid, unsatisfied judgment against Defendant, declaring that property formerly in the possession of Plaintiff has been wrongfully taken or retained by Defendant and Defendant refuses to return it to Plaintiff or pay the judgment amount;

WHEREFORE Plaintiff prays for an order of this court requiring the sheriff of \_\_\_\_\_ county to take possession of the property and return it to the Plaintiff.

\_\_\_\_\_  
\_\_\_\_\_  
Signed

\_\_\_\_\_  
Name [print]

\_\_\_\_\_  
\_\_\_\_\_  
Address [print]  
\_\_\_\_\_  
\_\_\_\_\_  
City, State and Zip Code [print]  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone number  
Dated:

\_\_\_\_\_  
[Approved, effective January 1, 1993.]

### **4-916. Post-judgment writ of replevin.**

[2-202, 3-202]

STATE OF NEW MEXICO  
IN THE \_\_\_\_\_  
COURT No. \_\_\_\_\_

\_\_\_\_\_  
COUNTY  
\_\_\_\_\_, Plaintiff  
against  
\_\_\_\_\_, Defendant

#### POST-JUDGMENT WRIT OF REPLEVIN

THIS MATTER having come before the court on the petition of the Plaintiff herein for a Writ of Replevin ordering the sheriff of \_\_\_\_\_ County to seize property for the benefit of Plaintiff; and the Court finding that the petition is well taken and should be granted;

NOW THEREFORE the Sheriff of \_\_\_\_\_ County is hereby ordered to seize and to return to the Plaintiff the property described in the Petition (Exhibit "A") attached hereto wherever it may be found within the State of New Mexico.

\_\_\_\_\_  
\_\_\_\_\_  
Judge

RETURN OF WRIT OF REPLEVIN



by the agreement or separate agreement for a mobile home located  
 in \_\_\_\_\_ County, New Mexico at:  
 \_\_\_\_\_ (name of mobile  
 home park)  
 \_\_\_\_\_ (mobile home  
 address)  
 \_\_\_\_\_ (mobile home lot or  
 space)  
 \_\_\_\_\_, New Mexico

The amount of rent and utilities owed is as follows:

Rent: \$ \_\_\_\_\_  
 Late fee: \$ \_\_\_\_\_  
 Utilities: \$ \_\_\_\_\_  
 Other \_\_\_\_\_ \$ \_\_\_\_\_  
 (explain)  
 Total due: \$ \_\_\_\_\_

If the total shown above is not paid within three (3) days  
 from the date of delivery set out below, the rental agreement is  
 terminated.

Payment will be accepted only by:

cash  money order  
 cashiers or certified check  personal  
 check

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
 (owner, manager or agent)

Service of notice2:

personally delivered to resident  
 posted on the mobile home on \_\_\_\_\_ (date) and  
 mailed certified mail, return receipt requested

Delivered  posted: Mailed:  
 Time: \_\_\_\_\_ Time: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

By3: \_\_\_\_\_ By3: \_\_\_\_\_

USE NOTE

1. The party giving notice should retain two (2)  
 copies for possible court action.

2. Section 47-10-3 NMSA 1978 provides that service of  
 a notice to quit shall be served by delivering the notice to the

tenant personally or by posting the notice at the main entrance of the mobile home and sending a copy to the tenant by certified mail, return receipt requested. If this notice is personally delivered to the resident, mailing or posting is not required. The date of posting must be included on the posted notice and on the copy mailed to the mobile home tenant.

3. Set forth the name of the person delivering, posting or mailing the notice.

[Adopted, effective September 2, 1997.]

**ANNOTATIONS**

**Recompilations.** - Former Rule 4-921 NMRA, relating to notice of judgment, has been recompiled as Rule 4-927 NMRA, effective September 2, 1997.

**4-922. [Thirty-day notice] [sixty-day notice] to quit (Mobile Home Park Act).**

[Section 47-10-3 NMSA 1978]

[THIRTY-DAY NOTICE]

[SIXTY-DAY NOTICE] 1

TO QUIT 2

(Mobile Home Park Act)

To: \_\_\_\_\_

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

\_\_\_\_\_ County, New Mexico

You are notified that the undersigned terminates the rental agreement for a mobile home located in \_\_\_\_\_ County, New Mexico at:

\_\_\_\_\_ (name of mobile

home park)

address)

or space)

(mobile home

(mobile home lot

, New Mexico

effective \_\_\_\_\_, \_\_\_\_\_ (date).

You are to remove your mobile home from the premises by \_\_\_\_\_, \_\_\_\_\_ 1. This notice of termination is given for the following reasons3:

Failure to vacate by this date will result in a legal action being filed against you.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

(owner) (manager) (agent)

Service of notice4:

[ ] personally delivered to resident

[ ] posted on the mobile home on \_\_\_\_\_ (date) and

mailed certified mail, return receipt requested

[ ] Delivered [ ] posted: Mailed:

Time: \_\_\_\_\_ Time: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

By5: \_\_\_\_\_ By5: \_\_\_\_\_

USE NOTES

1. See Section 47-10-3 NMSA 1978. The tenant must be given a period of not less than thirty days from the end of the rental period during which the termination notice was served to remove any mobile home from the premises. If the mobile home is a multisection mobile home and the tenant is the owner of the mobile home, the tenant must be given sixty (60) days from the end of the rental period to move the mobile home from the premises. However, if the multisection mobile home is being leased to or occupied by a person other than its owner a thirty-day notice is all that is required.

2. Use Civil Form 4-921 if termination is for non-

payment of rent.

3. Set forth the reason for termination of the tenancy and the date, place and circumstances of any acts allegedly justifying the termination. See Section 47-10-5 NMSA 1978 for the reasons a mobile home park tenancy may be terminated.

4. Section 47-10-3 NMSA 1978 provides that service of a notice to quit shall be served by delivering the notice to the tenant personally or by posting the notice at the main entrance of the mobile home and sending a copy to the tenant by certified mail, return receipt requested. If this notice is personally delivered to the resident, mailing or posting is not required. The date of posting must be included on the posted notice and on the copy mailed to the mobile home tenant.

5. Set forth the name of the person delivering, posting or mailing the notice.

The party giving notice should retain two (2) copies for possible court action.

[Adopted, effective September 2, 1997.]

### ANNOTATIONS

**Recompilations.** - Former Rule 4-922 NMRA, relating to judgment, was recompiled as Rule 4-927 NMRA, effective September 2, 1997.

### **4-923. Petition by landlord for termination of tenancy and judgment of possession (Mobile Home Park Act).**

[Sections 47-8-35, 47-10-4 to 47-10-6 and 47-10-9 NMSA 1978]

STATE OF NEW MEXICO

\_\_\_\_\_  
\_\_\_\_\_  
COURT  
COUNTY

No.

\_\_\_\_\_  
\_\_\_\_\_, Plaintiff  
v.  
\_\_\_\_\_, Defendant

PETITION BY LANDLORD FOR

TERMINATION OF TENANCY AND

JUDGMENT OF POSSESSION

(Mobile Home Park Act)

The plaintiff alleges:

1. Plaintiff is lawfully entitled to possession of the premises located at1:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_, New Mexico  
\_\_\_\_\_.

2. Defendant entered into possession of the premises under a rental agreement and has breached the terms of the agreement as follows2:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

A copy of the rental agreement is attached as Exhibit A.

3. The mobile home (is) (is not) subject to the security interest of a first lienholder.

(If there is a first lien, complete the following.)

The lienholder is \_\_\_\_\_ and the address of the lienholder is

\_\_\_\_\_  
\_\_\_\_\_.

4. Plaintiff gave written:

[ ] notice of non-payment of rent and the defendant has failed to pay all amounts owed;

[ ] (thirty) (sixty)3 day notice to quit on \_\_\_\_\_, \_\_\_\_\_ (date), and defendant has failed to vacate the premises.

A copy of the written notice is attached as Exhibit B.

(check and complete if applicable)

[ ] 5. The amount of rent and utilities owed is as follows:

Unpaid rent \$ \_\_\_\_\_

Rent per day until the mobile home

is moved from the premises \$ \_\_\_\_\_

Late fee \$ \_\_\_\_\_  
Utilities \$ \_\_\_\_\_  
Other \_\_\_\_\_  
(explain) \$ \_\_\_\_\_  
Total due: \$ \_\_\_\_\_

[ ] 6. Plaintiff holds \$ \_\_\_\_\_ of defendant as a damage deposit under the rental agreement.

[ ] 7. Plaintiff requests separate trials on the issues of termination and damages.

Plaintiff requests judgment against defendant, as follows:

1. Immediate [removal of the mobile home from the premises] [possession of the above described premises];

2. Unpaid rent of \$ \_\_\_\_\_ plus \$ \_\_\_\_\_ per day to date of restitution;

3. Damages as may be determined by the court;

4. Costs of this action;

5. Reasonable attorney fees;

6. Such other relief as the court may deem reasonable.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Address (print)

\_\_\_\_\_  
City, state and zip code (print)

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

#### USE NOTES

1. Section 47-10-4 NMSA 1978 provides that the property description is deemed legally sufficient if it states the name of the landlord or of the mobile home park, the mailing

address of the property, the location or space number upon which the mobile home is situated and the county in which the mobile home is situated.

2. The reasons for termination are set forth in Sections 47-10-5 and 47-10-6 NMSA 1978. One of these reasons must be described for termination.

3. Sixty days notice is required if the mobile home is a multisection mobile home. See Subsection C of Section 47-10-4 NMSA 1978.

[Adopted, effective September 2, 1997.]

**4-924. Summons and notice of trial on petition for termination of tenancy (Mobile Home Park Act).**

[Sections 47-10-4 and 47-8-43 NMSA 1978]

STATE OF NEW MEXICO

\_\_\_\_\_ COURT  
\_\_\_\_\_ COUNTY

No.

\_\_\_\_\_  
\_\_\_\_\_, Plaintiff  
v.  
\_\_\_\_\_, Defendant

SUMMONS

AND NOTICE OF TRIAL ON

PETITION FOR TERMINATION OF TENANCY

(Mobile Home Park Act)

To: \_\_\_\_\_  
\_\_\_\_\_, defendant  
Address: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_, New Mexico \_\_\_\_\_

You are notified that an action has been filed to terminate the rental agreement or lease of a mobile home space located in

\_\_\_\_\_ County, New Mexico at:  
\_\_\_\_\_ (name of mobile  
home park)  
\_\_\_\_\_ (mobile home  
address)  
\_\_\_\_\_ (mobile home lot  
or space)  
\_\_\_\_\_, New Mexico  
\_\_\_\_\_.

You are ordered to appear for trial before the Honorable  
\_\_\_\_\_, Judge, Div. \_\_\_\_\_, located at  
\_\_\_\_\_, New Mexico on the \_\_\_\_\_ day of  
\_\_\_\_\_, \_\_\_\_\_, at the hour of \_\_\_\_\_ .m. to show  
cause and present all evidence you may have why the tenancy  
should not be terminated.<sup>1</sup>

Your failure to appear at the time and place specified above  
may result in the entry of judgment against you in accordance  
with the petition filed by the plaintiff in this action, a copy  
of which is attached.

You may file a written answer and assert any claims you may  
have prior to the trial.

**FOR USE ONLY IN METROPOLITAN COURT CASES**

**[IF YOU WANT A TAPE RECORDING OF ANY PROCEEDING, YOU MUST  
REQUEST IT BEFORE THE BEGINNING OF THE PROCEEDING. IF YOU DO NOT  
ASK FOR A TAPE RECORDING, YOU WILL NOT HAVE A RECORD OF THE  
PROCEEDINGS TO TAKE TO THE DISTRICT COURT FOR ANY APPEAL.]**

Dated: \_\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_  
Judge  
By: \_\_\_\_\_

\_\_\_\_\_  
Clerk  
**THIS IS YOUR NOTICE OF TRIAL  
and will be the only notice  
that you will receive.**

RETURN2

STATE OF NEW MEXICO )  
 ) ss  
COUNTY OF \_\_\_\_\_ )  
(complete if service is by a person  
other than the sheriff or deputy3)

I, being sworn state that I am over the age of eighteen (18)  
years and not a party to this lawsuit, and that I served this

summons in \_\_\_\_\_ county on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ (date), by delivering a copy of this summons, a copy of the petition and a copy of the answer form<sup>4</sup> in the following manner:

*(check and complete only if service by sheriff or deputy)<sup>3</sup>*

I certify that I served this summons in \_\_\_\_\_ county on the \_\_\_\_\_ day of \_\_\_\_\_, (date), by delivering a copy of the summons, a copy of the petition and an answer form in the following manner:

*(person serving summons must check one of following boxes and fill in appropriate blanks)*

by delivering a copy of this summons, a copy of the petition and an answer form to the defendant \_\_\_\_\_ *(used when defendant receives copy of summons or refuses to receive summons).*

by delivering a copy of this summons, a copy of the petition and an answer form to \_\_\_\_\_, a person over fifteen (15) years of age and residing at the usual place of abode of defendant \_\_\_\_\_, located at \_\_\_\_\_ (address) *(used when defendant is not presently at the abode).*

by posting a copy of the summons, petition and an answer form in the most public part of the premises of defendant \_\_\_\_\_ located at \_\_\_\_\_ (address). *(used if no person found at dwelling house or usual place of abode.) (If service is by posting a copy of the summons, petition and an answer form must also be mailed to the person served. The person serving by posting and the person serving by mail must each sign a return. The person mailing must check and complete the certificate of mailing at the end of this summons.)*

by delivering a copy of this summons, a copy of the petition and an answer form to \_\_\_\_\_, an agent authorized to receive service of process for defendant.

by delivering a copy of this summons, a copy of the complaint and an answer form to \_\_\_\_\_, (parent) (guardian) (custodian) of defendant *(used when defendant is a minor or an incompetent person).*

by delivering a copy of this summons, a copy of the petition and an answer form to \_\_\_\_\_ (name of person), \_\_\_\_\_, (title of person authorized to receive service) *(used when defendant is a corporation or an association subject to a suit under a common name, a land grant board of trustees, the State of New Mexico or any political subdivision).*

by service by mail.

Fees: \_\_\_\_\_

\_\_\_\_\_  
Signature of person making service  
\_\_\_\_\_

\_\_\_\_\_  
Title (if any)  
\_\_\_\_\_

Subscribed and sworn to  
before me this \_\_\_\_\_  
day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Judge, notary or other officer  
authorized to administer oaths<sup>3</sup>

\_\_\_\_\_  
Official title

*(To be completed if service is made by posting)<sup>5</sup>*

I, being sworn, state that I am over the age of eighteen (18)  
years and not a party to this lawsuit, and that I served a copy  
of this summons on the \_\_\_\_\_ day of \_\_\_\_\_,  
by mailing first class mail, postage prepaid, a copy of this  
summons, a copy of the complaint, and an answer form to:

\_\_\_\_\_ (name of person  
served)

\_\_\_\_\_ (address where  
mailed)

\_\_\_\_\_ (county)  
\_\_\_\_\_ (city, state and  
zip code)

\_\_\_\_\_  
Signature of person making service  
\_\_\_\_\_

\_\_\_\_\_  
Title (if any)  
\_\_\_\_\_

\_\_\_\_\_  
Place of mailing  
\_\_\_\_\_

\_\_\_\_\_  
Date

Subscribed and sworn to  
before me this \_\_\_\_\_  
day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Judge, notary or other officer  
authorized to administer oaths<sup>3</sup>

\_\_\_\_\_  
Official title

*(To be completed if service is made by mail.)*<sup>6</sup>

I, being sworn, state that I am over the age of eighteen (18) years and not a party to this lawsuit, and that I served a copy of this summons on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by mailing first class mail, postage prepaid, a copy of this summons, a copy of the complaint, an answer form and two copies of the notice and acknowledgement and a return envelope, postage prepaid, addressed to:

\_\_\_\_\_ (name of person served)  
\_\_\_\_\_ (address where mailed)  
\_\_\_\_\_ (county)  
\_\_\_\_\_ (city, state and zip code)

\_\_\_\_\_  
Signature of person making service

\_\_\_\_\_  
Title (if any)

\_\_\_\_\_  
Place of mailing

\_\_\_\_\_  
Date

Subscribed and sworn to before me  
this \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_.

\_\_\_\_\_  
Judge, notary or other officer  
authorized to administer oaths

\_\_\_\_\_  
Official title<sup>3</sup>

USE NOTES

1. The trial setting must be not less than seven (7) nor more than ten (10) days after service of this summons. See Section 47-8-43 NMSA 1978.
2. A separate summons must be used for each defendant.
3. If service is made by the sheriff or a deputy sheriff of a New Mexico county, the signature of the sheriff or deputy need not be notarized.

4. An answer form must be attached to the summons at the time of service. See Rule 4-925 NMRA for answer to petition for termination of tenancy.

5. For use when service is by posting. See Section 47-10-4 NMSA 1978 for service by posting under the Mobile Home Park Act. This form requires service by mail in addition to posting.

6. If service is by mail, Civil Form 4-208 must be completed and mailed with this summons.

[Adopted, effective September 2, 1997.]

**4-925. Answer to petition for termination of tenancy (Mobile Home Park Act).**

[Sections 47-8-30, 47-8-41 to 47-8-43, 47-8-46 NMSA 1978]

STATE OF NEW MEXICO

\_\_\_\_\_ COURT  
\_\_\_\_\_ COUNTY

No.

\_\_\_\_\_  
\_\_\_\_\_, Plaintiff  
v.  
\_\_\_\_\_, Defendant

ANSWER

TO PETITION FOR TERMINATION OF TENANCY

(Mobile Home Park Act)

1. Defendant is not in default because:

\_\_\_\_\_  
\_\_\_\_\_.

2. The amount of rent that the plaintiff states is owed is not correct because:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

3. The damages claimed by the plaintiff are not owed to the plaintiff because:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

4. The defendant asserts the following counterclaim or setoff against the plaintiff: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.  
*(check if applicable)*

5. [ ] Defendant requests separate trials on the issues of restitution and damages.

\_\_\_\_\_  
\_\_\_\_\_  
Signed

\_\_\_\_\_  
\_\_\_\_\_  
Name *(print)*

\_\_\_\_\_  
\_\_\_\_\_  
Address *(print)*

\_\_\_\_\_  
\_\_\_\_\_  
City, state and zip code *(print)*

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

[Adopted, effective September 2, 1997.]

**4-926. Judgment for possession (Mobile Home Park Act).**

[Sections 47-10-9, 47-8-40 and 47-8-41 NMSA 1978]

STATE OF NEW MEXICO

\_\_\_\_\_ COURT No. \_\_\_\_\_.

\_\_\_\_\_ COUNTY

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

v.

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

### JUDGMENT FOR POSSESSION

(Mobile Home Park Act) <sup>1</sup>

This matter came on for trial on

\_\_\_\_\_, \_\_\_\_\_ (*date*). The plaintiff appeared (in person) (and) (by attorney \_\_\_\_\_). The defendant (did not appear) (appeared) (in person) (and) (by attorney \_\_\_\_\_). Having heard the evidence and argument presented, the court finds in favor of:

the plaintiff

the defendant.

The court further finds that the mobile home:

is subject to the security interest of a first lienholder<sup>2</sup>.

is not subject to the security interest of a first lienholder.

IT IS THEREFORE ORDERED:

1. The premises located in

\_\_\_\_\_ County, New Mexico at:

\_\_\_\_\_ (*name of mobile home park*)

\_\_\_\_\_ (*mobile home address*)

\_\_\_\_\_ (*mobile home lot or space*)

\_\_\_\_\_, New Mexico \_\_\_\_\_

be restored to plaintiff;

2. The rental agreement is terminated;

3. *(complete applicable)*

Plaintiff shall recover from defendant the following amounts:

Rents \$

\_\_\_\_\_

Damages \$

\_\_\_\_\_

Attorney fees \$

\_\_\_\_\_

Costs \$

\_\_\_\_\_

TOTAL \$

\_\_\_\_\_

[A hearing on the issue of damages will be held by this court on

\_\_\_\_\_, \_\_\_\_\_ at \_\_\_\_\_ (a.m.) (p.m.)]3

4. A writ of restitution be issued effective

\_\_\_\_\_, \_\_\_\_\_ *(date)*.

*(The following paragraph is used*

*if there is a security interest of*

*a first lienholder on the mobile home)*

[5. The plaintiff will promptly serve notice of this judgment on the first lienholder in accordance with civil form 4-928. The cost of removal by the first lienholder shall be paid by the first lienholder.]4

[6. If this case is appealed the (plaintiff) (defendant) shall

Dated:

---

Judge

#### USE NOTE

1. *Section 47-10-9 NMSA 1978 provides that not less than 48 hours after entry of a notice of judgment (Civil Form 4-926) and upon execution of a writ of restitution (Civil Form 4-929) the sheriff will oversee the removal of a mobile home.*
2. *Section 47-10-9 NMSA 1978 provides that prior to issuance of the writ of restitution the court shall make a finding of fact that the mobile home is or is not subject to the security interest of a first lienholder. In those cases where the court finds there is a security agreement on the mobile home, the landlord must give written notice to the first lienholder. See Civil Form 4-928 for notice to lienholder of mobile home judgment.*
3. *Use Civil Form 4-701 if damages are determined at a separate hearing.*
4. *Use this paragraph only if the court finds that the mobile home is subject to a first lien. Notice shall be substantially in the form approved by the Supreme Court. See Civil Form 4-928.*
5. *Section 47-8-47 NMSA 1978 of the Owner-Resident Relations Act provides for a stay of execution upon appeal. If the defendant appeals a writ of restitution, the court shall require an escrow to be paid into the court within five (5) days after the notice of appeal is filed to stay the execution. If a money judgment is appealed the court may require a deposit with the court or a supersedeas bond be filed. See Section 47-8-47 NMSA 1978 for appeals by the plaintiff.*

[Former Rule 4-921 SCRA 1986; adopted, effective November 1, 1995; recompiled as Rule 4-926 NMRA and amended, effective September 2, 1997; as amended January 1, 1999.]

#### ANNOTATIONS

**The 1997 amendment**, effective September 2, 1997, recompiled this form, which was formerly compiled as Rule 4-921 NMRA, and rewrote the form to the extent that a detailed comparison would be impracticable.

**The 1998 amendment**, effective January 1, 1999, substituted "security interest" for "security agreement" at the second instance of the term and rewrote the first sentence in Item 5 of the Order, which read: "The plaintiff will promptly serve notice on the first

lienholder that the first lienholder may pay the rent and charges due in accordance with the defendant's lease within thirty (30) days of receipt of the notice or, upon payment of the rent and charges owed, remove the mobile home".

**4-927. Notice of judgment (Mobile Home Park Act).**

[Section 47-10-9 NMSA 1978]

STATE OF NEW MEXICO

\_\_\_\_\_  
COURT  
\_\_\_\_\_  
COUNTY

No.

\_\_\_\_\_  
\_\_\_\_\_, Plaintiff  
v. \_\_\_\_\_  
\_\_\_\_\_, Defendant

NOTICE OF JUDGMENT

*(Mobile Home Park Act)*

To: \_\_\_\_\_ *(mobile home owner)*

You are notified that:

1. A judgment has been entered against you and a writ of restitution will be issued effective \_\_\_\_\_ *(date)*. Without additional notice to you, the sheriff will serve a writ of restitution on or after 8:00 a.m. on \_\_\_\_\_ *(date)*.

2. You are to prepare the mobile home for removal from the premises by removing the skirting, disconnecting utilities, attaching tires and otherwise making the mobile home safe and ready for highway travel. Your mobile home should be removed or ready for removal by the date and time specified in paragraph one of this notice.

