

# **RULES OF THE DISTRICT COURT OF THE THIRD JUDICIAL DISTRICT**

## **I.**

### **GENERAL MATTERS - GENERAL POWERS & DUTIES OF THE COURT**

#### **LR3-101. Authority, title, scope, application and effective date.**

A. **Authority.** The following rules are hereby adopted and promulgated by the judges of the third judicial district of the State of New Mexico, comprised of the county of Dona Ana, pursuant to the authority vested in the court by Rule 1-083 and Rule 5-102 NMRA.

B. **Title.** The following rules shall be known and cited as the Local Rules, Third Judicial District Court. Individual rules may be cited as "LR3-\_\_\_\_\_, Third Judicial District Court".

C. **Scope and application.** These rules apply to cases brought in the third judicial district court, and shall apply to all cases filed after the effective date hereof.

D. **Effective date.** These rules shall become effective on September 1, 1993.

#### **LR3-102. Supreme Court rules control.**

If any of these rules are inconsistent with the rules of civil or criminal procedure adopted by the Supreme Court of New Mexico, the latter shall control.

#### **LR3-103. Severability.**

If any of these rules are invalidated either by court action or otherwise, the remainder of these rules shall continue in force unless otherwise modified or changed by further order of the court.

#### **LR3-104. Disciplinary action for failure to comply.**

Any willful violation of these rules shall, in addition to other appropriate remedies, subject the attorney or non-complying party to such disciplinary or other action as the judges of the third judicial district court shall deem appropriate, including civil contempt.

#### **LR3-105. Court hours and holidays.**

A. The usual working hours for the district court offices shall be from 8:00 a.m. to 12:00 noon and from 1:00 p.m. to 5:00 p.m., Monday through Friday.

B. District court offices will observe the same legal holidays as published annually by the administrative office of the courts and any others designated as legal holidays by the chief justice of the Supreme Court.

### **LR3-106. Assignment of cases.**

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

B. Cases assigned to one judge shall not be heard by another judge except by consent of the judge to whom the case is assigned and the parties involved, except in those circumstances described in Paragraph C hereof.

C. Any judge of the district, or any judge from another district who is present in the county by designation, may hear any default matter, emergency matter, guilty plea to the original charges in the indictment or information, or ex parte matter which may arise whenever the assigned judge is not available.

### **LR3-107. Court schedules, itinerary and settings.**

A. The judge of each division shall determine their general itinerary and schedule.

B. The court administrator or the judge's secretary shall give reasonable notice, in writing, of the time and place of settings to counsel of record or to parties. All settings so made shall be binding upon all parties and attorneys properly notified. No setting shall be vacated except upon good cause shown. See LR3-501 for details relating to settings.

C. Attorneys shall timely advise the judge's office when a matter is to be taken off the calendar so that other matters may be set.

### **LR3-108. Process; issuance and free process.**

A. **Issuance.** Process of the district court shall be issued under seal of the court with the name of the district judge assigned to hear the case appearing on the first page.

#### **B. Free process.**

(1) An application for free process must be accompanied by an affidavit by the party stating that the party is unable by reason of poverty to pay the amount of money required for court costs. (Appendix A, LR3-Form 1.10 and LR3-Form 1.11).

(2) An attorney representing a party allowed free process must also file an affidavit stating that no fee has been received, and promising that in case any fee is paid for legal services, the attorney shall first deduct the costs and pay them to the court administrator. The affidavit should further provide that the attorney is satisfied as to the

truth of the matters contained in the client's affidavit of poverty. (Appendix A, LR3-Form 1.10).

(3) The court may conduct a hearing prior to the allowance of the free process.

### **LR3-109. Control of court files; withdrawal.**

Files of cases docketed in the court shall not be released by the court administrator for removal from the judicial complex except by court order upon a showing of exceptional circumstances.

### **LR3-110. District court administrator's trust and litigant accounts.**

**A. Tendering money into court's registry.** The court administrator shall not disburse or accept any money except pursuant to court order or statute. Any tender of a money to the court administrator shall be in the form of a money order, certified check or cash, or, at the sole discretion of the district court administrator, by attorney's trust check.

#### **B. Interest bearing accounts.**

(1) The court administrator is authorized pursuant to Rule 1-102 NMRA to set up and open separate interest-bearing accounts to be known as the district "court administrator's trust account" and the "litigant account", with any authorized bank or savings and loan association in Dona Ana County, New Mexico, for the purpose of depositing litigants' funds and producing the best authorized interest thereon.

(2) In setting up the trust account, pursuant to Subparagraph (1) of Paragraph C of Rule 1-102 NMRA the court administrator shall obtain an agreement from the bank or savings and loan association that it will issue one passbook for the account but keep subsidiary ledgers for each litigant by name and amount, both principal and interest, to ensure the proper interest is attributed to each litigant. There further shall be no fees payable to the bank or savings and loan association for the handling of this account. Multiple withdrawals within a certain period of time shall not be penalized. Funds will be insured to the maximum amount permitted by federal law.

**C. Uninsured funds.** Any funds deposited in a court administrator's trust account or a litigant account in excess of federally insured amounts must be fully secured by securities which are guaranteed by the United States or the State of New Mexico, according to the provision of Section 6-10-16 NMSA 1978. All funds shall be subject to immediate withdrawal not more than twenty-four (24) hours after demand, without penalty.

#### **D. Disbursement of funds.**

(1) Orders of disbursement shall specifically provide what disposition is to be made as to any accrued interest on the funds held as provided by Rule 1-102 NMRA.

(2) Disbursement of monies held in the court administrator's litigants' account shall be upon court order only. Disbursements shall be made forthwith upon the order of the court unless the order otherwise states.

(3) All disbursement orders will be reviewed and verified by the court administrator before going to the judge for approval.

(4) If a party is entitled to interest on the deposit pursuant to Rule 1-102 NMRA, no disbursement shall be made prior to the party furnishing the court administrator with the name, mailing address, and social security number or employer identification number of the party to whom payment is to be made.

### **LR3-111. Court appointments and application for fees.**

A. Each practicing attorney residing in the third judicial district is charged with the responsibility of accepting court appointments.

B. In any case where application for attorney's fees is made, the attorney shall be required to submit to the court a justification for the payment of said fees in such form as the court may require. The application for payment must have attached a copy of the order of appointment and the affidavit of indigency. An itemized statement must be attached to the application for payment.

C. Applications that do not comply with this rule will be returned for correction.

### **LR3-112. Interpreters.**

A. In civil cases, the party requiring an approved interpreter shall arrange for the presence of the approved interpreter at the hearing and for payment of the approved interpreter. Approved interpreter charges in civil cases may be taxed as costs.

B. If an approved interpreter is needed in a criminal case or any other case in which the defendant is entitled to a free approved interpreter, defense counsel shall notify the court administrator at least twenty-four (24) hours prior to hearing. Approved interpreter charges in criminal cases shall be paid by the court.

C. If an agency or attorney requests an approved interpreter and does not inform the court administrator at least four (4) hours prior to the originally scheduled hearing time of any continuance or cancellation of hearing, such agency or attorney may be liable for any appearance fee for the approved interpreter.

### **LR3-113. Court security.**

A. **Weapons.** All deadly weapons, including knives and objects which could be used to inflict bodily harm, except those carried by court personnel and law enforcement officers, are prohibited in the judicial complex and any other related judicial office.

Weapons which are intended for use as trial or hearing exhibits are not subject to this rule. Law enforcement officers who are witnesses in jury trials shall not carry weapons in the courtroom.

#### **B. Prisoner procedures.**

(1) The law enforcement agency having custody of any prisoner appearing for a court proceeding shall be responsible for keeping the prisoner secure while the prisoner is at the judicial complex. That agency shall be responsible for searching the prisoner and keeping the prisoner handcuffed or manacled. Prisoners are to be taken to the holding facility in the judicial complex immediately upon arrival, and shall be kept separate from court personnel and members of the public.

(2) No attorney shall have the authority to authorize a prisoner to be released from handcuffs or manacles. Law enforcement officers having custody of a prisoner may remove handcuffs or manacles so a prisoner may sign documents or perform other functions necessary for the court proceeding, and as otherwise ordered by the court.

(3) Prisoners shall not be allowed to mingle with family members or other persons, except at the discretion of the court or law enforcement agency having custody of the prisoner.

#### **C. Other precautions.**

(1) Metal detectors and physical searches may be used in any case upon court order.

(2) Any law enforcement officer, court employee or attorney who believes that an altercation or violent situation may occur at a court proceeding should promptly notify the court. The court may implement appropriate security measures on such occasions.

(3) During court proceedings where a party is in custody, security personnel must remain in the courtroom near the prisoner during the entire proceeding.

## **II.**

### **CIVIL MATTERS - PLEADING & PROCEDURE**

#### **LR3-201. Appearances, withdrawals and substitution of counsel.**

A. **Entry of appearance.** An attorney shall enter an appearance in an action by filing the initial pleading filed on behalf of a party in the action or by filing a written entry of appearance showing name, address and telephone number.

B. **Withdrawal.** Counsel may withdraw in contested matters pursuant to Rule 1-089 NMRA, only with the consent of the assigned judge.

(1) Any application for withdrawal of counsel pursuant to Rule 1-089 shall state the last known mailing address and telephone number(s) of such attorney's client, unless another attorney enters their appearance for such party prior to or simultaneously with the application for withdrawal.

(2) If no hearing on any pending issue is set, the court shall consent, without a hearing, to the withdrawal of the counsel if it is accompanied by an entry of appearance of substitute counsel or party *pro se*.

(3) If a hearing on pending issues has been set, the court shall consent, without a hearing, to the withdrawal of counsel if it is accompanied by an entry of appearance of substitute counsel or party *pro se*, and if the entry waives any right substitute counsel or party *pro se* may have to request vacation of the hearing that has been set on the grounds of the new entry and if the entry is approved by opposing counsel or party *pro se*.

(4) If the conditions set forth in Paragraph B(2) or B(3) are not met, the court shall approve the withdrawal of counsel only:

(a) For good cause shown upon motion and hearing, with notice to opposing counsel or party *pro se*. If there is no entry of appearance of substitute counsel or of a party *pro se*, the withdrawing attorney shall provide the court with a certificate stating the party's last known address at which service of papers may be made in accordance with Rule 1-005 NMRA. The certificate shall also include the last known telephone numbers and employer of the party; or

(b) Upon such terms as the court may deem just.

(5) Withdrawal of counsel shall be effective only upon consent by the court. All orders allowing withdrawal and substitution of party *pro se* shall contain the name and the last known address of the party whose attorney is being allowed to withdraw. A copy of any order allowing withdrawal shall be served upon all parties, pursuant to Rule 1-089 NMRA. The order shall state that following withdrawal by counsel, an unrepresented party shall have twenty (20) days within which to secure counsel or be deemed to have entered an appearance *pro se*.

**C. Change of address or telephone number.** Counsel shall inform the court of any change of mailing address or telephone number by filing a notice thereof in each pending matter and serving it upon all parties involved therein.

## **LR3-202.**

A. Pro se appearances by individuals. Any party, who is an individual, desiring to proceed *pro se* in any cause shall include with the first pleadings filed their full name, home address and telephone number, business address and telephone number, if any. Thereafter, it shall be the responsibility of such *pro se* party to apprise the court of any

changes in such information. Failure to comply with this rule may result in dismissal of the action.

B. No pro se appearances by entities. *Pro se* appearances, pleadings and other filings by entities such as partnerships and corporations will not be accepted by the district court administrator's office. All such entities must be represented by a licensed attorney at law, authorized to practice in the State of New Mexico in matters pending in the district court.

### **LR3-203. Pleadings.**

A. **Identification.** All pleadings shall contain the name, address and telephone number of the attorney filing the pleading, and shall identify the party or person who is being represented.

B. **Rule 1-012(B) defenses.** When an answer or other pleading raises or contains any of the defenses contained in Rule 1-012(B) NMRA, the party filing such pleading shall, at the time of filing, bring to the attention of the clerk, orally or in writing, the fact that such a matter is contained in the pleadings. A matter so raised shall be heard and disposed of in the same manner as if it had been raised by motion. At the time of filing such pleadings, a request for setting for the hearing of such defenses shall be submitted.

C. **Demand for jury.** When a demand for trial by jury is endorsed upon a pleading instead of being separately filed, the fact of such endorsement shall be brought to the attention of the clerk, in writing, at the time of the filing of the pleading.

### **LR3-204. Form and content of documents to be filed.**

Rule 1-100 NMRA, sets forth certain requirements for papers to be filed in the district court. Section 14-1-5 NMSA 1978 provides for public officers, including the district court administrator, to cause all records to be archived by way of being microfilmed. All documents filed with the court shall meet these requirements.

### **LR3-205. Motion practice.**

#### **A. Motions and hearings.**

(1) All motions shall contain a concise statement of specific point or points relied upon and the applicable rule or statute, if any.

(2) As to all matters which require notice to opposing counsel, movant shall determine whether the proposed motion will be opposed and comply with Rule 1-007.1 NMRA. If counsel for movant shall fail to make inquiry concerning whether the proposed motion is opposed or shall fail to state adequate reasons as to why such request for concurrence was not made, then the court may summarily deny such motion. If counsel for movant

shall fail to make inquiry concerning whether or not the proposed order is opposed, the court may impose sanctions, including, but not limited to, the assessment of costs against the movant or refusal by the court to hear and act on the motion.

(3) Movant on opposed motions shall submit a request for hearing with the motion. Oral argument upon any pending motion may be waived by written stipulation of counsel of record.

(4) When a case is reopened upon the filing of a motion or an order to show cause or a motion to modify a final decree or judgment, counsel must subsequently file a final order in all such cases, whether it be an order vacating the order to show cause, an order on the court's determination after hearing, or an order on modification of a final decree or judgment.

**B. Motion settings.** Motions shall be set as is provided in LR3-501.

### **LR3-206. Telephone conferences and pre-trial conferences.**

See LR3-502, Local Rules, Third Judicial District Court, dealing with telephone conferences and hearings, and LR3-503, Local Rules, Third Judicial District Court, dealing with pre-trial conferences.

### **LR3-207. Notice of bankruptcy proceedings.**

A. Counsel for debtors are charged with the responsibility of filing written notice of any stay resulting from any action in the federal bankruptcy court immediately upon being made aware thereof, and of providing notice of the same to the court and to opposing counsel.

B. If a notice of bankruptcy relating to a party defendant shall be filed, the plaintiff shall file a pleading within thirty (30) days showing cause, if any they shall have, why the case should not be placed on inactive status. Failure to file such a responsive pleading shall result in the court placing the case on inactive status.

C. Counsel for debtors are charged with the responsibility of filing written notice of the release or conclusion, for any reason, of any stay resulting from any action in the federal bankruptcy court immediately upon being made aware thereof, and of providing notice thereof to the court and to opposing counsel.

### **LR3-208. Service of notices and the mailing of other pleadings.**

A. All attorneys maintaining an office in Las Cruces, New Mexico, and who so consent in writing, will have an appropriate box or other place designated in the district court administrator's office where copies of notices and other pleadings will be placed by the district court administrator. (See LR3-Form 2.10, Appendix A, for consent form.) For those attorneys who do not so consent, the court administrator's office will not mail



notices or other pleadings to counsel residing in Las Cruces unless such attorney makes specific arrangements to reimburse the court administrator's office for the cost of such mailing. Notices and other pleadings will be mailed to counsel who do not reside in Las Cruces. In those instances, however, where attorneys request that pleadings be mailed to them, their request shall be accompanied by a self-addressed and stamped envelope.

B. The purpose of providing attorneys' boxes in the district court administrator's office is for the court's use in serving notices, judgments and other pleadings on those attorneys who so consent. The placing of such pleadings in the attorney's box by the court personnel shall constitute service in accordance with the consent thereto. The date of such service will be stamped on the pleading. It will be the obligation of all local attorneys to arrange to have such documents picked up from their box in the court administrator's office on a daily or other regular basis.

### **LR3-209. Discovery.**

A. Parties submitting interrogatories in accordance with Rule 1-033 NMRA shall serve two (2) copies thereof on each party. Each interrogatory shall be numbered consecutively, allowing adequate space under each numbered interrogatory for the answer to be written. Interrogatories and the answers thereto shall be served upon other counsel or parties, but shall not be routinely filed with the Court. Both counsel propounding interrogatories and counsel answering interrogatories, however, shall file a certificate with the Court indicating the date of their service.

B. Interrogatories shall not exceed fifty (50), including sub-parts, without approval of the judge handling the particular case or by agreement of the parties. Supplementation of responses in accordance with Rule 1-026(E) NMRA, is a standing order in this judicial district.

C. Parties upon whom interrogatories are served shall, in response, state the complete interrogatory, followed by the complete answer thereto. Any party submitting interrogatories shall leave adequate space immediately following the interrogatory upon which the responding party can insert an answer. Parties upon whom interrogatories are served shall answer each interrogatory in the space so provided. In the event inadequate space remains for a complete and full response to the interrogatory, the responding party may attach a supplemental page, properly numbered, containing the balance of the answer to an interrogatory.

### **LR3-210. Consolidation of cases.**

A. Motions for consolidation will be filed in the proceeding with the lowest case number (the oldest case). If consolidation is ordered, the judge assigned to the lowest numbered case will preside over all of the cases that are consolidated, unless otherwise stipulated by all parties.

B. The motion to consolidate and the court's order to consolidate shall be filed in the case bearing the lowest case number. Copies of the motion and order shall be filed in the remaining cases.

C. All pleadings filed after consolidation will be docketed and placed only in the file with the lowest case number. No copies shall be filed in the remaining cases. A copy of the final judgment, however, will be placed in each of the consolidated files.

D. Pleadings filed after consolidation shall contain in the caption the case numbers of each case consolidated.

### **LR3-211. Findings of fact and conclusions of law.**

The procedure for making and filing findings of fact and conclusions of law are set forth in the pre-trial order provisions of these rules. Counsel are to request only ultimate findings of fact as are necessary to determine the issues. (See LR3-503(B), Local Rules, Third Judicial District Court, and Rule 1-052 NMRA).

