

Rules of the District Court of the First Judicial District

Table of Corresponding Rules

Local Rules of the First Judicial District Court

The table below lists the former rule number and corresponding new number, and the new rule number and the corresponding former rule number prior to recompilation by Supreme Court Order No. 16-8300-015.

Former Rule No.	Corresponding New Rule No.	New Rule No.	Corresponding Former Rule No.
LR1-101	Withdrawn	LR1-101	LR1-102
LR1-102	Recomp. as LR1-101	LR1-102	LR1-203.1
LR1-103	Withdrawn	LR1-103	LR1-202
LR1-104	Withdrawn	LR1-104	LR1-211
LR1-201	Withdrawn	LR1-105	LR1-207
LR1-202	Recomp. as LR1-303	LR1-106	LR1-204
LR1-203	Recomp. as LR1-107	LR1-107	LR1-203
LR1-203.1	Recomp. as LR1-102	LR1-108	New
LR1-204	Recomp. as LR1-106	LR1-109	LR1-301
LR1-205	Withdrawn	LR1-110	New
LR1-206	Withdrawn	LR1-111	LR1-210
LR1-207	Recomp. as LR1-105	LR1-112	New
LR1-208	Withdrawn	LR1-113	LR1-310
LR1-209	Withdrawn	LR1-114	LR1-304
LR1-210	Recomp. as LR1-111	LR1-115	LR1-305
LR1-211	Recomp. as LR1-104	LR1-201	LR1-306
LR1-212	Withdrawn	LR1-202	LR1-303
LR1-301	Recomp. as LR1-109	LR1-203	LR1-309
LR1-302	Withdrawn	LR1-204	New
LR1-303	Recomp. as LR1-202	LR1-205	LR1-312
LR1-304	Recomp. as LR1-114	LR1-301	LR1-605
LR1-305	Recomp. as LR1-115	LR1-302	LR1-600
LR1-306	Recomp. as LR1-201	LR1-303	LR1-602
LR1-307	Withdrawn	LR1-304	LR1-601
LR1-308	Withdrawn	LR1-305	New
LR1-309	Recomp. as LR1-203	LR1-306	New
LR1-310	Recomp. as LR1-113	LR1-401	LR1-706

LR1-311	Withdrawn	LR1-402	LR1-710
LR1-312	Recomp. as LR1-205	LR1-403	LR1-709
LR1-401	Withdrawn	LR1-601	New
LR1-402	Withdrawn		
LR1-403	Withdrawn		
LR1-404	Withdrawn		
LR1-405	Withdrawn		
LR1-501	Withdrawn		
LR1-502	Withdrawn		
LR1-600	Recomp. as LR1-302		
LR1-601	Recomp. as LR1-304		
LR1-602	Recomp. as LR1-303		
LR1-603	Withdrawn		
LR1-604	Withdrawn		
LR1-605	Recomp. as LR1-301		
LR1-606	Withdrawn		
LR1-700	Withdrawn		
LR1-701	Deleted		
LR1-702	Deleted		
LR1-703	Deleted		
LR1-704	Withdrawn		
LR1-705	Deleted		
LR1-706	Recomp. as LR1-401		
LR1-707	Withdrawn		
LR1-708	Deleted		
LR1-709	Recomp. as LR1-403		
LR1-710	Recomp. as LR1-402		
LR1-711	Deleted		
LR1-712	Deleted		
LR1-Form A	Withdrawn		
LR1-Form B	Withdrawn		
LR1-Form C	Withdrawn		
LR1-Form D(1)	Withdrawn		
LR1-Form D(2)	Withdrawn		
LR1-Form H	Withdrawn		
LR1-Form J1	Withdrawn		

I. Rules Applicable to All Cases

LR1-101. Title and citation.

[Related Statewide Rule 1-001(D) NMRA]

A. **Title.** The following local rules of procedure for the First Judicial District Court shall be known as the "Local Rules of the First Judicial District Court."

B. **Citation.** These rules shall be cited by set and rule number of the New Mexico Rules Annotated, "NMRA," as in "Rule LR1-_____, NMRA."

[As amended, effective September 1, 1993; LR1-102 recompiled and amended as LR1-101 by Supreme Court Order No. 16-8300-015, effective for all cases pending or filed on or after December 31, 2016.]

ANNOTATIONS

Recompilations. — Pursuant to Supreme Court Order No. 16-8300-015, former LR1-102 NMRA was recompiled and amended as LR1-101 NMRA, effective December 31, 2016.

The 2016 amendment, approved by Supreme Court Order No. 16-8300-015, effective December 31, 2016, provided the proper citation form for the local rules of the First Judicial District Court; in the heading, after "Title", added "and citation"; after the heading, added new paragraph designation "A." and new paragraph heading "Title"; and added new Paragraph B.