3. If your mobile home is not removed from the landlord's land by the date and time specified in paragraph 1 of this notice, the landlord and sheriff shall have the right to take possession of your mobile home for purposes of removal and storage. If you have a property interest in the mobile home it is your responsibility to prevent weather damage to the mobile home.

4. You may be held responsible for utility charges, rents and

reasonable removal and storage charges. Those charges constitute a lien on your mobile home. Any person who claims the mobile home will owe that sum to the person who paid it.

Date: \_\_\_\_\_

\_\_\_\_\_  
Judge

[Former Rule 4-921 SCRA 1986; adopted, effective November 1, 1995; recompiled as Rule 4-927 NMRA and amended, effective September 2, 1997.]

### ANNOTATIONS

**The 1997 amendment**, effective September 2, 1997, recompiled this form, which was formerly compiled as Rule 4-922 NMRA, and rewrote the form.

### 4-928. Notice to lienholder of mobile home judgment (Mobile Home Park Act).

[Section 47-10-9 NMSA 1978]

STATE OF NEW MEXICO

\_\_\_\_\_  
COURT  
\_\_\_\_\_  
COUNTY

No.

\_\_\_\_\_.  
\_\_\_\_\_, Plaintiff  
v.  
\_\_\_\_\_, Defendant

NOTICE TO LIENHOLDER

OF MOBILE HOME JUDGMENT

*(Mobile Home Park Act)*

To: \_\_\_\_\_ *(lienholder or other security interest)*

You are notified that:

1. A judgment has been entered against \_\_\_\_\_  
*(name of defendant)* and a writ of restitution will be issued

effective \_\_\_\_\_ (date) to remove the mobile home from the premises located in \_\_\_\_\_ County, New Mexico at:

\_\_\_\_\_ (name of mobile home park)  
\_\_\_\_\_ (mobile home address)  
\_\_\_\_\_ (mobile home lot or space)  
\_\_\_\_\_, New Mexico

Without additional notice to you, the sheriff will serve a writ of restitution on or after 8:00 a.m. on \_\_\_\_\_ (date) for the removal of the mobile home on or before \_\_\_\_\_ (date)1.

2. You have thirty (30) days from the date of receipt of this notice to pay the rent and charges permitted by law and to advise the landlord in writing whether you intend to pay the rent and other charges under the terms of the rental agreement.

3. If you want to remove the mobile home at your expense before the date set for removal, you may do so by paying the landlord all rent, utility and other removal costs provided by law. The amount of rent, utility charges and other charges as of \_\_\_\_\_ (date) is as follows:

Rent: \$ \_\_\_\_\_  
Utilities: \$ \_\_\_\_\_  
Removal and storage charges \$ \_\_\_\_\_  
Other \_\_\_\_\_ \$ \_\_\_\_\_  
(explain)  
Total due: \$ \_\_\_\_\_  
Daily rent \$ \_\_\_\_\_

4. The tenant is required to pay rent on \_\_\_\_\_ (day of month) and utilities on \_\_\_\_\_ (day of month).

5. A copy of the lease and the landlord's rules and regulations are attached as Exhibits A and B.

6. This notice does not relieve you of complying with other applicable provisions of law relating to the repossession of the mobile home.

Date:

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

Judge

RETURN2

STATE OF NEW MEXICO )  
 ) ss

COUNTY OF \_\_\_\_\_ )  
*(complete if service is by a person  
other than the sheriff or deputy)3*

I, being sworn, state that I am over the age of eighteen (18) years and not a party to this lawsuit, and that I served this summons in \_\_\_\_\_ county on the \_\_\_\_\_ day of \_\_\_\_\_, *(date)*, by delivering a copy of this summons and a copy of the notice of judgment with Exhibits A and B attached in the following manner:

*(check and complete only if service by sheriff or deputy)3*

I certify that I served this summons in \_\_\_\_\_ county on the \_\_\_\_\_ day of \_\_\_\_\_ *(date)*, by delivering a copy of the summons and a copy of the notice of judgment with Exhibits A and B attached in the following manner:

*(person serving summons must check one of following boxes and fill in appropriate blanks)*

by delivering a copy of this summons and a copy of the notice of judgment with Exhibits A and B attached to the defendant \_\_\_\_\_ *(used when defendant receives copy of summons or refuses to receive summons).*

by delivering a copy of this summons and a copy of the notice of judgment with Exhibits A and B attached to \_\_\_\_\_, a person over fifteen (15) years of age and residing at the usual place of abode of defendant \_\_\_\_\_, located at \_\_\_\_\_ *(address) (used when defendant is not presently at the abode).*

by posting a copy of the summons and the notice of judgment with Exhibits A and B attached in the most public part of the premises of defendant \_\_\_\_\_ located at \_\_\_\_\_ *(address) (This alternative is used if no person found at dwelling house or usual place of abode.) (If service is by posting a copy of the summons, the notice of judgment with Exhibits A and B attached must also be mailed to the person served. The person serving by posting and the person serving by mail must each sign a return. The person mailing must check and complete the certificate of mailing at the end of this summons.)*

by delivering a copy of this summons and a copy of the notice of judgment with Exhibits A and B attached to \_\_\_\_\_, an agent authorized to receive service

of process for defendant.

[ ] by delivering a copy of this summons and a copy of the notice of judgment with Exhibits A and B attached to \_\_\_\_\_, (parent) (guardian) (custodian) of defendant (used when defendant is a minor or an incompetent person).

[ ] by delivering a copy of this summons and a copy of the notice of judgment with Exhibits A and B attached to \_\_\_\_\_ (name of person), \_\_\_\_\_, (title of person authorized to receive service) (used when defendant is a corporation or an association subject to a suit under a common name, a land grant board of trustees, the State of New Mexico or any political subdivision).

[ ] by service by certified mail, return receipt requested.

CERTIFICATE OF SERVICE BY ATTORNEY

(for service on a party)

I certify that I caused a copy of this notice to be served on the following persons or entities by (delivery) (mail) ( \_\_\_\_\_ ) on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

(1) \_\_\_\_\_  
(Name of party)

\_\_\_\_\_  
(Address)

(2) \_\_\_\_\_  
(Name of party)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
Attorney for landlord

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date of signature

USE NOTES

1. A writ of restitution directs the sheriff to restore the premises to the plaintiff. A copy of the writ need not be served on the lienholder unless the lienholder intervenes as a party.

2. If the lienholder is a party or has entered an appearance in the proceedings, service may be made in the manner provided by the rules of civil procedure for the service of papers on a party subsequent to service of the original pleading. See, however, Subsection J of Section 47-10-9 NMSA 1978 for statutory notice.

3. If service is made by the sheriff or a deputy sheriff of a New Mexico county, the signature of the sheriff or deputy need not be notarized. If service is made on a party by an attorney the signature of the attorney need not be notarized.

[Adopted, effective September 2, 1997; as amended, effective April 6, 1998.]

### ANNOTATIONS

**The 1998 amendment**, effective April 6, 1998, in the notice to lienholder, substituted "permitted by law" for "accrued to the date of this notice" in Paragraph 2, substituted "provided" for "permitted" in Paragraph 3, in the return portion, inserted "This alternative is" in the third paragraph of the list for the person serving summons, and substituted "to the plaintiff" for "on a specified date not less than three nor more than seven days after entry of the judgment" in Use Note 1.

### 4-929. Writ of restitution (Mobile Home Park Act).

[Sections 47-10-9 and 47-8-46 NMSA 1978]

STATE OF NEW MEXICO

\_\_\_\_\_  
\_\_\_\_\_  
COURT  
COUNTY

No.

\_\_\_\_\_  
\_\_\_\_\_, Plaintiff  
v.  
\_\_\_\_\_, Defendant

WRIT OF RESTITUTION

(Mobile Home Park Act)

THE STATE OF NEW MEXICO to the sheriff or a full-time salaried deputy sheriff of the above county:

Judgment having been entered for the plaintiff, you are ordered to remove the tenant and to take possession of the following mobile home on or before \_\_\_\_\_ (date)1:

\_\_\_\_\_ (name of mobile home park)

\_\_\_\_\_ (mobile home address)

\_\_\_\_\_ (mobile home lot or space)

\_\_\_\_\_, New Mexico

\_\_\_\_\_ for the purpose of storage.

You are ordered to return this writ to this court by

\_\_\_\_\_.

Dated: \_\_\_\_\_,

\_\_\_\_\_  
Judge \_\_\_\_\_

#### RETURN ON WRIT OF RESTITUTION<sup>2</sup>

I certify that I carried out this writ of restitution by removing the defendant from the mobile home located at \_\_\_\_\_ and restoring possession of the premises to \_\_\_\_\_ on \_\_\_\_\_, \_\_\_\_\_ at \_\_\_\_\_ (a.m.) (p.m.). The mobile home is now located at \_\_\_\_\_ (address).

Date of return: \_\_\_\_\_

Sheriff of

\_\_\_\_\_  
County, State of New Mexico

By

\_\_\_\_\_  
Sheriff or deputy sheriff

#### USE NOTES

1. See Section 47-8-46 for service of the writ of restitution.

2. The sheriff is obligated by law to make timely return.

[Adopted, effective September 2, 1997; as amended, effective January 1, 1999.]

**ANNOTATIONS**

The 1998 amendment, effective January 1, 1999, amended this form to conform it with Form 4-913 NMRA.

**4-961. Petition for order of protection from domestic abuse.**

[Standard simplified petition form,  
Family Violence Protection Act,  
Sections 40-13-1 to 40-13-8 NMSA 1978.]

\_\_\_\_\_ JUDICIAL DISTRICT COURT  
COUNTY OF \_\_\_\_\_  
STATE OF NEW MEXICO

\_\_\_\_\_  
Petitioner  
v.

No.

\_\_\_\_\_  
Respondent

PETITION FOR ORDER OF PROTECTION  
FROM DOMESTIC ABUSE1

**1. COURT ASSISTANCE REQUEST**

We will need an interpreter in \_\_\_\_\_ to  
translate at hearings for  me  the respondent.

We will need \_\_\_\_\_ (describe other request  
for special help).

**2. INFORMATION ABOUT THE RESPONDENT** (the person I am filing  
against)

A. The respondent is:

- my husband or  my wife
- my ex-husband or  my ex-wife
- the parent of my child(ren)
- a family member

\_\_\_\_\_ (describe the family  
relationship)

a person with whom I have had a continuing personal

relationship \_\_\_\_\_ (describe the relationship)

B. The respondent has the following weapons:

**3. CHILD (REN) 2**

A. List minor child(ren) of either party.

<b>Name</b>	<b>Date of Birth</b>	<b>Relationship of Child(ren) To You</b>	<b>Child(ren) To Respondent</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

B. List address and with whom the child(ren) are currently living. (List each child separately if child(ren) do not reside with same person.)

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

C. List each address where child(ren) have lived during the last 3 years. (List each child separately if child(ren) did not reside with same person.)

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

D. Does anyone else have physical custody of the child(ren) or claim to have custody or visitation rights? [ ] yes [ ] no. If yes, complete the following for the child(ren):

<b>Child's name</b>	<b>Person claiming rights</b>
_____	_____
_____	_____

**4. OTHER CASES**

[ ] The following divorce, separation, order of protection,

child support, paternity, abuse or neglect cases have been previously filed by me, the respondent or the state:

<b>Type of Case Number</b>	<b>Year Filed</b>	<b>Case</b>
<i>(if known)</i>	<i>(if</i>	
<i>known)</i>	<i>(city and state)</i>	
_____	_____	_____
_____	_____	_____
_____	_____	_____

**5. DOMESTIC ABUSE**

A. The respondent committed the following act(s) of domestic abuse against me or a member of my household: *(describe in detail what happened to you or to a member of your household and when and where.)*

**Physical abuse:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

**Threats which caused fear that you or any household member would be injured:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

**Other abuse:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

B. Others present during the abuse

C. Did drugs or alcohol play a role in the domestic abuse? [ ] yes [ ] no.

D. Were weapons used during the abuse? [ ] yes [ ] no.  
*If yes, what weapons?*

E. Has there been prior domestic abuse? [ ] yes [ ] no.

**6. REQUESTS TO THE COURT**

I REQUEST THAT THE COURT ORDER *(check all that you want)*

[ ] A. that the respondent not contact me, not abuse me and that the respondent stay away from my residence, place of employment and school.

[ ] B. (1) that the respondent shall immediately leave [ ] my [ ] our residence.

OR

(2) that the respondent provide me with temporary suitable alternative housing.

C. that the respondent shall not sell, remove, pawn, hide, destroy or damage any property owned by me or the two of us jointly.

D. that law enforcement officers assist me in retrieving my clothing and personal belongings from the residence at \_\_\_\_\_.

E. that I be given temporary custody of the child(ren) listed in this petition.

F. that until the court hearing:

respondent shall have the following contact with the child(ren):  
\_\_\_\_\_

respondent shall have no contact with the child(ren).

G. that the respondent shall pay:

support for the child(ren)

support for me.

H. that the respondent shall pay me for the damage and medical bills resulting from the abuse.

I. other relief that is necessary to resolve this domestic abuse problem (*list or describe what relief is necessary*):  
\_\_\_\_\_  
\_\_\_\_\_

#### **7. INFORMATION ABOUT THE PETITIONER (ME)**

*(If you do not want the respondent to know your address and phone number, do not include it on this form. Tell the court clerk that you need to complete two other forms (Forms 4-961A and 4-961B) for your name and address and request that the clerk place your address under seal.)*

A. **I DO NOT WANT RESPONDENT TO KNOW MY ADDRESS NOW OR AFTER THE HEARING FOR THE FINAL ORDER OF PROTECTION. I HAVE COMPLETED FORM 4-961B AND GIVEN IT TO THE COURT CLERK.**

OR

B. My physical address is:

\_\_\_\_\_ in the  County  Indian  
Country of \_\_\_\_\_, State of New Mexico.

My mailing address is:

\_\_\_\_\_ (street address)

\_\_\_\_\_ (city and zip)

My telephone numbers are:

Home

Work

Message

**8. NOTICE TO RESPONDENT**

[ ] A. I have not told respondent that I am filing a petition to ask the court for an order of protection because I believe irreparable harm would result if I told respondent before coming to court. *(Describe what might happen to you or what you are afraid might happen if the respondent knew you were asking for a court order of protection.)*.

[ ] B. I have told respondent that I am filing this petition.

**9. LOCATION OF RESPONDENT**

Respondent may be found at:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ *(address)*  
*(city)*  
*(state and zip code)*  
*(if in Indian Country, please name tribe or pueblo).*

Respondent's:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ *(social security number)*  
*(date of birth)*  
*(home telephone number)*  
*(work address)*  
*(work telephone number).*

B. Is respondent in jail? [ ] yes [ ] no

VERIFICATION

STATE OF NEW MEXICO )  
COUNTY OF \_\_\_\_\_ )  
TRIBE OR PUEBLO \_\_\_\_\_ )

The petitioner was sworn and states: I have read this petition for order of protection from domestic abuse and it is true to the best of my knowledge and belief. I understand that I can be punished both civilly and criminally if any information in this petition is false.

\_\_\_\_\_  
Date Signature of Petitioner

Signed and sworn before me on this \_\_\_\_\_ day of

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

Notary public

My commission expires: \_\_\_\_\_.

#### USE NOTES

1. Petitioner should complete all information known by the petitioner.

2. This part must be completed if there are children. Section 40-10-10 NMSA 1978 [see now 40-10A-209 NMSA 1978] of the Child Custody Jurisdiction Act requires the first pleading of every custody action to give information under oath as to the child's present address, the places where the child has lived within the last 3 years and the names and present addresses of the persons with whom the child has lived during that period. If a child lives with you now, but you do not want respondent to know your address, do not put your current address here, but do fill out Forms 4-961A and 4-961B.

3. Use Notes 1 and 2 are to be printed on pre-printed forms published for use by pro se petitioners. This note and Use Note 4 should not be printed on the form. This form has been approved by the Supreme Court of New Mexico for use in the courts of this state and distribution pursuant to Section 40-13-3 NMSA 1978. Pre-printed pro se forms should include a lined blank page at the end of the form for use by the petitioner if the pre-printed form does not include adequate space for a complete answer to a question.

4. Section 40-13-3.1 NMSA 1978 provides that a victim in a domestic abuse case shall not be required to pay for the issuance or service of a protection order. This has been construed to mean that a petitioner or counter-petitioner in a domestic abuse case is not required to pay a docket or other filing fees or fee for service of process.

[Approved, effective November 1, 1999 until July 1, 2001; approved, as amended, effective May 1, 2001.]

#### ANNOTATIONS

**The 2001 amendment**, effective May 1, 2001, combined the provisions of the former second paragraph in item 8, "Notice to Respondent," into the first paragraph and, in Use Note 4, substituted "a victim" for "a petitioner" in the first sentence and inserted "or counter-petitioner in a domestic abuse case" in the second sentence.

**Compiler's notes.** - Pursuant to a court order dated October 27, 1999, this form was provisionally approved for twelve months effective November 1, 1999. Subsequently, by

a court order dated October 26, 2000, this form was provisionally approved for eight additional months, effective November 1, 2000. Then, by a court order dated February 27, 2001, this form was approved and adopted in its final form, effective May 1, 2001.

**4-961A. Service of process information for petition for order of protection from domestic abuse and petition for emergency order protection.**

[For use with 4-961 and 4-972.]

\_\_\_\_\_ JUDICIAL DISTRICT COURT  
COUNTY OF \_\_\_\_\_  
STATE OF NEW MEXICO  
  
\_\_\_\_\_  
Petitioner  
v.  
  
\_\_\_\_\_  
Respondent

No.

SERVICE OF PROCESS INFORMATION FOR  
PETITION FOR ORDER OF PROTECTION FROM DOMESTIC ABUSE  
AND  
PETITION FOR EMERGENCY ORDER OF PROTECTION<sup>1</sup>

**INFORMATION ABOUT THE RESPONDENT**

\_\_\_\_\_  
Respondent's name

\_\_\_\_\_  
Respondent's date of birth

\_\_\_\_\_  
Respondent's social security number

Is respondent in jail? [ ] yes [ ] no

If yes, where?

\_\_\_\_\_  
Respondent's physical address is:

\_\_\_\_\_ (street)

\_\_\_\_\_ (city)

\_\_\_\_\_ (county)

\_\_\_\_\_ (state and zip code)  
[ ] Tribe [ ] Pueblo of \_\_\_\_\_  
Respondent's workplace: \_\_\_\_\_

\_\_\_\_\_ (employer's name)  
\_\_\_\_\_ (street)  
\_\_\_\_\_ (city)  
\_\_\_\_\_ (county)  
\_\_\_\_\_ (state and zip code)

[ ] Tribe [ ] Pueblo of \_\_\_\_\_  
Respondent works the following hours:  
\_\_\_\_\_ (a.m.) (p.m.) to \_\_\_\_\_ (a.m.) (p.m.)

What does respondent look like?

Hair \_\_\_\_\_ (color) Eyes \_\_\_\_\_  
(color)

Height \_\_\_\_\_ Weight \_\_\_\_\_

Race - ethnicity: \_\_\_\_\_

Other physical characteristics or marks:

\_\_\_\_\_  
\_\_\_\_\_.

Do you consider the respondent to be dangerous?

[ ] yes [ ] no. If yes, why?

\_\_\_\_\_  
\_\_\_\_\_.

Does respondent have any weapons? [ ] yes [ ] no.

If yes, please describe:

\_\_\_\_\_  
Places where respondent can be found apart from physical  
address and  
workplace:

\_\_\_\_\_  
\_\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_.

\_\_\_\_\_ Date \_\_\_\_\_ Signature of petitioner

\_\_\_\_\_  
(Petitioner's street address  
unless petitioner files Form 4-961B)

\_\_\_\_\_  
(City, state and zip code  
unless petitioner files Form 4-961B)

USE NOTE

1. This form should be used with Form 4-961 (Petition for Order of Protection from Domestic Abuse) and Form 4-972 (Petition for Emergency Order of Protection from Domestic Abuse). It should be distributed to *pro se* petitioners pursuant to Section 40-13-3 NMSA 1978. This use note need not be printed on pre-printed *pro se* forms.

[Approved, effective November 1, 1999 until July 1, 2001; approved, effective May 1, 2001.]

**ANNOTATIONS**

**Compiler's notes.** - Pursuant to a court order dated October 27, 1999, this form was provisionally approved for twelve months effective November 1, 1999. Subsequently, by a court order dated October 26, 2000, this form was provisionally approved for eight additional months, effective November 1, 2000. Then, by a court order dated February 27, 2001, this form was approved and adopted in its final form, effective May 1, 2001.

**4-961B. Request for order to omit petitioner's address and telephone number from petition, to place references to petitioner's address under seal and for an order providing alternative means of service on petitioner.**

[Standard simplified request to seal petitioner's address form, Family Violence Protection Act, Sections 40-13-1 to 40-13-8 NMSA 1978.]

\_\_\_\_\_ JUDICIAL DISTRICT COURT  
COUNTY OF \_\_\_\_\_  
STATE OF NEW MEXICO

\_\_\_\_\_  
Petitioner  
v.

No.

\_\_\_\_\_  
Respondent



criminally if any information in this petition is false.

\_\_\_\_\_  
Date                      Signature of petitioner

\_\_\_\_\_  
Petitioner's street address

\_\_\_\_\_  
City, state and zip code

Signed and sworn before me on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
My commission expires: \_\_\_\_\_  
Notary Public

\_\_\_\_\_  
I have reviewed this request  
[ ] I recommend that the request be granted.  
[ ] I recommend that the request be denied.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Title

\_\_\_\_\_  
Court's telephone number

[ ] Request of petitioner is granted. The respondent shall serve all pleadings and other papers required to be served by filing them with the clerk who will note on the pleading or papers the date and manner of service. The clerk shall promptly serve such pleadings and papers on the petitioner, noting in the court file the date and manner of service upon petitioner.

[ ] Request of the petitioner is denied. The petitioner shall place petitioner's name, address and phone number in the appropriate places on the petition prior to service of the petition upon the respondent.

\_\_\_\_\_  
District Judge

\_\_\_\_\_  
Date

[Approved, effective November 1, 1999 until July 1, 2001; approved, effective May 1, 2001.]

**Committee commentary.** - The committee assumes that the district court has inherent power to grant requests of this type under compelling circumstances when petitioner demonstrates a reasonable basis to believe that the petitioner's physical safety or that of a household member would be threatened if petitioner's current address is made available to respondent. The form provides an alternative means by which respondent can serve pleadings and other papers on petitioner.

### ANNOTATIONS

**Compiler's notes.** - Pursuant to a court order dated October 27, 1999, this form was provisionally approved for twelve months effective November 1, 1999. Subsequently, by a court order dated October 26, 2000, this form was provisionally approved for eight additional months, effective November 1, 2000. Then, by a court order dated February 27, 2001, this form was approved and adopted in its final form, effective May 1, 2001.

### 4-962. Response to petition for order of protection from domestic abuse.

[Standard simplified response to petition form, Family

Violence Protection Act, Sections 40-13-1 to 40-13-8 NMSA 1978.]

\_\_\_\_\_ JUDICIAL DISTRICT COURT  
COUNTY OF \_\_\_\_\_  
STATE OF NEW MEXICO

\_\_\_\_\_  
Petitioner  
v.

No.

\_\_\_\_\_  
Respondent

RESPONSE TO PETITION

FOR ORDER OF PROTECTION

FROM DOMESTIC ABUSE

Respondent in response to the allegations in the petition for order of protection from domestic abuse states: *(Set forth a*

response to each paragraph of the petition you do not agree with. Please include the paragraph number of the petition preceding each response.)