### **LR3-212. Orders and judgments.**

A. A district judge may sign an order or judgment when the judge who presided is unavailable, if satisfied that the order or judgment complies with the assigned judge's decision. Any order or other matter once presented to a judge for approval or signature and refused shall not be presented to any other judge except the assigned judge.

B. Orders and judgments shall be separately filed, and shall not be included as part of any pleading.

C. Every order, judgment or other instrument which has been signed by the court shall be immediately delivered to the court clerk for filing. Orders and judgments shall not be dated. The date of filing and of entry shall be the same in all cases and shall be shown by the court administrator's stamp, unless filed in open court.

D. Orders and judgments shall not be signed by the court unless legibly signed or telephonically approved by all counsel of record, or until after a hearing on the form of the order or judgment.

E. Names or addresses of attorneys shall not appear on any judgment or order except to reflect their approval.

F. Subject to Rule 1-058(B) NMRA, all orders, judgments and decrees shall be submitted to the assigned judge within ten (10) days of the decision. The prevailing party shall be responsible for such submission and, if the approval of opposing counsel cannot be obtained by the tenth (10th) day, prevailing counsel shall, no later than the tenth (10th) day, request a setting for a hearing before the assigned judge. At the hearing, counsel shall submit their proposed order or judgment to the court.

(1) In matters decided by the court after a hearing or trial, the prevailing party or the party designated by the court shall prepare orders or judgments and shall submit them to opposing counsel within five (5) days from the date the order or judgment was made by the court.

(2) If the proposed order or judgment is approved by all counsel as to form or otherwise, the order or judgment shall so indicate and may be signed by the court immediately, if appropriate. Orders may be approved telephonically and so indicated.

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

(4) If opposing counsel does not agree as to the form of order or judgment, such counsel shall send written objection, if any, by letter, to the court and counsel within five (5) days from the receipt of the order or judgment and shall not submit a separate order or judgment, unless requested by the court to do so.

(5) The court will inform all counsel of its ruling on the objections and the prevailing or designated party shall prepare a proper order or judgment, if different from the one initially submitted, in accordance with the court's decision on the objections.

G. A final judgment based upon a written instrument shall be accompanied by said instrument, which shall be filed as an exhibit in the case at the time the judgment is entered, and may be returned to the party filing the same only as in the case of other exhibits, and shall be appropriately marked as having been merged into the judgment and show the docket number of the action.

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

I. The court may award attorney fees and costs required for a judicial inquiry made necessary by failure to comply with this rule.

### **LR3-213. Default judgments.**

**A. Certificates as to the state of the record.** Certificates as to the state of the record are to be used without modification. (Appendix A, LR3-Form 2.11).

### **B. Proof of damages for default judgments.**

(1) In suits on promissory notes, it will not be necessary to submit evidence other than the original written note. Judgment will be entered for the principal amount claimed in

the complaint provided such does not exceed the face amount of the note, less any credits thereon, plus interest and attorney's fees (if provided for in the promissory note).

(2) In actions on insurance subrogation claims, proof of damages may consist of repair estimates, copies of medical bills and copies of checks paying the same, or other evidence showing that the insurance company has in fact paid for its insured's property damages and reimbursed payment of the medical expenses. Damages will not be entered on a default for any pain and suffering in the absence of actual evidence submitted under oath in open court.

(3) In all other types of claims, proof must be submitted to substantiate the amount of damages to be awarded on a default judgment.

C. **Setting aside.** Any judge may sign a default judgment, but only the judge to whom the case is assigned shall hear a motion to set aside the default judgment.

### **LR3-214. Attorney fees.**

A. In all proceedings in which a party is entitled to recover attorney fees, whether by reason of a statutory right or by contract, the following guidelines will be applicable.

B. A party may recover one-third of the first three thousand dollars (\$3,000.00) for which a judgment is entered.

C. Where the fee requested is between one thousand dollars (\$1,000.00) and two thousand five hundred dollars (\$2,500.00), it shall be sufficient for the applying attorney to accompany the request with a letter not exceeding one (1) page explaining why the amount requested is reasonable under the circumstances.

D. Where a request is made for a fee of more than two thousand five hundred dollars (\$2,500.00), such shall be supported by a written statement signed by the attorney, containing, at a minimum, the following:

(1) the time expended by the attorney;

(2) the extent to which the issues were contested;

(3) the novelty and complexity of the issues involved;

(4) the experience, in years of practice, which the attorney has;

(5) the amount involved, expressed monetarily or by a general description if the issues involve matters other than a money demand;

(6) the type of security held and the estimated amount of the judgment which can be collected from the foreclosure sale. If the debt is unsecured, so state;

(7) unless the judgment will be collected from a foreclosure sale, an estimate of the approximate time which is anticipated to be involved in collection of the judgment;

(8) the amount that they believe would be a reasonable attorney fee.

E. The court will consider the relative success of the party which is requesting the attorney fees; the ability, experience, skill and reputation of the attorney, and the fees generally charged in this locality for similar legal services.

F. In all events, the fee awarded, whether based upon percentage or upon consideration of the foregoing factors and whether resulting from a contested or a default proceeding, may be increased or decreased so that such will be reasonable.

### **LR3-215. Judgments on mandate.**

A. After a final opinion has been filed by the Supreme Court of New Mexico or the Court of Appeals of New Mexico and a mandate sent by the appellate court to the district court, a judgment on the mandate shall be prepared by the party who prevailed on the appeal and shall be submitted to the court for entry.

B. The judgment on the mandate shall contain the specific directions of the appellate court, i.e., new trial ordered, judgment affirmed or any other appropriate directions contained in the opinion. If action is required by the appellate decision that necessitates the reopening of the district court case, then such finding shall be contained in the judgment on the mandate.

C. The judgment on the mandate shall be submitted to opposing counsel in the manner required for submission of other judgments or orders as required by local rules.

### **LR3-216. Disposition of civil exhibits.**

A. Evidence introduced as exhibits will be retained by the court administrator's office for sixty (60) days following the expiration of the appeal period or final disposition of the case, during which time counsel may retrieve such exhibits from the court administrator's office.

B. Release of exhibits in advance or in lieu of the above-stated retention period may be obtained by court order.

### **LR3-217. Cost bills.**

The prevailing party in any action who has been awarded costs, shall give notice of the taxing of said costs pursuant to Rule 1-054 (E) NMRA, within thirty (30) days of entry of the judgment, final decree or order awarding costs or in which the party prevails. The party recovering costs shall file with the court administrator an itemized and verified cost bill, with proof of service of a copy on opposing counsel. Any party failing to file a cost

bill within the said thirty (30) days shall be deemed to have waived costs. If no objections are filed within five (5) days after service of the cost bill, the court administrator shall tax the claimed costs which are allowable by law. The assigned judge shall settle any objections filed. Judgments where costs are awarded, but the amount is not stated, will require the filing of a cost bill before execution can be issued.

### III.

#### DOMESTIC RELATIONS MATTERS

##### **LR3-301. Domestic relations mediation program.**

**A. Mediation; evaluation.** Effective May 1, 1991, all domestic relations actions filed in the third judicial district court, whether new or reopened, which involve a dispute over custody or visitation of minor children, shall be subject to mediation/evaluation of the contested custody and visitation issues and shall be governed by the procedures of the domestic relations mediation program.

**B. Establishment of program.** Pursuant to Section 40-12-1 et seq. NMSA 1978, the third judicial district has elected to establish a domestic relations mediation program to assist the court, parents and other interested parties in determining the best interests of children involved in domestic relations cases. A Domestic Relations Mediation Fund is hereby established in accordance with Section 40-12-6 NMSA 1978.

##### **C. Mediation surcharge.**

(1) Pursuant to Section 40-12-6 NMSA 1978, effective May 1, 1991, a thirty dollar (\$30.00) surcharge will be collected by the court administrator for all new and reopened domestic relations cases. This surcharge will be in addition to the filing fee required by Section 34-6-40 NMSA 1978 and Rule 1-099 NMRA, for new and reopened cases. See Rule 1-099 NMRA, for the definition of reopened cases. All such surcharges shall be deposited by the court administrator in the Domestic Relations Mediation Fund.

(2) To determine whether the surcharge is required, counsel shall complete and file with all motions the "attorney's certificate - domestic relations". (Appendix A, LR3-Form 3.10).

(3) The thirty dollar (\$30.00) surcharge must be paid when the petition or motion is filed. The surcharge may be included with the filing fee. A separate check is not required.

(4) Parties who request post decree relief and seek only to enforce a prior court order concerning child support will not be assessed a surcharge.

(5) Any party who pursues post-decree relief in addition to or other than enforcement of a prior child support order more than sixty (60) days after final disposition of the case,

will be required to pay the surcharge unless the motion is within one of the exceptions identified in Rule 1-099 NMRA.

(6) Failure to pay required fee or surcharge. If a required filing fee or surcharge is not paid, the case will be closed without disposition of pending matters, until payment is made.

**D. Sliding scale fee.** In accordance with Section 40-12-5 (C) NMSA 1978, costs of the domestic relations mediation program shall be paid by the parties to the action on a sliding fee scale approved by the Supreme Court of New Mexico. (See Appendix B for child custody mediation sliding fee scale). All fees shall be paid to the court administrator to be credited to the Domestic Relations Mediation Fund. The court administrator shall forward a notice of assessment of costs to the parties upon payment of the mediator from the fund. Mediation assessments are to be paid to the court administrator by attorney firm check, cash, money order or certified check. No personal checks are to be accepted.

**E. Reallocation of surcharge and mediation fees.** The court reserves jurisdiction to reallocate the surcharge and the mediation fees between the parties at the time the matter is resolved by the court.

**F. Mediation procedure.**

(1) Domestic relations mediation shall be initiated in each case in which child custody or visitation is an issue. At such time, either party shall file a certificate of child custody and visitation issues. (Appendix A, LR3-Form 3.20).

(2) The court may not hear a case involving child custody unless the matter has been submitted to mediation or the court has made a determination that mediation is not warranted.

(3) Upon the filing of the certificate, or upon direction of the court, the court administrator will enter a notice of mediation to the parties to view certain video tapes at a designated location. This viewing must be completed within ten (10) days of the notice. The notice will also set forth the further mediation procedures for the parties, including the assigned mediator, provided the parties have not previously settled the issue after viewing the video tapes.

(4) Mediation shall be completed within thirty (30) days of the first meeting with the mediator. The mediator shall inform the court on a court-approved form of the outcome of the mediation. (Appendix A, LR3-Form 3.21). A person shall not be called as a witness in a case in which that person acted as mediator.

**LR3-302. Temporary domestic orders.**

In actions for dissolution of marriage or proceedings under Section 40-4-3 NMSA 1978, the following order shall control the proceedings during the pendency of the action, unless otherwise ordered by the court or unless the petition for divorce is filed with an agreement settling all matters otherwise at issue:

A. Coincident with the filing of a petition, the court administrator shall deliver, along with the summons, a temporary domestic order (TDO) signed by the court. (Appendix A, LR3-Form 3.30). The petitioner shall complete petitioner's portion of the standard form of temporary domestic order affidavit related to income and expenses (Appendix A, LR3-Form 3.31), which shall be served with the temporary domestic order upon the respondent, along with the summons and petition. Counsel for petitioner shall provide a copy of the temporary domestic order and temporary domestic order affidavit to the petitioner at the time the petition is filed.

B. Every petition filed with the court under this rule shall contain the following paragraph: petitioner understands pursuant to LR3-302, Local Rules, Third Judicial District Court, that petitioner is bound by the temporary domestic order at the time the petition is filed, and petitioner has read and understands the contents of the temporary domestic order.

C. The temporary domestic order shall be in effect upon petitioner at the time it is filed and upon the respondent when the temporary domestic order is served upon the respondent or respondent's counsel.

D. Either party may apply to the court by motion, and upon notice to the opposing party, to modify or supplement the temporary domestic order. The temporary domestic order will be in effect while such motion is pending.

E. Within twenty (20) days after the temporary domestic order is served on the respondent, respondent shall complete the respondent's portion of the temporary domestic order affidavit and mail it to petitioner or petitioner's attorney. The parties will also exchange all documents available to them reflecting recent income and expenses, including, among other items, the most recent federal and state income tax returns, and payroll statements (e.g., check stubs) relevant to the current calendar year within twenty (20) days of the date of service of the petition and temporary domestic order on the respondent.

F. Rule 1-011 NMRA shall apply to the signing of the affidavit by each party.

### **LR3-303. Interim allocation of income and expenses.**

A. In actions for dissolution of marriage or proceedings under Section 40-4-3 NMSA 1978, unless the parties agree otherwise in a stipulated order, after notice and hearing, the court shall enter an order in substantial compliance with the attached form entitled "interim order allocating income and expenses". (Appendix A, LR3-Form 3.40).



B. During the pendency of the action, generally, community income and expenses shall be equally divided between the parties. Separate income and expenses shall also be divided equally, unless the community did not regularly use separate income or pay separate expenses. In any case, the parties may agree otherwise or apply to the court for a hearing on the issues.

### **LR3-304. Statement of financial condition.**

A. Unless otherwise ordered by the court, in every contested domestic relations case involving child support, alimony, property and debt division or characterization, or attorney fees, each party shall serve a verified statement of financial condition (statement) on the other party and file a certificate of service thereof. The statement shall be in substantial compliance with the following schedules and served no later than five (5) days before a trial on the merits. The parties may stipulate to a different exchange date. The statement shall be delivered to the trial judge at least one (1) day before trial. The statement shall not be filed with the court administrator.

#### **Schedules of Statement of Financial Condition**

1. Child support	Schedules A, D & E or F
2. Post-decree child support	Schedules D & E or F
3. Paternity	Schedules B (exclude distribution), C, D, E or F
4. Alimony	Schedules A, B, C & D
5. Post-decree alimony	Schedules C & D
6. Property & debt division	Schedules A, B, C & D
7. Property characterization	Schedules A, B & C
(Appendix A, LR3-Form 3.50 through LR3-Form 3.56).	

B. A statement as to character or value of property is an admission. Failure to timely serve the statement may result in the assessment of costs and attorney fees against the delinquent party. This rule does not prevent a party from submitting nor the court from considering additional schedules or evidence.

C. At trial, counsel will be prepared to inform the court as to the matters which remain in contention and that a conference has been held among the parties and counsel to discuss possible resolution of issues prior to the trial.

### **LR3-305. Inventory of house contents.**

In any case involving the division of property, each party is entitled to inventory the contents of a marital or common residence and the dwelling of the other party and to gain access to all properties owned by either of the parties for purposes of inspection, valuation and appraisal. Each party will cooperate in arranging reasonable times and places to inventory the content of the other party's residence or dwelling and to provide access to inspect, value or appraise the property. If requested by either party, access for these purposes shall be provided within fifteen (15) days of the date of the request, unless the court decides otherwise.

### **LR3-306. Parenting plans.**

All parenting plans required pursuant to Section 40-4-9.1 NMSA 1978, may be in substantial compliance with the form set forth in the Appendix to these rules or shall include each of the topics covered in such form. (Appendix A, LR3-Form 3.60).

### **LR3-307. Agreement regarding application of certain local rules.**

In any case where the parties agree that the local rules shall not apply regarding issuance of the temporary domestic order, the requirement of exchanging TDO affidavits, the time deadlines for exchanging the statement of financial condition, or the interim division of income, the parties will file a stipulation with the court stating the rules or portions of the rules that have been waived by agreement.

## **IV.**

### **CRIMINAL MATTERS**

#### **LR3-401. Grand jury indictments.**

A. Grand jury indictments may be sealed upon court order, but otherwise shall be made available to the public and attorneys upon request.

B. The identity of grand jurors shall remain secret unless otherwise ordered by the court.

#### **LR3-402. Bond procedures.**

A. **Bond form.** All bonds shall be in such form as approved by the New Mexico Supreme Court.

#### **B. Magistrate court bonds.**

(1) When a defendant is arraigned in district court pursuant to a bind-over order from magistrate court, and when a defendant is arraigned in district court pursuant to an indictment under which the bond requirements set by the district court are met by the

bond posted in the magistrate court, the magistrate court bonds must be filed in district court at or before the district court arraignment. If the magistrate court bonds are not filed in district court by the time of the district court arraignment, the defendant will be taken into custody until the magistrate court bond is filed with the district court.

(2) All bonds posted in magistrate court must be presented at arraignment in district court in proper form and in the amount set by the assigned district judge. Property bonds must comply with requirements for property bonds.

C. If bond requirements are not complied with at arraignment, the defendant will be taken into custody pending compliance.

D. Personal checks will not be accepted for bail bonds. Attorney trust account checks, cashier's checks and money orders payable to the district court will be accepted for bail bonds.

**E. Real property bonds.** Where property is to be posted as bond, the following requirements apply:

(1) Real property located in New Mexico having an unpledged and unencumbered net value equal to the amount of the bond set may be posted by persons who are residents of the State of New Mexico;

(2) In posting a property bond, sureties and defendant must:

(a) execute an appearance bond;

(b) provide proof of ownership;

(c) provide a recent assessment of the property from the county assessor's office;

(d) execute an affidavit describing the property, encumbrances, and the number and amount of other bonds and undertakings for bail entered into and remaining undischarged;

(3) In providing proof of ownership, an original or certified warranty deed is required. Quit-claim deeds or real estate contracts will not be accepted;

(4) If the property being posted is mortgaged, an affidavit is required from the person or firm holding the mortgage showing the amount of any encumbrances on the property;

(5) If the property is clear of any and all encumbrances, proof of clear title is necessary;

(6) The net value of the property or the net value of the equity, must be equal to or greater than the amount of bond set. All persons listed as owners of the property must

have their signatures witnessed by the court administrator's office or notarized by a notary public;

(7) Sureties posting property shall be responsible for the appearance of defendants at all court proceedings. If a defendant fails to appear as required, the property posted is subject to forfeiture by the court.