LR1-102. Locations of principal offices.

A. **Santa Fe County.** Divisions I, II, III, IV, VI, VII, and VIII of the First Judicial District shall maintain their principal offices at the county seat of Santa Fe County.

B. **Rio Arriba County.** Division V of the First Judicial District shall maintain its principal office at the county seat of Rio Arriba County.

[Approved, effective January 1, 2003; LR1-203.1 recompiled and amended as LR1-102 by Supreme Court Order No. 16-8300-015, effective for all cases pending or filed on or after December 31, 2016.]

ANNOTATIONS

Recompilations. — Pursuant to Supreme Court Order No. 16-8300-015, former LR1-203.1 NMRA was recompiled and amended as LR1-102 NMRA, effective December 31, 2016.

The 2016 amendment, approved by Supreme Court Order No. 16-8300-015, effective December 31, 2016, in the heading, added “Locations of”; deleted “Division V of the First Judicial District shall maintain its principal office at the county seat of Rio Arriba County.”; added “A. Santa Fe County” and in Paragraph A added “and VIII”; and added Paragraph B.

LR1-103. Failure to comply.

[Related Statewide Rule 5-112 NMRA]

The failure to comply with the requirements of these rules may subject counsel and parties to sanctions.

[LR1-202 recompiled and amended as LR1-103 by Supreme Court Order No. 16-8300-015, effective for all cases pending or filed on or after December 31, 2016.]

ANNOTATIONS

Recompilations. — Pursuant to Supreme Court Order No. 16-8300-015, former LR1-202 NMRA was recompiled and amended as LR1-103 NMRA, effective December 31, 2016.

The 2016 amendment, approved by Supreme Court Order No. 16-8300-015, effective December 31, 2016, added subjected parties to sanctions for failure to comply with the local rules; added “[Related Statewide Rule 5-112 NMRA]”; and after “counsel”, added “and parties”.

LR1-104. Return check charge.

Any person submitting a check that is returned by a financial institution for insufficient funds shall be required to reimburse the court for all service charges.

[As amended, effective January 1, 1998; LR1-211 recompiled and amended as LR1-104 by Supreme Court Order No. 16-8300-015, effective for all cases pending or filed on or after December 31, 2016.]

ANNOTATIONS

Recompilations. — Pursuant to Supreme Court Order No. 16-8300-015, former LR1-211 NMRA was recompiled and amended as LR1-104 NMRA, effective December 31, 2016.

The 1997 amendment, effective January 1, 1998, substituted "Return check charge" for "Payment to the clerk of the court" in the rule heading.

The 2016 amendment, approved by Supreme Court Order No. 16-8300-015, effective December 31, 2016, removed the twenty-five dollar (\$25.00) fee for insufficient funds and required any person who submits a check that is returned for insufficient funds to reimburse the court for all service charges; and deleted "A twenty-five dollar (\$25.00) assessment shall be charged to any" and added "Any", and after "returned by a", deleted "bank" and added "financial institution for insufficient funds shall be required to reimburse the court for all service charges".

LR1-105. Control of court files.

[Related Statewide Statute NMSA 1978, § 34-6-28]

A. **Removal of files from clerk's office.** Court files shall not be removed from the office of the clerk of the court except by court personnel.

B. **Removal of files from courthouse.** Court files are not to be removed from the courthouse except by a judge or with the written approval of a judge.

[LR1-207 recompiled and amended as LR1-105 by Supreme Court Order No. 16-8300-015, effective for all cases pending or filed on or after December 31, 2016.]

ANNOTATIONS

Recompilations. — Pursuant to Supreme Court Order No. 16-8300-015, former LR1-207 NMRA was recompiled and amended as LR1-105 NMRA, effective December 31, 2016.

The 2016 amendment, approved by Supreme Court Order No. 16-8300-015, effective December 31, 2016, authorized judges to remove court files from the courthouse without written approval; added "A. Removal of files from clerk's office." and "B. Removal of files from courthouse."; and in Paragraph B, after "removed from the", deleted "judicial complex" and added "courthouse", and after "except", added "by a judge or".

LR1-106. Mode of attire.

[Related Statewide Rules 1-090 and 5-115 NMRA]

All attorneys, officers of the court, and other persons present in court must be dressed in a dignified manner at all times in court. No attire or dress so flamboyant, disheveled, or revealing as to create a distraction to the orderly conduct of court proceedings will be permitted.

[LR1-204 recompiled and amended as LR1-106 by Supreme Court Order No. 16-8300-015, effective for all cases pending or filed on or after December 31, 2016.]

ANNOTATIONS

Recompilations. — Pursuant to Supreme Court Order No. 16-8300-015, former LR1-204 NMRA was recompiled and amended as LR1-106 NMRA, effective December 31, 2016.