---

---

---

---

---

---

(If you need additional space, please attach additional pages.)

Respondent requests that the court:

(check and complete applicable alternatives)

modify the temporary order of protection as follows:

---

---

terminate the temporary order of protection because:

---

---

hold an earlier hearing on the petition for protection order because:

---

---

hold a later hearing on the petition for protection order because:

---

---

dismiss the petition for protection order because:

---

---

---

---

(Signature of respondent)

---

---

(Respondent's name printed)

(Respondent's address)

(Respondent's telephone number)

AFFIDAVIT OF SERVICE OF PARTY

I declare under penalty of perjury that a copy of this response was served on the petitioner by:

(check and complete applicable alternative)

first class mail, postage prepaid on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ at the following address:

(address)

OR

the following means:

OR

(check only if the petitioner's present address is unknown to respondent and not contained on the petition) service on the clerk of the court by filing two copies of this response with the clerk on this \_\_\_\_\_ day of \_\_\_\_\_,

Signature of respondent

Date of signature

Subscribed and sworn to

before me this \_\_\_\_\_

day of \_\_\_\_\_,

Judge, notary or other officer  
authorized to administer oaths

Official title

SERVICE OF PETITIONER BY CLERK

(to be completed by clerk when

*petitioner's address has been sealed*

*by order of the court)*

I served this response on the petitioner by first class mail,  
postage prepaid on this \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_.

---

Clerk

#### USE NOTE

This Response to Petition gives respondent an opportunity to state defenses against the charges in the petition. This Response to Petition does **not** contain a counter petition charging the petitioner with an act of domestic abuse. If the respondent only wants to defend against the petitioner's charge of abuse, this form should be used as drafted. If the respondent wants both to defend against the petitioner's charge of domestic abuse and also to charge the petitioner with domestic abuse, the respondent should fill out this form and also fill out Form 4-962A NMRA. Respondent then should attach Form 4-962 and Form 4-962A.

[Approved, effective November 1, 1999 until July 1, 2001; approved, as amended, effective May 1, 2001.]

#### ANNOTATIONS

**The 2001 amendment**, effective May 1, 2001, substituted "fill out this form and also fill out Form 4-962A NMRA" for "add a section to this form titled 'Counter Petition' and should include in it suitably modified relevant provisions from Form 4-961" in the next-to-last sentence in the Use Note and added the last sentence thereto.

**Compiler's notes.** - Pursuant to a court order dated October 27, 1999, this form was provisionally approved for twelve months effective November 1, 1999. Subsequently, by a court order dated October 26, 2000, this form was provisionally approved for eight additional months, effective November 1, 2000. Then, by a court order dated February 27, 2001, this form was approved and adopted in its final form, effective May 1, 2001.

**4-962A. Counter-petition for order of protection from domestic abuse.**

[Standard simplified counter-petition form,  
Family Violence Protection Act,  
Sections 40-13-1 to 40-13-8 NMSA 1978.]

\_\_\_\_\_ JUDICIAL DISTRICT COURT  
COUNTY OF \_\_\_\_\_  
STATE OF NEW MEXICO

\_\_\_\_\_  
Petitioner  
v.  
\_\_\_\_\_  
Respondent

No.

COUNTER-PETITION  
FOR ORDER OF PROTECTION  
FROM DOMESTIC ABUSE1

**1. COURT ASSISTANCE REQUEST**

[ ] We will need an interpreter in \_\_\_\_\_ to  
translate at hearings for [ ] me [ ] the petitioner.  
[ ] We will need \_\_\_\_\_ (describe other request  
for special help).

**2. INFORMATION ABOUT THE PETITIONER** (the person I am filing  
against)

A. The petitioner is:  
[ ] my husband or [ ] my wife  
[ ] my ex-husband or [ ] my ex-wife  
[ ] the parent of my child(ren)  
[ ] a family member \_\_\_\_\_ (describe the family  
relationship)

[ ] a person with whom I have had a continuing personal  
relationship \_\_\_\_\_ (describe the relationship).

B. The petitioner has the following weapons:

**3. CHILD (REN) 2**

A. List minor child(ren) of either party.

Name	Date of		Relationship of Child(ren)	
	Birth	To You	To	
Petitioner				

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

B. List address and with whom the child(ren) are currently living. *(List each child separately if child(ren) do not reside with same person.)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

C. List each address where child(ren) have lived during the last 3 years. *(List each child separately if child(ren) did not reside with same person.)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

D. Does anyone else have physical custody of the child(ren) or claim to have custody or visitation rights? [ ] yes [ ] no  
*If yes, complete the following for the child(ren):*

<b>Child's name</b>	<b>Person claiming rights</b>
_____	_____
_____	_____

**4. OTHER CASES**

[ ] The following divorce, separation, order of protection, child support, paternity, abuse or neglect cases have been previously filed by me, the petitioner or the state:

<b>Type of Case</b>	<b>Year Filed</b>	<b>Case</b>
<b>Number</b>	<b>Where Filed</b>	
<i>(if known)</i>	<i>(if known)</i>	
<i>known)</i>	<i>(city and state)</i>	
_____	_____	_____
_____	_____	_____
_____	_____	_____

**5. DOMESTIC ABUSE**

A. The petitioner committed the following act(s) of domestic abuse against me or a member of my household: *(describe in detail what happened to you or to a member of your household and when and where.)*

**Physical abuse:** \_\_\_\_\_  
\_\_\_\_\_

**Threats which caused fear that you or any household member would be injured:** \_\_\_\_\_  
\_\_\_\_\_

**Other abuse:** \_\_\_\_\_  
\_\_\_\_\_

B. Others present during the abuse

C. Did drugs or alcohol play a role in the domestic abuse? [ ] yes [ ] no

D. Were weapons used during the abuse? [ ] yes [ ] no.  
*If yes, what weapons?*

E. Has there been prior domestic abuse? [ ] yes [ ] no.

**6. REQUESTS TO THE COURT**

I REQUEST THAT THE COURT ORDER *(check all that you want)*:

[ ] A. that the petitioner not contact me, not abuse me and that the petitioner stay away from my residence, place of employment and/or school.

[ ] B. (1) that the petitioner shall immediately leave [ ] my [ ] our residence.

OR

[ ] (2) that the petitioner provide me with temporary suitable alternative housing.

[ ] C. that the petitioner shall not sell, remove, pawn, hide, destroy or damage any property owned by me or the two of us jointly.

[ ] D. that law enforcement officers assist me in retrieving my clothing and personal belongings from the residence at \_\_\_\_\_.

E. that I be given temporary custody of the child(ren) listed in this petition.

F. that until the court hearing:

petitioner shall have the following contact with the child(ren):

---

petitioner shall have no contact with the child(ren).

G. that the petitioner shall pay:

support for the child(ren)

support for me.

H. that the petitioner shall pay me for the damage and medical bills resulting from the abuse.

I. other relief that is necessary to resolve this domestic abuse problem (*list or describe what relief is necessary*):

---

---

#### **7. INFORMATION ABOUT THE RESPONDENT (ME)**

*(If you do not want the petitioner to know your address and phone number, do not include it on this form. Tell the court clerk that you need to complete two other forms (Forms 4-961A and 4-961B) for your name and address and request that the clerk place your address under seal.)*

A. **I DO NOT WANT PETITIONER TO KNOW MY ADDRESS NOW OR AFTER THE HEARING FOR THE FINAL ORDER OF PROTECTION. I HAVE COMPLETED FORM 4-961B AND GIVEN IT TO THE COURT CLERK.**

OR

B. My physical address is:

\_\_\_\_\_ in the  County  Indian  
Country of \_\_\_\_\_, State of New Mexico.

My mailing address is:

\_\_\_\_\_ (*street address*)

\_\_\_\_\_ (*city and zip*)

My telephone numbers are:

Home                      Work                      Message

\_\_\_\_\_

#### **8. NOTICE TO PETITIONER**

A. I have not told petitioner that I am filing a counter-petition to ask the court for an order of protection because I believe irreparable harm would result if I told petitioner before coming to court. (*Describe what might happen to you or what you are afraid might happen if the petitioner*

knew you were asking for a court order of protection.).

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

[ ] B. I have told petitioner that I am filing this counter-petition.

**9. LOCATION OF PETITIONER**

A. Petitioner may be found at:

\_\_\_\_\_ (address)  
\_\_\_\_\_ (city)  
\_\_\_\_\_ (state and zip code)  
\_\_\_\_\_ (if in Indian Country, please

name tribe or pueblo).

Petitioner's:

\_\_\_\_\_ (social security number)  
\_\_\_\_\_ (date of birth)  
\_\_\_\_\_ (home telephone number)  
\_\_\_\_\_ (work address)  
\_\_\_\_\_ (work telephone number).

B. Is petitioner in jail? [ ] yes [ ] no

VERIFICATION

STATE OF NEW MEXICO )  
COUNTY OF \_\_\_\_\_ )  
TRIBE OR PUEBLO \_\_\_\_\_ )

The respondent was sworn and states: I have read this counter-petition for order of protection from domestic abuse and it is true to the best of my knowledge and belief. I understand that I can be punished both civilly and criminally if any information in this counter-petition is false.

\_\_\_\_\_  
\_\_\_\_\_  
Date Signature of Respondent

Signed and sworn before me on this \_\_\_\_\_ day of

\_\_\_\_\_, \_\_\_\_\_  
Notary public

My commission expires: \_\_\_\_\_.

USE NOTES

1. Respondent should complete all information known by the respondent.

2. This part must be completed if there are children. Section 40-10-10 NMSA 1978 [see now 40-10A-209 NMSA 1978] of the Child Custody Jurisdiction Act requires the first pleading of every custody action to give information under oath as to the child's present address, the places where the child has lived within the last 3 years and the names and present addresses of the persons with whom the child has lived during that period. If a child lives with you now, but you do not want petitioner to know your address, do not put your current address here, but do fill out Forms 4-961A and 4-961B.

3. Use Notes 1 and 2 are to be printed on pre-printed forms published for use by pro se respondents. This note and Use Note 4 should not be printed on the form. This form has been approved by the Supreme Court of New Mexico for use in the courts of this state and distribution pursuant to Section 40-13-3 NMSA 1978. Pre-printed pro se forms should include a lined blank page at the end of the form for use by the respondent if the pre-printed form does not include adequate space for a complete answer to a question.

4. Section 40-13-3.1 NMSA 1978 provides that a victim in a domestic abuse case shall not be required to pay for "the issuance or service of a protection order". This has been construed to mean that a petitioner or counter-petitioner in a domestic abuse case is not required to pay a docket or other filing fees or fee for service of process.

[Approved, effective May 1, 2001.]

## ANNOTATIONS

**Effective dates.** - Pursuant to a court order of February 27, 2001, this form is adopted and approved, effective May 1, 2001.

### **4-963. Temporary order of protection and order to appear.**

[Standard simplified temporary order prohibiting domestic abuse,

Family Violence Protection Act, Sections 40-13-1 to 40-13-8 NMSA 1978.]

\_\_\_\_\_  
JUDICIAL DISTRICT COURT  
COUNTY OF \_\_\_\_\_  
STATE OF NEW MEXICO

\_\_\_\_\_  
Petitioner

v.

No.

\_\_\_\_\_  
Respondent

TEMPORARY ORDER OF PROTECTION

AND ORDER TO APPEAR

The court has reviewed the sworn petition alleging domestic abuse. The court having considered the petition, **FINDS** that the court has jurisdiction, that there is probable cause to believe that an act of domestic abuse has occurred and that petitioner or a household member of petitioner will suffer immediate and irreparable injury, loss or damage unless the court enters this order. The court **ORDERS**:

[ ] 1. Respondent shall not write to, talk to, visit or contact the petitioner in any way except through petitioner's lawyer, if petitioner has a lawyer.

[ ] 2. Respondent shall not abuse the petitioner or the petitioner's household members in any way. "Abuse" means any incident by respondent against petitioner or petitioner's household member resulting in (1) physical harm; (2) severe emotional distress; (3) bodily injury or assault; (4) a threat causing imminent fear of bodily injury; (5) criminal trespass; (6) criminal damage to property; (7) repeatedly driving by a residence or work place; (8) telephone harassment; (9) stalking; (10) harassment; (11) harm or threatened harm to children in any manner set forth above.

[ ] 3. Respondent shall not ask or cause other persons to abuse the petitioner or the petitioner's household members.

[ ] 4. Respondent shall not go within \_\_\_\_\_ yards of the petitioner's home or school or work place. Respondent shall not go within \_\_\_\_\_ yards of the petitioner at all times except \_\_\_\_\_. If at a public place, such as a store, respondent shall not go within \_\_\_\_\_ yards of petitioner.

[ ] 5. \_\_\_\_\_ shall have temporary physical custody of the following child(ren):

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

\_\_\_\_\_  
[ ] 6. With respect to the child(ren) named in the preceding paragraph, [ ] respondent [ ] petitioner shall have:

[ ] A. No contact with the child(ren) until further order of this court and shall stay \_\_\_\_\_ yards away from the child(ren)'s school.

[ ] B. Contact with the child(ren), subject to:

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

\_\_\_\_\_  
[ ] 7. The court may decide temporary child and interim support at the hearing listed below. Both parties shall bring to the hearing proof of income in the form of the two latest pay stubs or the federal tax returns from the previous year, proof of work related day-care costs and proof of medical insurance costs for the child(ren).

[ ] 8. [ ] A. Respondent is ordered to immediately leave the residence at \_\_\_\_\_ and to not return until further court order.

[ ] B. Law enforcement officers are hereby ordered to evict respondent from the residence at \_\_\_\_\_

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

\_\_\_\_\_  
[ ] C. Respondent is ordered to surrender all keys to the residence to law enforcement officers.

[ ] 9. Law enforcement officers or \_\_\_\_\_ shall accompany [ ] respondent [ ] petitioner to remove essential tools (as specified in No. 12), clothing, and personal belongings from the residence at \_\_\_\_\_

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

\_\_\_\_\_  
[ ] 10. Neither party shall transfer, hide, add debt to, sell or otherwise dispose of the other's property or the joint property of the parties except in the usual course of business or for the necessities of life. The parties shall account to the court for all such changes to property made after the order is served or communicated to the party. Neither party shall disconnect the utilities of the other party's residence.

[ ] 11. This order supersedes inconsistent prior order in Cause No. \_\_\_\_\_ and any other prior domestic

relations order and domestic violence restraining orders between these two parties.

[ ] 12. Other:

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

13. While this order is in effect, petitioner shall refrain from any act that would cause the respondent to violate this order.

**HEARING**

IT IS FURTHER ORDERED that the parties shall appear in the \_\_\_\_\_ Judicial District Court, Room \_\_\_\_\_, at \_\_\_\_\_, before \_\_\_\_\_, at \_\_\_\_\_ (a.m.) (p.m.) on \_\_\_\_\_ (date) for hearing on whether an extended order of protection against domestic abuse will be issued. Either party may bring witnesses or evidence and may be represented by counsel at this hearing. Respondent may file a Response to the Petition for Order of Protection from Domestic Abuse on or before the hearing. If the respondent fails to attend this hearing, an extended order may be entered by default against respondent and a bench warrant may be issued for respondent's arrest. If petitioner willfully fails to appear at this hearing, the petition may be dismissed. This order remains in force until \_\_\_\_\_.

**DO NOT BRING ANY CHILDREN TO THE HEARING WITHOUT PRIOR PERMISSION OF THE COURT.**

**ENFORCEMENT OF ORDER**

If the respondent violates any part of this order, the respondent may be charged with a crime, arrested, held in contempt of court, fined or jailed.

**SERVICE AND NOTICE TO LAW ENFORCEMENT AGENCIES**

Upon the signing of this order by a district court judge, a law enforcement officer shall serve on the respondent a copy of this order and a copy of the petition.

**A LAW ENFORCEMENT OFFICER SHALL USE ANY LAWFUL MEANS TO ENFORCE THIS ORDER.**

[ ] I have reviewed the petition for order of protection and made recommendations to the district judge regarding its disposition.

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

(Signed)

Court telephone number

(Title)

**SO ORDERED:**

---

District Judge

Date and time approved

USE NOTE

The Temporary Order of Protection and Order to Appear requires a proof of return of service. The Committee has been informed that each local law enforcement agency has its own return of service form which will be used for this purpose.

Personal service of the Temporary Order of Protection and Order to Appear will assure that the Temporary Order is fully enforceable. It is possible that actual notice to the respondent of the content of the Temporary Order will also suffice to bind the respondent to comply with the order. *Territory of New Mexico v. Clancy*, 7 N.M. 580, 583 (1894).

[Approved, effective November 1, 1999 until July 1, 2001; approved, as amended, effective May 1, 2001.]

**ANNOTATIONS**

**The 2001 amendment**, effective May 1, 2001, inserted "of petitioner" in the second sentence in the introductory paragraph, substituted "petitioner's household" for "another household" in the second sentence in item 1., substituted "may decide" for "shall decide" near the beginning of item 7., substituted "shall accompany respondent/petitioner" for "shall assist respondent" near the beginning of item 9., and rewrote item 13.

**Compiler's notes.** - Pursuant to a court order dated October 27, 1999, this form was provisionally approved for twelve months effective November 1, 1999. Subsequently, by a court order dated October 26, 2000, this form was provisionally approved for eight additional months, effective November 1, 2000. Then, by a court order dated February 27, 2001, this form was approved and adopted in its final form, effective May 1, 2001.

**4-963A. Temporary order of protection against petitioner and order to appear.**

[Standard simplified temporary order prohibiting domestic abuse,

Family Violence Protection Act, Sections 40-13-1 to 40-13-8 NMSA 1978.]

JUDICIAL DISTRICT COURT

COUNTY OF \_\_\_\_\_  
STATE OF NEW MEXICO

\_\_\_\_\_  
Petitioner  
v.

No.

\_\_\_\_\_  
Respondent

TEMPORARY ORDER OF PROTECTION

AGAINST PETITIONER

AND ORDER TO APPEAR

The court has reviewed the sworn counter-petition alleging domestic abuse. The court having considered the petition, **FINDS** that the court has jurisdiction, that there is probable cause to believe that an act of domestic abuse has occurred and that respondent or a household member of respondent will suffer immediate and irreparable injury, loss or damage unless the court enters this order. The court **ORDERS:**

[ ] 1. Petitioner shall not write to, talk to, visit or contact the respondent in any way except through respondent's lawyer, if respondent has a lawyer.

[ ] 2. Petitioner shall not abuse the respondent or the respondent's household members in any way. "Abuse" means any incident by petitioner against respondent or respondent's household member resulting in (1) physical harm; (2) severe emotional distress; (3) bodily injury or assault; (4) a threat causing imminent fear of bodily injury; (5) criminal trespass; (6) criminal damage to property; (7) repeatedly driving by a residence or work place; (8) telephone harassment; (9) stalking; (10) harassment; (11) harm or threatened harm to children in any manner set forth above.

[ ] 3. Petitioner shall not ask or cause other persons to abuse the respondent or the respondent's household members.

[ ] 4. Petitioner shall not go within \_\_\_\_\_ yards of the respondent's home or school or work place. Petitioner shall not go within \_\_\_\_\_ yards of the respondent at all times except \_\_\_\_\_. If at a public place, such as a store, petitioner shall not go within \_\_\_\_\_ yards of respondent.

[ ] 5. \_\_\_\_\_ shall have temporary

physical  
custody of the following child(ren):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

6. With respect to the child(ren) named in the preceding paragraph,  respondent  petitioner shall have:

A. No contact with the child(ren) until further order of this court and shall stay \_\_\_\_\_ yards away from the child(ren)'s school.

B. Contact with the child(ren), subject to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

7. The court may decide temporary child and interim support at the hearing listed below. Both parties shall bring to the hearing proof of income in the form of the two latest pay stubs or the federal tax returns from the previous year, proof of work related day-care costs and proof of medical insurance costs for the child(ren).

8.

A. Petitioner is ordered to immediately leave the residence at \_\_\_\_\_ and to not return until further court order.

B. Law enforcement officers are hereby ordered to evict petitioner from the residence at \_\_\_\_\_.

C. Petitioner is ordered to surrender all keys to the residence to law enforcement officers.

9. Law enforcement officers or \_\_\_\_\_ shall accompany  respondent  petitioner to remove essential tools (as specified in No. 12), clothing, and personal belongings from the residence at \_\_\_\_\_.

10. Neither party shall transfer, hide, add debt to, sell or otherwise dispose of the other's property or the joint property of the parties except in the usual course of business or for the necessities of life. The parties shall account to the court for all such changes to property made after the order is served or communicated to the party. Neither party shall

disconnect the utilities of the other party's residence.

11. This order supersedes inconsistent prior order in Cause No. \_\_\_\_\_ and any other prior domestic relations order and domestic violence restraining orders between these two parties.

12. Other:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

13. While this order is in effect, respondent shall refrain from any act that would cause the petitioner to violate this order.

**HEARING**

IT IS FURTHER ORDERED that the parties shall appear in the \_\_\_\_\_ Judicial District Court, Room \_\_\_\_\_, at \_\_\_\_\_, before \_\_\_\_\_, at \_\_\_\_\_ (a.m.) (p.m.) on \_\_\_\_\_ (date) for hearing on whether an extended order of protection against domestic abuse will be issued. Either party may bring witnesses or evidence and may be represented by counsel at this hearing. Petitioner may file a Response to the Petition for Order of Protection from Domestic Abuse on or before the hearing. If the petitioner fails to attend this hearing, an extended order may be entered by default against petitioner and a bench warrant may be issued for petitioner's arrest. If respondent willfully fails to appear at this hearing, the petition may be dismissed. This order remains in force until \_\_\_\_\_,

**DO NOT BRING ANY CHILDREN TO THE HEARING WITHOUT PRIOR PERMISSION OF THE COURT.**

**ENFORCEMENT OF ORDER**

If the petitioner violates any part of this order, the petitioner may be charged with a crime, arrested, held in contempt of court, fined or jailed.

**SERVICE AND NOTICE TO LAW ENFORCEMENT AGENCIES**

Upon the signing of this order by a district court judge, a law enforcement officer shall serve on the petitioner a copy of this order and a copy of the counter-petition.

**A LAW ENFORCEMENT OFFICER SHALL USE ANY LAWFUL MEANS TO ENFORCE THIS ORDER.**

I have reviewed the counter-petition for an order of protection and made recommendations to the district judge regarding its disposition.

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

(Signed)

Court telephone number

\_\_\_\_\_  
(Title)

**SO ORDERED:**

\_\_\_\_\_  
District Judge

\_\_\_\_\_  
Date and time approved

USE NOTE

The Temporary Order of Protection and Order to Appear requires a proof of return of service. The Committee has been informed that each local law enforcement agency has its own return of service form which will be used for this purpose.

Personal service of the Temporary Order of Protection and Order to Appear will assure that the Temporary Order is fully enforceable. It is possible that actual notice to the petitioner of the content of the Temporary Order will also suffice to bind the petitioner to comply with the order. *Territory of New Mexico v. Clancy*, 7 N.M. 580, 583 (1894).

[Approved, effective May 1, 2001.]

**ANNOTATIONS**

**Effective dates.** - Pursuant to a court order dated February 27, 2001, this form is adopted and approved, effective May 1, 2001.

**4-964. Order to appeal.**

[Standard simplified order to appear at hearing,

Family Violence Protection Act, Sections 40-13-1 to 40-13-8 NMSA 1978.]

\_\_\_\_\_  
JUDICIAL DISTRICT COURT

COUNTY OF \_\_\_\_\_  
STATE OF NEW MEXICO

\_\_\_\_\_  
Petitioner

v.