F. No order authorizing the release and return of bond monies will be presented to the court for signature without first being approved by the district attorney's office, counsel for defendant and the court administrator, except when the order is prepared by the court administrator pursuant to the Uniform Disposition of Unclaimed Property Act, Sections 7-8-1 et seq. NMSA 1978. The court administrator's office will not release any monies without a proper court order.

### **LR3-403. Plea bargaining.**

Plea agreements must be made and the court notified at least five (5) days before trial, unless otherwise authorized by the court.

### **LR3-404. Transportation of prisoners.**

Defendants under the jurisdiction of the third judicial district and incarcerated at the New Mexico correctional facility, the state hospital or other government institution shall be transported to the Dona Ana county jail at least one (1) day prior to the scheduled court proceeding. The district attorney's office shall prepare transportation orders, which must be approved by the court. Transportation orders prepared by defense counsel shall not be presented to the court without approval from the district attorney's office.

### **LR3-405. Notification to victims and witnesses of court proceedings.**

Pursuant to the Crime Victims' and Witnesses' Bill of Rights Act, Section 31-24-1 et seq. NMSA 1978, hereinafter referred to as the act, it shall be the responsibility of the prosecuting agency in a criminal case to notify victims and witnesses as defined in the act of the pendency of a sentencing proceeding or of any other court proceeding for which the act mandates notification. In accordance with the act, the prosecuting agency shall notify such individuals of their right to be heard at such proceedings. Waivers of appearance or notification may be utilized in lieu of notification. The prosecuting agency shall notify the court if arrangements are inadequate for separation of parties as required by the act, and shall be responsible for making restitution requests as provided by the act.

### **LR3-406. Habeas corpus petitions and requested injunctive relief by inmates in custody.**

A. A petitioner for a writ of habeas corpus shall exhaust other remedies available to him administratively, by court rule, or by statute, prior to seeking relief in the district court.

B. All petitions for a writ of habeas corpus shall be submitted on the form approved by the court and available from the court administrator, with appropriate exhibits called for in the form attached as applicable. (Rule 9-701 NMRA.)

C. A petitioner for a writ of habeas corpus who wishes to proceed in forma pauperis shall include with their petition the appropriate motion, proposed order and an affidavit of indigency in the form approved by the Supreme Court. (Rule 9-403 NMRA.) The petitioner shall attach to the affidavit as an exhibit a current copy of their account ledger maintained by the correctional facility, dated and certified as true and correct copy by the deputy warden-administration.

D. A petitioner for a writ of habeas corpus who wishes to have the court appoint counsel to represent him shall include with their petition the appropriate motion, a proposed order and a copy of the petition, which the court will furnish to the attorney appointed to represent the petitioner upon granting their motion.

E. Petitions requesting relief from inmate disciplinary proceedings shall be decided upon the written exhibits received unless it appears from such records that the inmate's limited due process rights were violated or the records do not show that there was substantial evidence to support the administrative decision. In that event, a hearing will be held to allow the department of corrections or the inmate an opportunity to present evidence. It is contemplated that the initial review of proceedings of this type shall be in the nature of a certiorari proceeding.

F. In any petition for a writ of habeas corpus where the same claim has been previously submitted to the original court under the provisions of Rule 1-093 or Rule 5-802 NMRA, then a new evidentiary hearing will not be held unless such petition is supported by an affidavit showing what evidence was not submitted in the prior proceeding, and the names and addresses of the proposed witnesses who will testify to such new evidence.

G. Petitions claiming relief for ineffective trial counsel will not be considered where such relief was previously requested and denied by the court which heard the proceeding and which was in a more favorable position to determine whether the inmate was represented by competent counsel.

H. Failure to comply with this rule, with Rules 1-065 or 1-093 NMRA, or with Rule 5-082 NMRA, or with the statutes governing writs of habeas corpus, shall be grounds for sua sponte dismissal of the petition by the court, without prejudice to the petitioner's right to refile.

### **LR3-407. Municipal court and magistrate court criminal appeals.**

Motions in municipal court and magistrate court criminal appeals must be filed at least ten (10) days before trial. Unless otherwise ordered by the court, motions in municipal court and magistrate court criminal appeals shall be heard at the time of trial. Any notice of appeal filed in district court must have attached to it a copy of the final judgment or order of the municipal or magistrate court.

### **LR3-408. Orders and judgments in criminal matters.**

The following rules apply to all orders and judgments presented or filed in any criminal case:

A. Any order or other matter once presented to a judge for approval or signature and refused shall not be presented to any other judge.

B. Orders and judgments shall be separately filed, and shall not be included as part of any other filing.

C. Orders and judgments shall not be dated by the parties. The date of filing and of entry shall be the same in all cases and shall be shown by the court administrator's stamp, unless filed in open court or nunc pro tunc.

D. Orders and judgments shall not be signed by the court unless legibly signed by all counsel of record and pro se parties, or until after a hearing on the form of the order or judgment.

E. All orders and judgments which affect in any manner the custody or release of a defendant shall be filed within five (5) days of the court's decision or jury verdict. The prosecuting attorney shall be responsible for timely filing of judgments, and the prevailing party shall be responsible for timely filing of such orders. The provisions of local rule LR3-212 shall apply to the preparation and filing of orders in criminal cases, except as modified by this rule.

F. All orders and judgments signed by a judge shall be filed immediately with the court administrator.

## **V.**

### **CASE CONTROL**

#### **LR3-501. Settings.**

A. **Request for settings.** All requests for setting shall be in the approved form and completed except for the date and time for the setting. (Appendix A, LR3-Form 5.10). Counsel requesting a setting shall provide pre-addressed, stamped envelopes for any counsel or party entitled to notice who does not have a box at the courthouse. The assigned judge's secretary will file the original of the request for setting form. Attorneys

maintaining offices in Dona Ana County will have their notices placed in their respective boxes at the courthouse.

#### **B. Vacating settings.**

(1) Settings will not be vacated ex parte or by agreement of counsel, but only by the court.

(2) Before counsel contacts the assigned judge to vacate a setting, counsel shall contact all parties or attorneys entitled to notice in order to inform the court of each party's position as regards the vacation. The court shall either vacate the case, refuse to vacate or schedule a hearing on the request.

(3) An order entered pursuant to this rule shall contain the reason(s) for the vacation.

**C. Conflicts in settings.** LR3-504 shall govern any conflicts in settings.

### **LR3-502. Telephone conferences and hearings.**

**A. Telephone appearances permitted.** The court may hear any matter by telephone conference when to do so would legitimately serve justice, the economic needs of the parties and attorneys or the logistics of travel.

**B. Responsibility and cost.** When a telephone conference is conducted, it will be set up by either the movant or the attorney seeking a telephone conference, at their expense, and not at the expense of the court. The costs of such telephone conferences may be taxed in accordance with the law, and the court reserves the right to tax costs for any telephone conference set up by the court or its staff.

**C. Record.** The record, if any, on any telephone conference will be by electronic recording device or such other method approved by the court.

### **LR3-503. Pre-trial conferences.**

**A. Scheduling conference.** A pre-trial scheduling conference shall be requested by the attorney(s) for plaintiff(s), in all civil (CV) actions, as soon as practicable, but in no event more than ninety (90) days after the filing of the complaint. The face of the request shall state the date that a scheduling order must be filed in order to comply with Rule 1-016(B) NMRA and counsel shall be prepared to advise the court on those matters contained in Rule 1-016 B NMRA.

#### **B. Pre-Trial Conference.**

(1) Counsel who will handle the case at trial shall be in attendance, in person, at the conference, unless excused by the court.

(2) Counsel shall be prepared to advise the court of those matters provided for in Rule 1-016 (C) NMRA.

(3) Unless otherwise ordered by the court, the pre-trial order shall contain the following:

(a) Jurisdiction. State whether there is a question of jurisdiction over the parties or subject matter and, if so, each party shall provide citation of authority for their position.

(b) Propriety of parties. State if there is a need for a guardian, personal representative, etc.; whether parties are correctly stated as an individual, partnership, corporation, etc.; and whether there is a question of misjoinder of parties or need for realignment of parties.

(c) Outline of events. Statement by each counsel outlining the events or transactions out of which the claim, counter-claim or cross-claim arose, or upon which the defense is founded.

(d) Factual allegations; plaintiff(s). The plaintiff(s) shall state the factual contentions as to the liability of each defendant, specifically including the injuries and damages claimed by each plaintiff. Special damages, general damages and punitive damages, as well as the specific factual and legal basis for punitive damages, shall be separately stated.

(e) Factual allegations; defendant(s). The defendant(s) shall state the factual contentions as to non-liability and as to each affirmative defense, and shall specifically respond to plaintiff('s) claims and state the basis for each affirmative defense.

(f) Factual allegations; others. Where counter-claims, cross-claims or third-party claims exist, a statement of that party's factual contentions as to liability, non-liability and affirmative defenses shall be stated in the same manner as (d) and (e) *supra*.

(g) Admissions or stipulations. Counsel or pro se litigants shall make an effort to stipulate to all matters not at issue, including, but not limited to, the following:

(i) date(s);

(ii) place;

(iii) time;

(iv) vehicles;

(v) ownership;

(vi) passengers;

(vii) traffic control devices;



(viii) weather;

(ix) foundation matters;

(x) other.

Only matters actually agreed upon shall be included. It is the responsibility of each party to introduce stipulations at the appropriate time. A party may read any stipulation to the jury or request the court, out of the presence of the jury, to do so.

(h) Exhibits.

(i) A pre-numbered exhibit list, describing each exhibit shall be submitted to all other parties at least fifteen (15) days prior to trial and to the court on the day of trial at 8:00 a.m. or such other time as may be set by the court.

(ii) Actual exhibits shall be made available to all counsel for examination no less than fifteen (15) days prior to trial.

(iii) Each exhibit shall be numbered separately. The exhibits shall be numbered Plaintiff's No.1, etc.; Defendant's No.1, etc.

(iv) Drawings by experts and non-experts shall be prepared prior to trial and made available to all counsel along with exhibits.

(v) The parties shall notify each other, in writing, of objections to each other's exhibits at least ten (10) days prior to trial. A copy of the objections shall be given to the court at least five (5) days prior to trial and objections will be considered by the court at such time as may be set by the court. Any exhibit not objected to may be admitted into evidence the morning of trial and may be referred to and shown to the jury during opening statements.

(i) Discovery.

(i) State what discovery has been completed and, if the deadlines for discovery set in the scheduling conferences have not been met, state why, in detail, and when discovery is expected to be completed. Discovery includes the exchange of names of witnesses along with a brief summary of the subject matter of each witness's testimony.

(ii) It is the responsibility of each party to subpoena that party's witnesses.

(iii) A separate witness list shall be exchanged by all parties fifteen (15) days prior to trial and a copy thereof delivered to the court at 8:00 a.m. on the morning of trial or at such other time as may be directed by the court. No witnesses, including expert witnesses, shall be permitted to testify if the witness has not been disclosed as required by the scheduling order except when good cause has been shown.

(iv) Objections to witnesses shall be made known to each party ten (10) days prior to trial and to the court five (5) days prior to trial.

(v) Each party is responsible to have witnesses available as needed and to obtain interpreters as may be required.

(j) Laws involved. State as follows:

(i) Source of law.

a. United States of America (constitution or statute)

b. State (constitution or statute)

c. Ordinances

d. Regulations (attach copies)

e. Decisions (attach copies if not available in the district court law library)

(ii) Issues of law; evidentiary problems.

(iii) Memoranda of law. State whether necessary, due date and the issues to be included in the memorandum.

(k) Amendments to pleadings. State whether amendments addressed in the scheduling order have been completed and, if not, state why not. If additional amendments are requested, state, in detail, why they were not included in the scheduling order. State requested amendments.

(l) Jury instructions.

(i) Plaintiff shall submit instructions to the court and other parties fifteen (15) days prior to trial and shall include all applicable mandatory instructions.

(ii) Defendant and all other parties shall submit instructions to the court and all parties five (5) days prior to trial. The parties shall not offer any alternate for an instruction requested by the plaintiff unless the requested alternate is accompanied by objections to the plaintiff's requested instruction.

(iii) Each party shall submit verdict forms, including special verdict forms with their instructions.

(iv) Additional instructions may be submitted as the court permits.

(m) Findings of fact and conclusions of law. In all non-jury trials, findings of fact and conclusions of law shall be submitted to the court by the plaintiff fifteen (15) days prior to trial and by all other parties ten (10) days prior to trial.

(n) Briefs. The parties shall state the need and schedule for filing and exchanging pre-trial briefs.

(o) Masters. The parties shall state the advisability of referring the matter to a master, settlement facilitator or a mediator, and shall state the possibilities of settlement.

(p) Other matters. Such other matters as the court may require with or without a party's request, which shall include any deviations from the scheduling order.

**C. Preparation of pre-trial orders.** Plaintiff shall prepare plaintiff's portion of the working pre-trial order and submit it to all other counsel thirty (30) days prior to the pre-trial conference. All other parties shall return their portion of the pre-trial conference to plaintiff no later than fifteen (15) days prior to the pre-trial conference. Plaintiff shall incorporate each portion submitted into a working pre-trial order to be submitted to the court five (5) days prior to the pre-trial conference. The final pre-trial order shall be prepared, after the pre-trial conference, as the court may direct.

[As amended, effective February 1, 1994.]

## **ANNOTATIONS**

**The 1994 amendment**, effective February 1, 1994, substituted "fifteen (15) days" for "five (5) days" in Paragraph B(3)(l)(i).

### **LR3-504. Continuances and conflicts.**

A. Continuances requested because counsel have conflicts in settings with other courts shall be governed by the rule that the first case scheduled will control, unless otherwise directed by the court. Any party filing a motion for continuance based upon a conflict will attach to such motion a copy of the other court's notice of setting. In the event of a conflict with this rule, by reason of the rule of any other court, the matter is to be called to the attention of the judge designated to hear the case. The judge shall make the final decision as to whether to grant a continuance under the circumstances.

B. Counsel requesting continuance shall serve a copy of such motion on the party they are representing or shall show concurrence in such request by having their client also sign the motion. Unless the client concurs in such motion by signing the same, then counsel shall include a certificate of service.

### **LR3-505. Conference between attorneys required prior to hearings.**

A. In all civil and domestic cases, except defaults, informal probates and similar matters, in which at least one attorney has entered an appearance, counsel must be prepared on motions and trials on the merits, to state to the court, at the beginning of the hearing thereon, the contested issues of fact and law and stipulated issues of fact and law, determined after conference between the attorneys, at least one (1) day prior to hearing, or parties pro se, if they do not have counsel.

B. Failure to comply with this rule will subject counsel to sanctions pursuant to Rule 1-011 NMRA.

### **LR3-506. Dismissal of action.**

#### **A. Voluntary or stipulated dismissal.**

(1) Upon voluntary or stipulated dismissal, counsel shall advise the judge's office if a hearing or trial is scheduled in the case in order that the same may be taken off the calendar.

(2) If an examination of the case file or the case status report reveals that:

(a) a cause is ready for default; or

(b) there remains no justifiable issue for the consideration of the court, the court may direct counsel to proceed to judgment forthwith. Upon failure of counsel to submit evidence, if required, or a judgment within the time designated, then the court may, on its own motion, dismiss the cause.

#### **B. Dismissal of action for lack of prosecution.**

(1) In any civil or domestic relations action, when the parties have failed to take any significant action within the previous one-hundred eighty (180) day period to bring such action or proceeding to its final determination, the court may, on its own motion, enter an order of dismissal without prejudice. (Rule 1-041(E)(2) NMRA) A copy of the order of dismissal shall be forthwith mailed or served pursuant to local rule on all parties of record.

(2) Any party may, within thirty (30) days after entry of the order of dismissal, file a motion for reinstatement. The motion shall set forth what action has taken place or why action has not been taken within the preceding one-hundred eighty (180) day period, and what action the party proposes to take to bring such cause of action to a final determination. If the court finds from such motion justifiable grounds, then the proceeding may be reinstated without payment of an additional docket fee. The motion and order of reinstatement must be filed before the expiration of more than thirty (30) days from the entry of the order of dismissal.

### **LR3-507. Reopening cases.**

A. After a final judgment, decree or order of dismissal has been entered, the court administrator shall close the court file.

B. All filings after final disposition that require a hearing or judicial determination shall be accompanied by an attorney's certificate of reopen status. (Appendix A, LR3-Form 5.11).

## VI.

### JURY MATTERS

#### **LR3-601. Evidentiary matters.**

Any matter sought to be introduced in a civil or criminal matter under Rules 11-404, 11-608 or 11-609 NMRA, must first be brought to the attention of the court outside the presence of the jury and allowed by the court before it may be mentioned to the jury.

#### **LR3-602. Jury demand.**

When a demand for trial by jury is endorsed upon a pleading instead of being separately filed, the fact of such endorsement shall be brought to the attention of the court administrator, in writing, at the time of the filing of the pleading.

#### **LR3-603. Jury fees.**

A. When a jury trial continues for more than one (1) day, the party demanding the jury shall pay to the court administrator jury fees for each subsequent day upon commencement of court of each subsequent day.

B. A jury fee, once deposited, will not be refunded regardless of the disposition of the case. Jury fees will be considered in assessing costs.

#### **LR3-604. Jury questionnaires.**

Parties to a jury trial are entitled to obtain questionnaires completed by jury panel members. Such questionnaires shall be made available pursuant to Subsection C of Section 38-5-11 NMSA 1978, for inspection and copying by any party to any pending proceeding or their attorney or to any person having good cause for access thereto and shall be confidential.

#### **LR3-605. Jury instructions.**

A. Requested jury instructions, including a statement of the case, will be prepared by counsel for each of the parties in accordance with the following outline:

(1) The ribbon copy of each instruction shall be typed on a separate page, shall be entitled at the top thereof "Instruction No. \_\_\_\_\_" and shall contain no identification as to counsel or party, and shall be submitted to the judge for use as a court's instruction if given.