The 2016 amendment, approved by Supreme Court Order No. 16-8300-015, effective December 31, 2016, applied the dress code to any person present in the courtroom; and after “All attorneys”, deleted “and all”, and after “the court”, added “and other persons present in court”.

LR1-107. Assigned judge.

[Related Statewide Rules 1-088, 5-105, and 10-161 NMRA]

A. **Exclusivity.** Cases assigned to one judge shall not be heard by another judge except by consent of the judge to whom the case is assigned, except in those circumstances described in Paragraph B below.

B. **Unavailability of assigned judge.** Any judge of the district who has not been excused, or any judge from another district who is present in the county by designation, may hear any default matter, stipulated matter, emergency matter, guilty plea, or ex parte matter which may arise whenever the assigned judge is not available.

C. **Forum shopping prohibited.** If a matter or proposition has previously been submitted to another judge, an attorney or party shall disclose that fact to the judge to whom it is being submitted. A failure to inform the second or subsequent judge of the prior submission or submissions may be deemed contempt of court and punished accordingly.

[As amended, effective September 1, 1993; January 1, 1998; LR1-203 recompiled and amended as LR1-107 by Supreme Court Order No. 16-8300-015, effective for all cases pending or filed on or after December 31, 2016.]

ANNOTATIONS

Recompilations. — Pursuant to Supreme Court Order No. 16-8300-015, former LR1-203 NMRA was recompiled and amended as LR1-107 NMRA, effective December 31, 2016.

The 1997 amendment, effective January 1, 1998, added "divisions" in the rule heading, added Paragraph D, redesignated former Paragraph D as Paragraph E, and substituted "bearing" for "hearing" and added the last sentence in Paragraph E.

The 2016 amendment, approved by Supreme Court Order No. 16-8300-015, effective December 31, 2016, rewrote the rule to provide titles for each topic paragraph, and prohibited forum shopping; in the rule heading, deleted “Assignment of cases; divisions; consolidation” and added “Assigned judge.”; in Paragraph A, added the new paragraph title “Exclusivity.” and deleted “Subject to Rules 1-088 and 1-088.1 of the Rules of Civil Procedure for the District Courts, the chief judge of the district, in consultation with the other judges, shall determine the assignment and re-assignment of cases.”, added the language in former Paragraph B to Paragraph A, and changed “Paragraph C” to “Paragraph B”; redesignated former Paragraph C as Paragraph B; in Paragraph B, added “Unavailability of assigned judge.”, after “of the district”, added “who has not been excused”, and after “default matter”, added “stipulated matter”; deleted former Paragraphs D and E, which provided for the separate divisions within the court and consolidation of cases; and added new Paragraph C.

LR1-108. Assignment of consolidated cases.

[Related Statewide Rule 1-042 NMRA]

Motions to consolidate and cases consolidated for trial shall be heard by the judge assigned to the case bearing the lowest case number (the oldest case). All pleadings will be filed in the case with the lowest case number.

[Adopted by Supreme Court Order No. 16-8300-015, effective December 31, 2016.]

LR1-109. Certificates of service.

[Related Statewide Rules 1-005, 5-103, and 10-104 NMRA]

Other than the original complaint, all pleadings, motions, or other papers must bear a certificate of service which shall state the name, e-mail address, and address of each attorney or party on whom the pleading was served. If a pro se party does not have an email address, the party shall so indicate on the certificate of service.

[As amended, effective January 1, 1998; LR1-301 recompiled and amended as LR1-109 by Supreme Court Order No. 16-8300-015, effective December 31, 2016.]

ANNOTATIONS

Recompilations. — Pursuant to Supreme Court Order No. 16-8300-015, former LR1-301 NMRA was recompiled and amended as LR1-109 NMRA, effective December 31, 2016.

Cross references. — For form of pleadings, motions, or other papers, see Rule 1-100 NMRA.

For proof of service, see Rule 1-005F NMRA.

The 1997 amendment, effective January 1, 1998, inserted "together as one pleading" at the end of the first sentence in Paragraph A, and made a stylistic change in Paragraph C.

The 2016 amendment, approved by Supreme Court Order No. 16-8300-015, effective December 31, 2016, revised the requirements for a certificate of service, and removed provisions relating to the form of pleadings; in the heading, deleted "Form of Pleadings, Motions, or other papers" and added "Certificates of service."; deleted former Paragraphs A and B and the paragraph designation "C"; and in the remaining undesignated paragraph, after "state the name" added "e-mail address", after "party", deleted "upon" and added "on", and added the last sentence.

LR1-110. Informing the court of contact information.

[Related Statewide Rules 1-011, 1-089, 5-107, 5-206, 10-115, and 10-165 NMRA]

A. **Contact information for client in applications to withdraw.** All applications of counsel to withdraw from representation made under Rule 1-089 NMRA or Rule 5-107 NMRA shall state the last known mailing address, e-mail address, and telephone number of the client.