No.

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

Respondent

ORDER TO APPEAR

You are hereby ordered to appear in the \_\_\_\_\_  
judicial district court, room \_\_\_\_\_, at  
\_\_\_\_\_ (address), before \_\_\_\_\_, at  
\_\_\_\_\_ (a.m.) (p.m.) on \_\_\_\_\_ (date) for hearing  
on whether an order of protection against domestic abuse will be  
issued. You may bring witnesses or evidence and may be  
represented by counsel at this hearing. You may file a Response  
to Petition for Order of Protection from Domestic Abuse (Form 4-  
962) at or before the hearing.

If you fail to attend this hearing, an order of protection may  
be entered by default against you and a bench warrant may be  
issued for your arrest.

[ ] **DO NOT BRING ANY CHILDREN TO THE HEARING.**

---

\_\_\_\_\_ District Judge

USE NOTE

This form is for use when petitioner does not seek a temporary  
order of protection and also when the petitioner seeks a  
temporary order of protection, but the court denies the request.

The date for hearing should be set in accordance with the  
mandate of Section 40-13-4(D) NMSA 1978 which provides that "if  
an ex parte order is not granted," the court "shall serve notice  
to appear upon the parties and hold a hearing on the petition  
for order of protection within seventy-two hours after the  
filing of the petition."

The Order to Appear requires a proof of return of service. The  
Committee has been informed that each local law enforcement  
agency has its own return of service form which will be used for  
this purpose.

[Approved, effective November 1, 1999 until July 1, 2001;  
approved, effective May 1, 2001.]

**ANNOTATIONS**

**Compiler's notes.** - Pursuant to a court order dated October 27, 1999, this form was  
provisionally approved for twelve months effective November 1, 1999. Subsequently, by  
a court order dated October 26, 2000, this form was provisionally approved for eight

additional months, effective November 1, 2000. Then, by a court order dated February 27, 2001, this form was approved and adopted in its final form, effective May 1, 2001.

#### 4-965. Order of protection, mutual, non-mutual.

[Standard simplified order of protection, Family Violence Protection Act, Sections 40-13-1 to 40-13-8 NMSA 1978.]

\_\_\_\_\_  
JUDICIAL DISTRICT COURT  
COUNTY OF \_\_\_\_\_  
STATE OF NEW MEXICO

\_\_\_\_\_  
Petitioner

v.

No.

\_\_\_\_\_  
Respondent

#### ORDER OF PROTECTION<sup>1</sup>

[ ] MUTUAL<sup>2</sup> [ ] NON-MUTUAL

*This order is an order of protection under 18 U.S.C. Section 922, 18 U.S.C. Section 2265 and Section 40-13-6(D) NMSA 1978. This order shall be accorded full faith and credit by the courts of every state and Indian Tribe and shall be enforced as if it were the order of such other State or Tribe.*

THIS MATTER came before the court on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ through a hearing on the [ ] petitioner's [ ] respondent's request for an order prohibiting domestic abuse.

The court, having determined that it has legal jurisdiction over the parties and the subject matter, **FINDS, CONCLUDES AND ORDERS:**

*(check only applicable paragraphs)*

#### 1. NOTICE AND APPEARANCES

- [ ] Petitioner was present.
- [ ] Petitioner was represented by counsel.
- [ ] Respondent was present.
- [ ] Respondent was represented by counsel.
- [ ] Respondent was properly served with a copy of the

petition, temporary order of protection prohibiting domestic abuse and order to appear.

Respondent was properly served with a copy of the petition and order to appear.

Respondent received actual notice of the hearing and had an opportunity to participate in the hearing.<sup>3</sup>

Petitioner was properly served with a copy of the counter-petition and Order to Appear.<sup>4</sup>

Petitioner was properly served with a copy of the temporary order and Order to Appear.

Petitioner received actual notice of the hearing and had an opportunity to participate in the hearing.<sup>3</sup>

## **2. CONSEQUENCES OF ENTRY OF ORDER OF PROTECTION**

Violation of this order by the  respondent  petitioner can have serious consequences, including:

A. If you violate the terms of this order, you may be charged with a misdemeanor, which is punishable by imprisonment of up to 364 days and a fine of up to \$1,000. You may be found in contempt of court.

B. If you are the spouse of the other party, an individual who lives with or has lived with the other party, or if you and the other party have had a child together, federal law prohibits you from possessing or transporting firearms or ammunition while this order is in effect. If you have a firearm or ammunition, you should immediately dispose of the firearm or ammunition. Violation of this law is a federal crime punishable by imprisonment for up to 10 years and a fine of up to \$250,000.

C. If you are not a citizen of the United States, entry of this order may have a negative effect on your application for residency or citizenship.

## **3. FINDING OF DOMESTIC ABUSE**

An act of domestic abuse was committed by  respondent  petitioner that necessitates an order of protection.

## **4. DOMESTIC ABUSE PROHIBITED**

Respondent  Petitioner shall not abuse the other party or members of the other party's household. "Abuse" means any incident by one party against the other party or another household member resulting in (1) physical harm; (2) severe emotional distress; (3) bodily injury or assault; (4) a threat by petitioner or respondent causing imminent fear of bodily injury to the other party or any household member; (5) criminal trespass; (6) criminal damage to property; (7) repeatedly driving by petitioner's or respondent's or a household member's residence or work place; (8) telephone harassment; (9) stalking; (10) harassment; or (11) harm or threatened harm to children in any manner set forth above.

Respondent  Petitioner shall not ask or cause other

persons to abuse the other party or any other household members.

**5. CONTACT PROHIBITIONS**

[ ] Respondent [ ] Petitioner shall stay \_\_\_\_\_ yards away from the other party, the other party's home and any workplace at all times, unless at a public place, where the [ ] respondent [ ] petitioner shall remain \_\_\_\_\_ yards away from the other party except as specifically permitted by this order.

[ ] Respondent [ ] Petitioner shall not telephone, talk to, visit or contact the other party in any way except as follows:

[ ] The parties may contact each other by telephone regarding medical emergencies of minor children;

Other \_\_\_\_\_

[ ] The parties may attend joint counseling sessions at the counselor's discretion.

*(Unless the court has sealed petitioner's or respondent's address, include address of residence and employment for the appropriate party or parties.)*

**Respondent's addresses**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
*(home address)*  
*(work address)*  
*(city)*  
*(if applicable, tribe or pueblo)*  
*(state and zip code)*

**Petitioner's addresses**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
*(home address)*  
*(work address)*  
*(city)*  
*(if applicable, tribe or pueblo)*  
*(state and zip code)*

**6. COUNSELING**

[ ] Respondent shall attend counseling at \_\_\_\_\_, contacting that office within five (5) days. The respondent shall participate in, attend and complete counseling as recommended by the named agency.

[ ] Petitioner shall attend counseling at \_\_\_\_\_, contacting that office within five (5) days. The petitioner shall participate in, attend and complete counseling as recommended by the named agency.

[ ] Respondent shall report to \_\_\_\_\_, for a [ ] drug [and] [ ] alcohol screen by \_\_\_\_\_, \_\_\_\_\_ (date) with the results returned to this court.

[ ] Petitioner shall report to \_\_\_\_\_, for a [ ] drug [and] [ ] alcohol screen by \_\_\_\_\_, \_\_\_\_\_ (date) with the results returned to this court.

[ ] Other counseling requirements:

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**7. CUSTODY**

[ ] The court's orders regarding the minor child(ren) are addressed in the Custody, Support and Division of Property Attachment of this Order of Protection.<sup>5</sup>

**8. PROVISIONS RELATING TO SUPPORT**

[ ] The court's orders regarding support issues for the parties are found in the Custody, Support and Division of Property Attachment of this Order of Protection.

**9. PROPERTY, DEBTS AND PAYMENTS OF MONEY**

[ ] The court's orders regarding property, debts and payment of money are found in the Custody, Support and Division of Property Attachment<sup>5</sup> of this Order of Protection.

**10. PARTIES SHALL NOT CAUSE VIOLATION**

While this order is in effect, the parties shall refrain from any act that would cause the other party to violate this order.<sup>6</sup>

**11. ADDITIONAL ORDERS**

[ ] *Review hearing.* The parties are ordered to appear for a review hearing on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, at \_\_\_\_\_ (a.m.) (p.m.). Any party ordered to attend counseling shall bring proof of counseling to the review hearing.

IT IS FURTHER ORDERED<sup>7</sup>:

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**12. EFFECTIVE DATE OF ORDER; EXTENSION; MODIFICATION**

This order is effective upon filing with the clerk of the court.

This order [with the exception of the orders in the Custody, Support and Division of Property Attachment<sup>5</sup>] shall continue until \_\_\_\_\_ (date), or until modified or rescinded by the court.

**13. NOTICE TO LAW ENFORCEMENT AGENCIES**

**ANY LAW ENFORCEMENT OFFICER SHALL USE ANY LAWFUL MEANS TO ENFORCE THIS ORDER.**

[ ] Respondent [ ] Petitioner is ordered to surrender all keys to the residence to law enforcement officers.

[ ] Law enforcement officers or \_\_\_\_\_ shall be present during any property exchange.

[ ] This order supersedes prior orders in \_\_\_\_\_  
County, State of \_\_\_\_\_, Cause No. \_\_\_\_\_ to the  
extent that there are contradictory provisions.

**14. NOTICE TO PARTIES**

This order does not serve as a divorce and does not  
permanently resolve child custody or support issues.

**15. RECOMMENDATIONS**

I have:

[ ] reviewed the petition for order of protection;  
[ ] reviewed the counter-petition for order of protection;  
[ ] conducted hearings on the merits of the petition;  
[ ] after notice and hearing as indicated in this order I  
prepared this order as my recommendation to the district court  
judge regarding disposition of requests for order of protection.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Title

Court's telephone number:  
\_\_\_\_\_

**SO ORDERED:**

\_\_\_\_\_  
District Judge

\_\_\_\_\_  
Date

[ ] A copy of this order was [ ] hand delivered [ ] faxed [ ]  
mailed to [ ] respondent [ ] respondent's counsel on  
\_\_\_\_\_ (date) 8.

[ ] A copy of this order was [ ] hand delivered [ ] faxed [ ]  
mailed to [ ] petitioner [ ] petitioner's counsel on  
\_\_\_\_\_ (date).

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Title

USE NOTES

1. These use notes shall not be included in any Order of  
Protection issued by the court.

2. Mutual orders of protection are binding on the petitioner  
as well as the respondent and are entitled to full faith and  
credit when certain procedural requirements are met. Because the

mutual order of protection will only issue when a petition and counter-petition (or reversed-caption petition) are filed and the court finds that both petitioner and respondent committed acts of abuse, a mutual order will be entitled to full faith and credit pursuant to 18 U.S.C. Section 2265(c) and Section 40-13-6D NMSA 1978.

3. A mutual order may be entered only after a counter-petition has been filed and a hearing conducted of which petitioner received actual notice and at which petitioner had an opportunity to participate if 18 U.S.C. Section 922 is to apply to this order.

4. This order may be entered only after a hearing at which respondent received actual notice and at which respondent had an opportunity to participate if 18 U.S.C. Section 922 is to apply to this order.

5. See Form 4-967 for the Custody, Support and Division of Property Order attachment.

6. A violation of this provision may result in a finding of contempt of court, punishable by fine, imprisonment or both.

7. If appropriate, an order providing for restitution may be included in this paragraph.

8. Respondent or petitioner should be served at the time this order is issued, before leaving the courthouse. If a default order is issued, service upon the non-attending party shall be made by mail or by personal service. See Section 40-13-6(A) NMSA 1978.

[Approved, effective November 1, 1999 until July 1, 2001; approved, as amended, effective May 1, 2001.]

**Committee commentary.** - The Family Violence Protection Act provides that "a peace officer shall arrest without a warrant and take into custody a person whom the peace officer has probable cause to believe has violated an order" of protection entered pursuant to the Act. Section 40-13-6(C) NMSA 1978.

This statute would allow a warrantless misdemeanor arrest for conduct occurring outside the presence of the officer and would not require exigent circumstances in addition to probable cause. That a misdemeanor must occur in the presence of the arresting officer is a long standing common law requirement for a warrantless misdemeanor arrest. *Eg. State v. Luna*, 93 N.M. 773, 777, 606 P.2d 183, 187 (1980). The "exigent circumstances" requirement is mandated by the New Mexico Constitution. *Campos v. State*, 117 N.M. 155, 159, 870 P.2d 117, 121 (1994) ("[F]or a warrantless arrest to be reasonable it must be based upon both probable cause and sufficient exigent circumstances."). Absent the exigent circumstance that the misdemeanor is committed in the presence of the officer, *Id.*, ("If an officer observes the person arrested committing a felony, exigency will be presumed."), the New Mexico Constitution appears to bar blanket authority to make warrantless arrests for misdemeanors committed outside the presence of the officer.

The legislature, of course, lacks power to provide by statute for an arrest procedure that violates the New Mexico Constitution. *Campos v. State*, 117 N.M. 155, 158, 870 P.2d 117, 120 (1994). To avoid having the Supreme Court give approval to a form containing language of questionable constitutional validity, the committee did not use the statutory language in the portion of the Final Order describing the power of a law enforcement officer to make a warrantless arrest for the misdemeanor crime (Section 40-13-6(D) NMSA 1978), of violating the Final Order of Protection. The committee substituted more general language, which does not prejudge the constitutional issue.

The general provisions of the order of protection, including injunctive orders, "shall continue until modified or rescinded . . . or until the court approves a subsequent consent agreement. . . ." Section 40-13-6(B) NMSA 1978. In contrast, "[a]n order of protection . . . involving custody or support shall be effective for a fixed period of time not to exceed six months". *Id.* The custody or support "order may be extended for good cause upon motion . . . for an additional period of time not to exceed six months", *Id.*, unless "the order supersedes or alters prior orders of the court" pertaining to child custody or child support. See Section 40-13-5(C) NMSA 1978. In the latter situation, "the court may enter an initial order of protection, but the portion of the order dealing with child custody or child support will then be transferred to the court that has or continues to have jurisdiction over the pending or prior custody or support action". *Id.*

#### **ANNOTATIONS**

**The 2001 amendment**, effective May 1, 2001, substituted "Mutual/Non Mutual" for "Against Respondent" in the title of the order and rewrote the order to reflect the fact that the order addresses the actions of both parties in the protection order.

**Compiler's notes.** - Pursuant to a court order dated October 27, 1999, this form was provisionally approved for twelve months effective November 1, 1999. Subsequently, by a court order dated October 26, 2000, this form was provisionally approved for eight additional months, effective November 1, 2000. Then, by a court order dated February 27, 2001, this form was approved and adopted in its final form, effective May 1, 2001.

#### **4-966. Order of protection against the petitioner. [Withdrawn.]**

#### **ANNOTATIONS**

**Withdrawals.** - Pursuant to a court order dated April 9, 2002, this form, an order of protection against the petitioner in a domestic abuse proceeding, is withdrawn, effective April 9, 2002.

#### **4-966A. Withdrawn.**

#### **ANNOTATIONS**

**Withdrawals.** - Pursuant to a court order dated February 27, 2001, this form, pertaining to mutual order of protection, is withdrawn, effective May 1, 2001. See Form 4-965 NMRA.

**4-967. Custody, support and division of property order attachment.**

CUSTODY, SUPPORT AND

DIVISION OF PROPERTY ORDER ATTACHMENT 1

**1. CUSTODY**

A.  Petitioner  Respondent shall have temporary legal custody of the following child(ren):

\_\_\_\_\_

\_\_\_\_\_.

B.  Petitioner  Respondent shall have physical custody of the above child(ren) at all times, except that  respondent  petitioner shall have contact as follows:

No contact, and stay \_\_\_\_\_ yards from the child(ren)'s school at all times.

Contact at the following specified times:

\_\_\_\_\_

\_\_\_\_\_.

The child(ren) shall be exchanged for visitation at \_\_\_\_\_ on \_\_\_\_\_.

Referred to \_\_\_\_\_ for evaluation or mediation, with appropriate safeguards to protect the parties and allow them to mediate fairly. Contact with the child(ren) is deferred until findings of mediator or counselor.

C. Custody, visitation and child support will be continued in accordance with the court order in \_\_\_\_\_ County, State of \_\_\_\_\_, Cause No. \_\_\_\_\_.

D. Other

\_\_\_\_\_

\_\_\_\_\_.

E.  Petitioner  Respondent shall not hide the

child(ren) from the other parent or permanently remove the child(ren) from the State of New Mexico. Neither parent should speak negatively about the absent parent in front of the child(ren) or question the child(ren) about the other parent.

F. Each parent shall immediately notify the other parent about any emergency condition of the child(ren).

**2. PROVISIONS RELATING TO SUPPORT**

Temporary support shall be paid by  respondent  petitioner to  respondent  petitioner in the amount of \$\_\_\_\_\_ per month payable \_\_\_\_\_.

Respondent  Petitioner shall provide suitable alternative housing to  respondent  petitioner and any child(ren) to whom the respondent owes a legal obligation of support. This shall be provided as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

All child support payments shall be made by check or money order made payable to and sent to \_\_\_\_\_.

A separate wage withholding order shall be entered and directed to (*employer*) \_\_\_\_\_, at \_\_\_\_\_ (*address*).

**3. PROPERTY, DEBTS, PAYMENTS OF MONEY**

Neither party shall transfer, conceal, encumber or otherwise dispose of the other party's property or the joint property of the parties except in the usual course of business or for the necessities of life. Each party shall account to the other party for all such transfers, encumbrances and expenditures made by that party after the order is entered.

This means that you shall not give away, hide, add debt to, sell or pawn the property.

The parties' property shall be temporarily distributed as follows:

\_\_\_\_\_.

Petitioner  Respondent shall have temporary physical custody of the following physical assets2:

\_\_\_\_\_  
\_\_\_\_\_.

**4. ADDITIONAL PROVISIONS REGARDING CUSTODY, SUPPORT AND DIVISION OF PROPERTY**

IT IS FURTHER ORDERED3:

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**5. EFFECT OF ORDER**

If there is a pending or completed action relating to child custody or child support at the time this order is filed, the court may modify the order, but the portion of the order dealing with child custody or child support must then be transferred to the court that has or continues to have jurisdiction over the pending or prior custody or support action.

This order does not serve as a divorce and does not permanently resolve child custody or support issues.

**6. EXPIRATION**

The provisions set forth in this attachment shall expire on \_\_\_\_\_, \_\_\_\_\_ (date) at 5:00 p.m., unless explicitly extended by court order.

USE NOTE

1. This form may be modified as appropriate and attached to an order of protection in any domestic violence proceeding.
2. List personal assets. A separate schedule may be attached to this order.
3. If appropriate, an order providing for restitution may be included in this paragraph.  
[Approved, effective November 1, 1999 until July 1, 2001; approved, as amended, effective May 1, 2001.]

**ANNOTATIONS**

**The 2001 amendment**, effective May 1, 2001, rewrote this form, deleting provisions relating to the counseling of the respondent and the petitioner.

**Compiler's notes.** - Pursuant to a court order dated October 27, 1999, this form was provisionally approved for twelve months effective November 1, 1999. Subsequently, by a court order dated October 26, 2000, this form was provisionally approved for eight additional months, effective November 1, 2000. Then, by a court order dated February 27, 2001, this form was approved and adopted in its final form, effective May 1, 2001.

**4-968. Application to modify, terminate or renew the order of protection from domestic abuse.**

[Standard simplified domestic abuse form,  
Family Violence Protection Act,  
Sections 40-13-1 to 40-13-8 NMSA 1978.]

\_\_\_\_\_ JUDICIAL DISTRICT COURT  
COUNTY OF \_\_\_\_\_  
STATE OF NEW MEXICO

\_\_\_\_\_  
Petitioner

v.

No.

\_\_\_\_\_  
Respondent

APPLICATION TO MODIFY, TERMINATE OR RENEW

THE ORDER OF PROTECTION FROM DOMESTIC ABUSE

Petitioner  Respondent asks the court:  
(*check and complete applicable alternatives*)  
 to modify the protection order as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.  
 to terminate the protection order because:

\_\_\_\_\_  
\_\_\_\_\_.  
 to renew and extend the protection order for an additional  
\_\_\_\_\_  
(days) (months) because:

\_\_\_\_\_  
\_\_\_\_\_.  
The other party:  
 objects to the renewal, modification or termination of the  
protection order.  
 agrees to the renewal, modification or termination of the  
protection order.  
 has not told me whether (he) (she) objects or agrees to  
the renewal, modification or termination of the protection

order.

VERIFICATION

STATE OF NEW MEXICO )  
COUNTY OF \_\_\_\_\_ )  
TRIBE OR PUEBLO \_\_\_\_\_ )

The (petitioner) (respondent) was sworn and states: I have read this petition for order of protection from domestic abuse and it is true to the best of my knowledge and belief. I understand that I can be punished both civilly and criminally if any information in this petition is false.

\_\_\_\_\_  
\_\_\_\_\_  
*Date*                      *Signature of party filing*  
*this application*  
Signed and sworn before me on this \_\_\_\_\_ day of  
\_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary public  
My commission expires: \_\_\_\_\_.  
[Approved, effective November 1, 1999 until July 1, 2001;  
approved, effective May 1, 2001.]

**ANNOTATIONS**

**Compiler's notes.** - Pursuant to a court order dated October 27, 1999, this form was provisionally approved for twelve months effective November 1, 1999. Subsequently, by a court order dated October 26, 2000, this form was provisionally approved for eight additional months, effective November 1, 2000. Then, by a court order dated February 27, 2001, this form was approved and adopted in its final form, effective May 1, 2001.

**4-970. Stipulated order of protection against respondent.**

STATE OF NEW MEXICO  
COUNTY OF \_\_\_\_\_  
\_\_\_\_\_ JUDICIAL DISTRICT

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

Respondent

STIPULATED ORDER OF PROTECTION

AGAINST RESPONDENT1

*This is not an order of protection under*

*18 U.S.C. Section 922*

*THIS MATTER came before the court upon agreement of the parties to the entry of an order.*

*The court, having determined that it has legal jurisdiction over the parties and the subject matter, **FINDS, CONCLUDES AND ORDERS:***

*(check only applicable paragraphs)*

**1. NOTICE AND APPEARANCES**

This order was entered on stipulation of the parties in a proceeding that does not satisfy the requirements of 18 U.S.C. Section 922.2

**2. EFFECT OF STIPULATION TO ORDER OF PROTECTION**

Violation of this order can have serious consequences, including:

A. If you violate the terms of this order, you may be charged with a misdemeanor, which is punishable by imprisonment of up to 364 days and a fine of up to \$1,000.

B. You may be found to be in contempt.

C. If you are not a citizen of the United States, entry of this order may have a negative effect on your application for residency or citizenship.

**3. DOMESTIC ABUSE PROHIBITED**

The respondent shall not abuse the petitioner or members of the petitioner's household.

"Abuse" means any incident by respondent against the petitioner or petitioner's household member resulting in (1) physical harm; (2) severe emotional distress; (3) bodily injury or assault; (4) a threat by respondent causing imminent fear of bodily injury to petitioner or petitioner's household member; (5) criminal trespass; (6) criminal damage to property; (7) repeatedly driving by petitioner's or petitioner's household members' residence or work place; (8) telephone harassment; (9) stalking; (10) harassment; or (11) harm or threatened harm to children in any manner set forth above.

Respondent shall not ask or cause other persons to abuse the petitioner or petitioner's household members.

**4. CONTACT PROHIBITIONS**



[ ] drug [and] [ ] alcohol screen by \_\_\_\_\_, \_\_\_\_\_  
(date) with the results returned to this court.