(2) Sufficient additional copies of each instruction shall be submitted, stapled together, to provide a working copy for the judge and for all counsel of record. On the copies, counsel shall list the UJI number or citations supporting the instruction as a correct statement of the applicable law.

(3) The bound copy shall be used to indicate the court's action in regard to such instruction and shall contain an appropriate space for the court to check one of the following: "Given", "Given as Amended", "Refused", "Withdrawn", followed by a line for the trial judge's signature.

B. Requested instructions, insofar as the circumstances of the case permit, shall be submitted to the court at least five (5) days prior to trial.

C. In settling instructions, the court, after marking each party's bound copy, shall return the same to counsel so that they may take such and, after giving them appropriate numbers, may thereafter file the same with the court administrator. The original ribbon copy of the instructions will be numbered by the court and placed in proper sequence and used as the court's instructions to the jury.

## VII.

### ALTERNATIVE DISPUTE RESOLUTION

#### **LR3-701. Domestic relations mediation program.**

Pursuant to Section 40-12-1 et seq. NMSA 1978, the third judicial district has elected to establish a domestic relations mediation program to assist the court, parents and other interested parties in determining the best interests of children involved in domestic relations cases. Such program is set forth in Part III: Domestic Relations Matters - LR3-301. Domestic Relations Mediation Program.

#### **LR3-702. Settlement week and settlement conference requirements.**

A. **Policy.** It is the policy of the third judicial district to encourage early and fair resolutions of disputes among parties. Therefore, and in accordance with Rule 1-016 NMRA, the court may:

(1) set aside one (1) week each year which will be designated as settlement week and devoted to conducting settlement conferences and require the parties and their representatives to attend such conferences; and

(2) at other times of the year require the parties and their representatives to attend settlement conference.

**B. Settlement week dates.** Settlement week in the third judicial district generally will be held the first full week of January, for that entire week, unless otherwise ordered by the court; provided, however, that settlement week shall be scheduled at the discretion and convenience of the local district judges, whereby such shall be held each year only if specifically scheduled.

**C. Cases to be considered for settlement conferences.** The following sections apply both to settlement conferences scheduled during settlement week and to conferences scheduled at other times of the year:

(1) Cases which may be referred or submitted to settlement conference. Generally, settlement conferences will be available and should be used in all cases except those in the following categories:

student loan;

foreclosures without other issues;

replevin without other issues;

conservatorship;

guardianship;

adoption;

petitions pursuant to the Mental Health and Developmental Disabilities Code;

election;

tax;

appeals;

license suspension, revocations and restoration;

writs of certiorari;

writs of prohibition and mandamus;

cases in which a referral order to court-annexed arbitration has been entered;

cases submitted on stipulations and briefs;

criminal court cases;

children's court cases.

(2) Limitations. The number of cases scheduled for settlement conferences shall necessarily be limited by the availability of settlement facilitators and time for settlement conferences.

**D. Settlement conference procedures.** The following sections apply both to settlement conferences scheduled during settlement week and to conferences scheduled at other times of the year:

(1) Referral by the court. The court, in its sole discretion, may refer cases to settlement conference at any time whether or not the parties agree thereto.

(2) Submission by a Party. Counsel and parties *pro se* may submit for settlement conference any case that they believe is ready for discussion and settlement. No special form shall be required to submit a case for settlement conference. Submissions must be made in writing. Such submission must contain all information set forth in Appendix A, LR3-Form 7.10. The person or entity submitting the case for settlement conference shall write a letter, directed to the third judicial district court settlement coordinator for settlement week submissions and to the assigned judge at other times, setting forth the name of the case, the cause number and the names, addresses and telephone numbers of all counsel and parties *pro se*. Submission for settlement conference may be unilateral and without notice to other parties. An agreement by all parties to try settlement conference is not required. Further, submission to settlement conference may not be blocked by any party.

(3) Notification of settlement conference. In all cases, whether referred by the court or submitted by a party, the court will issue an order notifying the parties that a settlement conference is required and will do so in such a manner that the parties will not be able to determine whether the case was referred by the court or submitted by a party. (Appendix A, LR3-Form 7.11).

(4) Choice of settlement facilitator. For settlement conferences conducted as a part of settlement week, the court, through the judges and settlement coordinator, will chose the settlement facilitator from the court's list of facilitators. For settlement conferences at other times of the year, the court may chose the facilitator from the court's list or the parties by agreement may request any licensed attorney or other qualified person to act as the settlement facilitator. Whether the facilitator is chosen by the court or by the parties, the court will confirm the choice in writing.



(5) Payment to settlement facilitator. Payment shall not be required for any settlement facilitator for any settlement conference conducted as a part of settlement week. The court may order parties to pay reasonable compensation to the facilitator for a settlement conference not conducted as part of settlement week. Judges shall not receive payment for acting as settlement facilitators.

(6) Time & place for settlement conference. The parties and settlement facilitator shall agree on the time and place for the settlement conference which may include weekends and evenings. Conferences scheduled as part of settlement week shall, to the extent possible considering the schedules of all involved, be held during the week designated as settlement week. All settlement week scheduling conflicts which cannot be resolved by the settlement facilitator and parties shall be resolved by the third judicial district court settlement coordinator; all other settlement conference scheduling conflicts shall be resolved by the assigned judge.

(7) Attendance. The attorneys who will be trying the case and each party or the party's representative having actual and realistic authority to compromise or settle the issues (including but not limited to insurance company representatives and guardians ad litem) shall attend the settlement conference in person and shall be present during the entire conference. Failure to attend the settlement conference or have present all necessary parties or their representatives with settlement authority will constitute grounds for the court to impose sanctions.

(8) Settlement conference information sheet. Prior to the settlement conference, each party to the settlement conference shall complete a settlement conference information sheet in substantially the form set forth in the appendices to these rules. (Appendix A, LR3-Form 7.12). The completed form shall set forth all of the information necessary for an informed evaluation of the case. The settlement conference information sheets may be ex parte and shall be sent to the settlement facilitator and not filed with the court nor in any way made part of the court record.

#### **E. Settlement committee.**

(1) District court settlement committee. The chief judge of the third judicial district shall appoint a district court settlement committee composed of judges within the district, the settlement coordinator appointed by the court, attorneys representing all segments of the civil bar, members of the insurance claims industry and such other members, and in such number as the chief judge deems appropriate. This committee shall meet at least three (3) times a year to discharge its duties.

(2) District court settlement committee's duties.

(a) The district court settlement committee shall establish procedures and recommend rules for settlement facilitator qualification and training, the conduct of settlement conferences and like matters.

(b) The district court settlement committee shall publicize settlement week and its requirements by all means available.

(c) The district court settlement committee shall actively solicit opportunities for speeches to service groups and other like entities, publicizing the roles and objectives of facilitated settlement conferences and of settlement week.

(d) The district court settlement committee shall compile a list of claims adjusters for insurance companies operating within the state, whether those claims adjusters are within New Mexico or without, so that such adjusters may be given notice of settlement week and the court requirements for settlement conferences.

(e) The district court settlement committee shall review and update periodically the court's list of settlement facilitators in order to insure an appropriate number to handle settlement week and settlement conferences required at other times throughout the year.

## **ANNOTATIONS**

**Cross-references.** - For mental health and developmental disabilities, see 43-1-1 to 43-1-25 NMSA 1978.

## **VIII.**

### **LAW LIBRARY**

#### **LR3-801. Library hours.**

The library will be open Monday through Friday from 8:00 a.m. to 12:00 p.m. and from 1:00 p.m. to 5:00 p.m. The court and members of the bar who have obtained a key to the library may use the library at any time.

#### **LR3-802. Use.**

The library is maintained for the use of the court, the members of the bar and the public. The court and members of the bar may obtain a key to the library so that they may have access to the library outside normal library hours.

#### **LR3-803. Access to library.**

Access to the law library may be obtained only via the stairwell on the east side of the building (Church Street side down the stairs to the basement).

#### **LR3-804. Removal of books.**

Members of the bar may remove books only for use in the courtroom and only after checking the book out with the clerk at the domestic relations counter. Books removed by members of the bar shall be returned to the library immediately after the court appearance.

### **LR3-805. Reshelving books and general maintenance of library.**

Anyone using the library shall reshell all books utilized in their proper place in the stacks, unless instructions to the contrary are posted in the library, in which case such instructions shall be followed. All persons using the library shall clean up after themselves when finished. Failure to comply with these requirements can result in loss of right to use the library.

### **LR3-806. Photocopier.**

A photocopier is maintained in the library for use by members of the bar, which requires the input of a code number. Any member of the bar desiring a code number for use of the photocopier shall obtain a code from the chairman of the Dona Ana County Bar Association Law Library Committee. By obtaining such a number, the attorney agrees to pay for any copies made using that number.

## **IX.**

### **MISCELLANEOUS**

### **LR3-901. Depositing of wills with district court administrator.**

Anyone wishing to deposit a will with the district court administrator pursuant to Section 45-2-901 NMSA 1978, shall furnish the court administrator with a signed statement of the testator(ix) requesting such depositing, which statement shall include the testator's(ix's) telephone number and address, and the name and address of a close relative, and shall set forth the names and addresses of persons who have the right to receive the will. (Appendix A, LR3-Form 9.10). If a statement including all of such information is not furnished, the court administrator will not accept such will.

### **LR3-902. Approval and publication of local rules.**

A. These rules shall be promulgated and published so as to comply with the requirements of Rules 1-083 and 5-102 NMRA.

B. Copies of proposed local rules and amendments thereto, shall, prior to promulgation, be submitted to the Supreme Court of New Mexico and to the chair of the Supreme Court's rules of civil and criminal procedure committees for review.

C. All local rules shall be filed with the clerk of the Supreme Court of New Mexico and published in the same manner as rules approved by the Supreme Court.

D. All forms used in this district shall be substantially in the form approved by the Supreme Court of New Mexico.

E. In order to allow for inclusion of these local rules in the New Mexico Statutes, a hard copy and an electronic copy of these rules and any amendments thereto shall be furnished to the Supreme Court in an acceptable format.

## **LR3-001**

LOCAL RULES OF THE DISTRICT COURT OF  
THE THIRD JUDICIAL DISTRICT  
COUNTY OF DONA ANA  
STATE OF NEW MEXICO  
IN THE MATTER OF THE LOCAL RULES OF  
THE THIRD JUDICIAL DISTRICT COURT

### ORDER ADOPTING LOCAL RULES

THIS MATTER having come before the Court on its own motion after consultation between the Judges of this District and the Local Rules Committee of the Dona Ana County Bar Association, and the New Mexico Supreme Court civil and criminal rules committees, pursuant to the power granted to the Third Judicial District by the Supreme Court, together with SCRA 1-083 of the Rules of Civil Procedure, SCRA 5-102 of the Rules of Criminal Procedure, and the Laws of New Mexico, the Judges of the Third Judicial District, hereby certify that the attached rules were adopted by the District Judges of the Third Judicial District and said rules were filed with the Clerk of the Supreme Court, and published in accordance with N.M. Stat. Ann. § 38-1-1 (1978). A computer diskette containing all the Rules of the District Court, Third Judicial District, has been filed with the Supreme Court of New Mexico.

These rules are effective September 1, 1993. The rules of the Third Judicial District Court of New Mexico promulgated prior to the effective date of these rules are hereby rescinded and these rules substituted therefor.

/s/ James T. Martin  
District Judge, Division III  
Chief Judge

/s/ Robert Robles  
District Judge, Division I

/s/ Graden W. Beal  
District Judge, Division II  
/s/ Lalo Garza  
District Judge, Division IV  
/s/ Thomas G. Cornish  
District Judge, Division V

## LR3-002

LOCAL RULES OF THE DISTRICT COURT OF  
THE THIRD JUDICIAL DISTRICT  
COUNTY OF DONA ANA  
STATE OF NEW MEXICO

IN THE MATTER OF THE LOCAL RULES OF  
THIRD JUDICIAL DISTRICT COURT

### ORDER AMENDING LOCAL RULES

THIS MATTER having come before the Court on its own motion after consultation among the Judges of this District and the Local Rules Committee of the Dona Ana County Bar Association, and the New Mexico Supreme Court civil and criminal rules committees, pursuant to the power granted to the Third Judicial District by the Supreme Court, together with S.C.R.A. 1-083 of the Rules of Civil Procedure, S.C.R.A. 5-102 of the Rules of Criminal Procedure, and the Laws of New Mexico, the Judges of the Third Judicial District, hereby certify that due to an error in the time set forth therein, Local Rule LR3-503(B)(3)(1)(i) is hereby amended to provide that the plaintiff shall submit jury instructions to the Court and other parties fifteen (15) days prior to trial, rather than five (5) days. Said amendment to the rule is to be filed with the Clerk of the Supreme Court and published in accordance with NM. Stat. Ann. 38-1-1 (1978), and a computer diskette containing such amendment to be filed with the Supreme Court of New Mexico.

Said amendment is to be effective as of February 1, 1994.

/s/ JAMES T. MARTIN  
District Judge, Division III  
/s/ ROBERT ROBLES  
District Judge, Division I  
/s/ GRADEN BEAL  
District Judge, Division II  
/s/ JERALD VALENTINE  
District Judge, Division IV  
/s/ THOMAS G. CORNISH

District Judge, Division V  
Chief Judge

**APPENDIX A - FORMS**

**I.**

**GENERAL MATTERS - GENERAL POWERS AND DUTIES OF COURT**

**LR3-Form 1.10.**

THIRD JUDICIAL DISTRICT COURT  
COUNTY OF DONA ANA  
STATE OF NEW MEXICO

)  
)  
Petitioner, )  
) No. \_\_\_\_\_  
vs. )  
) Judge \_\_\_\_\_  
)  
Respondent. )

APPLICATION FOR FREE PROCESS

COMES NOW, the Petitioner, by and through (his)(her) attorney(s), and respectfully moves the court for an order granting said petitioner free process in the above-captioned cause. In support of said application, petitioner annexes an Affidavit of (his)(her) financial status to this motion. Furthermore, the attorney for the petitioner hereby certifies and states as set forth hereinafter.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_.  
(Law Firm's Name)

By

---

(Attorney involved)  
(Address)  
(Telephone number)  
Attorneys for petitioner

ATTORNEY'S AFFIDAVIT

STATE OF NEW MEXICO )  
 ) ss  
COUNTY OF DONA ANA )

(Attorney's Name), attorney at law, being first duly sworn, deposes upon (his)(her) oath and states as follows:

1. I am counsel for the petitioner in regard to the petition for dissolution of marriage that has been filed in connection with petitioner's affidavit in forma pauperis.

2. I have not received any fee from the petitioner, nor do I expect that (s)he will be able to pay any fee to me based upon the representations that are made under oath by (him)(her) in (his)(her) affidavit. The undersigned further states that (s)he is satisfied as to the truth of the allegations contained in the petitioner's affidavit.

3. I represent to the court that in the event that any money is paid to me by the petitioner or on (his)(her) account for my services rendered on (his)(her) behalf, I shall first deduct the costs which have been waived on behalf of the petitioner and pay them to the clerk of (the)(this) court.

4. I am satisfied that my client has truthfully represented to the court (his)(her) present financial status, and that (s)he is unable to afford the costs of filing this cause of action and should be awarded free process by the court.

5. If necessary, my client and I will appear before the court for a hearing to inquire into these matters prior to the allowance of free process.

FURTHER AFFIANT SAYETH NAUGHT.

\_\_\_\_\_  
\_\_\_\_\_  
(Attorney's Name)  
SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, by \_\_\_\_\_.

\_\_\_\_\_  
Notary Public  
My Commission Expires:  
\_\_\_\_\_

**LR3-Form 1.11.**

THIRD JUDICIAL DISTRICT COURT  
COUNTY OF DONA ANA  
STATE OF NEW MEXICO  
 )  
 )  
Petitioner, )

vs. ) No. \_\_\_\_\_  
 )  
Respondent. ) Judge \_\_\_\_\_

FINANCIAL AFFIDAVIT APPLICATION TO PROCEED

IN FORMA PAUPERIS

I, \_\_\_\_\_, make under oath the following statement regarding my financial, marital and employment status, and since I am unable to prepay fees and costs in the above-captioned case, make application to proceed in accordance with Local Rule \_\_\_\_\_, Third Judicial District Local Court Rules.

**A. Background and Residence**

1. Full name: \_\_\_\_\_
2. Age: \_\_\_\_\_ Sex: \_\_\_\_\_
3. Present address: \_\_\_\_\_
4. How long at this address? \_\_\_\_\_  
Phone No. \_\_\_\_\_
5. Married \_\_\_\_\_ Single \_\_\_\_\_  
Divorced \_\_\_\_\_ Separated \_\_\_\_\_
6. Number of dependents: \_\_\_\_\_
7. Ages of children living with you: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. List name and relationship of other dependents living with you:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. List any dependents in items 7 and 8 depending on you for your support:



---

---

---

---

**B. Employment and Income**

1. Are you employed? \_\_\_\_\_ Are you self-employed? \_\_\_\_\_

2. Name and address of employer:  
\_\_\_\_\_  
\_\_\_\_\_

3. Position: \_\_\_\_\_ Salary per month: \_\_\_\_\_

4. If self-employed, nature of business:  
\_\_\_\_\_  
\_\_\_\_\_

5. Income previous month from self-employment:  
\$ \_\_\_\_\_

6. If unemployed, how long since last job or self-employment?  
\_\_\_\_\_

7. Any other income such as disability pay, workman's compensation, social security, pension, interest, note and loan repayments, dividends, trust funds and/or unemployment compensation?  
\_\_\_\_\_

8. If so, indicate the source and amount per month:  
\_\_\_\_\_

9. Total monthly net income:  
\_\_\_\_\_

**C. Assets**

1. Do you own any real estate? Yes [ ] No [ ]
- a. Description  
\_\_\_\_\_
- b. Location  
\_\_\_\_\_
- c. Estimated present value  
\_\_\_\_\_
- d. Estimate outstanding mortgages or contracts on property

---

e. Payments per month

---

2. Do you own any automobiles? Yes [ ] No [ ]

a. Make \_\_\_\_\_ Model \_\_\_\_\_

---

Year \_\_\_\_\_

b. Present Value \_\_\_\_\_ Total amount owed \_\_\_\_\_

---

c. Monthly payments \_\_\_\_\_

---

3. Do you have any stocks or bonds? Yes [ ] No [ ]

a. Describe \_\_\_\_\_

---

b. Present Value \_\_\_\_\_

---

4. Do you have any cash in the bank? Yes [ ] No [ ]

a. If so, indicate amount \_\_\_\_\_

---

5. Do you have any cash in a savings and loan association? Yes [ ] No [ ]

6. Do you have any other assets not listed above excluding household furnishings and clothing?

Yes [ ] No [ ]

a. If so, describe and give value \_\_\_\_\_

---

**D. Debts and Other Obligations**

1. Rent \_\_\_\_\_ per month.

2. Utilities \_\_\_\_\_ per month.

3. Creditors:

List	Total Due	Monthly Payment
------	-----------	-----------------

_____	_____	_____
-------	-------	-------

_____	_____	_____
-------	-------	-------

_____	_____	_____
-------	-------	-------

_____	_____	_____
-------	-------	-------

---

4. Total monthly payments: \$ \_\_\_\_\_

E. I have no information regarding my spouse's income and/or

my spouse lives out of state.

