

4-221. Certificate of service.

[For use with Metropolitan Court Rules 3-203, 3-204 and 3-205 NMRA]

CERTIFICATE OF SERVICE

I hereby certify that on this _____ day of _____, _____
this _____ (*insert paper served, such as "answer" or "notice"*)
was [mailed by United States first class mail, postage prepaid, and addressed to]

Name: _____
Address: _____
City, State _____
and zip code: _____
Telephone: _____

[faxed by _____ (*name of person who faxed document*) to
_____ (*name of recipient*) at _____ (*telephone number*). The
transmission was reported as complete. The time and date of the transmission was
_____ [a.m.] [p.m.] on _____ (*date*).]

[e-mailed to _____ (*name of party or attorney*) at
_____ (*electronic mail address of recipient*) upon agreement of the
party to accept electronic service. The transmission was reported as complete. The
time and date of the transmission was _____ [a.m.] [p.m.] on
_____ (*date*).]

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

Signature of person sending paper

Date of signature

USE NOTE

This form may be used in the metropolitan court to prepare a certificate or affidavit of service. Only the applicable parts should be used. See Rule 3-303 NMRA for service of papers after the complaint.

[As amended by Supreme Court Order No. 05-8300-005, effective March 21, 2005; by Supreme Court Order No. 09-8300-036, effective November 16, 2009.]