[ ] Other counseling requirements:  
\_\_\_\_\_  
\_\_\_\_\_

**6. CUSTODY<sup>3</sup>**

[ ] The court's orders regarding the minor [child]  
[children] of the parties are found in the Custody, Support and  
Division of Property Attachment<sup>4</sup> of this Order of Protection.

**7. PROVISIONS RELATING TO SUPPORT<sup>3</sup>**

[ ] The court's orders regarding support issues for the  
parties are found in the Custody, Support and Division of  
Property Attachment of this Order of Protection.

**8. PROPERTY, DEBTS, PAYMENTS OF MONEY<sup>3</sup>**

[ ] The court's orders regarding property, debts and payment  
of money are addressed in the Custody, Support and Division of  
Property Attachment of this Order of Protection.

**9. ADDITIONAL ORDERS**

[ ] Review hearing. The parties are ordered to appear for a  
review hearing on the \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_, at \_\_\_\_\_ (a.m.) (p.m.).

Any party ordered to attend counseling shall bring proof of  
counseling to the review hearing.

IT IS FURTHER ORDERED<sup>4</sup>:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**10. PETITIONER SHALL NOT CAUSE VIOLATION**

While this order is in effect, the petitioner shall refrain  
from any act that would cause the respondent to violate this  
order.<sup>5</sup>

**11. EFFECTIVE DATE OF ORDER; EXTENSION; MODIFICATION**

This order is effective upon filing with the clerk of the  
court.

This order [with the exception of the orders in the Custody,  
Support and Division of Property Attachment] shall continue  
until \_\_\_\_\_ (date), or until modified or rescinded by  
the court.

**12. NOT TO BE ENTERED IN FEDERAL REGISTRY**

This order shall not be entered into a national domestic  
violence registry or other national information system.

**13. NOTICE TO LAW ENFORCEMENT AGENCIES**

**ANY LAW ENFORCEMENT OFFICER SHALL USE ANY LAWFUL MEANS TO  
ENFORCE THIS ORDER.**

Respondent is ordered to surrender all keys to the residence to law enforcement officers.

Law enforcement officers or \_\_\_\_\_ shall be present during any property exchange.

This order supersedes prior orders in \_\_\_\_\_ County, State of \_\_\_\_\_, Cause No. \_\_\_\_\_ to the extent that there are contradictory provisions.

**14. NOTICE TO PETITIONER AND RESPONDENT**

This order does not serve as a divorce and does not permanently resolve child custody or support issues.

**15. AGREEMENT OF PARTIES**

Without admitting that domestic abuse has occurred, the parties stipulate to the entry of this order and affirm that they have read and do understand the affects of this order as stated in Paragraph 2.

\_\_\_\_\_  
Petitioner's signature

\_\_\_\_\_  
Respondent's signature

\_\_\_\_\_  
Petitioner's counsel, if any  
if any

\_\_\_\_\_  
Respondent's counsel,

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**16. RECOMMENDATIONS**

I have:

reviewed the pleading for order of protection;  
 prepared this order as my recommendation to the district court judge regarding disposition of requests for order of protection.

\_\_\_\_\_  
Signed  
Domestic Violence Commissioner  
Court's telephone number:

**SO ORDERED.**

\_\_\_\_\_  
District Judge

A copy of this order was  hand delivered  faxed  mailed to  respondent  respondent's counsel on \_\_\_\_\_ (date).6

A copy of this order was  hand delivered  faxed  mailed to  petitioner  petitioner's counsel on \_\_\_\_\_

\_\_\_\_\_ (date).

\_\_\_\_\_  
Signed

## USE NOTES

1. This form may be used if the parties stipulate to an order of protection against the respondent without any findings of abuse.
2. This order may be entered only upon stipulation of the parties without a hearing on the issue of abuse. If a hearing is held on the issue of abuse, use Form 4-965. If a hearing is held on other matters, Form 4-967 may be attached to this order.
3. See Form 4-967, "Custody, Support and Division of Property Attachment".
4. If appropriate, an order providing for restitution may be included in this paragraph.
5. A violation of this provision may result in a finding of contempt of court, punishable by fine, imprisonment, or both.
6. Respondent may be served at the time this order is issued. If respondent is not present at the time this order is issued, service upon respondent shall be made by delivering a copy to the party. See Section 40-13-6A NMSA 1978.

[Approved, effective November 1, 1999 until July 1, 2001; approved, as amended, effective May 1, 2001; April 9, 2002.]

**Committee commentary.** - This Stipulated Order of Protection against Respondent is not the same as an Order of Protection entered pursuant to Form 4-965 NMRA. This order provides fewer protections to the parties than does the Form 4-965 Order of Protection. The decreased protection is the result of the fact that the order is not based upon findings of abuse, but is entered without reference to whether abuse has occurred. Nonetheless, there may be occasions when the parties and the court are satisfied that this Stipulated Order of Protection provides adequate relief to the parties.

The general provisions of the order of protection, including injunctive orders, shall "continue until modified or rescinded . . . or until the court approves a subsequent consent agreement. . . ." Section 40-13-6B NMSA 1978. In contrast, "[a]n order of protection . . . involving custody or support shall be effective for a fixed period of time not to exceed six months". *Id.* The custody or support "order may be extended for good cause upon motion . . . for an additional period of time not to exceed six months", *id.*, unless "the order supersedes or alters prior orders of the court" pertaining to child custody or child support. See Section 40-13-5C NMSA 1978. In the latter situation, "the court may enter an initial order of protection, but the portion of the order dealing with

child custody or child support will then be transferred to the court that has or continues to have jurisdiction over the pending or prior custody or support action". *Id.*

### **Factual Distinction Between Mutual Order of Protection and Stipulated Order of Protection**

The core factual difference between the Form 4-965 Order of Protection and this Stipulated Order of Protection is that Form 4-965 requires the court to make findings that each party has committed an act of domestic abuse. In contrast, this order is entered by the court with no finding of domestic abuse by respondent, but rather, is based solely on the stipulation of the parties that, without admitting to acts of abuse, each party is willing to have the restraining order issued against respondent.

### **Stipulated Order of Protection Not Placed in any Federal, State or Tribal Registry**

New Mexico has a computerized registry of orders of protection available to law enforcement officials. The federal government also has a registry for orders of protection. Orders entered in the state registry are often forwarded to the federal registry. No statute mandates that all such orders be registered in the state registry or the federal registry. Placement of orders in the state or federal registry can have serious negative consequences for parties. The committee is of the view that respondents (most often acting pro se) who stipulate to entry of an order of protection without admitting abuse should not be subject to such consequences. For this reason, this form Stipulated Order of Protection directs that the order not be entered in any national, state or tribal registry.

### **Brady Bill Firearm Ban Does Not Apply if There is no Hearing**

The so-called "Brady Bill", 18 U.S.C. Section 922, prohibits a person who is the subject of a court order prohibiting abuse from possessing a firearm or ammunition if the order meets the requirements set forth in the act. The applicable provision does not require a finding of abuse, but merely an order that "explicitly prohibits the use of physical force against [an] intimate partner." 18 U.S.C. Section 922(g)(8)(c)(ii).

This Stipulated Order of Protection could qualify as a trigger for the federal firearm ban only if a hearing had been held prior to its entry. In addition, the act has a separate specific requirement that also must be met before the Brady Bill ban is effective: Only an Order that "was issued after a hearing of which such person received actual notice and at which such person had an opportunity to participate" will trigger the federal firearm ban. 18 U.S.C. Section 922(g)(8)(A).

## **ANNOTATIONS**

**The 2001 amendment**, effective May 1, 2001, added the option of nonmutuality to the stipulated order and deleted provisions relating to child custody, support, and property, debts, and payments of money, referring instead to the "Custody, Support and Division of Property Attachment of this Order of Protection".

**The 2002 amendment**, effective April 9, 2002, specifically made this form a stipulated order of protection against respondent to compliment the new Form 4-971 which is a stipulated order against petitioner.

**Compiler's notes.** - Pursuant to a court order dated October 27, 1999, this form was provisionally approved for twelve months effective November 1, 1999. Subsequently, by a court order dated October 26, 2000, this form was provisionally approved for eight additional months, effective November 1, 2000. Then, by a court order dated February 27, 2001, this form was approved and adopted in its final form, effective May 1, 2001.

#### **4-971. Stipulated order of protection against petitioner.**

STATE OF NEW MEXICO  
COUNTY OF \_\_\_\_\_  
\_\_\_\_\_ JUDICIAL DISTRICT

\_\_\_\_\_  
Petitioner  
v.

No.

\_\_\_\_\_  
Respondent

STIPULATED ORDER OF PROTECTION

AGAINST PETITIONER<sup>1</sup>

*This is not an order of protection under*

*18 U.S.C. Section 922.*

THIS MATTER came before the court upon agreement of the parties to the entry of an order.

The court, having determined that it has legal jurisdiction over the parties and the subject matter, **FINDS, CONCLUDES AND ORDERS:**

*(check only applicable paragraphs)*

**1. NOTICE AND APPEARANCES**

This order was entered on stipulation of the parties in a proceeding that does not satisfy the requirements of 18 U.S.C. Section 922.2

**2. EFFECT OF STIPULATION TO ORDER OF PROTECTION**

Violation of this order can have serious consequences, including:

A. If you violate the terms of this order, you may be charged with a misdemeanor, which is punishable by imprisonment of up to 364 days and a fine of up to \$1,000.

B. You may be found to be in contempt.

C. If you are not a citizen of the United States, entry of this order may have a negative effect on your application for residency or citizenship.

**3. DOMESTIC ABUSE PROHIBITED**

The petitioner shall not abuse the respondent or members of the respondent's household.

"Abuse" means any incident by petitioner against the respondent or respondent's household member resulting in (1) physical harm; (2) severe emotional distress; (3) bodily injury or assault; (4) a threat by petitioner causing imminent fear of bodily injury to respondent's or respondent's household member; (5) criminal trespass; (6) criminal damage to property; (7) repeatedly driving by respondent's or respondent's household members' residence or work place; (8) telephone harassment; (9) stalking; (10) harassment; or (11) harm or threatened harm to children in any manner set forth above.

Petitioner shall not ask or cause other persons to abuse the respondent or respondent's household members.

**4. CONTACT PROHIBITIONS**

Petitioner shall stay \_\_\_\_\_ yards away from the respondent and the respondent's home and workplace at all times, unless at a public place, where the petitioner shall remain \_\_\_\_\_ yards away from the respondent except as specifically permitted by this order.

Petitioner shall not telephone, talk to, visit or contact respondent in any way except as follows:

*(check only applicable paragraphs)*

[ ] The parties may contact each other by telephone regarding medical emergencies of minor children;

[ \_\_\_\_\_  
\_\_\_\_\_

[ ] The parties may attend joint counseling sessions at the counselor's discretion.

*(Unless the court has entered an order sealing respondent's*

address, include the address of residence and employment for the respondent.)

**Petitioner's addresses:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
or pueblo) \_\_\_\_\_  
\_\_\_\_\_ (state and zip code)

**Respondent's addresses:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
or pueblo) \_\_\_\_\_  
\_\_\_\_\_ (state and zip code)

**5. COUNSELING**

[ ] Petitioner shall attend and complete counseling at \_\_\_\_\_, contacting that office within five (5) days. The petitioner shall participate in, attend and complete counseling as recommended by the named agency.

[ ] Respondent shall attend and complete counseling at \_\_\_\_\_, contacting that office within five (5) days. The respondent shall participate in, attend and complete counseling as recommended by the named agency.

[ ] The petitioner shall report to \_\_\_\_\_ for a [ ] drug [and] [ ] alcohol screen by \_\_\_\_\_, \_\_\_\_\_ (date) with the results returned to this court.

[ ] The respondent shall report to \_\_\_\_\_ for a [ ] drug [and] [ ] alcohol screen by \_\_\_\_\_, \_\_\_\_\_ (date) with the results returned to this court.

[ ] Other counseling requirements:  
\_\_\_\_\_  
\_\_\_\_\_

**6. CUSTODY<sup>3</sup>**

[ ] The court's orders regarding the minor [child] [children] of the parties are found in the Custody, Support and Division of Property Attachment<sup>4</sup> of this Order of Protection.

**7. PROVISIONS RELATING TO SUPPORT<sup>3</sup>**

[ ] The court's orders regarding support issues for the parties are found in the Custody, Support and Division of Property Attachment of this Order of Protection.

**8. PROPERTY, DEBTS, PAYMENTS OF MONEY<sup>3</sup>**

[ ] The court's orders regarding property, debts and payment of money are addressed in the Custody, Support and Division of Property Attachment of this Order of Protection.

**9. ADDITIONAL ORDERS**

[ ] Review hearing. The parties are ordered to appear for a review hearing on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, at \_\_\_\_\_ (a.m.) (p.m.).

Any party ordered to attend counseling shall bring proof of counseling to the review hearing.

IT IS FURTHER ORDERED4:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

**10. RESPONDENT SHALL NOT CAUSE VIOLATION**

While this order is in effect, the respondent shall refrain from any act that would cause the petitioner to violate this order.5

**11. EFFECTIVE DATE OF ORDER; EXTENSION; MODIFICATION**

This order is effective upon filing with the clerk of the court.

This order [with the exception of the orders in the Custody, Support and Division of Property Attachment] shall continue until \_\_\_\_\_ (date), or until modified or rescinded by the court.

**12. NOT TO BE ENTERED IN FEDERAL REGISTRY**

This order shall not be entered into a national domestic violence registry or other national information system.

**13. NOTICE TO LAW ENFORCEMENT AGENCIES**

**ANY LAW ENFORCEMENT OFFICER SHALL USE ANY LAWFUL MEANS TO ENFORCE THIS ORDER.**

[ ] Petitioner is ordered to surrender all keys to the residence to law enforcement officers.

[ ] Law enforcement officers or \_\_\_\_\_ shall be present during any property exchange.

[ ] This order supersedes prior orders in \_\_\_\_\_ County, State of \_\_\_\_\_, Cause No. \_\_\_\_\_ to the extent that there are contradictory provisions.

**14. NOTICE TO PETITIONER AND RESPONDENT**

This order does not serve as a divorce and does not permanently resolve child custody or support issues.

**15. AGREEMENT OF PARTIES**

Without admitting that domestic abuse has occurred, the parties stipulate to the entry of this order and affirm that they have read and do understand the affects of this order as stated in Paragraph 2.

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

Petitioner's signature

Respondent's signature

\_\_\_\_\_  
Petitioner's counsel, if any  
if any

\_\_\_\_\_  
Respondent's counsel,

\_\_\_\_\_  
Date Date

**16. RECOMMENDATIONS**

I have:

reviewed the pleading for order of protection;  
 prepared this order as my recommendation to the district  
court judge regarding disposition of requests for order of  
protection.

\_\_\_\_\_  
Signed  
Domestic Violence Commissioner  
Court's telephone number:

\_\_\_\_\_  
**SO ORDERED.**

\_\_\_\_\_  
District Judge

A copy of this order was  hand delivered  faxed   
mailed to  respondent  respondent's counsel on  
\_\_\_\_\_  
(date).6

A copy of this order was  hand delivered  faxed   
mailed to  petitioner  petitioner's counsel on  
\_\_\_\_\_  
(date).

\_\_\_\_\_  
Signed

**USE NOTES**

1. This form may be used if the parties stipulate to an order of protection against the petitioner without any findings of abuse.

2. This order may be entered only upon stipulation of the parties without a hearing on the issue of abuse. If a hearing is held on the issue of abuse, use Form 4-965. If a hearing is held on other matters, Form 4-967 may be attached to this order.

3. See Form 4-967, "Custody, Support and Division of Property Attachment".

4. If appropriate, an order providing for restitution may be included in this paragraph.

5. A violation of this provision may result in a finding of contempt of court, punishable by fine, imprisonment, or both.

6. Petitioner may be served at the time this order is issued. If petitioner is not present at the time this order is issued, service upon petitioner shall be made by delivering a copy to the party. See Section 40-13-6A NMSA 1978.

[Approved, effective April 9, 2002.]

**Committee commentary.** - See Committee Comment to Civil Form 4-970 NMRA.

### ANNOTATIONS

**Compiler's notes.** - A court order dated February 27, 2001, would have withdrawn this form, pertaining to stipulated order of protection against respondent [non-registry] effective May 1, 2001. However, a court order dated April 9, 2002, and effective immediately, rewrote this form and continued it in effect.

## **4-972. Petition for emergency order of protection from domestic abuse.**

[Standard simplified petition form,  
Family Violence Protection Act,  
Sections 40-13-1 to 40-13-8 NMSA 1978.]

\_\_\_\_\_ JUDICIAL DISTRICT COURT  
COUNTY OF \_\_\_\_\_  
STATE OF NEW MEXICO  
STATE OF NEW MEXICO ON BEHALF OF:

\_\_\_\_\_  
Petitioner  
v.

No.

\_\_\_\_\_  
Respondent

PETITION FOR EMERGENCY ORDER OF PROTECTION  
FROM DOMESTIC ABUSE1



Threats which caused fear that \_\_\_\_\_ or any household member would be injured: \_\_\_\_\_

Other abuse: \_\_\_\_\_

B. Others present during the abuse \_\_\_\_\_

C. Did drugs or alcohol play a role in the domestic abuse? [ ] yes [ ] no

D. Were weapons used during the abuse? [ ] yes [ ] no

If yes, what weapons?

E. Has there been prior domestic abuse? [ ] yes [ ] no

\_\_\_\_\_  
**Petitioner's initials**

#### 4. REQUESTS TO THE COURT

THE COURT IS REQUESTED TO ENTER AN EMERGENCY ORDER OF PROTECTION prohibiting respondent from abusing petitioner or any member of petitioner's household as follows:

*(check applicable)*

[ ] providing for law enforcement officers to assist [ ] petitioner [ ] respondent in retrieving [ ] petitioner's [ ] respondent's clothing and personal belongings from the residence at \_\_\_\_\_.

[ ] granting petitioner temporary custody of the child(ren) listed in this petition.

[ ] prohibiting respondent from contact with the child(ren) listed in this petition.

[ ] other relief that is necessary to resolve this domestic abuse problem

*(list or describe what relief is necessary):*

\_\_\_\_\_  
**Petitioner's initials**

#### 5. INFORMATION ABOUT THE PETITIONER (ME)

*(If you do not want the respondent to know your address and phone number, do not include it on this form. Tell the court clerk that you need a separate form (Form 4-961B) for your name and address and request that the clerk place your address under seal.)*

A. I DO NOT WANT RESPONDENT TO KNOW MY ADDRESS NOW OR AFTER THE HEARING FOR THE FINAL ORDER OF PROTECTION. I HAVE COMPLETED FORM 4-961B AND GIVEN IT TO THE COURT CLERK.

OR

B. My physical address is: \_\_\_\_\_  
in the  County  Indian Country of \_\_\_\_\_,  
State of New Mexico.

My mailing address is:

\_\_\_\_\_ (street address)  
\_\_\_\_\_ (city and zip)

My telephone numbers are:

Home                      Work                      Message

\_\_\_\_\_

\_\_\_\_\_ **Petitioner's initials**

**6. LOCATION OF RESPONDENT**

A. Respondent may be found at:

\_\_\_\_\_ (address)  
\_\_\_\_\_ (city)  
\_\_\_\_\_ (state and zip code)  
\_\_\_\_\_ (if in Indian Country,  
please name tribe or pueblo).

Respondent's:

\_\_\_\_\_ (social security number)  
\_\_\_\_\_ (date of birth)  
\_\_\_\_\_ (home telephone number)  
\_\_\_\_\_ (work address)  
\_\_\_\_\_ (work telephone number).

B. Is respondent in jail?  yes  no

\_\_\_\_\_ **Petitioner's initials**

OATH OF PETITIONER

I SWEAR OR AFFIRM UNDER PENALTY OF PERJURY THAT THE FACTS SET FORTH ABOVE ARE TRUE TO THE BEST OF MY INFORMATION AND BELIEF. I UNDERSTAND THAT IT IS A CRIMINAL OFFENSE SUBJECT TO THE PENALTY OF IMPRISONMENT IF I MAKE A FALSE STATEMENT IN THIS PETITION.

\_\_\_\_\_  
Date                      Signature of petitioner

OATH OF LAW ENFORCEMENT OFFICER

I swear or affirm under penalty of perjury that the facts set forth above are true to the best of my information and belief. I

**understand that it is a criminal offense subject to the penalty of imprisonment if I make a false statement in this petition.**

---

*Date*

*Signature of law enforcement officer*

#### USE NOTES

1. Complete all information known by the officer.

Section 40-13-3.1 NMSA 1978 provides that the petitioner in a domestic abuse case shall not be required to pay for the issuance or service of a protection order. This has been construed to mean that the petitioner is not required to pay a docket or other filing fees or fee for service of process.

[Approved, effective November 1, 1999 until July 1, 2001; as amended, effective August 29, 2000; approved, effective May 1, 2001.]

#### ANNOTATIONS

**Cross references.** - For crime of perjury, see Section 30-25-1 NMSA 1978.

For the need for an emergency order, see Section 40-13-3.2 NMSA 1978 which requires a sworn written statement setting.

**The 2000 amendment,** effective August 29, 2000, after Item 6, substituted "Oath of Petitioner" for "Verification of Petitioner" and "Oath of Law Enforcement Officer" for "Verification of Law Enforcement Officer" and deleted the notary public's signature and expiration of his commission in both places.

**Compiler's notes.** - Pursuant to a court order dated October 27, 1999, this form was provisionally approved for twelve months effective November 1, 1999. Subsequently, by a court order dated October 26, 2000, this form was provisionally approved for eight additional months, effective November 1, 2000. Then, by a court order dated February 27, 2001, this form was approved and adopted in its final form, effective May 1, 2001.

#### **4-973. Emergency order of protection against respondent.**

*[Standard simplified emergency order of protection,*

JUDICIAL DISTRICT COURT

COUNTY OF \_\_\_\_\_  
STATE OF NEW MEXICO

\_\_\_\_\_  
Petitioner  
v.

No.

\_\_\_\_\_  
Respondent

EMERGENCY ORDER OF PROTECTION AGAINST RESPONDENT

The court has reviewed the sworn written statement for an emergency order of protection. The court having considered the statement, FINDS that the court has jurisdiction, that there is reasonable cause to believe that an act of domestic abuse has occurred and that petitioner or a household member will suffer immediate and irreparable injury, loss or damage unless the court enters this order. The court **ORDERS:**

**1. NO CONTACT**

A. Respondent shall not write to, talk to, visit or contact the petitioner in any way except through petitioner's lawyer, if petitioner has a lawyer.

B. Respondent shall not abuse the petitioner or the petitioner's household members in any way. "Abuse" means any incident by respondent against petitioner or another household member resulting in (1) physical harm; (2) severe emotional distress; (3) bodily injury or assault; (4) a threat causing imminent fear of bodily injury; (5) criminal trespass; (6) criminal damage to property; (7) repeatedly driving by a residence or work place; (8) telephone harassment; (9) stalking; (10) harassment; (11) harm or threatened harm to children in any manner set forth above.

C. Respondent shall not ask or cause other persons to abuse the petitioner or the petitioner's household members.

D. Respondent shall not go within \_\_\_\_\_ yards of the petitioner's home or school or work place.

*(Unless the court has entered an order sealing petitioner's address, include address of residence and employment for petitioner.)*

**Petitioner's addresses**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(home address)  
(work address)  
(city)

\_\_\_\_\_ (if applicable, tribe  
or pueblo)

\_\_\_\_\_ (state and zip code)

## **2. CHILDREN**

A. Petitioner shall have temporary physical custody of the following child(ren):

\_\_\_\_\_  
B. Respondent shall [have] [not have] visitation with the child(ren) during the term of this order.