**OR**

I have the following information regarding my spouse:

1. Address \_\_\_\_\_

\_\_\_\_\_  
2. Employer's address \_\_\_\_\_

3. Income \_\_\_\_\_  
monthly/weekly/biweekly

4. Resource:  
Cash (savings, etc.) \_\_\_\_\_  
Social Security \_\_\_\_\_

— Unemployment compensation \_\_\_\_\_

Other income \_\_\_\_\_

— Describe \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Debts:  
Mortgage/rent \_\_\_\_\_

Utilities \_\_\_\_\_

Other creditors \_\_\_\_\_

— \_\_\_\_\_  
\_\_\_\_\_

I do/do not have access to my spouses resources or income.

\_\_\_\_\_  
Petitioner  
SUBSCRIBED AND SWORN TO before me this \_\_\_\_ day of  
\_\_\_\_\_, 19\_\_\_\_,  
by \_\_\_\_\_

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

Notary Public  
My Commission Expires:

\_\_\_\_\_

**LR3-Form 1.12.**

THIRD JUDICIAL DISTRICT COURT  
COUNTY OF DONA ANA  
STATE OF NEW MEXICO

)  
)  
Petitioner, )  
) No. \_\_\_\_\_  
vs. )  
) Judge \_\_\_\_\_  
)  
)  
Respondent. )

ORDER FOR FREE PROCESS

THIS MATTER coming on before the court upon petitioner's application for free process, said application being supported by affidavit(s), and the court being well advised in the premises:

IT IS HEREBY ORDERED that petitioner have any and all process of this court free of cost in the above-captioned proceeding.

\_\_\_\_\_

\_\_\_\_\_ District Judge  
Prepared and Submitted:  
(Law Firm's Name)  
By \_\_\_\_\_  
(Attorney Involved)  
(Address)  
(Telephone number)  
Attorneys for petitioner

**II.**

**CIVIL MATTERS - PLEADING AND PROCEDURE**

**LR3-Form 2.10.**

THIRD JUDICIAL DISTRICT COURT  
COUNTY OF DONA ANA  
STATE OF NEW MEXICO

LOCAL RULE 3-208 CONSENT TO SERVICE

I, the undersigned, an attorney maintaining an office in Las Cruces, New Mexico, understand that in accordance with LR3-208, Third Judicial District Court, I may have an appropriate box or other place designated in the district court administrator's office of such district where copies of notices and other pleadings will be placed by the court personnel, thus obviating the necessity of making arrangements to reimburse the court administrator's office for the cost of mailing.

In accordance with said local rule, I do hereby consent to service by court personnel of notices and other pleadings by placement of such in said box or other appropriate place designated in the district court administrator's office for such purpose in connection with any case or proceeding in which I may be a counsel of record.

Any such service shall be considered effective as of the date stamped thereon, which shall be the date that such is placed in said box or other place designated in the district court administrator's office for such purpose.

This consent shall be effective until specifically revoked in writing delivered to the District Court Administrator, Third Judicial District Court.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

\_\_\_\_\_  
(Attorney's Name)

**LR3-Form 2.11.**

THIRD JUDICIAL DISTRICT COURT  
COUNTY OF DONA ANA  
STATE OF NEW MEXICO

)  
)  
Plaintiff/Petitioner, )  
) No. \_\_\_\_\_  
vs. )  
) Judge \_\_\_\_\_

Defendant/Respondent. )

CERTIFICATE AS TO THE STATE OF THE RECORD AND NON-APPEARANCE

I, the undersigned, Clerk of the District Court of the Third Judicial District of the State of New Mexico, within and for the County of Dona Ana, do hereby certify that a complaint in the above-entitled cause was filed in my office on the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_; that process was issued on the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_; that it appears from the return made by \_\_\_\_\_ of \_\_\_\_\_ County, that the process was served on said defendant(s) \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, by \_\_\_\_\_.

(type of service)

I further certify that no appearance for the said defendant(s) has been filed in my office or of record.

IN WITNESS WHEREOF, I have hereunto set my hand and Seal of said court this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

M.C. TRIVIZ  
Clerk of the District Court

[Seal] By

Deputy

III.

DOMESTIC RELATIONS MATTERS

MEDIATION

LR3-Form 3.10.

THIRD JUDICIAL DISTRICT COURT  
COUNTY OF DONA ANA  
STATE OF NEW MEXICO

)  
)  
Petitioner, )  
) No. \_\_\_\_\_  
vs. )  
) Judge \_\_\_\_\_  
)  
)  
)

Respondent. )

ATTORNEY'S CERTIFICATE - DOMESTIC RELATIONS

I, \_\_\_\_\_, attorney for \_\_\_\_\_, certify that pursuant to Rules 1-011 and 1-099 NMRA, that this action is:

**No fee required if:**

- 1.  Pending or filed within 60 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; or a motion accompanied by a signed stipulated order disposing of issue(s).
- 3.  Seeking only enforcement of a child support order.

**One Hundred Two Dollars (\$102.00) Fee required if:**

- 1.  Seeking post-decree relief in addition to or other than enforcement of a prior child support order.
- 2.  Requesting judicial action 60 days or more after final disposition of the case and not within the categories described in Rule 1-099 NMRA.

---

\_\_\_\_\_  
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: \_\_\_\_\_

**LR3-Form 3.20.**

COUNTY OF DONA ANA  
STATE OF NEW MEXICO

)  
)  
Petitioner, )  
)  
vs. )  
)  
)  
Respondent. )

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

Judge \_\_\_\_\_

CERTIFICATE OF CHILD CUSTODY/VISITATION ISSUES

The undersigned hereby certifies that child  
custody/visitation issues

[ ] are

[ ] are not

involved in this matter.

If such issues are involved, complete the following:

Minor Children Involved:

Names

Date of Birth

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Issues Involved: (State type of issues involved (e.g.,  
custody, visitation, etc.), and briefly describe position of  
each party in regard thereto.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

\_\_\_\_\_  
Se Signature

\_\_\_\_\_  
Attorney's or Party Pro



Name	
Address	
	Telephone Number:

**LR3-Form 3.21.**

THIRD JUDICIAL DISTRICT COURT  
COUNTY OF DONA ANA  
STATE OF NEW MEXICO

)		
)		
Petitioner,	)	No. _____
)		
vs.	)	Judge _____
)		
)		
)		
Respondent.	)	

FINAL MEDIATION REPORT

The above-referenced case has been seen for mediation by the court clinic, with the following result regarding the issues of custody and/or visitation:

Case Closed.

- 
- Case Closed - Referred to DHS.
  - Case Closed - Reconciled/Reached agreement.
  - Case Closed - Referred for private mediation/custody evaluation.
  - Inappropriate for Mediation - Referred for advisory consultation.
  - Full Agreement: Counsel should submit a stipulated order reflecting agreements within ten (10) working days.
  - Temporary Agreement: Clients are to return on

\_\_\_\_\_, 19\_\_\_\_.

[ ] No Agreement: Clients will be scheduled for an advisory consultation appointment with the court clinic, once the following fees are paid, for the limited purpose of obtaining information for and providing recommendations to the court and the attorneys involved. If you wish to seek a private evaluation, please notify the court and the court clinic within ten (10) business days of the date of this report.

[ ] Partial Agreement: Clients will be scheduled for an advisory consultation appointment with the court clinic, once the following fees are paid, and such consultation will be limited to areas of non-agreement. Points of agreement may be submitted as a stipulated order.

[ ] Advisory Consultation Fees due from:

Petitioner - \$ \_\_\_\_\_ Respondent -  
\$ \_\_\_\_\_

[ ] Status Report: A status report has been submitted.  
Date: \_\_\_\_\_, 19\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Court Clinic/Mediator  
Judge:

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

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

**FINANCIAL FORMS**

**LR3-Form 3.30.**

THIRD JUDICIAL DISTRICT COURT  
COUNTY OF DONA ANA  
STATE OF NEW MEXICO

)  
Petitioner, )  
) No. \_\_\_\_\_  
vs. )  
) Judge \_\_\_\_\_  
)  
Respondent. )

TEMPORARY DOMESTIC ORDER

THIS MATTER comes before the court upon the filing of a Petition for Dissolution of Marriage or upon filing of an action pursuant to Section 40-4-3 NMSA 1978. The court finds it is in the best interests of the parties and of the child(ren) in this action to issue this order.

IT IS, THEREFORE, ORDERED:

1. Neither party shall molest, intimidate, threaten, harass, injure or physically or mentally abuse the other party or any children of either party.

2. Neither party shall remove, cause to be removed or permit the removal of any minor children of the parties from the State of New Mexico without written consent of the other party.

3. Neither party shall incur unreasonable or unnecessary debts hereafter. An unreasonable debt is one which is incurred during separation that does not contribute to the benefit of both spouses or their dependents. Any unreasonable or unnecessary debt incurred after the date of the filing of the petition shall presumptively be assessed against the party incurring any such debt. The court specifically reserves the right to allocate the expenses and fees of this action.

4. Neither party shall cause the other party or the children of the parties to be removed from any existing insurance coverage, including but not limited to, medical, hospital, dental, automobile or disability insurance, and each party shall maintain all such insurance coverage in full force and effect.

5. Neither party shall change the beneficiaries of any existing life insurance policies, and each party shall maintain the existing life insurance policies in full force and effect.

6. No party shall conceal or damage any property, real or personal, community or separate. Neither party shall dissipate, sell, remove, assign, transfer, dispose of, lend, mortgage or encumber any property, real or personal, community or separate, except in the ordinary course of business or for the necessities of life. In the case of transactions made in the ordinary course of business, an itemized written accounting shall be made at least quarterly to the other party. In the case of dispositions made for the necessities of life, an itemized written accounting shall be made to the other party within thirty (30) days of any such disposition.

7. In the event the parties are living in the same residence at the time of service of this order, the parties shall attempt to decide between themselves which party shall move from the family residence. The party moving out of the residence is not prejudiced by reason of the move in any way with respect to custody of any minor children, with respect to a claim of any interest in the family residence or the personal property in or on the premises.

8. If the parties do not determine which party will move from the residence, the court will decide the issue at a hearing on interim relief, considering, among other things, the following factors:

a. Minor children should continue to reside in the family residence during the pendency of this case.

b. The parent who is and has been primarily caring personally for the children's basic daily needs should remain in the family residence during the pendency of this case.

c. The spouse who maintains his or her principal place of business within the family residence should continue to reside in the family residence during the pendency of this case.

9. If there are minor children, the person moving from the family residence shall continue to have frequent contact and communications with the children, in person and by telephone. If the parties cannot agree on a time-sharing arrangement during the pendency of this case, the court clinic referral order will be entered immediately. If the issue is not resolved by agreement through the court clinic, the court will establish a time-sharing arrangement at a hearing on a motion for interim relief.

10. The person moving from the family residence may return to pick up personal belongings and effects at a reasonable time to be agreed upon. Personal belongings and effects do not include furniture unless the parties agree or the court decides the issue at a hearing on interim relief.

11. Any party receiving personal mail or packages addressed only to the other party shall not open them but shall forward or arrange to have such mail and packages delivered promptly to the other party. Personal mail addressed to both parties or concerning the children and mail related to the parties' income, debts or property, may be opened by the person who receives it, but any party receiving such mail shall promptly send a copy to the other party.

12. Unless the parties agree in writing, neither party shall cancel any credit cards during the pendency of this action or cause the other party to be removed from any credit card account. All charges on credit cards are subject to the limitations of Paragraph 3 of this order.

13. Each party is advised that all earned income is community property, and that income from all other sources acquired during the marriage is generally community property. Likewise, each party is advised that all debt obligations,

existing and recurring, are generally community obligations. Each party has a one-half interest in all community income and property, and is obligated to pay one-half of all existing and recurring community debts. During the pendency of this case, the income and debts are generally equally divided; provided, however, that the party who has the principal care of any children will be allocated a greater portion of the income during the pendency of the action. If the parties agree upon the interim division of income and payment of debts, a stipulated order on the court form of Interim Order Allocating Income and Expenses shall be submitted to the court for signature and filing. If the parties cannot agree, the court will determine the division at a hearing on a motion for interim relief.

14. Within twenty (20) days of the service of this order on respondent, respondent shall complete the respondent's portion of the Temporary Domestic Order Affidavit and mail it to the petitioner.

15. Within twenty (20) days of the service of this order on respondent, each party shall mail or deliver to the other party documents reflecting current income from all sources, including but not limited to wage statements for the last four (4) pay periods and interest, dividend or other income statements showing the current total gross income, deductions and net income received by that party. Within the same period, each party shall also mail or deliver to the other party copies of the most recent personal state and federal tax returns with all schedules and attachments.

16. Within twenty (20) days of the service of this order on respondent, each party shall deliver or mail to the other party copies of all current unpaid bills, statements and due notices from all creditors.

17. This order is effective on the petitioner as of the date and time of filing and is effective on the respondent when it is served on the respondent or respondent's counsel.

18. This order shall continue in effect except as specifically or necessarily modified by written agreement of the parties or order of the court.

**DISOBEDIENCE OF THIS ORDER CAN CONSTITUTE CONTEMPT OF COURT, AND SUBJECT THE VIOLATOR TO FINE, IMPRISONMENT OR OTHER SANCTIONS, PLUS PAYMENT OF ATTORNEY FEES AND COSTS TO THE OTHER PARTY.**

---

District Judge

THIRD JUDICIAL DISTRICT COURT

COUNTY OF DONA ANA

STATE OF NEW MEXICO

)  
)  
Petitioner, )  
) No. \_\_\_\_\_  
vs. )  
) Judge \_\_\_\_\_  
)  
)  
)  
Respondent. )

TEMPORARY DOMESTIC ORDER AFFIDAVIT

Petitioner's Statement of Monthly Income

(To be filled in by Petitioner)

1. Gross monthly salary or wages of Petitioner (hourly wage x average hours worked per week x 52 divided by 12; weekly wage x 52 divided by 12; bi-weekly wage x 26 divided by 12; semi-monthly wage x 2, etc.; for varying wages, average last six months' income.)

\$ \_\_\_\_\_  
2. Other Income: (Identify)

a. Rental: \$ \_\_\_\_\_  
b. Self-Employment: \$ \_\_\_\_\_  
c. Other:  
(1) \_\_\_\_\_ \$ \_\_\_\_\_  
(2) \_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

3. Deductions Per Month:

a. Federal  
Withholding: \$ \_\_\_\_\_

(1) No. of Exemptions Claimed (Form W4) \_\_\_\_\_

(2) Martial [Marital] Status (Form W4) Married \_\_\_\_\_ Single \_\_\_\_\_

b. State Withholding: \$ \_\_\_\_\_

c. FICA: \$ \_\_\_\_\_

d. Health Insurance Premium for Children or Family: \$ \_\_\_\_\_

e. Union Dues: \$ \_\_\_\_\_

f. Other (Identify): \$ \_\_\_\_\_

4. Net Monthly Income: \$ \_\_\_\_\_

Petitioner's Statement of Fixed Monthly Debts of Both Parties  
(State who is paying which debt at the time of the Affidavit)

*(To be filled in by the Petitioner)*

Wife \_\_\_\_\_ Husband  
-----  
-----

5. House, apartment or other residence monthly payment: \$ \_\_\_\_\_

6. Vehicle Payment:

	Make -----	Creditor -----	Payment -----	
a.	_____	_____	_____	\$
	\$ _____			
b.	_____	_____	_____	\$
	\$ _____			
c.	_____	_____	_____	\$
	\$ _____			

7. Minimum monthly payments on credit cards:

	Creditor -----	Payment -----	
a.	_____	\$ _____	\$
	\$ _____		
b.	_____	\$ _____	\$
	\$ _____		
c.	_____	\$ _____	\$
	\$ _____		
d.	_____	\$ _____	\$
	\$ _____		
e.	_____	\$ _____	\$
	\$ _____		
f.	_____	\$ _____	\$
	\$ _____		

8. Monthly payment on other loans:

	Creditor -----	Payment -----	
a.	_____	\$ _____	\$
	\$ _____		
b.	_____	\$ _____	\$
	\$ _____		
c.	_____	\$ _____	\$
	\$ _____		
d.	_____	\$ _____	\$
	\$ _____		

9. Vehicle insurance payment on monthly basis: \$  
 \_\_\_\_\_ \$ \_\_\_\_\_

10. Child support to another family: \$  
 \_\_\_\_\_ \$ \_\_\_\_\_

11. Day care for this family: \$  
 \_\_\_\_\_ \$ \_\_\_\_\_

12. Other (Identify): \$  
 a. \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 b. \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 c. \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

13. TOTAL: \$  
 \_\_\_\_\_ \$ \_\_\_\_\_

**Respondent's Statement of Monthly Income**



**(To be filled in by Respondent)**

14. Gross monthly salary or wages of Respondent (hourly wage x average hours worked per week x 52 divided by 12; weekly wage x 52 divided by 12; bi-weekly wage x 26 divided by 12; semi-monthly wage x 2, etc.; for varying wages, average last six months' income.)