B. **Change of counsel's address or telephone number.** Counsel shall inform the court of any change of mailing address, e-mail address, or telephone number by filing a notice with the clerk of the court, serving it on all parties, and submitting a copy to the judge assigned to the case.

[Adopted by Supreme Court Order No. 16-8300-015, effective for all cases pending or filed on or after December 31, 2016.]

LR1-111. Appearances and withdrawals by self-represented parties (pro se parties).

[Related Statewide Rule 1-089, 5-107, and 10-165 NMRA]

A. **Appearances by pro se parties.** Parties who represent themselves shall enter an appearance, shall sign their pleadings, motions, or other papers, and shall include their name, address, e-mail address, if any, and telephone number on all pleadings.

B. **Pro se parties' changes of address.** Parties who represent themselves shall inform the court of any change of mailing address, e-mail address, if any, or telephone number by filing a notice with the clerk of the court and serving it on all parties and the judge assigned to the case.

[As amended, effective January 1, 1998; LR1-210 recompiled and amended as LR1-111 by Supreme Court Order No. 16-8300-015, effective for all cases pending or filed on or after December 31, 2016.]

ANNOTATIONS

Recompilations. — Pursuant to Supreme Court Order No. 16-8300-015, former LR1-210 NMRA was recompiled and amended as LR1-111 NMRA, effective December 31, 2016.

The 1997 amendment, effective January 1, 1998, added "number; pro se appearance and filings; corporations as parties" in the rule heading, substituted "with the clerk of the court" for "in the cause" in Paragraph A, added Paragraphs B and C and redesignated for Paragraphs B and C as Paragraphs D and E, and inserted "with the clerk of the court" in Paragraph E.

The 2016 amendment, approved by Supreme Court Order No. 16-8300-015, effective December 31, 2016, rewrote the rule to provide titles for each topic paragraph, and limited the rule to self-represented parties; in the heading, after "withdrawals", deleted "change of address or telephone number; pro se appearance and filings; corporations as parties" and added "by self-represented parties (pro se parties)"; deleted Paragraph A and redesignated former Paragraphs B and C as Paragraph A and B; in Paragraph A, added "Appearances by pro se parties.", after "and", added "shall", after "address", added "e-mail address, if any", and after "number", added "on all pleadings"; in Paragraph B, added "Pro se parties' changes of address", after "Parties", deleted "pro se" and added "who represent themselves", after "address", added "e-mail address, if any", after "serving it", deleted "upon" and added "on", and after "parties and the", deleted "court" and added "judge assigned to the case"; and deleted former Paragraphs C through E, which related to corporations, withdrawal of counsel and changes in contact information.

LR1-112. Corporations and other business entities as parties.

[Related Statewide Rule 1-089 NMRA]

A. Representation of corporations and other business entities required.

Corporations, limited liability companies, partnerships, and any other business entities must be represented by a licensed attorney at all court hearings, including any settlement conferences ordered by the court.

B. Failure of corporations and other business entities to obtain representation. The court may strike any papers filed by an unrepresented corporation, limited liability company, partnership, or any other business entity.

[Adopted by Supreme Court Order No. 16-8300-015, effective for all cases pending or filed on or after December 31, 2016.]

LR1-113. Exhibits.

A. Identification. Each exhibit shall contain an identification sticker containing

- (1) the party tendering the exhibit; and
- (2) the assigned exhibit number or letter.

B. Copies of originals attached to filed pleadings. Except as otherwise required by law, including these rules, only copies of original writings shall be attached as exhibits to pleadings filed with the court. Original writings not otherwise required to be submitted to the court shall be made available for inspection on order of the court or on a party's request.

[Recompiled, effective September 1, 1993; as amended, effective January 1, 1998; LR1-310 recompiled and amended as LR1-113 by Supreme Court Order No. 16-8300-015, effective for all cases pending or filed on or after December 31, 2016.]

ANNOTATIONS

Recompilations. — Pursuant to Supreme Court Order No. 16-8300-015, former LR1-310 NMRA was recompiled and amended as LR1-113 NMRA, effective December 31, 2016.

The 1997 amendment, effective January 1, 1998, deleted "only upon the written request therefor and upon order of the court" following "them" at the end of the first sentence.

The 2016 amendment, approved by Supreme Court Order No. 16-8300-015, effective December 31, 2016, rewrote the rule to provide titles for each topic paragraph, and required that only copies of original writings shall be attached to pleadings submitted to the court; deleted "Exhibits admitted in a hearing or at trial may be returned to the party submitting them."; designated the first sentence as Paragraph A and added "Identification."; in Paragraph A, after "sticker", deleted "which shall contain:" and added "containing"; redesignated former Paragraphs A and B as Subparagraphs (1) and (2); in Subparagraph (1), added "the" before "party", and after "exhibit", added "; and"; in Subparagraph (2), deleted "Exhibit" and added "the assigned exhibit"; and deleted former Paragraphs C and D and added new Paragraph B.