C. Neither party shall remove the child(ren) from the State of New Mexico or allow anyone else to do so.

## **3. PROPERTY AND RESIDENCE**

A. Respondent is ordered to immediately leave the residence at \_\_\_\_\_, and to not return until further court order.

B. Law enforcement officers are hereby ordered to evict respondent from the residence at \_\_\_\_\_.

C. Respondent is ordered to surrender all keys to the residence to law enforcement officers.

D. Law enforcement officers or \_\_\_\_\_ shall assist respondent to remove essential tools, clothing, and personal belongings from the residence at \_\_\_\_\_.

E. \_\_\_\_\_ Neither party shall transfer, hide, add debt to, sell or otherwise dispose of the other's property or the joint property of the parties except in the usual course of business or for the necessities of life. The parties shall account to the court for all such changes to property made after the order is served or communicated to the party. Neither party shall disconnect the utilities of the other party's residence.

## **4. OTHER ORDERS SUPERSEDED**

This order supersedes any other domestic relations order and domestic violence restraining orders between these two parties.

## **5. PETITIONER'S DUTY**

Petitioner shall refrain from any affirmative act the purpose or effect of which is to cause respondent to violate this order.

## **6. EFFECTIVE AND EXPIRATION DATE OF THIS ORDER**

A. Upon service of this order on respondent, this order becomes effective on respondent.

B. This order expires seventy-two (72) hours after the time approved by the judge or at 5:00 p.m. on the next business day



Personal service of the Emergency Order of Protection will assure that the Emergency Order is fully enforceable. It is possible that actual notice to the respondent of the content of the Emergency Order will also suffice to bind the respondent to comply with the order. *Territory of New Mexico v. Clancy*, 7 N.M. 580, 583 (1894).

The person who serves the respondent with a copy of this order should also "immediately provide the petitioner with a signed copy of the order". Section 40-13-3.2B(3) NMSA 1978.

Although Section 40-13-3.2 NMSA 1978 authorizes the law enforcement officer to prepare and sign an emergency order, a judge must sign this order.

[Approved, effective November 1, 1999 until July 1, 2001; as amended, effective August 29, 2000; approved, effective May 1, 2001.]

### ANNOTATIONS

**The 2000 amendment**, effective August 29, 2000, substituted the bold heading "Return of Service" for "Affidavit of Service" and took out the entry for a notary public signature and date his commission expires.

**Compiler's notes.** - Pursuant to a court order dated October 27, 1999, this form was provisionally approved for twelve months effective November 1, 1999. Subsequently, by a court order dated October 26, 2000, this form was provisionally approved for eight additional months, effective November 1, 2000. Then, by a court order dated February 27, 2001, this form was approved and adopted in its final form, effective May 1, 2001.

### Table of Corresponding Forms.

The first table below reflects the disposition of the former Civil Forms. The left-hand column contains the former form number, and the right-hand column contains the corresponding present Civil Form.

The second table below reflects the antecedent provisions in the former Civil Forms (right-hand column) of the present Civil Forms (left-hand column).

Former Form	NMRA
1.00	4-201
1.01	4-203
1.02	4-204
1.03	4-301

1.04	4-202
1.05	4-302
2.00	4-304
2.01	4-305
2.02	4-306
3.00	4-501
3.01	4-502
3.02	4-307
3.03	4-401
4.00	4-503
4.01	4-601
5.00	4-103
5.01	4-102
5.02	4-101
6.00	4-701
6.01	4-703
6.02	4-704
6.03	4-705
6.04	4-706
6.05	4-303
6.06	4-702
7.00	4-801
7.01	4-802
7.02	4-803
7.03	4-804
8.00	4-805
8.01	4-806
8.02	4-807
8.03	4-812
8.03A	4-811
8.04	4-813
8.05	4-814
8.06	4-808
8.07	4-809
8.08	4-810
9.00	4-707
9.01	4-708
10.00	4-901
10.01	4-902
10.02	4-903
10.03	4-904
10.04	4-905
10.05	4-906
10.06	4-907
10.07	4-908
10.08	4-909
10.09	4-910

10.10	4-911
10.11	4-912
10.12	4-913
10.13	4-914

NMRA	Former Form
4-101	5.02
4-102	5.01
4-103	5.00
4-104	None
4-201	1.00
4-202	1.04
4-203	1.01
4-204	1.02
4-205	None
4-206	None
4-207	None
4-208	None
4-301	1.03
4-302	1.05
4-303	6.05
4-304	2.00
4-305	2.01
4-306	2.02
4-306A	None
4-307	3.02
4-308	None
4-401	3.03
4-501	3.00
4-502	3.01
4-503	4.00
4-601	4.01
4-701	6.00
4-702	6.06
4-703	6.01
4-704	6.02
4-705	6.03
4-706	6.04
4-707	9.00
4-708	9.01
4-709	None
4-710	None
4-801	7.00

4-802	7.01
4-803	7.02
4-804	7.03
4-805	8.00
4-806	8.01
4-807	8.02
4-808	8.06
4-809	8.07
4-810	8.08
4-811	8.03A
4-812	8.03
4-813	8.04
4-814	8.05
4-901	10.00
4-902	10.01
4-903	10.02
4-904	10.03
4-905	10.04
4-906	10.05
4-907	10.06
4-908	10.07
4-909	10.08
4-910	10.09
4-911	10.10
4-912	10.11
4-913	10.12
4-914	10.13

## COURT ORDERS

IN THE SUPREME COURT OF THE STATE OF NEW MEXICO

IN THE MATTER OF THE REVISION AND ADOPTION :

OF CIVIL AND CRIMINAL FORMS FOR THE DISTRICT :

COURTS AND COURTS OF LIMITED JURISDICTION : 8000 Misc.

This matter coming on for the consideration by the court, and the court being sufficiently advised, Mr. Chief Justice Payne, Mr. Senior Justice Sosa, Mr. Justice Federici, Mr. Justice Riordan and Mr. Justice Stowers concurring:

NOW, THEREFORE, IT IS ORDERED that the following Civil Form 6.06 be and the same is hereby approved for use in the Magistrate and Metropolitan Courts;

IT IS FURTHER ORDERED that Criminal Form 4.24 be and the same is hereby approved for use in the District Courts;

IT IS FURTHER ORDERED that Criminal Form 6.60 be and the same is hereby approved for use in the District, Magistrate and Metropolitan Courts;

IT IS FURTHER ORDERED the approval of the above forms shall be effective for all cases filed in the above courts on or after October 1, 1983;

IT IS FURTHER ORDERED that the clerk of the court be and she hereby is authorized and directed to give notice of the approval of the above described orders by publishing

the same in the NMSA 1978.  
DONE at Santa Fe, New Mexico this 25th day of April, 1983.  
/s/ H. VERN PAYNE  
Chief Justice  
/s/ DAN SOSA, JR.  
Senior Justice  
/s/ WILLIAM R. FEDERICI  
Justice  
/s/ WILLIAM RIORDAN  
Justice  
/s/ HARRY E. STOWERS, JR.  
Justice

IN THE SUPREME COURT OF THE  
STATE OF NEW MEXICO

IN THE MATTER OF THE ADOPTION AND :  
AMENDMENT OF CIVIL AND CRIMINAL  
FORMS : 8000 Misc.  
FOR THE DISTRICT COURT AND :  
COURTS OF LIMITED JURISDICTION :

This matter coming on for consideration by the court and the court being sufficiently advised, Chief Justice Federici, Senior Justice Sosa, Justice Riordan, Justice Stowers, and Justice Walters concurring:

NOW, THEREFORE, IT IS ORDERED that Civil Form 2.02 is hereby amended;

IT IS FURTHER ORDERED that the following forms be and are hereby adopted: Civil Forms 1.04 and 1.05;

IT IS FURTHER ORDERED that the amendment and adoption of the above forms shall be effective on or after October 1, 1984;

IT IS FURTHER ORDERED that the clerk of the court is hereby authorized and directed to give notice of these amendments and adoptions by publishing the same in the NMSA 1978.

DONE at Santa Fe, New Mexico this 4th day of April, 1984.

/s/ WILLIAM R. FEDERICI  
Chief Justice  
/s/ DAN SOSA, JR.  
Senior Justice  
/s/ WILLIAM RIORDAN  
Justice  
/s/ HARRY E. STOWERS, JR.  
Justice  
/s/ MARY C. WALTERS

Justice

IN THE SUPREME COURT OF THE  
STATE OF NEW MEXICO

IN THE MATTER OF THE AMENDMENT OF :  
CIVIL FORMS 4-303 AND 4-703  
AND : 8000 Misc.  
THE APPROVAL OF FORM 4-104 :

This matter coming on for consideration by the court and the court being sufficiently advised, Chief Justice Scarborough, Senior Justice Sosa, Justice Stowers, Justice Walters and Justice Ransom concurring:

NOW, THEREFORE, IT IS ORDERED that the amendment of Civil Forms 4-303 and 4-703 and the adoption of Civil Form 4-104 be and the same is hereby approved;

IT IS FURTHER ORDERED that the above amendment of Civil Forms 4-303 and 4-703 and the adoption of Civil Form 4-104 shall be effective for cases filed on or after October 1, 1987;

IT IS FURTHER ORDERED that the clerk of the court is hereby authorized and directed to give notice of the amendment and adoption of the above forms by publishing the same in the News and Views and in the 1986 SCRA.

DONE at Santa Fe, New Mexico this 17th day of August, 1987.

/s/ TONY SCARBOROUGH  
Chief Justice  
/s/ DAN SOSA, JR.  
Senior Justice  
/s/ HARRY E. STOWERS, JR.  
Justice  
/s/ MARY C. WALTERS  
Justice  
/s/ RICHARD E. RANSOM  
Justice

IN THE SUPREME COURT OF THE

STATE OF NEW MEXICO

IN THE MATTER OF THE ADOPTION OF :  
CIVIL FORMS 4-205 AND 4-

308 : 8000 Misc.

This matter coming on for consideration by the court and the court being sufficiently advised, Chief Justice Scarborough, Senior Justice Sosa, Justice Stowers, Justice Walters and Justice Ransom concurring:

NOW, THEREFORE, IT IS ORDERED that the adoption of Civil Forms 4-205 and 4-308 be and the same is hereby approved;

IT IS FURTHER ORDERED that the above approval of Civil Forms 4-205 and 4-308 shall be effective for cases filed on or after July 1, 1988;

IT IS FURTHER ORDERED that the clerk of the court is hereby authorized and directed to give notice of the approval of the above forms by publishing the same in the 1986 SCRA.

DONE at Santa Fe, New Mexico this 26th day of May, 1988.

/s/ TONY SCARBOROUGH  
Chief Justice  
/s/ DAN SOSA, JR.  
Senior Justice  
/s/ HARRY E. STOWERS, JR.  
Justice  
/s/ MARY C. WALTERS  
Justice  
/s/ RICHARD E. RANSOM  
Justice

IN THE SUPREME COURT OF THE

STATE OF NEW MEXICO

IN THE MATTER OF THE ADOPTION OF :  
CIVIL FORM 4-

206 : 8000 Misc.

This matter coming on for consideration by the court and the court being sufficiently advised, Chief Justice Scarborough, Senior Justice Sosa, Justice Stowers, Justice Walters and Justice Ransom concurring:

NOW, THEREFORE, IT IS ORDERED that the adoption of Civil Form 4-206 be and the same is hereby approved;

IT IS FURTHER ORDERED that the above approval of Civil Form 4-206 shall be effective for cases filed on or after August 1, 1988;

IT IS FURTHER ORDERED that the clerk of the court is hereby authorized and directed to give notice of the approval of the above forms by publishing the same in the Bar Bulletin and the 1986 SCRA.

DONE at Santa Fe, New Mexico this 1st day of June, 1988.

/s/ TONY SCARBOROUGH

Chief Justice

/s/ DAN SOSA, JR.

Senior Justice

/s/ HARRY E. STOWERS, JR.

Justice

/s/ MARY C. WALTERS

Justice

/s/ RICHARD E. RANSOM

Justice

IN THE SUPREME COURT OF THE

STATE OF NEW MEXICO

IN THE MATTER OF THE ADOPTION AND  
AMENDMENT OF CIVIL

:

FORMS

:

8000 Misc.

This matter coming on for consideration by the court and the court being sufficiently advised, Chief Justice Sosa, Justice Stowers, Justice Scarborough, Justice Ransom and Justice Baca concurring:

NOW, THEREFORE, IT IS ORDERED that the amendment of Civil Forms 4-102, 4-204 and 4-307 be and the same is hereby approved;

IT IS FURTHER ORDERED that the adoption of Civil Forms 4-208 and 4-306A be and the same is hereby approved;

IT IS FURTHER ORDERED that the above approval of Civil Forms 4-102, 4-306A and 4-307 shall be effective for cases filed on or after September 1, 1989;

IT IS FURTHER ORDERED that the above approval of Civil Forms 4-204 and 4-208 shall be effective for cases filed on or after January 1, 1990;

IT IS FURTHER ORDERED that the clerk of the court is hereby authorized and directed to give notice of the approval of the

above forms by publishing the same in the 1986 SCRA.

DONE at Santa Fe, New Mexico this 16th day of May, 1989.

/s/ DAN SOSA, JR.  
Chief Justice  
/s/ HARRY E. STOWERS, JR.  
Justice  
/s/ TONY SCARBOROUGH  
Justice  
/s/ RICHARD E. RANSOM  
Justice  
/s/ JOSEPH F. BACA  
Justice

IN THE SUPREME COURT OF THE

STATE OF NEW MEXICO

IN THE MATTER OF THE ADOPTION :  
OF CIVIL FORM 4-  
207 :

8000 Misc.

This matter coming on for consideration by the court and the court being sufficiently advised, Chief Justice Sosa, Justice Stowers, Justice Scarborough, Justice Ransom and Justice Baca concurring:

NOW, THEREFORE, IT IS ORDERED that the adoption of Civil Form 4-207 be and the same is hereby approved;

IT IS FURTHER ORDERED that the above approval of Civil Form 4-207 shall be effective for cases filed on or after August 1, 1989;

IT IS FURTHER ORDERED that the clerk of the court is hereby authorized and directed to give notice of the approval of the above forms by publishing the same in the 1986 SCRA.

DONE at Santa Fe, New Mexico this 31st day of May, 1989.

/s/ DAN SOSA, JR.  
Chief Justice  
/s/ HARRY E. STOWERS, JR.  
Justice  
/s/ TONY SCARBOROUGH  
Justice  
/s/ RICHARD E. RANSOM  
Justice  
/s/ JOSEPH F. BACA

Justice

IN THE SUPREME COURT OF THE  
STATE OF NEW MEXICO

IN THE MATTER OF THE AMENDMENT :  
OF CIVIL :  
FORMS : 8000  
Misc.

This matter coming on for consideration by the court and the court being sufficiently advised, Chief Justice Sosa, Justice Ransom, Justice Baca, Justice Montgomery and Justice Wilson concurring:

NOW, THEREFORE, IT IS ORDERED that the amendment of Civil Forms 4-204 and 4-308 be and the same is hereby approved;

IT IS FURTHER ORDERED that the above amendments of the Civil Forms shall be effective July 1, 1990;

IT IS FURTHER ORDERED that the clerk of the court is hereby authorized and directed to give notice of the above amendments of the Civil Forms by publishing the same in the 1986 SCRA.

DONE at Santa Fe, New Mexico this 14th day of February, 1990.

/s/ DAN SOSA, JR.  
Chief Justice  
/s/ RICHARD E. RANSOM  
Justice  
/s/ JOSEPH F. BACA  
Justice  
/s/ SETH D. MONTGOMERY  
Justice  
/s/ KENNETH B. WILSON  
Justice

IN THE SUPREME COURT OF THE  
STATE OF NEW MEXICO

IN THE MATTER OF THE AMENDMENT :  
OF CIVIL :  
FORMS : 8000  
Misc.

This matter coming on for consideration by the court and the court being sufficiently advised, Chief Justice Sosa, Justice Ransom, Justice Baca, Justice Montgomery and Justice Franchini concurring:

NOW, THEREFORE, IT IS ORDERED that the amendment of Civil Forms 4-204, 4-307 and 4-703 be and the same are hereby amended;

IT IS FURTHER ORDERED that new Civil Forms 4-709 and 4-710 be and the same are hereby approved;

IT IS FURTHER ORDERED that the above amendment and approval of new Civil Forms shall be effective October 1, 1991;

IT IS FURTHER ORDERED that the clerk of the court is hereby authorized and directed to give notice of the above amendments of the Civil Forms by publishing the same in the 1986 SCRA.

DONE at Santa Fe, New Mexico this 9th day of May, 1991.

/s/ DAN SOSA, JR.  
Chief Justice  
/s/ RICHARD E. RANSOM  
Justice  
/s/ JOSEPH F. BACA  
Justice  
/s/ SETH D. MONTGOMERY  
Justice  
/s/ GENE E. FRANCHINI  
Justice

IN THE SUPREME COURT OF THE  
STATE OF NEW MEXICO

IN THE MATTER OF THE AMENDMENT :  
WITHDRAWAL AND APPROVAL :  
OF : 8000 Misc.  
CIVIL FORMS :

This matter coming on for consideration by the court and the court being sufficiently advised, Chief Justice Ransom, Justice Baca, Justice Montgomery, Justice Franchini and Justice Frost concurring:

NOW, THEREFORE, IT IS ORDERED that Civil Forms 4-801, 4-802,

4-803, 4-804, 4-805, 4-806, 4-807, 4-808, 4-809, 4-811 and 4-812 be and the same are hereby amended;

IT IS FURTHER ORDERED that new Civil Forms 4-801A, 4-808A and 4-815 be and the same are hereby approved;

IT IS FURTHER ORDERED that Civil Form 4-810 be and the same is hereby withdrawn;

IT IS FURTHER ORDERED that amended Civil Forms 4-801 and 4-812 be and the same are hereby approved for use in the Magistrate and Metropolitan Courts;

IT IS FURTHER ORDERED that the amended and new Civil Forms 4-801A, 4-811 be and the same are hereby approved for use in the District Courts;

IT IS FURTHER ORDERED that amended and new Civil Forms 4-802, 4-803, 4-804, 4-805, 4-806, 4-807, 4-808, 4-808A, 4-809 and 4-815 be and the same are hereby approved for use in the District, Magistrate and Metropolitan Courts;

IT IS FURTHER ORDERED that the above amendment, withdrawal and approval of new Civil Forms shall be effective on and after July 1, 1992;

IT IS FURTHER ORDERED that the clerk of the court is hereby authorized and directed to give notice of the above amendments of the Civil Forms by publishing the same in the Bar Bulletin and in the SCRA 1986.

DONE at Santa Fe, New Mexico this 15th day of April, 1992.

/s/ RICHARD E. RANSOM  
Chief Justice

/s/ JOSEPH F. BACA  
Justice

/s/ SETH D. MONTGOMERY  
Justice

/s/ GENE E. FRANCHINI  
Justice

/s/ STANLEY F. FROST  
Justice

IN THE SUPREME COURT OF THE

STATE OF NEW MEXICO

IN THE MATTER OF THE AMENDMENT :  
AND APPROVAL OF CIVIL :  
FORMS : 8000 Misc.

This matter coming on for consideration by the court and the court being sufficiently advised, Chief Justice Ransom, Justice Baca, Justice Montgomery, Justice Franchini and Justice Frost concurring:

NOW, THEREFORE, IT IS ORDERED that Civil Forms 4-204, 4-208, 4-808A, 4-907 and 4-908 be and the same are hereby amended;

IT IS FURTHER ORDERED that new Civil Forms 4-915 and 4-916 be and the same are hereby approved;

IT IS FURTHER ORDERED that the amended and new Civil Forms be and the same are hereby approved for use in the Magistrate and Metropolitan Courts;

IT IS FURTHER ORDERED that the above amendment and approval of Civil Forms shall be effective for cases filed in the Magistrate and Metropolitan Courts on and after January 1, 1993;

IT IS FURTHER ORDERED that the clerk of the court is hereby authorized and directed to give notice of the above amendments of the Civil Forms by publishing the same in the Bar Bulletin and in the SCRA 1986.

DONE at Santa Fe, New Mexico this 14th day of August, 1992.

/s/ RICHARD E. RANSOM

Chief Justice

/s/ JOSEPH F. BACA

Justice

/s/ SETH D. MONTGOMERY

Justice

/s/ GENE E. FRANCHINI

Justice

/s/ STANLEY F. FROST

Justice

IN THE SUPREME COURT OF THE

STATE OF NEW MEXICO

NO. 94-8300

IN THE MATTER OF THE  
AMENDMENT OF THE CIVIL  
FORMS

This matter coming on for consideration by the Court and the Court being sufficiently advised, Chief Justice Ransom, Justice Baca, Justice Montgomery, Justice Franchini and Justice Frost concurring;

NOW, THEREFORE, IT IS ORDERED that Civil Forms 4-204, 4-803 and 4-808A be and the same hereby are amended;

IT IS FURTHER ORDERED that the above amendments of the Civil Forms shall be effective on and after May 1, 1994;

IT IS FURTHER ORDERED that the Clerk of the Court is hereby authorized and directed to give notice of the above amendments of the Civil Forms by publishing the same in the Bar Bulletin and in the SCRA 1986.

DONE at Santa Fe, New Mexico this 17th day of February, 1994.

/s/ RICHARD E. RANSOM  
Chief Justice

/s/ JOSEPH F. BACA  
Justice

/s/ SETH D. MONTGOMERY  
Justice

/s/ GENE E. FRANCHINI  
Justice

/s/ STANLEY F. FROST  
Justice

IN THE SUPREME COURT OF THE

STATE OF NEW MEXICO

NO. 94-8300

IN THE MATTER OF THE ADOPTION OF  
CIVIL FORMS 4-820 AND 4-821

This matter coming on for consideration by the Court and the Court being sufficiently advised, Chief Justice Montgomery, Justice Ransom, Justice Baca, Justice Franchini and Justice Frost concurring:

NOW, THEREFORE, IT IS ORDERED Civil Forms 4-820 and 4-821 be and the same hereby are adopted;

IT IS FURTHER ORDERED that the adoption of the above Civil Forms shall be effective on and after January 1, 1995;

IT IS FURTHER ORDERED that the Clerk of the Court is hereby authorized and directed to give notice of the adoption of the above Civil Forms by publishing the same in the Bar Bulletin and in the SCRA 1986.

DONE at Santa Fe, New Mexico this 19th day of September, 1994.

/s/ SETH D. MONTGOMERY  
Chief Justice  
/s/ RICHARD E. RANSOM  
Justice  
/s/ JOSEPH F. BACA  
Justice  
/s/ GENE E. FRANCHINI  
Justice  
/s/ STANLEY F. FROST  
Justice

IN THE SUPREME COURT OF THE  
STATE OF NEW MEXICO

NO. 94-8300  
IN THE MATTER OF THE AMENDMENT  
OF CIVIL FORMS 4-201, 4-301 AND 4-801

This matter coming on for consideration by the Court and the Court being sufficiently advised, Chief Justice Seth D. Montgomery, Justice Richard E. Ransom, Justice Joseph F. Baca, Justice Gene E. Franchini and Justice Stanley F. Frost concurring;

NOW, THEREFORE, IT IS ORDERED that Civil Forms 4-201, 4-301 and 4-801 be and the same hereby are amended;

IT IS FURTHER ORDERED that amended Civil Forms 4-201, 4-301 and 4-801 shall be effective on and after January 1, 1995;

IT IS FURTHER ORDERED that the Clerk of the Court is hereby authorized and directed to give notice of the above amendments of the Civil Forms by publishing the same in the Bar Bulletin and SCRA 1986.