\$ \_\_\_\_\_  
15. Other Income: (Identify)

a.  
Rental: \$ \_\_\_\_\_

\_\_\_\_\_  
b. Self-Employment: \$ \_\_\_\_\_

c. Other:  
(1) \_\_\_\_\_ \$ \_\_\_\_\_  
(2) \_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

16. Deductions Per Month:

a. Federal Withholding: \$ \_\_\_\_\_  
(1) No. of Exemptions Claimed (Form W4) \_\_\_\_\_  
(2) Marital Status (Form W4)  
Married \_\_\_\_\_ Single \_\_\_\_\_

b. State Withholding: \$ \_\_\_\_\_

c.  
FICA: \$ \_\_\_\_\_

\_\_\_\_\_  
d. Health Insurance Premium for Children or Family: \$ \_\_\_\_\_

e. Union Dues: \$ \_\_\_\_\_

f. Other (Identify):  
\_\_\_\_\_ \$ \_\_\_\_\_

17. Net Monthly Income: \$ \_\_\_\_\_

**Respondent's Statement of Fixed Monthly Debts of Both Parties**

**(State who is paying which debt at the time of the Affidavit)**

**(To be filled in by the Respondent)**

Wife  
-----  
-----

Husband  
-----

18. House, apartment or other residence monthly payment: \$  
\_\_\_\_\_ \$ \_\_\_\_\_

19. Vehicle Payment:

	Make -----	Creditor -----	Payment -----	
a.	_____	_____	\$ _____	\$
	\$ _____			
b.	_____	_____	\$ _____	\$
	\$ _____			
c.	_____	_____	\$ _____	\$
	\$ _____			

20. Minimum monthly payments on credit cards:

	Creditor -----	Payment -----	
a.	_____	\$ _____	\$
	\$ _____		
b.	_____	\$ _____	\$
	\$ _____		
c.	_____	\$ _____	\$
	\$ _____		
d.	_____	\$ _____	\$
	\$ _____		
e.	_____	\$ _____	\$
	\$ _____		
f.	_____	\$ _____	\$
	\$ _____		

21. Monthly payment on other loans:

	Creditor -----	Payment -----	
a.	_____	\$ _____	\$
	\$ _____		



COUNTY OF DONA ANA )

\_\_\_\_\_, of lawful age, being first duly sworn, upon oath, deposes and states: That (s)he is the person named as the Respondent in the foregoing pleading; that (s)he has read and understands the statements and things therein contained; and that the same are true of (his)(her) own knowledge, except such as may be made on information and belief, and, as to those, (s)he believes them to be true.

\_\_\_\_\_  
(Respondent's Name)

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

\_\_\_\_\_  
Notary Public  
My Commission Expires:  
\_\_\_\_\_

**LR3-Form 3.40.**

THIRD JUDICIAL DISTRICT COURT

COUNTY OF DONA ANA  
STATE OF NEW MEXICO

)  
)  
Petitioner, )  
) No. \_\_\_\_\_  
vs. )  
) Judge \_\_\_\_\_  
)  
)  
Respondent. )

INTERIM ORDER ALLOCATING INCOME AND EXPENSES

THIS MATTER coming before the court on the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, Petitioner being represented by (Petitioner's Attorney's Name), Respondent being represented by (Respondent's Attorney's Name), and the court having been sufficiently advised, FINDS AND ORDERS:

1. The court has jurisdiction over the subject matter and the parties.

2. The parties shall receive the income and pay the expenses

as listed on Worksheet A.

3. Each party shall presumptively be responsible for any debts he or she incurs during the pendency of this action.

4. Any assets obtained by either party after the entry of this order from that party's share of divided income are presumptively the separate property of the obtaining party.

5. Each party shall use his or her share of income provided by this order to pay his or her respective expenses for food, clothing, telephone, utilities, gasoline, car maintenance, entertainment, meals out, haircuts, attorney fees, ordinary medical and dental expenses, and other personal expenses.

6. The parent with whom the child(ren) primarily reside shall receive the following percentage from the other parent's share of the divided income:

One Child - 10%	Two Children - 15%
Three Children - 19%	Four Children - 22%
Five Children - 25%	Six Children - 28%

[Add three percent (3%) of income for each child after six children.]

7. Payment Schedule: IT IS ORDERED that \_\_\_\_\_ shall pay to \_\_\_\_\_ a total of \$\_\_\_\_\_ per month, each month which consists of \$\_\_\_\_\_ to equalize the income (plus)(less) \$\_\_\_\_\_ as child support by check or money order, delivered or post marked on or before the \_\_\_\_\_ day of each month during the pendency of this matter.

8. The medical and dental expenses of the child(ren) not covered by insurance shall be paid one-half by each party.

9. Notwithstanding entry of this order, all claims and defenses are preserved.

10. This order shall remain in effect during the pendency of this action, unless modified by mutual written agreement of both parties, or court order.

11. Disobedience of this order can constitute contempt of court, and subject the violator(s) to fine, imprisonment and/or other sanctions, plus payment of attorney fees and costs to the other party.

---

---

District Judge

\_\_\_\_\_  
Attorney for  
Petitioner  
Respondent  
or Petitioner Pro  
Se  
Respondent Pro Se

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

or

(Petitioner's Name) v. (Respondent's Name)

DR - \_\_\_\_\_

### WORKSHEET A

### INTERIM MONTHLY INCOME AND EXPENSES

Wife	Combined	Husband
-----	-----	-----
-----		
1. Average Gross Monthly Income	\$ _____	\$ _____
\$ _____		
a. Wages	\$ _____	\$ _____
\$ _____		
b. Rental Income	\$ _____	\$ _____
\$ _____		
c. Self-Employment	\$ _____	\$ _____
\$ _____		
d. Other	\$ _____	\$ _____
\$ _____		
2. Deductions		
a. Fed W/H	\$ _____	\$ _____
\$ _____		
b. State W/H	\$ _____	\$ _____
\$ _____		
c. FICA	\$ _____	\$ _____
\$ _____		
d. Health Insurance	\$ _____	\$ _____
\$ _____		
e. Union Dues	\$ _____	\$ _____
\$ _____		
f. Estimated Tax Payments	\$ _____	\$ _____
\$ _____		
g. Other _____	\$ _____	\$ _____
\$ _____		
3. Total Deductions (Add items in Line 2)	\$ _____	\$ _____

_____	\$ _____		
4. Net Monthly Income (Line 1 - Line 3)		\$ _____	\$ _____
_____	\$ _____		
5. Monthly Fixed Expenses:			
a. Residence		\$ _____	\$ _____
_____	\$ _____		
b. Car Payment		\$ _____	\$ _____
_____	\$ _____		
c. Insurance Premiums			
(1) Car		\$ _____	\$ _____
_____	\$ _____		
(2) Life		\$ _____	\$ _____
_____	\$ _____		
(3) Other		\$ _____	\$ _____
_____	\$ _____		
d. Day Care		\$ _____	\$ _____
_____	\$ _____		
e. Attorney Fees		\$ _____	\$ _____
_____	\$ _____		
f. Credit Cards		\$ _____	\$ _____
_____	\$ _____		
g. Loans		\$ _____	\$ _____
_____	\$ _____		
h. Other _____		\$ _____	\$ _____
_____	\$ _____		
6. Total Fixed Expenses (Add items in Line 5)		\$ _____	\$ _____
_____	\$ _____		
7. Net Spendable Income (Line 4 - Line 6)		\$ _____	\$ _____
_____	\$ _____		
8. 1/2 of Combined Column, Line 7		\$ _____	\$ _____
_____	\$ _____		
9. Amount Transferred or Received (Line 8 - Line 7)		\$ _____	\$ _____
_____	\$ _____		

Person with positive amount pays that amount to other person. See instructions if combined amount in Line 7 is negative.

\_\_\_\_\_

## Instructions for Completing Worksheet A

A. "Gross monthly income" is income from all sources except child support received from a prior spouse. For self-employed individuals, gross monthly income means gross receipts less reasonable and ordinary business expenses. Self-employed individuals should attach a separate sheet to Worksheet A itemizing the business income and expenses.

B. "Deductions" are payroll deductions for taxes, social security, health insurance, union dues, retirement and other employer-related deductions. Regular and customary savings deductions may be included.

C. "Fixed Expenses" included periodic, generally variable expenses even though paid quarterly, semi-annually or yearly, e.g., car payments, insurance and loan payments.

1. Residence fixed expense is mortgage or rent actually paid. If a party receives free rent, e.g., by living with parents, that party's rent is imputed as zero;

2. Credit card fixed expense is listed as a fixed expense and includes only the minimum monthly payment at the time of entry of the Interim Order;

3. Health insurance includes medical and dental insurance which, if not deducted by payroll deduction, may be included as a fixed expense.

4. Any regular monthly payment ordered by a prior order of child support or alimony which is actually paid is a fixed expense.

5. Day care fixed expense is work-related day care and does not include baby-sitting or occasional day care;

6. An equal sum will generally be allocated each month to pay towards the attorney fees of each party;

7. Generally, utilities are not fixed expenses (telephone and cable TV are never fixed expenses). If, however, the utility costs are generally disproportionate, they may be considered fixed expenses by agreement or court order.

### D. Net Spendable Income

1. If the combined amount in Line 7 is a positive number: To complete Lines 8 and 9, compute one-half of the value shown on the "combined" column on Line 7 "net spendable income", and enter the amount transferred/received, subtract Line 8 from Line 7 for each party. The party who has a positive value on Line 9 pays that amount to the other party, and the same amount is entered in Paragraph 7 of the Interim Order Allocating Income & Expenses.



2. If the combined amount in Line 7 is a negative number: To complete Line 7, adjust the allocations of income or expenses or transfer an amount from one party to another so that the amounts under "Husband" and "Wife" in Line 7 are equal. Enter any transferred amount in Paragraph 7 of the Interim Order Allocating Income & Expenses. Do not complete Lines 8 and 9.

**LR3-Form 3.50.**

THIRD JUDICIAL DISTRICT COURT

COUNTY OF DONA ANA

STATE OF NEW MEXICO

)	)
)	)
Petitioner,	)
)	No. _____
vs.	)
)	Judge _____
Respondent.	)
)	)
)	)

[PETITIONER] [RESPONDENT]'S STATEMENT OF FINANCIAL CONDITION

\_\_\_\_\_, by \_\_\_\_\_, in accordance with Local Rule LR3-304, Rules of the District Court, Third Judicial District, Dona Ana County, New Mexico, respectfully submits:

- [ ] Schedule A - Personal & Financial Summary;
- [ ] Schedule B - Community Property & Liabilities;
- [ ] Schedule C - Separate Property & Liabilities;
- [ ] Schedule D - Monthly Income & Expenses; and
- [ ] Schedule E or F - Child Support Obligation.

(Law Firm's Name)  
(Telephone Number)  
(Address)

By \_\_\_\_\_  
(Attorney's Name)  
Attorney for Petitioner/Respondent

STATE OF NEW MEXICO )  
) ss  
COUNTY OF DONA ANA )

\_\_\_\_\_, of lawful age, being

first duly sworn, upon oath, deposes and states: That (s)he is the person named as the (Petitioner) (Respondent) in the foregoing pleading; that (s)he has read and understands the statements and things therein contained; and that the same are true of (his) (her) own knowledge, except such as may be made on information and belief, and, as to those, (s)he believes them to be true.

\_\_\_\_\_  
SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

\_\_\_\_\_  
Notary Public  
My Commission Expires:  
\_\_\_\_\_

**CERTIFICATE OF SERVICE**

We hereby certify that we have (mailed) (served) a true copy of the foregoing pleading (to) (on) opposing counsel of record this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.  
(Law Firm's Name)  
By \_\_\_\_\_  
(Attorney's Name)

**LR3-Form 3.51.**

**SCHEDULE A**

**[PETITIONER] [RESPONDENT]'S PERSONAL SUMMARY**

Date of Marriage:  
\_\_\_\_\_

Date of Separation:  
\_\_\_\_\_

Children of this Marriage:

Name Birth	Age	Date of
_____	_____	_____

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

Other Minor Children:

Name Birth	Age	Date of
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Wife Husband

1. Age/Date of Birth \_\_\_\_\_
2. Education \_\_\_\_\_
3. Employment \_\_\_\_\_
4. Gross Annual Employment Income \_\_\_\_\_
5. Other Income \_\_\_\_\_

STATE OF NEW MEXICO            )  
   )    ss.  
 COUNTY OF DONA ANA            )

\_\_\_\_\_, of lawful age,  
 being first duly sworn, upon oath, deposes and states: That

(s)he is the person named as the (Petitioner) (Respondent) in the foregoing pleading; that (s)he has read and understands the statements and things therein contained; and that the same are true of (his) (her) own knowledge, except such as may be made on information and belief, and, as to those, (s)he believes them to be true.

\_\_\_\_\_  
SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

\_\_\_\_\_  
Notary Public  
My Commission Expires:  
\_\_\_\_\_

**CERTIFICATE OF SERVICE**

We hereby certify that we have (mailed) (served) a true copy of the foregoing pleading (to) (on) opposing counsel of record this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

(Law Firm's Name)  
By

\_\_\_\_\_  
(Attorney's Name)

**LR3-Form 3.52.**

**SCHEDULE B**

**[PETITIONER] [RESPONDENT]'S COMMUNITY PROPERTY**

**AND LIABILITIES SCHEDULE**

Neither party is required to submit a proposed distribution. Any stipulation regarding value or distribution should be indicated by an asterisk.

Distribution	Value	Proposed
Wife		Husband
1. Cash	\$ _____	\$ _____
_____ \$ _____		
2. Checking & Savings Acct.:		
a. _____ Ck.	\$ _____	\$ _____
_____ \$ _____		
b. _____ Ck.	\$ _____	\$ _____

_____ \$ _____			
c. _____ Sav.	\$ _____	\$ _____	\$ _____
_____ \$ _____			
d. _____ CD's	\$ _____	\$ _____	\$ _____
_____ \$ _____			
e. _____ Cr.Un.	\$ _____	\$ _____	\$ _____
_____ \$ _____			
3. Bonds/Stocks:			
a. _____ Sh. _____	\$ _____	\$ _____	\$ _____
_____ \$ _____			
b. _____ Sh. _____	\$ _____	\$ _____	\$ _____
_____ \$ _____			
4. Insurance:			
[Face Am.] [Cash Value]			
a. _____ # _____			
\$ _____ \$ _____			
Loan:	\$ _____	\$ _____	\$ _____
_____ \$ _____			
b. _____ # _____			
\$ _____ \$ _____			
Loan:	\$ _____	\$ _____	\$ _____
_____ \$ _____			
5. Real Estate:			
a. _____ \$ _____			
Mortgage (\$/mo) \$ _____			
REC (\$/mo) \$ _____			
Cost of Sale			
(\$/%) \$ _____	\$ _____	\$ _____	\$ _____
_____ \$ _____			
b. _____ \$ _____			
Mortgage (\$/mo) \$ _____			
REC (\$/mo) \$ _____			
Cost of Sale			
(\$/%) \$ _____	\$ _____	\$ _____	\$ _____
_____ \$ _____			
6. Vehicles:			
a. _____ \$ _____			
Lien (\$/mo) \$ _____	\$ _____	\$ _____	\$ _____
_____ \$ _____			
b. _____ \$ _____			
Lien (\$/mo) \$ _____	\$ _____	\$ _____	\$ _____
_____ \$ _____			
7. Business Assets	\$ _____	\$ _____	\$ _____
_____ \$ _____			
8. Household Furniture and Goods	\$ _____	\$ _____	\$ _____
_____ \$ _____			
9. Tax Refunds	\$ _____	\$ _____	\$ _____

_____ \$ _____		
10. IRA/Keogh/Annuity	\$ _____	\$ _____
_____ \$ _____		
11. Retirement	\$ _____	\$ _____
_____ \$ _____		
12. Retirement	\$ _____	\$ _____
_____ \$ _____		
13. Other Total Assets	\$ _____	\$ _____
_____ \$ _____		
Total Assets	\$ _____	\$ _____
_____ \$ _____		

LIABILITIES	(Mo/Pmt)	Value:	Husband
: Wife:			
1. _____	\$ ( _____)	\$ _____	\$ _____
_____ \$ _____			
2. _____	\$ ( _____)	\$ _____	\$ _____
_____ \$ _____			
3. _____	\$ ( _____)	\$ _____	\$ _____
_____ \$ _____			
4. _____	\$ ( _____)	\$ _____	\$ _____
_____ \$ _____			
5. _____	\$ ( _____)	\$ _____	\$ _____
_____ \$ _____			
6. _____	\$ ( _____)	\$ _____	\$ _____
_____ \$ _____			
7. _____	\$ ( _____)	\$ _____	\$ _____
_____ \$ _____			
8. _____	\$ ( _____)	\$ _____	\$ _____
_____ \$ _____			
9. _____	\$ ( _____)	\$ _____	\$ _____
_____ \$ _____			
10. _____	\$ ( _____)	\$ _____	\$ _____
_____ \$ _____			
11. _____	\$ ( _____)	\$ _____	\$ _____
_____ \$ _____			
12. _____	\$ ( _____)	\$ _____	\$ _____
_____ \$ _____			
13. _____	\$ ( _____)	\$ _____	\$ _____
_____ \$ _____			
14. Tax Liab.	\$ ( _____)	\$ _____	\$ _____
_____ \$ _____			
Total Liabilities:		\$ _____	\$ _____
_____ \$ _____			