LR1-114. Submission of orders, decrees, and judgments.

[Related Statewide Rules 1-058 and 5-121 NMRA]

A. Time for submissions pursuant to court's decision. Unless otherwise ordered by the court, all orders, judgments, and decrees shall be submitted to the judge by the prevailing party not later than fourteen (14) days following the date of oral announcement of the decision or of the letter announcing the decision.

B. Indication of opportunity to examine required. The party proposing the order, judgment, or decree shall indicate on the document that all parties were given an

opportunity to examine the proposed document and make suggestions or objections using the following procedures:

(1) Orders, judgments, and decrees that have been approved by all parties shall bear the signatures or initials, or indication of telephonic or electronic approval of the attorneys for all parties to the cause. Orders approved by the parties shall be submitted for the judge's signature without a request for hearing.

(2) If the attorney proposing the order, judgment, or decree certifies on the proposed document that a copy has been served on attorneys for all parties and that the attorneys have failed to respond or indicate objections to the proposing party within five (5) days of service, regardless of the means of service, the document may be submitted to the judge for signature without a request for hearing and may be signed if no objection is received by the judge within seven (7) days of the date the proposed order was submitted to the judge.

(3) In matters where a party appears pro se, if the attorney who has prepared the order, judgment, or decree certifies on the proposed document that a copy has been sent to the pro se party with a notice that objections must be received by the court in writing within fourteen (14) days and that no objections were received the document may be submitted to the judge for signature without a request for hearing.

(4) Orders, judgments, and decrees to which objections have been indicated to the proposing party may be signed by the court after submission in accordance with paragraph C of this rule.

C. Presentment hearings. If objections to an order, judgment, or decree have been indicated to the proposing party, the party proposing the document shall submit it to the judge with a request for a hearing to present the document to the court. Copies must be served on all parties. Within seven (7) days of the date of the request, any party who has not approved the document shall file the objections with the clerk of the court and deliver a courtesy copy to the judge. Unless otherwise ordered, the court will not accept an alternate proposed order in lieu of objections. The court may resolve the objections and sign the document without a presentment hearing. The court may also, sua sponte, set a matter for presentment.

[As amended, effective September 1, 1993; January 1, 1998; LR1-304 recompiled and amended as LR1-114 by Supreme Court Order No. 16-8300-015, effective for all cases pending or filed on or after December 31, 2016.]

ANNOTATIONS

Recompilations. — Pursuant to Supreme Court Order No. 16-8300-015, former LR1-304 NMRA was recompiled and amended as LR1-114 NMRA, effective December 31, 2016.

The 1997 amendment, effective January 1, 1998, inserted "or telephonic approval" in Subparagraph B(1).

The 2016 amendment, approved by Supreme Court Order No. 16-8300-015, effective December 31, 2016, rewrote the rule to increase the time within which to submit orders, judgments and decrees to the judge after oral announcement of a decision, added provisions regarding certification that all parties have had the opportunity to examine the order, judgment or decree, and added provisions regarding presentment hearings.

Applicability — The five day notice requirement of Subparagraph B(3) did not apply to a will contestant's petition for a formal testacy proceeding filed pursuant to 45-3-401 NMSA 1978. *Vieira v. Estate of Cantu*, 1997-NMCA-042, 123 N.M. 342, 940 P.2d 190.

Judgment lacking decretal language not final, appealable order. — Court "order" that made numerous findings of fact and rulings of law, including a finding that mother was entitled to child support payments and costs from father, but which failed to specifically order that judgment be entered for mother, and did not contain the signatures or initials of the parties' attorneys, was not a final, appealable order because of its lack of decretal language. *Khalsa v. Levinson*, 1998-NMCA-110, 125 N.M. 680, 964 P.2d 844.

LR1-115. Filing of orders, judgments, and other instruments.

Every original hard-copy order, judgment, or other instrument bearing a judge's original signature shall be delivered immediately to the clerk of the court for filing, docketing, and recording. No original hard-copy order, judgment, or other instrument bearing a judge's original signature may be removed from the courthouse unless otherwise allowed by these rules. Copies of signed orders may be disseminated after the signed original, hard-copy order has been docketed, filed, and recorded. Orders that are filed electronically are subject to rules governing that process.

[Recompiled, effective September 1, 1993; LR1-305 recompiled and amended as LR1-115 by Supreme Court Order No. 16-8300-015, effective for all cases pending or filed on or after December 31, 2016.]