DONE at Santa Fe, New Mexico this 30th day of September, 1994.

/s/ SETH D. MONTGOMERY  
Chief Justice  
/s/ RICHARD E. RANSOM  
Justice  
/s/ JOSEPH F. BACA  
Justice  
/s/ GENE E. FRANCHINI  
Justice  
/s/ STANLEY F. FROST

Justice

IN THE SUPREME COURT OF THE STATE OF NEW MEXICO

NO. 95-8300  
IN THE MATTER OF THE AMENDMENT OF  
THE CIVIL FORMS FOR COURTS OF  
LIMITED JURISDICTION

ORDER

This matter coming on for consideration by the Court upon recommendation of the Courts of Limited Jurisdiction Rules Committee, and the Court being sufficiently advised, Chief Justice Joseph F. Baca, Justice Richard E. Ransom, Justice Gene E. Franchini, Justice Stanley F. Frost, and Justice Pamela B. Minzner concurring;

NOW, THEREFORE, IT IS ORDERED that Civil Forms 4-101, 4-102, 4-103, 4-104, 4-921, and 4-922 for the Courts of Limited Jurisdiction be and the same hereby is approved;

IT IS FURTHER ORDERED that the above amendment of the Civil Forms for the Courts of Limited Jurisdiction shall be effective November 1, 1995;

IT IS FURTHER ORDERED that the Clerk of the Court hereby is authorized and directed to give notice of the amendment of the Civil Forms for Courts of Limited Jurisdiction by publishing the same in the Bar Bulletin and in the SCRA 1986.

DONE at Santa Fe, New Mexico this 12th day of September, 1995.

/s/ JOSEPH F. BACA  
Chief Justice  
/s/ RICHARD E. RANSOM  
Justice  
/s/ GENE E. FRANCHINI  
Justice  
/s/ STANLEY F. FROST  
Justice  
/s/ PAMELA B. MINZNER  
Justice

IN THE SUPREME COURT OF THE  
STATE OF NEW MEXICO

No. 95-8300  
IN THE MATTER OF AMENDMENT AND  
ADOPTION OF CIVIL FORMS FOR USE  
IN THE DISTRICT, MAGISTRATE AND  
METROPOLITAN COURTS

ORDER

This matter coming on for consideration by the Court, upon recommendation of the Rules of Civil Procedure for the District Courts Committee and the Courts of Limited Jurisdiction Committee to adopt amendments to Civil Forms 4-801, 4-801A, 4-803, 4-804, 4-805, 4-806, 4-807, 4-808, 4-808A, 4-809, 4-811 and 4-812 and to approve new Civil Form 4-810A of the Civil Forms, and the Court being sufficiently advised, Chief Justice Joseph F. Baca, Justice Richard E. Ransom, Justice Gene E. Franchini, Justice Stanley F. Frost, and Justice Pamela B. Minzner concurring;

NOW, THEREFORE, IT IS ORDERED that the amendment Civil Forms 4-801A, 4-803, 4-804, 4-805, 4-806, 4-807, 4-808, 4-808A, 4-809 and 4-811 of the Civil Forms are hereby approved for use in the District Courts, Civil Forms 4-801, 4-803, 4-804, 4-806, 4-807, 4-808, 4-808A, 4-809 and 4-812 of the Civil Forms are hereby approved for use in the Magistrate and Metropolitan Courts and new Civil Form 4-810A is hereby approved for use in the District, Magistrate and Metropolitan Courts;

IT IS FURTHER ORDERED that the amendment and adoption of the above-referenced Civil Forms shall be effective for cases filed on and after January 1, 1996;

IT IS FURTHER ORDERED that the Clerk of the Court hereby is authorized and directed to give notice of the above-referenced amendments to the Civil Forms by publishing the same in the Bar Bulletin and in the SCRA 1986.

DONE at Santa Fe, New Mexico this 6th day of November, 1995.

/s/ JOSEPH F. BACA

Chief Justice

/s/ RICHARD E. RANSOM

Justice

/s/ GENE E. FRANCHINI  
Justice  
/s/ STANLEY F. FROST  
Justice  
/s/ PAMELA B. MINZNER  
Justice

IN THE SUPREME COURT OF THE STATE OF NEW MEXICO

No. 95-8300  
IN THE MATTER OF THE  
AMENDMENT OF THE CIVIL  
FORM 4-502

ORDER

This matter coming on for consideration by the Court, upon recommendation of the Courts of Limited Jurisdiction Committee to amend Civil Form 4-502, and the Court being sufficiently advised, Chief Justice Joseph F. Baca, Justice Richard E. Ransom, Justice Gene E. Franchini, Justice Stanley F. Frost, and Justice Pamela B. Minzner concurring;

NOW, THEREFORE, IT IS ORDERED that the amendment of Civil Form 4-502 be and the same hereby is approved;

IT IS FURTHER ORDERED that the amendment of Civil Form 4-502 shall be effective on and after January 1, 1996;

IT IS FURTHER ORDERED that the Clerk of the Court hereby is authorized and directed to give notice of the above amendment of the Civil Forms by publishing the same in the Bar Bulletin and in the SCRA 1986.

DONE at Santa Fe, New Mexico this 6th day of November, 1995.

/s/ JOSEPH F. BACA  
Chief Justice  
/s/ RICHARD E. RANSOM  
Justice  
/s/ GENE E. FRANCHINI  
Justice  
/s/ STANLEY F. FROST  
Justice  
/s/ PAMELA B. MINZNER

Justice

IN THE SUPREME COURT OF THE STATE OF NEW MEXICO

No. 95-8300  
IN THE MATTER OF AMENDMENTS  
OF RULES 1-072, 1-073, 1-074,  
1-075, 1-076, 1-077, AND 1-081, AND  
FORMS 4-707, 4-707A, AND 4-830 OF  
THE RULES OF CIVIL PROCEDURE  
FOR THE DISTRICT COURTS

ORDER

This matter coming on for consideration by the Court, upon recommendation of the Rules of Civil Procedure for the District Courts Committee to adopt amendments to Rules 1-072, 1-073, 1-074, 1-075, 1-076, 1-077 and 1-081 and Forms 4-707, 4-707A and 4-830 of the Rules of Civil Procedure for the District Courts, and the Court being sufficiently advised, Chief Justice Joseph F. Baca, Justice Richard E. Ransom, Justice Gene E. Franchini, Justice Stanley F. Frost, and Justice Pamela B. Minzner concurring;

NOW, THEREFORE, IT IS ORDERED that the amendments of the Rules 1-072, 1-073, 1-074, 1-075, 1-076, 1-077, and 1-081, and Forms 4-707, 4-707A, and 4-830 of the Rules of Civil Procedure for the District Courts are hereby approved;

IT IS FURTHER ORDERED that the amendments of Rules 1-072, 1-073, 1-074, 1-075, 1-076, 1-077, and 1-081, and Forms 4-707, 4-707A, and 4-830 of the Rules of Civil Procedure for the District Courts shall be effective for appeals and writs filed on and after January 1, 1996;

IT IS FURTHER ORDERED that the Clerk of the Court hereby is authorized and directed to give notice of the amendments of the above rules and forms by publishing the same in the Bar Bulletin and in the SCRA 1986.

DONE at Santa Fe, New Mexico this 15th day of November, 1995.

/s/ JOSEPH F. BACA  
Chief Justice  
/s/ RICHARD E. RANSOM

Justice  
/s/ GENE E. FRANCHINI  
Justice  
/s/ STANLEY F. FROST  
Justice  
/s/ PAMELA B. MINZNER  
Justice

IN THE SUPREME COURT OF THE STATE OF NEW MEXICO

NO. 96-8300

IN THE MATTER OF THE AMENDMENTS OF RULES  
2-705, 3-706, 3-708, AND FORM 4-708 AND  
THE WITHDRAWAL OF RULES 3-707, 3-709, 3-710,  
3-711, AND 3-712 OF THE MAGISTRATE COURT AND  
METROPOLITAN COURT RULES GOVERNING APPEALS  
IN CIVIL CASES TO THE DISTRICT COURT

ORDER

This matter coming on for consideration by the Court upon the recommendation of the Courts of Limited Jurisdiction Rules Committee to adopt amendments to Rules 2-705, 3-706, 3-708 and Form 4-708, and to withdraw Rules 3-707, 3-709, 3-710, 3-711, and 3-712, and the Court being sufficiently advised, Chief Justice Stanley F. Frost, Justice Richard E. Ransom, Justice Joseph F. Baca, Justice Gene E. Franchini, and Justice Pamela B. Minzner concurring:

NOW, THEREFORE, IT IS ORDERED that the amendments of Rules 2-705, 3-706, 3-708, and Form 4-708 of the Magistrate Court and Metropolitan Court rules governing appeals in civil cases to the District Court hereby are approved;

IT IS FURTHER ORDERED that the withdrawal of Rules 3-707, 3-709, 3-710, 3-711, and 3-712, hereby is approved and effective July 1, 1996;

IT IS FURTHER ORDERED that the amendments of Rules 2-705, 3-706, 3-708, and Form 4-708 shall be effective for appeals filed on and after July 1, 1996;

IT IS FURTHER ORDERED that the Clerk of the Court is hereby authorized and directed to give notice of the adoption of the above-referenced rules by publishing the same in the Bar

Bulletin and in the SCRA 1986.

DONE at Santa Fe, New Mexico this 18th day of April, 1996.

/s/ STANLEY F. FROST  
Chief Justice  
/s/ RICHARD E. RANSOM  
Justice  
/s/ JOSEPH F. BACA  
Justice  
/s/ GENE E. FRANCHINI  
Justice  
/s/ PAMELA B. MINZNER  
Justice

IN THE SUPREME COURT OF THE STATE OF NEW MEXICO

NO. 96-8300  
IN THE MATTER OF THE AMENDMENT OF  
CIVIL FORM 4-701

ORDER

This matter coming on for consideration by the Court upon recommendation of the Courts of Limited Jurisdiction Rules Committee to adopt amendments to Form 4-701, and the Court being sufficiently advised, Chief Justice Joseph F. Baca, Justice Richard E. Ransom, Justice Gene E. Franchini, Justice Pamela B. Minzner, and Justice Dan A. McKinnon, III, concurring;

NOW, THEREFORE, IT IS ORDERED that Rule 4-701 of the Rules of Courts of Limited Jurisdiction be and the same hereby is amended;

IT IS FURTHER ORDERED that the above amendment of the rule shall be effective for cases filed in the Magistrate, Metropolitan, and Municipal Courts on and after October 1, 1996;

IT IS FURTHER ORDERED that the Clerk of the Court hereby is authorized and directed to give notice of the amendment of the rule by publishing the same in the Bar Bulletin and NMRA.

DONE at Santa Fe, New Mexico, this 26th day of August, 1996.

/s/ JOSEPH F. BACA  
Chief Justice  
/s/ RICHARD E. RANSOM  
Justice

/s/ GENE E. FRANCHINI  
Justice  
/s/ PAMELA B. MINZNER  
Justice  
/s/ DAN A. McKINNON, III  
Justice

IN THE SUPREME COURT OF THE STATE OF NEW MEXICO

NO. 97-8300  
IN THE MATTER OF THE AMENDMENTS  
OF LANDLORD-TENANT FORMS OF THE RULES  
FOR THE COURTS OF LIMITED JURISDICTION

ORDER

WHEREAS, this matter came on for consideration by the Court upon the recommendation of the Courts of Limited Jurisdiction Rules Committee, and the Court being sufficiently advised, Chief Justice Gene E. Franchini, Justice Joseph F. Baca, Justice Pamela B. Minzner, Justice Patricio M. Serna, and Justice Dan A. McKinnon, III, concurring:

NOW, THEREFORE, IT IS ORDERED that the amendments of Landlord-Tenant Forms 4-901, 4-901A, 4-902, 4-903, 4-904, 4-905, 4-906, 4-907, 4-908, 4-909, 4-910, 4-911, 4-912, 4-913, 4-914, 4-921, 4-922, 4-923, 4-924, 4-925, 4-926, 4-927, 4-928, and 4-929 of the Rules for Courts of Limited Jurisdiction hereby are approved;

IT IS FURTHER ORDERED that the amendments of the above-referenced forms shall be effective on and after September 2, 1997;

IT IS FURTHER ORDERED that the Clerk of the Court hereby is authorized and directed to give notice of the amendments of the above-referenced forms by publishing the same in the Bar Bulletin and NMRA.

DONE at Santa Fe, New Mexico, this 16th day of June, 1997.

/s/ GENE E. FRANCHINI  
Chief Justice  
/s/ JOSEPH F. BACA  
Justice  
/s/ PAMELA B. MINZNER

Justice  
/s/ PATRICIO M. SERNA  
Justice  
/s/ DAN A. McKINNON, III  
Justice

IN THE SUPREME COURT OF THE STATE OF NEW MEXICO

NO. 97-8300  
IN THE MATTER OF THE AMENDMENTS OF  
CIVIL FORMS 4-204 AND 4-208 FOR SUMMONS  
IN THE COURTS OF LIMITED JURISDICTION

ORDER

WHEREAS, this matter came on for consideration by the Court upon the recommendation of the Courts of Limited Jurisdiction Rules Committee, and the Court being sufficiently advised, Chief Justice Gene E. Franchini, Justice Joseph F. Baca, Justice Pamela B. Minzner, Justice Patricio M. Serna, and Justice Dan A. McKinnon, III, concurring:

NOW, THEREFORE, IT IS ORDERED that the amendments of the Civil Forms 4-204 and 4-208 for Summons for Courts of Limited Jurisdiction hereby are approved;

IT IS FURTHER ORDERED that the amendments of the above-referenced forms shall be effective on and after September 2, 1997;

IT IS FURTHER ORDERED that the Clerk of the Court hereby is authorized and directed to give notice of the amendments of the above-referenced forms by publishing the same in the Bar Bulletin and NMRA.

DONE at Santa Fe, New Mexico, this 15th day of July, 1997.

/s/ GENE E. FRANCHINI  
Chief Justice  
/s/ JOSEPH F. BACA  
Justice  
/s/ PAMELA B. MINZNER  
Justice  
/s/ PATRICIO M. SERNA  
Justice  
/s/ DAN A. McKINNON, III

Justice

IN THE SUPREME COURT OF THE STATE OF NEW MEXICO

NO. 97-8300

IN THE MATTER OF THE AMENDMENT OF  
RULES 1-005, 1-026, 1-034, 1-037,  
1-045, 1-053.2 and 1-100 and  
FORM 4-505 NMRA OF THE RULES OF  
CIVIL PROCEDURE FOR THE DISTRICT COURTS

ORDER

WHEREAS, this matter came on for consideration by the Court upon the recommendation of the Rules of Civil Procedure for the District Courts Committee, and the Court being sufficiently advised, Chief Justice Gene E. Franchini, Justice Justice Joseph F. Baca, Justice Pamela B. Minzner, Justice Patricio M. Serna, and Justice Dan A. McKinnon, III, concurring;

NOW, THEREFORE, IT IS ORDERED that the amendment of Rules 1-005, 1-026, 1-034, 1-037, 1-045, 1-053.2, and 1-100 and Form 4-505 of the Rules of Civil Procedure for the District Courts hereby is approved;

IT IS FURTHER ORDERED that the amendment of Rules 1-005, 1-026, 1-034, 1-037, 1-045, 1-053.2, and 1-100 and Form 4-505 of the Rules of Civil Procedure for the District Courts shall be effective on and after January 1, 1998;

IT IS FURTHER ORDERED that the Clerk of the Court hereby is authorized and directed to give notice of the amendment of the above rules by publishing the same in the Bar Bulletin and NMRA.

DONE at Santa Fe, New Mexico, this 10th day of October, 1997.

/s/ GENE E. FRANCHINI  
Chief Justice  
/s/ JOSEPH F. BACA  
Justice  
/s/ PAMELA B. MINZNER  
Justice  
/s/ PATRICIO M. SERNA  
Justice  
/s/ DAN A. MCKINNON, III

Justice

IN THE SUPREME COURT OF THE STATE OF NEW MEXICO

NO. 98-8300  
IN THE MATTER OF THE AMENDMENT  
OF FORMS 4-901, 4-902, 4-903, 4-904,  
4-913, AND 4-928 OF THE RULES FOR  
THE COURTS OF LIMITED JURISDICTION

ORDER

WHEREAS, this matter came on for consideration by the Court upon the recommendation of the Courts of Limited Jurisdiction Rules Committee, and the Court being sufficiently advised, Chief Justice Gene E. Franchini, Justice Joseph F. Baca, Justice Pamela B. Minzner, Justice Patricio M. Serna, and Justice Dan A. McKinnon, III, concurring:

NOW, THEREFORE, IT IS ORDERED that the amendments of the Forms 4-901, 4-902, 4-903, 4-904, 4-913, and 4-928 of the Rules for Courts of Limited Jurisdiction hereby are approved;

IT IS FURTHER ORDERED that the amendments of the above-referenced forms shall be effective for caes filed on and after April 6, 1998;

IT IS FURTHER ORDERED that the Clerk of the Court hereby is authorized and directed to give notice of the amendments of the above-referenced forms by publishing the same in the Bar Bulletin and NMRA.

DONE at Santa Fe, New Mexico, this 10th day of February, 1998.

/s/ GENE E. FRANCHINI  
Chief Justice  
/s/ JOSEPH F. BACA  
Justice  
/s/ PAMELA B. MINZNER  
Justice  
/s/ PATRICIO M. SERNA  
Justice  
/s/ DAN A. MCKINNON, III  
Justice

IN THE SUPREME COURT OF THE STATE OF NEW MEXICO

NO. 98-8300

IN THE MATTER OF THE AMENDMENT  
OF FORMS 4-909, 4-926, and 4-929  
OF THE RULES FOR THE COURTS OF  
LIMITED JURISDICTION

ORDER

WHEREAS, this matter came on for consideration by the Court upon the recommendation of the Courts of Limited Jurisdiction Rules Committee, and the Court being sufficiently advised, Chief Justice Gene E. Franchini, Justice Joseph F. Baca, Justice Pamela B. Minzner, and Justice Patricio M. Serna concurring:

NOW, THEREFORE, IT IS ORDERED that the amendments of the Forms 4-909, 4-926, and 4-929 of the Rules for Courts of Limited Jurisdiction hereby are approved;

IT IS FURTHER ORDERED that the amendments of the above-referenced forms shall be effective for cases filed on and after January 1, 1999;

IT IS FURTHER ORDERED that the Clerk of the Court hereby is authorized and directed to give notice of the amendments of the above-referenced forms by publishing the same in the Bar Bulletin and NMRA.

DONE at Santa Fe, New Mexico, this 17th day of November, 1998.

/s/ GENE E. FRANCHINI  
Chief Justice  
/s/ JOSEPH F. BACA  
Justice  
/s/ PAMELA B. MINZNER  
Justice  
/s/ PATRICIO M. SERNA  
Justice

IN THE SUPREME COURT OF THE STATE OF NEW MEXICO

NO. 99-8300  
IN THE MATTER OF THE AMENDMENTS  
OF FORM 4-810 NMRA OF THE RULES  
FOR THE COURTS OF LIMITED JURISDICTION

ORDER

WHEREAS, this matter came on for consideration by the Court upon the recommendation of the Courts of Limited Jurisdiction Rules Committee, and the Court being sufficiently advised, Chief Justice Pamela B. Minzner, Senior Justice Joseph F. Baca, Justice Gene E. Franchini, Justice Patricio M. Serna, and Justice Petra Jimenez Maes concurring;

NOW, THEREFORE, IT IS ORDERED that the amendment of Form 4-810 of the Rules for Courts of Limited Jurisdiction hereby is approved;

IT IS FURTHER ORDERED that the amendment of Form 4-810 shall be effective on and after August 1, 1999;

IT IS FURTHER ORDERED that the Clerk of the Court hereby is authorized and directed to give notice of the amendment of Form 4-810 by publishing the same in the Bar Bulletin and NMRA.

DONE at Santa Fe, New Mexico, this 18th day of June, 1999.

/s/ PAMELA B. MINZNER

Chief Justice

/s/ JOSEPH F. BACA

Justice

/s/ GENE E. FRANCHINI

Justice

/s/ PATRICIO M. SERNA

Justice

/s/ PETRA JIMENEZ MAES

Justice

IN THE SUPREME COURT OF THE STATE OF NEW MEXICO

NO. 99-8300  
IN THE MATTER OF THE AMENDMENT  
OF FORMS 4-811 AND 4-901A NMRA  
OF THE RULES FOR COURTS OF LIMITED  
JURISDICTION

ORDER

WHEREAS, this matter came on for consideration by the Court upon the recommendation of the Rules for Courts of Limited Jurisdiction Committee, and the Court being sufficiently advised, Chief Justice Pamela B. Minzner, Senior Justice Joseph F. Baca, Justice Gene E. Franchini, Justice Patricio M. Serna, and Justice Petra Jimenez Maes concurring;

NOW, THEREFORE, IT IS ORDERED that the amendments of Forms 4-811 and 4-901A for Courts of Limited Jurisdiction hereby are approved;

IT IS FURTHER ORDERED that the amendments of Forms 4-811 and 4-901A shall be effective on October 15, 1999;

IT IS FURTHER ORDERED that the Clerk of the Court hereby is authorized and directed to give notice of the amendments of Forms 4-811 and 4-901A by publishing the same in the Bar Bulletin and NMRA.

DONE at Santa Fe, New Mexico, this 27th day of August, 1999.

/s/ PAMELA B. MINZNER

Chief Justice

/s/ JOSEPH F. BACA

Justice

/s/ GENE E. FRANCHINI

Justice

/s/ PATRICIO M. SERNA

Justice

/s/ PETRA JIMENEZ MAES

Justice

IN THE SUPREME COURT OF THE STATE OF NEW MEXICO

NO. 99-8300

IN THE MATTER OF THE *PROVISIONAL* APPROVAL OF  
DOMESTIC RELATIONS COVER SHEETS, NEW RULE 1-003.1  
AND FORMS 4-211 AND 4-212, FOR USE IN THE  
DISTRICT COURTS IN THE STATE OF NEW MEXICO

ORDER

WHEREAS, this matter came on for consideration by the Court upon the recommendation of the Rules of Civil Procedure

Committee to require use of cover sheets in domestic relations cases in all district courts in the State of New Mexico by adopting new Rule 1-003.1 and Forms 4-211 and 4-212, and the Court being sufficiently advised, Chief Justice Pamela B. Minzner, Justice Joseph F. Baca, Justice Gene E. Franchini, Justice Patricio M. Serna, and Justice Petra Jimenez Maes concurring;

NOW, THEREFORE, IT IS ORDERED that the domestic relations cover sheets, new Rule 1-003.1 and Forms 4-211 and 4-212 hereby are *provisionally approved for twelve months effective November 1, 1999*; and

IT IS FURTHER ORDERED that the Clerk of the Court hereby is authorized and directed to give notice of the provisional adoption of the above-referenced rule and forms by publishing the same in the Bar Bulletin;

DONE at Santa Fe, New Mexico, this 27th day of October, 1999.