ESTIMATED NET ASSETS:	\$ _____	\$ _____
_____ \$ _____		
Equalization of Assets:	\$ _____	\$ _____
_____ \$ _____		
<b>EQUAL ASSETS:</b>	\$ _____	\$ _____
_____ \$ _____		

**LR3-Form 3.53.**

**SCHEDULE C**

**[PETITIONER] [RESPONDENT]'S SEPARATE  
PROPERTY & LIABILITIES SCHEDULE**

**ASSETS:**

	Wife	Husband
1. Checking & Savings Accounts:		
a.	_____ Bk, Ck. # _____ _____ \$ _____	\$ _____
b.	_____ Bk, Sav. # _____ _____ \$ _____	\$ _____
c.	_____ CD # _____ _____ \$ _____	\$ _____
d.	_____ Cr Un # _____ _____ \$ _____	\$ _____
2. Bonds/Stocks:		
a.	_____ Sh. _____ _____ \$ _____	\$ _____
b.	_____ Sh. _____ _____ \$ _____	\$ _____
3. Insurance: [Face Amount] [Cash Value]		
a.	_____ # _____ \$ _____ \$ _____ Loan Balance \$ _____ _____ \$ _____	\$ _____
b.	_____ # _____ \$ _____ \$ _____ Loan Balance \$ _____ _____ \$ _____	\$ _____

4. Household Furniture/Goods \$  
\_\_\_\_\_ \$ \_\_\_\_\_

5. Real Estate: [Present Value]  
a. \_\_\_\_\_ \$ \_\_\_\_\_  
Mortgage (\$/mo.) \$ \_\_\_\_\_  
REC (\$/mo.) \$ \_\_\_\_\_ \$  
\_\_\_\_\_ \$ \_\_\_\_\_  
b. \_\_\_\_\_ \$ \_\_\_\_\_  
Mortgage (\$/mo.) \$ \_\_\_\_\_  
REC (\$/mo.) \$ \_\_\_\_\_ \$  
\_\_\_\_\_ \$ \_\_\_\_\_

6. Vehicles:  
a. \_\_\_\_\_ \$  
\_\_\_\_\_ \$ \_\_\_\_\_  
b. \_\_\_\_\_ \$  
\_\_\_\_\_ \$ \_\_\_\_\_

7. Other:  
a. \_\_\_\_\_ \$  
\_\_\_\_\_ \$ \_\_\_\_\_  
b. \_\_\_\_\_ \$  
\_\_\_\_\_ \$ \_\_\_\_\_  
c. \_\_\_\_\_ \$  
\_\_\_\_\_ \$ \_\_\_\_\_  
d. \_\_\_\_\_ \$  
\_\_\_\_\_ \$ \_\_\_\_\_  
Total Separate Assets: \$  
\_\_\_\_\_ \$ \_\_\_\_\_

LIABILITIES:  
a. \_\_\_\_\_ \$  
\_\_\_\_\_ \$ \_\_\_\_\_  
b. \_\_\_\_\_ \$  
\_\_\_\_\_ \$ \_\_\_\_\_  
c. \_\_\_\_\_ \$  
\_\_\_\_\_ \$ \_\_\_\_\_  
d. \_\_\_\_\_ \$  
\_\_\_\_\_ \$ \_\_\_\_\_  
Total Separate Liabilities: \$  
\_\_\_\_\_ \$ \_\_\_\_\_

NET SEPARATE PROPERTY: \$  
\_\_\_\_\_ \$ \_\_\_\_\_



**LR3-Form 3.54.**

**SCHEDULE D**

**[PETITIONER] [RESPONDENT]'S MONTHLY INCOME & EXPENSES**

		INCOME
1. Gross Monthly Employment Income	\$ _____	
Deductions:		
Federal Withholding [Single/Married, _____ exemptions]		\$ _____
_____ State Withholding		\$ _____
_____ FICA		\$ _____
_____ Medical Insurance for Child(ren)		\$ _____
_____ Total Deductions		\$ _____
Net Monthly Employment Income	\$ _____	
2. Other Income:		
a. Child Support		\$ _____
_____ b. Alimony		\$ _____
_____ c. Other [Specify]		\$ _____
_____ Total Other Income	\$ _____	
TOTAL MONTHLY INCOME	\$ _____	

		EXPENSE
S		
1. Child Support/Alimony		\$ _____
_____ 2. Residence: Rent/Mortgage		\$ _____
_____ Taxes		\$ _____
_____ Insurance		\$ _____

_____	Maintenance & Repairs		\$
_____	Utilities - Gas		\$
_____	Water/Refuse		\$
_____	Electricity		\$
_____	Telephone		\$
_____	Other		\$
_____	Total Residence		
Expense		\$ _____	
3. Vehicle:			
_____	Payment		\$
_____	Gasoline		\$
_____	Maintenance & Repairs		\$
_____	Insurance/License		\$
	(Per year - \$ _____)		
_____	Total Vehicle		
Expense		\$ _____	
4. Food: Groceries & Household			
_____	Supplies		\$
_____	Meals Out		\$
_____	School Lunches		\$
_____	Total Food		
Expense		\$ _____	
5. Clothing:			
_____	Yours		\$
_____	Child(ren)		\$
_____	Cleaning		\$
_____	Total Clothing		
Expense		\$ _____	
6. Medical: Insurance Premiums			
_____	[Yours]		\$

_____	Not Covered by Insurance & Deductible		\$
_____	Dental		\$
_____	Prescriptions		\$
_____	Counseling/Therapy		\$
_____	Total Medical Expense	\$ _____	
	7. Life Insurance: Yours		\$
_____	Child(ren)		\$
_____	Total Life Insurance Expense	\$ _____	
	TOTAL MONTHLY EXPENSES	\$ _____	

**ANNOTATIONS**

**Cross-references.** - For child support guidelines, see 40-4-11.1 NMSA 1978.

**LR3-Form 3.55.**

**SCHEDULE E**

**[PETITIONER] [RESPONDENT]'S BASIC VISITATION**

**MONTHLY CHILD SUPPORT SCHEDULE**

**(Per Worksheet & Table A of Child Support Guidelines)**

	Custodial Parent	Other Parent
Combined		
1. Gross Monthly Income	\$ _____	\$ _____
_____		
2. Percentage of Combined Income	_____ %	_____ %
% 100%		
3. Number of Children: _____		
4. Basic Child Support From Table A	\$ _____	

5. Child(ren)'s Health/Dental Insurance Premium	\$ _____	\$ _____
_____ \$ _____		
6. Work-Related Child Care	\$ _____	\$ _____
_____ \$ _____		
7. Total Support		\$ _____
_____		
8. Each Parent's Obligation	\$ _____	\$ _____
_____		
9. Total of Lines 5 & 6	\$ _____	\$ _____
_____		
10. Each Parent's Obligation	\$ _____	\$ _____
_____		
11. _____ pays		
_____ \$ _____ per		
month.		
12. Extraordinary Expenses Allocation:		
a. Medical, therapy, orthodontic, dental & eye care	_____ %	_____ %
b. Private Schooling	_____ %	_____ %
c. Other	_____ %	_____ %
_____ %		

**ANNOTATIONS**

**Cross-references.** - For child support guidelines, see 40-4-11.1 NMSA 1978.

**LR3-Form 3.56.**

**SCHEDULE F**

**[PETITIONER] [RESPONDENT]'S SHARED RESPONSIBILITY**

**MONTHLY CHILD SUPPORT SCHEDULE**

**(Per Worksheet & Table B of Child Support Guidelines)**

	Father	Mother
Combined		
<b>Part I - Basic Support</b>		
1. Gross Monthly Income	\$ _____	\$ _____
_____ \$ _____		
2. Percentage of Combined Income	_____ %	_____ %
% 100%		
3. Number of Children: _____		

4. Basic Support From Table			
B		\$ _____	
5. Each Parent's Share (Line 4 x each parent's Line 2)		\$ _____	\$ _____
6. Each Parent's Time of Care for Child(ren)	_____ %		_____ %
7. Amount Retained (Line 5 x Line 6 for each parent)		\$ _____	\$ _____
8. Each Parent's Obligation		\$ _____	\$ _____
9. Amount Transferred			\$ _____

**Part II - Additional Payments**

10. Child(ren)'s Health/Dental Insurance Premiums		\$ _____	\$ _____
_____ \$ _____			
11. Work Related Child Care		\$ _____	\$ _____
_____ \$ _____			
12. Total Additional Payments		\$ _____	\$ _____
_____ \$ _____			
13. Each Parent's Obligation		\$ _____	\$ _____
14. Amount Transferred			\$ _____

**Part III - Net Amount Transferred**

15. Line 9	\$ _____
16. Line 14	\$ _____
17. _____ pays _____ each month	\$ _____

**Part IV - Allocation of Extraordinary Expenses**

18. Medical, therapy, orthodontic, dental & eye care	_____ %	_____ %
19. Private Schooling	_____ %	_____ %
20. Other	_____ %	_____ %
%		

**ANNOTATIONS**

**Cross-references.** - For child support guidelines, see 40-4-11.1 NMSA 1978.

**PARENTING PLAN**

**LR3-Form 3.60.**

THIRD JUDICIAL DISTRICT COURT

COUNTY OF DONA ANA

STATE OF NEW MEXICO

Petitioner,	)	
	)	
vs.	)	No. _____
	)	
Respondent.	)	Judge _____
	)	

**PARENTING PLAN DEVELOPED AND AGREED TO BY**

\_\_\_\_\_ and  
\_\_\_\_\_

FOR THEIR CHILDREN

1. **Child(ren) Involved:** Our Child(ren)'s name(s) and date(s) of birth is/are as follows:

<b>Name</b>
<b>Date of Birth</b>
_____
_____
_____
_____
_____
_____
_____

2. **Primary Physical Custody:** We have agreed that the child(ren) shall be in the primary physical custody of the [mother] [father] (hereinafter sometimes referred to as the custodial parent) with the [father] [mother] (hereinafter sometimes referred to as the non-custodial parent) having periods of responsibility as set forth herein.

3. **Legal Custody:** The parties shall have joint custody of the child(ren), with significant periods of responsibility

allocated to each parent in accordance with the terms of this Parenting Plan and with authority and responsibility for making major decisions in the child(ren)'s best interests as set out herein. We agree to share joint legal custody of our child(ren); that is, neither of us will unilaterally make a major change affecting our child(ren) in the areas of religion, residence, non-emergency medical or dental care, education or major recreational activities. Before such a decision is made, we will discuss the matter, and both of us must agree. If we cannot agree, our disagreement will be resolved by the methods chosen in Paragraph 17, below. Until agreement or resolution, no change will be made. This agreement shall set forth the authority and responsibility for making major decisions in the child(ren)'s best interest as set out herein. Except as otherwise specified herein, we shall have joint responsibility and authority for the major decisions affecting the child(ren)'s health, medical and dental treatment, education, religious activities, recreational activities and residence. Neither of us shall implement a decision which constitutes a major change in any of the child(ren)'s lives with respect to these designated areas without consultation with the other parent.

4. **Contact With Non-Custodial Parent:** The custodial parent shall encourage and support frequent contact between the non-custodial parent and the child(ren). When a parent does not have the child(ren) in their care, such parent is entitled to keep in touch with the child(ren). Both parents have the right to contact the child(ren) by mail as frequently as they desire without interference or supervision of correspondence by the other parent. Both parents shall also be entitled to telephone the child(ren) at any and all reasonable times, at their own expense, from 8:00 a.m. until 8:00 p.m. or the time of the child(ren)'s regularly scheduled bedtime hour. Such telephone conversations shall not be monitored or supervised by the other parent.

5. **The Child(ren)'s Wishes:** We agree that our child(ren)'s wishes should and must be considered when we make decisions about the child(ren). How much weight we will give a child's wishes will depend on the age of the child and the nature of the decision. We will not ask a child to choose between us, and we will not burden a child with any decision that is inappropriate for his/her age and development.

6. **General Care:**

a. The child(ren) shall generally be in [mother]'s

[father]'s care. (S)He will ensure the child(ren) have adequate food, clothing, shelter, medical care and attend school regularly. The non-custodial parent shall ensure that the child(ren) have adequate food, clothing, shelter, medical care and attend school during visitation periods.

b. Each parent shall be responsible for the day-to-day care and control of the child(ren) during those periods in which the child(ren) are physically within such parent's household.

c. The custodial parent shall arrange for day care for the child(ren) during her/his working hours with a private caretaker or licensed day care center. No relative shall supervise the child(ren)'s care on a regular day-to-day basis.

7. **Time Sharing:** We will share time with the child(ren) as we agree from time to time. In the event we cannot agree, the schedule will be as follows: (Note: It is often preferable to have a flexible arrangement, as you agree on a day-by-day basis. You must, however, have a specific plan which is to be followed if or when a disagreement occurs.)

a. **Weekdays:**

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

b. **Weekends:**

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

Weekends begin at \_\_\_\_\_ (a.m.) (p.m.) (Friday) (Saturday) and end at \_\_\_\_\_ (a.m.) (p.m.) (Sunday) (Monday), unless Monday is a legal holiday, in which case the weekend ends at \_\_\_\_\_ (a.m.) (p.m.) (Monday) (Tuesday).

(Optional): We have attached a calendar for the year 19\_\_\_\_\_, to this plan, and have marked in red the days the child(ren) will spend with mother and blue the days the child(ren) will spend with father. "Days" begin at \_\_\_\_\_ (a.m.) (p.m.) and end at \_\_\_\_\_ .m.

c. **Vacations/Summer:** Each parent will have uninterrupted



time with the child(ren) for \_\_\_\_\_ weeks each (year) (summer), if that parent gives the other at least \_\_\_\_\_ days notice.

(Option for young children): Until the (youngest) child reaches age \_\_\_\_\_, uninterrupted vacation/summer time with each parent is limited to \_\_\_\_\_ week(s). Between the ages of \_\_\_\_\_ and \_\_\_\_\_, that time shall be \_\_\_\_\_ weeks; after reaching age \_\_\_\_\_, summer/vacation time will be \_\_\_\_\_ weeks.

d. **Holidays:** Regardless of the day of the week, the child(ren) will spend:

(1) Mother's Day and mother's birthday with mother;

(2) Father's Day and father's birthday with father;

(3) Child(ren)'s birthday with \_\_\_\_\_ in even-numbered years and with \_\_\_\_\_ in odd-numbered years.

(4) The child(ren) will spend Thanksgiving from \_\_\_\_\_ until \_\_\_\_\_ with \_\_\_\_\_ in even-numbered years and with \_\_\_\_\_ in odd-numbered years.

(5) The child(ren) will spend the school-scheduled Spring Break with \_\_\_\_\_ in even-numbered years and with \_\_\_\_\_ in odd-numbered years.

(6) The child(ren) will spend the first half of the Christmas school holiday with \_\_\_\_\_ in even-numbered years and with \_\_\_\_\_ in odd-numbered years while the last half of the Christmas school holiday will be spent the reverse of the first half.

e. **Telephone and Mail:** We agree that the child(ren) have the right to place phone calls to and receive phone calls from the absent parent, and to send and receive letters and packages, without interference from the other parent.

f. **Changes:** Each of us may ask the other for exceptions to this schedule from time to time, but we understand that the other parent has the right to say "no", and we will not argue about it nor criticize the other parent's decision to the child(ren).

g. **Missed Visits:** If any of the child(ren) are unable to

visit due to illness, special school events or the custodial parent's special family events, the custodial parent shall inform the non-custodial parent as soon as possible, generally one (1) week in advance of planned events. For each weekend missed outside of the non-custodial parent's control, (s)he shall be able to substitute another weekend for the missed one as soon as possible.

**h. Scheduled Activities:** If any of the child(ren) have school or recreational activities planned on weekends when visitation is scheduled with the non-custodial parent, (s)he shall take the child involved, or make arrangements for said child to attend or participate in such activities during the visit. The non-custodial parent should be notified in advance of such weekend activities whenever possible.

**i. Transportation:** We will divide the responsibility for getting the child(ren) to and from each other's house, day care, school, etc., as follows:

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The parent receiving the child(ren) shall make arrangements for transportation to such parent's location during reasonable hours. Transportation arrangements shall be communicated to the other parent within a reasonable time prior to the visit, generally, one week in advance if possible.

**8. Trial Period or Permanent Plan: (Check One)**

We have not yet tried this time sharing schedule, so we agree that we will review this plan in \_\_\_\_\_ days, and at that time we will make any changes we agree on. If we cannot agree on changes, we will resolve our dispute by using the method set forth in Paragraph 17, below. If we litigate, a "material change in circumstances" will not have to be proved in order to change this schedule.

[or]

We have already tried this time sharing schedule, and we intend it to be fairly permanent. We recognize, however, that as our child(ren) grow(s) and our own lives change, it may be necessary to change the schedule from time to time. This would be a major change that we have to discuss and agree on, and, if

necessary, we will follow the dispute resolution procedures set forth in Paragraph 17, below.

9. **The Status Quo - What We Now Have:**

a. Residence: \_\_\_\_\_  
\_\_\_\_\_  
(City and State Only)

b. Religion: \_\_\_\_\_  
\_\_\_\_\_

c. Doctor: Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

d. Dentist: Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

e. School: Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

f. Child Care: Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

g. Major Recreational Activities (Activities and Schedule):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

h. Other:

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10. **Grandparents and other relatives:** We agree that the child(ren)'s relationship(s) with grandparents and other extended family members are important, and that it is beneficial for the child(ren) to spend time with our extended families as long as the members of those families do not try to alienate the child(ren) from one of us. In order to encourage the continuation of good relationships between our extended families and the child(ren), we agree to the following extended family visitation and communication:

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The child(ren)'s grandparents shall have reasonable rights of visitation. Normally, the paternal grandparent's visitation shall be expected to occur during the father's period of responsibility and the maternal grandparent's visitation shall be expected to occur during the mother's period of responsibility. If additional visitation with the grandparents is requested, the parties shall mutually agree to any additional visitation.