ANNOTATIONS

Recompilations. — Pursuant to Supreme Court Order No. 16-8300-015, former LR1-305 NMRA was recompiled and amended as LR1-115 NMRA, effective December 31, 2016.

The 2016 amendment, approved by Supreme Court Order No. 16-8300-015, effective December 31, 2016, rewrote the rule to clarify that the rule applies to "original hard-copy" orders and also applies to electronically filed orders.

II. Rules Applicable to Civil Cases

LR1-201. Motion practice.

[Related Statewide Rule 1-007.1 NMRA]

A. **Maximum page length.** A brief or memorandum shall not exceed ten (10) pages, not including the cover page, conclusion, certificate of service, and exhibits, without an order of the court.

B. **Failure to respond.** If a party fails to respond to a motion under Rule 1-007.1.D NMRA, the moving party may submit a proposed order to the court so long as the moving party has served a copy of the proposed order on opposing counsel or a party pro se and opposing counsel or the pro se party has not objected in writing within five (5) days of service.

C. **Exhibits to motion, response, or reply.** Only relevant excerpts from depositions or other papers shall be attached as exhibits. Pertinent portions shall be highlighted, underlined, or otherwise emphasized for the court's attention and on all copies.

D. **"Package" procedure.** At the expiration of all responsive times, under Rule 1-007.1 NMRA, the movant shall submit to the judge assigned to the case a copy of the motion, any response, any reply, and a copy of a request for hearing (after filing the request with the clerk of the court) and notice of hearing form, if a party is seeking a hearing, in a package. The submission of the a package alerts the court that the motion is ripe for decision. The package shall be submitted either in electronic form to the judge's e-mail address or in hard copy form, or both, depending on the presiding judge's preference. Each judge's preference for the form of the package will be listed on the court's website. The notice of hearing must be submitted in Word or WordPerfect when the package is submitted electronically. Copies of the package submission must be served on all parties and the service must be indicated on the transmittal.

E. **Hearing.** The court may grant or deny a request for hearing and if the request is denied, the court shall make a decision based on the papers filed.

F. **Expedited matters.** If the motion requests a decision before the expiration of the time limits set forth in Rule 1-007.1 NMRA, the movant shall

- (1) so indicate in the title of the motion;
- (2) state in the motion the reason for requesting an expedited decision;
- (3) provide a courtesy copy of the motion to the judge; and
- (4) file with the motion a request for expedited hearing and notice of hearing form.

G. Copies of cases. Copies of cases relied on in the memorandum in support of the motion shall not be filed with the clerk of the court. However, courtesy copies may be furnished to the judge hearing the motion. Copies of cases provided to the judge assigned to the case shall also be provided to all parties.

[Adopted effective September 1, 1993; as amended, effective January 1, 1998; LR1-306 recompiled and amended as LR1-201 by Supreme Court Order No. 16-8300-015, effective for all cases pending or filed on or after December 31, 2016.]

ANNOTATIONS

Recompilations. — Pursuant to Supreme Court Order No. 16-8300-015, former LR1-306 NMRA was recompiled and amended as LR1-201 NMRA, effective December 31, 2016.

The 1997 amendment, effective January 1, 1998, substituted "an order" for "express permission" near the end of Paragraph C, substituted "the moving party may submit a proposed order to the court" for "moving counsel may obtain a time and date to formally present an appropriate order to the court for signature and entry, upon not less than five (5) days notice to opposing counsel" and added the last two sentences in Paragraph D, substituted "Separate cross-motions required" for "No cross-motions permitted" in the paragraph heading of Paragraph E, rewrote Paragraph F, and added Paragraph J.

The 2016 amendment, approved by Supreme Court Order No. 16-8300-015, effective December 31, 2016, rewrote the rule regarding motion practice and provided requirements for electronic filing.

LR1-202. Interrogatories, requests for production, and requests for admission.

[Related Statewide Rules 1-033, 1-034, 1-036, and 1-037 NMRA]

A. Interrogatories. Interrogatories shall be numbered consecutively. Adequate spacing shall be left under each interrogatory for the answer.

B. Prefatory instructions or definitions. Interrogatories, requests for production, and requests for admission shall not contain prefatory instructions except to say that they are served in accordance with the Rules of Civil Procedure for the District Courts.

C. Objections. In objecting to an interrogatory, request for production, or request for admission, the objector shall first set out the complete interrogatory or request followed by the reason for the objection. All objections must cite supporting authority.

D. Subparts of interrogatories. Subparts of an interrogatory shall relate directly to the subject matter of the interrogatory.

[Recompiled, effective September 1, 1993; as amended, effective January 1, 1998; LR1-303 recompiled and amended as LR1-202 by Supreme Court Order No. 16-8300-015, effective for all cases pending or filed on or after December 31, 2016.]

