

4-221A. Party's certificate of service.

[For use by parties in the Magistrate Courts]

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 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 successful. The time and date of
the transmission was _____ [a.m.] [p.m.] on _____ (*date*).]

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

Signature of person sending paper

Date of signature

USE NOTES

This form may be used in the magistrate courts to prepare a certificate or
affidavit of service. Only the applicable parts should be used. See Rule 2-203 NMRA
for service of papers after the complaint.
[As adopted by Supreme Court Order No. 09-8300-036, effective November 16, 2009.]