11. **Step-Parents, step-children, step-siblings, etc.:** We agree that deep and important relationships between step-relatives can develop, and that it would not be in our child(ren)'s best interests to cut off those relationships. We therefore agree on the following visitation and communication for step-relatives:

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12. **Medical decisions:**

a. We agree that in case of a medical emergency the parent with that period of responsibility will contact the other parent concerning treatment of the child, if possible. If the absent parent cannot be reached, any decision for emergency medical

treatment will be made in the best interest of the child by the available parent.

b. Elective medical and dental treatment, other than routine medical and dental treatment, such as regularly required vaccinations and checkups, shall require the consent of both parents.

c. The parties agree that medical treatment shall be by a licensed physician, osteopath, chiropractor or other recognized health care provider. Any dental work including orthodontia or periodontal work shall be done by a licensed dentist.

d. Both parents shall have full access to all medical and dental records and to health care providers.

13. **Change of residence:**

a. Both parents presently intend to continue to live in the same city.

b. We agree that neither of us will remove, cause to be removed, or permit removal of the child(ren) from the State of New Mexico, except for temporary visits which do not interfere with the time sharing schedule, without the written consent of the other parent, or resolution of the dispute by the method set forth in Paragraph 17, below.

c. If either parent plans to change their current home city or state of residence such parent shall provide to the other parent thirty (30) days notice in writing stating the date and destination of move. As soon as possible thereafter, the moving parent shall provide an address and phone number where the child(ren) may send correspondence or call.

(Option) - It is understood by the parties that the parents shall not be living in the same city and so frequent, personal contact between the Non-Custodial parent and the child(ren) shall not be possible and shall probably be limited to the visitation periods specified herein. In addition to the specified visitation, the non-custodial parent shall be entitled to visit with the child(ren) whenever (s)he is in the same town where the custodial parent and child(ren) are living as long as (s)he gives at least seventy-two (72) hours' advance notice of the visit and said visit does not interfere with previously arranged school plans. In addition, whenever the custodial parent and the child(ren) visit or are in the same town in which

the non-custodial parent is living, the custodial parent shall notify the non-custodial parent at least seventy-two (72) hours in advance and the non-custodial parent shall be entitled to visit with the child(ren) while they are in the area.

14. **Educational decisions:**

a. Changes in educational environments or programs shall require the consent of both parents. Each parent shall have complete access to the child(ren)'s school records and shall be entitled to participate in conferences with the child(ren)'s teachers and supervisors.

b. The child(ren) shall continue to attend the school or schools in which they are currently enrolled. The child(ren) shall be placed in programs appropriate for their needs based upon recommendations by the school counselors, teachers, advisors and agreement by both parents.

c. School districts shall not be changed unless necessitated by a move or agreement of both the parents.

d. Both parents shall have complete access to the child(ren)'s school records and shall be entitled to participate in conferences with the child(ren)'s teachers and supervisors. The custodial parent shall forward to the non-custodial parent copies of the child(ren)'s report cards and any matters regarding the child(ren)'s educational progress.

15. **Religious decisions:**

a. Each parent shall be entitled to attend religious services with the child(ren) during the parent's period of responsibility, provided that the other parent must be consulted and agree to any denominational changes.

[or]

b. Each parent shall be entitled to take the child(ren) to the religious services they attend. No denominational changes shall be made without mutual consent or otherwise resolved.

c. Both parents shall notify the other of any significant ceremonial event of the child(ren) and both parents shall be entitled to attend.

16. **Recreational activities, school activities and public**

**activities:**

a. Major changes in the child(ren)'s recreational activities, such as enrolling a child in a series of recreational lessons, shall require the consent of both parents, and the parents shall not withhold consent arbitrarily or capriciously.

b. The child(ren) shall continue in the recreational activities in which they are currently participating. They shall be entitled to participate in any recreational activities sponsored by the school which they are attending. Recreational activities shall expand as the child(ren)'s interest develop. The parents shall take into account the child(ren)'s expressed preferences for recreational activities. Unless the activity is dangerous or unusual (any sports or recreational activities sponsored by the child(ren)'s school shall not be considered to fall within this category), the custodial parent may enroll the child(ren) without the other parent's consent, but shall inform the other parent of the activity. It is understood that the child(ren) may participate in programs such as soccer, baseball, gymnastics, softball, volleyball, tennis, swimming and diving, etc.

c. Each parent shall have the right to attend and/or participate in the child(ren)'s school and other recreational activities, and each parent shall advise the other of such events that come to his or her attention.

17. **Dispute resolution:**

a. Disputes concerning interpretation or application of this Parenting Plan and/or failure of the parents to reach agreement when required under the provisions hereof shall be resolved in accordance with this section. While a dispute is being resolved, neither parent shall alter the status quo.

b. In the event that a problem arises in which an immediate agreement cannot be reached, the parents shall set aside a portion of time in which to discuss the matter, either in person or by telephone without distractions and without the child(ren) being present. Issues other than the specific problem at hand shall not be discussed at that time. The parents shall attempt in good faith to resolve their differences and reach an agreement. Each parent agrees to keep in mind what is in the best interests of the child(ren) and to take the child(ren)'s wishes and desires into account.

c. Written proposals: [ ] (Optional - Please initial if desired.) We agree that if either of us wishes to permanently change the time-sharing plan (Section 7) or one or more aspects of the status quo (Section 9), the one who wishes the change will give to the other a written change proposal which will include what (s)he wants to change and why, and which will provide enough information so the other will be able to investigate. For example, the change proposal will include necessary names, addresses and phone numbers, and a reasonable time limit for responding.

We agree that the parent who receives the change proposal will investigate the proposed change and will respond in a reasonable time, in writing. If one of us does not agree to the proposed change, (s)he must say why and, when appropriate, make a counter proposal, also in writing.

[and/or]

d. **Oral discussion:** [ ] We will discuss all major changes in the child(ren)'s life/lives in order to try to reach agreement.

e. If we cannot agree to the proposed change, we agree that no change will be made until we:

[ ] participate in couple and/or family counseling to try to reach agreement (Optional: with \_\_\_\_\_ - \_\_\_\_\_ as counselor);

[and/or]

[ ] participate in conciliation or mediation to try to reach agreement (Optional: with \_\_\_\_\_ as mediator);

[and/or]

[ ] submit the matter to \_\_\_\_\_ for arbitration (Note: parents must obtain the consent of the proposed arbitrator in order to choose this option). We agree that the arbitrator's decision [ ] will be binding, or [ ] is not permanently binding, but will be followed by us until and unless the Court orders otherwise.

[and/or]

[ ] allocate ultimate responsibility to (state mother or father):

\_\_\_\_\_ for religious decisions

\_\_\_\_\_ for residence decisions



\_\_\_\_\_ for medical decisions  
\_\_\_\_\_ for education decisions  
\_\_\_\_\_ for recreation decisions; or

[and/or]

[ ] submit the matter to the District Court, which may refer the matter to a special master, or which may terminate joint custody, among other resolutions.

We will pay any cost involved in our method of dispute resolution (except litigation) as follows: \_\_\_\_\_% paid by mother; \_\_\_\_\_% paid by father. We agree that we will use the above methods of dispute resolution and neither parent will withhold financial support or access to the child(ren) before, during or after dispute resolution.

NOTE TO PARENTS: If more than one method of dispute resolution is desired, number the choices in order (#1 for first method to be used, #2 for second method, etc.)

**18. General:**

- a. We both agree to be actively involved in the major decisions and legal responsibilities of our child(ren).
- b. We agree to communicate and be flexible about the needs of the child(ren), especially as those needs change due to a child's growth and development.
- c. We agree to each be supportive of the child(ren)'s relationship with the other parent and positive about that relationship. Each of us will give permission to the child(ren) to enjoy the relationship with the other parent and neither of us will interfere with the parent-child relationship with the other.
- d. We agree that neither of us will align the child(ren) with him or her against the other parent or the other parent's family.
- e. The parents shall foster a positive relationship between the other parent and the child(ren). Both parents agree to refrain from making negative or derogatory comments about the absent parent. Neither parent shall discuss disputes regarding property matters, support payments or other issues with the child(ren) or in their presence. The parents shall not use the child(ren) as intermediaries in transmitting money, documents or messages.
- f. We agree that each of us is responsible to learn for him(her)self the child(ren)'s school functions, parent/teacher meetings and recreational activities. In other words, neither of us is responsible to inform the other of such matters.
- g. We agree that this Parenting Plan shall continue in force and effect until modified by order of a court of competent jurisdiction or until modified by written agreement.

\_\_\_\_\_  
Mother

\_\_\_\_\_  
Father  
STATE OF NEW MEXICO )  
) ss  
COUNTY OF DONA ANA )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_, by \_\_\_\_\_, Mother.

\_\_\_\_\_  
Notary Public  
My Commission Expires:

STATE OF NEW MEXICO )

) ss

COUNTY OF DONA ANA )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_, by \_\_\_\_\_, Father.

Notary Public

My Commission Expires:

NOTE: This form may include provisions that the parents may not want. This is just a suggested plan. The only provision that is legally required is time-sharing (See Section 7). That is, the parents must specify when the child(ren) are to be with each parent, in the event a disagreement arises.

If the parents do not wish a particular provision, just cross it out and initial where you crossed it out.

This parenting plan has not been approved by any New Mexico appellate court. There have been no appellate cases involving such parenting plans as yet and there may not be for many years. It is possible that some provisions may, in the future, be found invalid, but we decided it was important to help parents and lawyers by providing a suggested plan now. Suggestions for improvement are welcome. Mail to Domestic Relations Clerk, 151 North Church Street, Las Cruces, N.M. 88001.

**IV.**

**CRIMINAL MATTERS**

**[None]**

**V.**

**CASE CONTROL**

**LR3-Form 5.10.**

THIRD JUDICIAL DISTRICT COURT

COUNTY OF DONA ANA

STATE OF NEW MEXICO

Plaintiff/Petitioner, )

)

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

vs. )

)

Judge \_\_\_\_\_

)

)

Defendant/Respondent. )

REQUEST FOR SETTING

Jury - [ ] 6 [ ] 12 [ ] Non-Jury

SPECIFIC MATTERS TO BE HEARD

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Time Required

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ATTORNEY REQUESTING SETTING CERTIFIES THAT THE  
CASE IS READY FOR TRIAL

[Applicable when request is for trial]

Requested by \_\_\_\_\_  
 Attorney for \_\_\_\_\_  
 Names, addresses and telephone numbers of all counsel or  
 parties entitled to receive notice: [Continue on separate sheet  
 if necessary] -  
     (Law Firm's Name)  
     (Telephone Number)  
     (Address)  
 By \_\_\_\_\_  
     (Attorney Involved)

**LR3-Form 5.11.**

THIRD JUDICIAL DISTRICT COURT

COUNTY OF DONA ANA  
STATE OF NEW MEXICO

)  
 Plaintiff, )  
 ) No. \_\_\_\_\_  
 vs. )  
 ) Judge \_\_\_\_\_  
 )  
 Defendant. )  
 )

ATTORNEY'S CERTIFICATE OF REOPEN STATUS

Any pleading or document filed after final disposition that requires a hearing or judicial determination reopens the case.

1. Is this case currently closed? [ ] Yes [ ] No
2. Is this matter reopening the case? [ ] Yes [ ] No  
If so, on what issue?

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(Law Firm's Name)

(Telephone Number)

(Address)

By \_\_\_\_\_

(Attorney Involved)

Attorney for (Plaintiff/Defendant)

[Certificate of Service, if appropriate]

**VI.**

**JURY MATTERS**

**[None]**

**VII.**

**ALTERNATIVE DISPUTE RESOLUTION**

**LR3-Form 7.10.**

**REQUEST FOR SETTLEMENT**

**CONFERENCE**

Note: Requests should be made by completing the following form and sending it to:

Settlement Coordinator

Alternative Dispute Resolution

Third Judicial District Court

Dona Ana County Judicial Complex

151 North Church Street

Las Cruces, New Mexico 88001

Please do not send requests directly to the assigned judge,  
the Chief Judge and/or the District Court Clerk.

REQUIRED INFORMATION

Your Name - \_\_\_\_\_

Case Number - \_\_\_\_\_

Case Caption - \_\_\_\_\_

Assigned Judge - \_\_\_\_\_

Estimated time required for settlement conference -  
\_\_\_\_\_

Whether the opposing party knows that you are requesting a  
Settlement Conference. [Note: Disclosure is not required.] -  
\_\_\_\_\_

Whether the opposing party agrees that a settlement conference  
is appropriate. -  
\_\_\_\_\_

The names of all counsel and pro se parties entitled to  
notice, and the names of any other persons that you think should  
be present at the Settlement Conference. List name, law firm,  
address, city, state, zip code, telephone number and role (e.g.,  
attorney for Petitioner, witness for Respondent). -  
\_\_\_\_\_  
\_\_\_\_\_

For Domestic Relations Cases, also include the following  
information:

Estimated Value of Community Property -  
\_\_\_\_\_

Number & Ages of Children Involved -  
\_\_\_\_\_  
\_\_\_\_\_

---

Indicate All Applicable Settlement Issues -

- Property Characterization Valuation  Property Valuation
- Property Division  Debts
- Alimony  Child Support
- Custody/Timesharing describe.) -  Other (Please describe.) -
- 

- Type of Facilitator or Facilitator Team That Would Be Most Beneficial -
- Judge  Judge/Trained Mediator  Lawyer/Lawyer
- Lawyer/Psychologist  Other (Please describe.) -
- 

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**LR3-Form 7.11.**

THIRD JUDICIAL DISTRICT COURT

COUNTY OF DONA ANA

STATE OF NEW MEXICO

)  
)  
Plaintiff, )  
) No. \_\_\_\_\_  
vs. )  
) Judge \_\_\_\_\_  
)  
Defendant. )

ORDER OF REFERRAL TO SETTLEMENT FACILITATION

The above-captioned and numbered case is hereby referred to Settlement

Facilitation. The assigned Settlement Facilitator is:

\_\_\_\_\_

All counsel and pro se parties shall contact the Settlement Facilitator to arrange a telephone conference for the purpose of scheduling a Settlement Conference. The telephone conference shall take place no later than \_\_\_\_\_, 19\_\_\_\_\_. The Settlement Conference shall be scheduled:

[ ] as part of Settlement Week, \_\_\_\_\_ through \_\_\_\_\_, 19\_\_\_\_\_.

[ ] as soon as possible at the discretion of the Settlement Facilitator.

The information required by the Court's Settlement Conference Information Sheet shall be furnished by all counsel and pro se parties and provided to the Settlement Facilitator no later than \_\_\_\_\_, 19\_\_\_\_\_. The completed Information Sheet shall not be filed with the Court nor in any way be made a part of the Court record, but shall be exchanged with opposing counsel and pro se parties.

The attorneys who will be trying the case and each party or the party's representative having actual and realistic authority to compromise or settle the issues (including, but not limited to, insurance company representatives and guardians ad litem) shall attend the Settlement Conference in person and shall be present during the entire conference.

\_\_\_\_\_  
District Judge

Copies: Settlement Facilitator  
[All counsel and *pro se* parties]  
1.  
2.  
3.

**LR3-Form 7.12.**

SETTLEMENT CONFERENCE INFORMATION SHEET

Settlement Facilitator - \_\_\_\_\_

\_\_\_\_\_  
Name of Case - \_\_\_\_\_

\_\_\_\_\_  
Cause No. - \_\_\_\_\_

\_\_\_\_\_  
Assigned Judge - \_\_\_\_\_

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

Name - \_\_\_\_\_

\_\_\_\_\_

Telephone No. -

---

Address -

Party Represented:

Name -

---

Party Designation - [ ] Plaintiff(s) [ ]  
Defendant(s)  
[ ] Other (State Designation)

---

#### Information to Be Provided to Settlement Facilitator

On or before the date set forth in the Order of Referral to Settlement Facilitation, the following information should be provided to the assigned settlement facilitator:

1. Short description of the case.
2. Description of the relief that you are seeking.
3. Statement of the factual issues that need to be resolved.
4. List of any pending motions.
5. Statement as to whether discovery has been completed or not and, if not, what discovery remains to be completed.
6. An estimate of costs and attorney's fees through trial.
7. Last offer that has been made to opposing counsel.
8. Any other suggestion or information which you feel would be helpful to the settlement facilitator.

The Judges of the Third Judicial District Court have directed that the following persons shall attend and be present in person during the entire settlement conference:

1. Each party of record and each attorney of record who will be trying the case.
2. For each party, the person or persons who have actual or realistic authority to compromise and settle the issues (these shall include, but are not limited to insurance company representatives and guardians ad litem).

#### VIII.

#### LIBRARY

[None]

#### IX.

#### MISCELLANEOUS



**LR3-Form 9.10.**

STATEMENT FOR DEPOSIT OF WILL

The undersigned hereby requests that the Court Administrator of the Third Judicial District Court, Dona Ana County, New Mexico, accept for deposit the will accompanying this statement in accordance with Section 45-2-901 NMSA 1978.

My address and telephone number are as follows:

Address -

\_\_\_\_\_  
- \_\_\_\_\_

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

\_\_\_\_\_  
The name and address of a close relative who will always know my whereabouts is as follows:

Name -

\_\_\_\_\_  
- \_\_\_\_\_  
Address -

\_\_\_\_\_  
The names and addresses of people who have the right to receive the accompanying will, other than myself, are as follows:

Name -

\_\_\_\_\_  
- \_\_\_\_\_  
Address -

\_\_\_\_\_  
Name -

\_\_\_\_\_  
- \_\_\_\_\_  
Address -

Date: \_\_\_\_\_, 19\_\_\_\_.

\_\_\_\_\_  
Testator's(ix's) Signature

\_\_\_\_\_  
Testator's(ix's) Name

STATE OF NEW MEXICO )

) ss

COUNTY OF DONA ANA )

The foregoing instrument was acknowledged before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, by

\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires:

\_\_\_\_\_

[DOUBLE CLICK TO VIEW APPENDIX B](#)



## **ANNOTATIONS**

**Cross-references.** - For domestic relations mediation program, see 40-12-5 NMSA 1978.