ANNOTATIONS

Recompilations. — Pursuant to Supreme Court Order No. 16-8300-015, former LR1-303 NMRA was recompiled and amended as LR1-202 NMRA, effective December 31, 2016.

Cross references. — For statewide rule governing interrogatories, see Rule 1-033 NMRA.

The 1997 amendment, effective January 1, 1998, added Paragraph C and redesignated former Paragraphs C through E as Paragraphs D through F, and added the third sentence in Paragraph D.

The 2016 amendment, approved by Supreme Court Order No. 16-8300-015, effective December 31, 2016, rewrote the rule and deleted certain provisions relating to filing and service of interrogatories and motions to compel or for protective order; deleted Paragraph A, which related to filing and serving interrogatories, and redesignated former Paragraphs B, C and D as Paragraphs A, B, and C, respectively; in Paragraph A, deleted “Parties propounding interrogatories shall serve the original upon each party who is required to answer them, and one (1) copy upon all other parties.”, and after “for the answer”, deleted “The party answering the interrogatory shall serve the original upon the party propounding the interrogatories and one (1) copy upon all other parties.”; in Paragraph B, after “prefatory instructions”, deleted “or definitions”; in Paragraph C, after “supporting authority”, deleted the remainder of the paragraph, which related to privileged information; deleted Paragraph E and redesignated former Paragraph F as Paragraph D; and in Paragraph D, in the heading, deleted “Fifty” and added “Subparts”, and after the heading, deleted “No party shall serve more than fifty (50) interrogatories in the aggregate, including subparts, without leave of court.”

LR1-203. Judgments based on written instruments.

A. **Written instrument merges into judgment.** A final judgment, based on a written instrument, shall be accompanied by the original instrument, which shall merge into the judgment at the time judgment is entered.

B. **Original instrument preserved.** The original instrument shall be secured in the vault of the clerk of the court and a copy of the instrument shall be placed in the court file. The copy shall cross-reference the location of the original instrument.

C. **Acquiring original instrument.** A party may seek to obtain the original instrument by submitting a proper motion to the court. If the court orders the release of

the original instrument, the court may place conditions on the release, including instructions for the return of the original instrument to the court.

[Recompiled, effective September 1, 1993; LR1-309 recompiled and amended as LR1-203 by Supreme Court Order No. 16-8300-015, effective for all cases pending or filed on or after December 31, 2016.]

ANNOTATIONS

Recompilations. — Pursuant to Supreme Court Order No. 16-8300-015, former LR1-309 NMRA was recompiled and amended as LR1-203 NMRA, effective December 31, 2016.

The 2016 amendment, approved by Supreme Court Order No. 16-8300-015, effective December 31, 2016, in Paragraph A, added “Written instrument merges into judgment.”, changed “based upon” to “based on”, changed “said instrument” to “the original instrument”, deleted “be filed as an exhibit in the case at the time the judgment is entered and shall be appropriately marked as having been”, deleted “and returned to the party filing the same as in the case of other exhibits”, and added “at the time judgment is entered”; and added Paragraphs B and C.

LR1-204. Review of administrative decisions and orders.

[Related Statewide Rules 1-005, 1-074, 1-075, and 1-077 NMRA]

A. **Scope.** These procedures apply when any administrative decision or order has been submitted for review under Rule 1-074, Rule 1-075, or Rule 1-077 NMRA. The procedures set forth in this rule are in addition to, and do not replace, any Rule of Civil Procedure.

B. **Notice to the court of filing administrative record.** The agency or department from which the administrative decision is being appealed, or to whom a writ of certiorari has been directed, shall, on filing the record on review, submit to the judge designated to hear the matter a copy of the notice to all parties of the filing of the record on review.

C. **Package procedure.** At the expiration of all responsive deadlines under the applicable rule, or at the expiration of deadlines indicated in a court-ordered briefing schedule, the agency or department from which the administrative decision is being appealed, or to whom a writ of certiorari has been directed, shall submit to the judge designated to hear the matter, in a package, a copy of the statement of appellate issues or statement of review issues, any response, and any reply. Notice of the package submission must be served on all parties and the service must be indicated on the transmittal to the judge.

D. **Form of submission.** Both the copy of the notice of filing of the record and the package shall be submitted either in electronic form to the judge’s e-mail address or in

hard copy form, or both, depending on the presiding judge's preference. Each judge's preference for the form of the notice and package will be listed on the court's website.

[Adopted by Supreme Court Order No. 16-8300-015, effective for all cases pending or filed on or after December 31, 2016.]

LR1-205. Electronic filing authorized.

[Related Statewide Rule 1-005.2 NMRA]

In accordance with Rule 1-005.2 NMRA, electronic filing is implemented for all civil and probate actions in the First Judicial District Court. The electronic filing of documents is mandatory for parties represented by attorneys in accordance with Rule 1-005.2 NMRA, which includes attorneys who represent themselves. Guidelines for using the electronic filing system are set forth in the court's user guide that is available in the clerk's office and on the court's website.