/s/ PAMELA B. MINZNER  
Chief Justice  
/s/ JOSEPH F. BACA  
Justice  
/s/ GENE E. FRANCHINI  
Justice  
/s/ PATRICIO M. SERNA  
Justice  
/s/ PETRA JIMENEZ MAES  
Justice

IN THE SUPREME COURT OF THE STATE OF NEW MEXICO

NO. 99-8300

IN THE MATTER OF THE *PROVISIONAL* APPROVAL  
OF DOMESTIC VIOLENCE FORMS FOR USE IN THE  
DISTRICT COURTS IN THE STATE OF NEW MEXICO

ORDER

WHEREAS, this matter came on for consideration by the Court upon the recommendation of the Rules of Civil Procedure Committee to require use of domestic violence forms in all district courts in the State of New Mexico, and the Court being

sufficiently advised, Chief Justice Pamela B. Minzner, Justice Joseph F. Baca, Justice Gene E. Franchini, Justice Patricio M. Serna, and Justice Petra Jimenez Maes, concurring;

NOW, THEREFORE, IT IS ORDERED that the domestic violence forms hereby are *provisionally approved for twelve months effective November 1, 1999*; and

IT IS FURTHER ORDERED that the Clerk of the Court hereby is authorized and directed to give notice of the provisional adoption of the above-referenced forms by publishing the same in the Bar Bulletin;

DONE at Santa Fe, New Mexico, this 27th day of October, 1999.

/s/ PAMELA B. MINZNER  
Chief Justice  
/s/ JOSEPH F. BACA  
Justice  
/s/ GENE E. FRANCHINI  
Justice  
/s/ PATRICIO M. SERNA  
Justice  
/s/ PETRA JIMENEZ MAES  
Justice

IN THE SUPREME COURT OF THE STATE OF NEW MEXICO

NO. 00-8300  
IN THE MATTER OF THE AMENDMENTS  
OF RULES 2-203, 3-203, 4-902A,  
6-206, 7-206, 8-205, 6-209, 7-209,  
8-208, 6-505, 7-505, 8-505,  
AND FORMS 9-210 AND 9-212B NMRA OF  
THE RULES FOR THE COURTS OF LIMITED  
JURISDICTION

ORDER

WHEREAS, this matter came on for consideration by the Court upon the recommendation of the Courts of Limited Jurisdiction Rules Committee, and the Court being sufficiently advised, Chief Justice Pamela B. Minzner, Justice Joseph F. Baca, Justice Gene E. Franchini, Justice Patricio M. Serna, and Justice Petra

Jimenez Maes concurring;

NOW, THEREFORE, IT IS ORDERED that the amendments of Rules 2-203, 3-203, 4-902A, 6-206, 7-206, 8-205, 6-209, 7-209, 8-208, 6-505, 7-505, 8-505, and Forms 9-210 and 9-212A of the Rules for Courts of Limited Jurisdiction hereby are approved;

IT IS FURTHER ORDERED that the amendments of the above-referenced rules and forms shall be effective on and after March 1, 2000;

IT IS FURTHER ORDERED that the Clerk of the Court hereby is authorized and directed to give notice of the amendments of the above-referenced rules and forms by publishing the same in the Bar Bulletin and NMRA.

DONE at Santa Fe, New Mexico, this 4th day of January, 2000.

/s/ PAMELA B. MINZNER

Chief Justice

/s/ JOSEPH F. BACA

Justice

/s/ GENE E. FRANCHINI

Justice

/s/ PATRICIO M. SERNA

Justice

/s/ PETRA JIMENEZ MAES

Justice

IN THE SUPREME COURT OF THE STATE OF NEW MEXICO

NO. 00-8300

IN THE MATTER OF THE AMENDMENTS  
OF CIVIL FORMS 4-972 and 4-973 NMRA

ORDER

WHEREAS, this matter came on for consideration by the Court upon the recommendation of the Judges' User Group, and the Court being sufficiently advised, Chief Justice Pamela B. Minzner, Justice Joseph F. Baca, Justice Gene E. Franchini, Justice Patricio M. Serna, and Justice Petra Jimenez Maes concurring;

NOW, THEREFORE, IT IS ORDERED that the amendments of Civil Forms 4-972 and 4-973 hereby are APPROVED;

IT IS FURTHER ORDERED that the amendments of Forms 4-972 and 4-973 shall be effective immediately, as all domestic violence

forms were provisionally approved for twelve months effective November 1, 1999;

IT IS FURTHER ORDERED that the Clerk of the Court hereby is authorized and directed to give notice of the amendments of Forms 4-972 and 4-973 by publishing the same in the Bar Bulletin and NMRA.

DONE at Santa Fe, New Mexico, this 29th day of August, 2000.

/s/ PAMELA B. MINZNER

Chief Justice

/s/ JOSEPH F. BACA

Justice

/s/ GENE E. FRANCHINI

Justice

/s/ PATRICIO M. SERNA

Justice

/s/ PETRA JIMENEZ MAES

Justice

IN THE SUPREME COURT OF THE STATE OF NEW MEXICO

NO. 00-8300

IN THE MATTER OF THE AMENDMENTS OF  
RULES 2-107, 2-111, 2-305, 3-107,  
3-111, 3-305, 4-304, 4-305, 4-306A,  
6-110A, 6-501, 7-110A, 7-501, 8-109A,  
8-501, AND FORMS 9-104 and 9-104A OF  
THE RULES FOR THE COURTS OF LIMITED JURISDICTION

ORDER

WHEREAS, this matter came on for consideration by the Court upon the recommendation of the Courts of Limited Jurisdiction Rules Committee, and the Court being sufficiently advised, Chief Justice Pamela B. Minzner, Justice Joseph F. Baca, Justice Gene E. Franchini, Justice Patricio M. Serna, and Justice Petra Jimenez Maes concurring;

NOW, THEREFORE, IT IS ORDERED that the amendments of Rules 2-107, 2-111, 2-305, 3-107, 3-111, 3-305, 4-304, 4-305, 4-306A, 6-110A, 6-501, 7-110A, 7-501, 8-109A, 8-501, and Forms 9-104 and 9-104A of the Rules for Courts of Limited Jurisdiction hereby are APPROVED;

IT IS FURTHER ORDERED that the amendments of the above-referenced rules and forms shall be effective for cases filed on and after November 1, 2000;

IT IS FURTHER ORDERED that the Clerk of the Court hereby is authorized and directed to give notice of the amendments of the above-referenced rules and forms by publishing the same in the Bar Bulletin and NMRA.

DONE at Santa Fe, New Mexico, this 14th day of September, 2000.

/s/ PAMELA B. MINZNER  
Chief Justice  
/s/ JOSEPH F. BACA  
Justice  
/s/ GENE E. FRANCHINI  
Justice  
/s/ PATRICIO M. SERNA  
Justice  
/s/ PETRA JIMENEZ MAES  
Justice

IN THE SUPREME COURT OF THE STATE OF NEW MEXICO

NO. 00-8300

IN THE MATTER OF THE APPROVAL OF DOMESTIC  
RELATIONS COVER SHEETS, NEW RULE 1-003.1,  
AND APPROVAL OF AMENDMENTS TO FORMS 4-211  
AND 4-212 FOR USE IN THE DISTRICT COURTS  
IN THE STATE OF NEW MEXICO

ORDER

WHEREAS, this matter came on for consideration by the Court upon the recommendation of the Rules of Civil Procedure Committee to require use of cover sheets in domestic relations cases in all district courts in the State of New Mexico by adopting new Rule 1-003.1 and Forms 4-211 and 4-212, and the Court being sufficiently advised, Chief Justice Pamela B. Minzner, Justice Joseph F. Baca, Justice Gene E. Franchini, Justice Patricio M. Serna, and Justice Petra Jimenez Maes concurring, issued a provisional twelve-month order adopting said rule and forms on October 27, 1999; and

WHEREAS, the Rules of Civil Procedure Committee further recommends amendments to Forms 4-211 and 4-212;

NOW, THEREFORE, IT IS ORDERED that the domestic relations cover sheets, new Rule 1-003.1 and Forms 4-211 and 4-212 hereby are APPROVED effective November 1, 2000;

IT IS FURTHER ORDERED that the amendments to Forms 4-211 and 4-212 hereby are APPROVED; and

IT IS FURTHER ORDERED that the Clerk of the Court hereby is authorized and directed to give notice of the adoption of the above-referenced rule and the amendments to Forms 4-211 and 4-212 by publishing the same in the Bar Bulletin;

DONE at Santa Fe, New Mexico, this 23rd day of October, 2000.

/s/ PAMELA B. MINZNER  
Chief Justice

/s/ JOSEPH F. BACA  
Justice

/s/ GENE E. FRANCHINI  
Justice

/s/ PATRICIO M. SERNA  
Justice

/s/ PETRA JIMENEZ MAES  
Justice

IN THE SUPREME COURT OF THE STATE OF NEW MEXICO

NO. 00-8300

IN THE MATTER OF THE CONTINUED PROVISIONAL APPROVAL  
OF DOMESTIC VIOLENCE FORMS FOR USE IN THE  
DISTRICT COURTS IN THE STATE OF NEW MEXICO

ORDER

WHEREAS, this matter came on for consideration by the Court upon the recommendation of the Rules of Civil Procedure Committee to require use of a uniform set of domestic violence forms in all district courts in the State of New Mexico and the Court being sufficiently advised, Chief Justice Pamela B. Minzner, Justice Joseph F. Baca, Justice Gene E. Franchini, Justice Patricio M. Serna, and Justice Petra Jimenez Maes concurring issued a provisional twelve-month order adopting said

forms on October 27, 1999;

NOW, THEREFORE, IT IS ORDERED that the domestic violence forms hereby are provisionally approved for eight months effective November 1, 2000, unless prior to that time anticipated amendments are adopted by this Court. The Court anticipates that it will receive and consider proposed amendments within the next sixty days; and

IT IS FURTHER ORDERED that the Clerk of the Court hereby is authorized and directed to give notice of the continued provisional adoption of the domestic violence forms by publishing the same in the Bar Bulletin;

DONE at Santa Fe, New Mexico, this 26th day of October, 2000.

/s/ PAMELA B. MINZNER  
Chief Justice

/s/ JOSEPH F. BACA  
Justice

/s/ GENE E. FRANCHINI  
Justice

/s/ PATRICIO M. SERNA  
Justice

/s/ PETRA JIMENEZ MAES  
Justice

IN THE SUPREME COURT OF THE STATE OF NEW MEXICO

NO. 01-8300

IN THE MATTER OF THE ADOPTION OF DOMESTIC  
VIOLENCE FORMS FOR USE IN THE DISTRICT  
COURTS IN THE STATE OF NEW MEXICO

ORDER

WHEREAS, this matter came on for consideration by the Court upon the recommendation of the Rules of Civil Procedure Committee to require use of a uniform set of domestic violence forms in all district courts in the State of New Mexico and the Court being sufficiently advised, Chief Justice Patricio M. Serna, Justice Joseph F. Baca, Justice Gene E. Franchini, Justice Pamela B. Minzner, and Justice Petra Jimenez Maes concurring, issued a provisional twelve-month order adopting

said forms on October 27, 1999; and

WHEREAS, the Court extended its provisional approval, to consider proposed amendments, by order issued October 26, 2000;

NOW, THEREFORE, IT IS ORDERED that the domestic violence forms hereby are APPROVED and ADOPTED in final form;

IT IS FURTHER ORDERED that the domestic violence forms, as amended, shall be effective May 1, 2001; and

IT IS FURTHER ORDERED that the Clerk of the Court hereby is authorized and directed to give notice of the approval and adoption of the domestic violence forms by publishing the same in the Bar Bulletin.

DONE at Santa Fe, New Mexico, this 27th day of February, 2001.

/s/ PATRICIO M. SERNA  
Chief Justice

/s/ JOSEPH F. BACA  
Justice

/s/ GENE E. FRANCHINI  
Justice

/s/ PAMELA B. MINZNER  
Justice

/s/ PETRA JIMENEZ MAES  
Justice

IN THE SUPREME COURT OF THE STATE OF NEW MEXICO

NO. 01-8300

IN THE MATTER OF THE AMENDMENTS OF  
RULE 1-099 AND FORM 4-213 OF THE RULES  
OF CIVIL PROCEDURE FOR THE DISTRICT COURTS

ORDER

WHEREAS, this matter came on for consideration by the Court upon the recommendation of the Rules of Civil Procedure for the District Courts Committee to adopt amendments to Rule 1-099 and Form 4-213, and the Court being sufficiently advised, Chief Justice Patricio M. Serna, Justice Joseph F. Baca, Justice Gene E. Franchini, Justice Pamela B. Minzner, and Justice Petra Jimenez Maes concurring;

NOW, THEREFORE, IT IS ORDERED that the amendments of Rule 1-

099 and Form 4-213 of the Rules of Civil Procedure for the District Courts hereby are APPROVED; and

IT IS FURTHER ORDERED that the amendments of Rule 1-099 and Form 4-213 of the Rules of Civil Procedure for the District Courts shall be effective for cases filed on or after August 1, 2001;

IT IS FURTHER ORDERED that the Clerk of the Court hereby is authorized and directed to give notice of the amendments of the above rules by publishing the same in the Bar Bulletin and NMRA.

DONE at Santa Fe, New Mexico, this 24th day of May, 2001.

/s/ PATRICIO M. SERNA

Chief Justice

/s/ JOSEPH F. BACA

Justice

/s/ GENE E. FRANCHINI

Justice

/s/ PAMELA B. MINZNER

Justice

/s/ PETRA JIMENEZ MAES

Justice

IN THE SUPREME COURT OF THE STATE OF NEW MEXICO

NO. 01-8300

IN THE MATTER OF THE AMENDMENTS OF  
RULE 1-048 AND FORMS 4-806, 4-807, 4-808,  
4-811 AND 4-812, AND THE ADOPTION OF  
NEW RULE 1-084 OF THE RULES OF CIVIL  
PROCEDURE FOR DISTRICT COURTS

ORDER

WHEREAS, this matter came on for consideration by the Court upon the recommendation of the Rules of Civil Procedure for the District Courts Committee to adopt amendments to Rule 1-048 and Forms 4-806, 4-807, 4-808, 4-811, and 4-812, and to adopt new Rule 1-084, and the Court having considered said request and being sufficiently advised, Chief Justice Patricio M. Serna, Justice Joseph F. Baca, Justice Gene E. Franchini, Justice Pamela B. Minzner, and Justice Petra Jimenez Maes concurring;

NOW, THEREFORE, IT IS ORDERED that the amendments of Rule 1-

048 and Forms 4-806, 4-807, 4-808, 4-811, and 4-812 of the Rules of Civil Procedure for District Courts hereby are APPROVED;

IT IS FURTHER ORDERED that new Rule 1-084 hereby is ADOPTED and APPROVED;

IT IS FURTHER ORDERED that the amendments of Rule 1-048 and Forms 4-806, 4-807, 4-808, 4-811, and 4-812 and new Rule 1-084 of the Rules of Civil Procedure for District Courts shall be effective for cases filed on or after December 3, 2001;

IT IS FURTHER ORDERED that the Clerk of the Court hereby is authorized and directed to give notice of the amendments of the above-referenced rules and adoption of the new rule by publishing the same in the Bar Bulletin and NMRA.

DONE at Santa Fe, New Mexico, this 2nd day of October, 2001.

/s/ PATRICIO M. SERNA

Chief Justice

/s/ JOSEPH F. BACA

Justice

/s/ GENE E. FRANCHINI

Justice

/s/ PAMELA B. MINZNER

Justice

/s/ PETRA JIMENEZ MAES

Justice

IN THE SUPREME COURT OF THE STATE OF NEW MEXICO

NO. 01-8300

IN THE MATTER OF THE AMENDMENTS OF RULES

2-203.1, 2-301, 2-304, 2-306, 3-203.1, 3-301, 3-304,  
3-306, 6-301, 6-505, 7-301, 7-505, 8-301, AND 8-505,  
AND FORMS 4-307, 4-506, 9-411, 9-417, AND 9-418 OF  
THE RULES FOR COURTS OF LIMITED JURISDICTION

ORDER

WHEREAS, this matter came on for consideration by the Court upon the recommendation of the Rules for Courts of Limited Jurisdiction Committee to adopt amendments to Rules 2-203.1, 2-301, 2-304, 2-306, 3-203.1, 3-301, 3-304, 3-306, 6-301, 6-505, 7-301, 7-505, 8-301, and 8-505, and Forms 4-307, 4-506, 9-411, 9-417 and 9-418 for Courts of Limited Jurisdiction, and the

Court having considered said recommendation and being sufficiently advised, Chief Justice Patricio M. Serna, Justice Joseph F. Baca, Justice Gene E. Franchini, Justice Pamela B. Minzner, and Justice Petra Jimenez Maes concurring;

NOW, THEREFORE, IT IS ORDERED that the amendments of Rules 2-203.1, 2-301, 2-304, 2-306, 3-203.1, 3-301, 3-304, 3-306, 6-301, 6-505, 7-301, 7-505, 8-301, and 8-505, and Forms 4-307, 4-506, 9-411, 9-417 and 9-418 for Courts of Limited Jurisdiction hereby are APPROVED;

IT IS FURTHER ORDERED that the amendments of the above-referenced rules and forms shall be effective for cases filed on or after December 17, 2001;

IT IS FURTHER ORDERED that the Clerk of the Court hereby is authorized and directed to give notice of the amendments of the above-referenced rules and forms by publishing the same in the Bar Bulletin and NMRA.

DONE at Santa Fe, New Mexico, this 22nd day of October, 2001.

/s/ PATRICIO M. SERNA  
Chief Justice  
/s/ JOSEPH F. BACA  
Justice  
/s/ GENE E. FRANCHINI  
Justice  
/s/ PAMELA B. MINZNER  
Justice  
/s/ PETRA JIMENEZ MAES  
Justice

IN THE SUPREME COURT OF THE STATE OF NEW MEXICO

NO. 02-8300

IN THE MATTER OF THE AMENDMENTS OF RULES

2-105, 2-106, 2-501, 2-502, 3-105, 3-106, 3-501, 3-502, 4-101, 4-103, 4-104, 4-502, 6-105, 6-106, 6-606, 6-802, 7-105, 7-106, 7-606, 7-802, 8-105, 8-106, 8-602, 8-802, 9-101, 9-102, 9-103, 9-503, AND 9-504, FORMS 4-221, 9-206, 9-221, 9-501, AND

ADOPTION

OF NEW RULE 3-501.1 AND NEW FORMS 4-503 AND 4-504 OF THE RULES FOR COURTS OF LIMITED JURISDICTION

ORDER

WHEREAS, this matter came on for consideration by the Court upon the recommendation of the Rules for Courts of Limited Jurisdiction Committee to adopt amendments to Rules 2-105, 2-106, 2-501, 2-502, 3-105, 3-106, 3-501, 3-502, 4-101, 4-103, 4-104, 4-502, 6-105, 6-106, 6-606, 6-802, 7-105, 7-106, 7-606, 7-802, 8-105, 8-106, 8-602, 8-802, 9-101, 9-102, 9-103, 9-503, and 9-504, and Forms 4-221, 9-206, 9-221, 9-501, and to adopt new Rule 3-501.1 and new Forms 4-503 and 4-504 for Courts of Limited Jurisdiction, and the Court having considered said recommendation and being sufficiently advised, Chief Justice Patricio M. Serna, Justice Joseph F. Baca, Justice Gene E. Franchini, Justice Pamela B. Minzner, and Justice Petra Jimenez Maes concurring;

NOW, THEREFORE, IT IS ORDERED that the amendments of the above-referenced rules and forms for Courts of Limited Jurisdiction hereby are APPROVED;

IT IS FURTHER ORDERED that new Rule 3-501.1 and new Forms 4-503 and 4-504 hereby are ADOPTED;

IT IS FURTHER ORDERED that the amendments of the above-referenced rules and forms and new rule and forms shall be effective for cases filed on or after May 1, 2002;

IT IS FURTHER ORDERED that the Clerk of the Court hereby is authorized and directed to give notice of the amendments of the above-referenced rules and forms and adoption of the new rule and forms by publishing the same in the Bar Bulletin and NMRA.

DONE at Santa Fe, New Mexico, this 22nd day of March, 2002.

/s/ Patricio M. Serna

Chief Justice

/s/ Joseph F. Baca

Justice

/s/ Gene E. Franchini

Justice

/s/ Pamela B. Minzner

Justice

/s/ Petra Jimenez Maes

Justice

IN THE SUPREME COURT OF THE STATE OF NEW MEXICO

NO. 02-8300

IN THE MATTER OF THE AMENDMENT OF  
FORM 4-970 NMRA, THE WITHDRAWAL  
OF FORM 4-966 NMRA, AND THE ADOPTION OF  
NEW FORM 4-971 NMRA OF THE RULES OF CIVIL  
PROCEDURE FOR THE DISTRICT COURTS

ORDER

WHEREAS, this matter came on for consideration by the Court upon the recommendation of the Rules of Civil Procedure for the District Courts Committee to amend Form 4-970, withdraw Form 4-966, and adopt new Form 4-971, and the Court having considered said recommendation and being sufficiently advised, Chief Justice Patricio M. Serna, Justice Joseph F. Baca, Justice Gene E. Franchini, Justice Pamela B. Minzner, and Justice Petra Jimenez Maes concurring;

NOW, THEREFORE, IT IS ORDERED that the amendments of Form 4-970 NMRA of the Rules of Civil Procedure for the District Courts hereby are APPROVED;

IT IS FURTHER ORDERED that Form 4-966 NMRA of the Rules of Civil Procedure for District Courts hereby is WITHDRAWN;

IT IS FURTHER ORDERED that new Form 4-971 hereby is ADOPTED;

IT IS FURTHER ORDERED that the amendments to Form 4-970, the adoption of new Form 4-971, and the withdrawal of Form 4-966 shall be effective immediately;

IT IS FURTHER ORDERED that the Clerk of the Court hereby is authorized and directed to give notice of the amendments of Form 4-970, adoption of new Form 4-971, and withdrawal of Form 4-966 by publishing the same in the Bar Bulletin and NMRA.

DONE at Santa Fe, New Mexico, this 9th day of April, 2002.

/s/ Patricio M. Serna  
Chief Justice

/s/ Joseph F. Baca  
Justice

/s/ Gene E. Franchini  
Justice

/s/ Pamela B. Minzner  
Justice

/s/ Petra Jimenez Maes  
Justice

IN THE SUPREME COURT OF THE STATE OF NEW MEXICO

NO. 02-8300  
IN THE MATTER OF THE AMENDMENTS OF  
FORM 4-507 OF THE RULES OF CIVIL  
PROCEDURE FOR DISTRICT COURTS

ORDER

WHEREAS, this matter came on for consideration by the Court upon the recommendation of the Rules of Civil Procedure for the District Courts Committee to amend Form 4-507 (Scheduling Order), and the Court having considered said recommendation and being sufficiently advised, Chief Justice Patricio M. Serna, Justice Joseph F. Baca, Justice Gene E. Franchini, Justice Pamela B. Minzner, and Justice Petra Jimenez Maes concurring;

NOW, THEREFORE, IT IS ORDERED that the amendments of Form 4-507 (Scheduling Order) of the Rules of Civil Procedure for District Courts hereby are APPROVED;

IT IS FURTHER ORDERED that the amendments of Form 4-507 (Scheduling Order) shall be effective for cases filed on or after July 1, 2002;

IT IS FURTHER ORDERED that the Clerk of the Court hereby is authorized and directed to give notice of the amendments of the above-referenced form by publishing the same in the Bar Bulletin and NMRA.

DONE at Santa Fe, New Mexico, this 20th day of May, 2002.

/s/ Patricio M. Serna  
Chief Justice

/s/ Joseph F. Baca  
Justice

/s/ Gene E. Franchini  
Justice

/s/ Pamela B. Minzner  
Justice

/s/ Petra Jimenez Maes  
Justice