[Adopted by Supreme Court Order No. 11-8300-039, effective for all cases filed or pending on or after October 3, 2011; LR1-312 recompiled as LR1-205 by Supreme Court Order No. 16-8300-015, effective for all cases pending on or after December 31, 2016.]

ANNOTATIONS

Recompilations. — Pursuant to Supreme Court Order No. 16-8300-015, former LR1-312 NMRA was recompiled and amended as LR1-205 NMRA, effective December 31, 2016.

The 2016 amendment, approved by Supreme Court Order No. 16-8300-015, effective December 31, 2016, added “[Related Statewide Rule 1-005.2]”.

III. Rules Applicable to Criminal Cases

LR1-301. Search warrants.

[Related Statewide Rule 5-211 NMRA]

All returns and inventories shall be filed with the clerk of the court no later than five (5) working days after the search is conducted.

[As amended, effective September 1, 1993; LR1-605 recompiled and amended as LR1-301 by Supreme Court Order No. 16-8300-015, effective for all cases pending or filed on or after December 31, 2016.]

ANNOTATIONS

Recompilations. — Pursuant to Supreme Court Order No. 16-8300-015, former LR1-605 NMRA was recompiled as LR1-301 NMRA, effective December 31, 2016.

Cross references. — For rule of procedure in district courts on search warrants, see Rule 5-211 NMRA.

The 2016 amendment, approved by Supreme Court Order No. 16-8300-015, effective December 31, 2016, rewrote the rule deleting provisions related to sealing search warrants; deleted Paragraph A and the paragraph designation “B”; changed “Returns” to “All returns”, changed “inventory” to “inventories”, after “clerk of the court”, deleted “within” and added “no later than”, after “days”, deleted “of” and added “after”, and after “search”, added “is conducted”.

LR1-302. Transport of persons in custody.

[Related Statewide Rule 5-502 NMRA]

A. **Request for transport order.** The request for a transport order shall be made no later than five (5) working days before the proceeding for which transport is sought unless a shorter time is allowed by the court.

B. **Contents of request for transport order.** The request for a transport order and proposed transport order shall address the following matters:

- (1) the name of the person to be transported and, if known, that person's date of birth and social security number;
- (2) the agency designated to transport the person in custody to and from the proceeding, usually the Sheriff of the appropriate county;
- (3) the place where the person is in custody;
- (4) the nature of the district court proceeding for which transport is sought;
- (5) the place, date, and time of the district court proceeding and, if known, the length of the proceeding;
- (6) the requirement, if any, for civilian clothing; and
- (7) a copy of the transport order shall be served on the transporting agency no later than three (3) working days before the proceeding unless a shorter time is allowed by the court. Where circumstances require, a district court judge may modify the time requirements of this local rule or may require transport on verbal order, provided that a written transport order is served on the transporting agency and the custodian as soon as practicable thereafter. In addition, if the transporting agency determines that a written transport order is not required then it may waive the

requirements of this rule. Copies of transport orders need not be certified unless certification is required by the transporting agency or the custodian of the person to be transported.

[LR1-600 recompiled and amended as LR1-302 by Supreme Court Order No. 16-8300-015, effective for all cases pending or filed on or after December 31, 2016.]

ANNOTATIONS

Recompilations. — Pursuant to Supreme Court Order No. 16-8300-015, former LR1-600 NMRA was recompiled and amended as LR1-302 NMRA, effective December 31, 2016.

The 2016 amendment, approved by Supreme Court Order No. 16-8300-015, effective December 31, 2016, provided paragraph headings, removed the requirement for certifying transport orders and changed “upon” to “on” throughout the rule; in Paragraph A, added “Request for transport order.”, and after “The”, deleted “application” and added “request”; in Paragraph B, added “Contents of request for transport order.”, and in the introductory sentence, after “The”, deleted “application” and added “request for a transport order”; in Subparagraph B(7), deleted “certified”, after “transporting agency”, deleted “and upon the custodian of the person sought to be transported”, and after “this rule.”, deleted “Copies of transport orders need not be certified unless certification is required by the transporting agency or the custodian of the person to be transported.”

LR1-303. Grand jury.

[Related Statewide Rule 5-302A NMRA]

A. **Confidentiality.** Grand jury proceedings, including but not limited to subpoenas for witnesses, docket records, and returns of service, are confidential until an indictment is filed with the court or, if the court orders that an indictment be sealed until arrest, until the indictment is unsealed on arrest. A separate docket of grand jury subpoenas shall be maintained by the clerk of the court to ensure their confidentiality.

B. **Narrative reports limited.** No narrative report shall be received by the court from any grand jury except on those matters set out by statute and relating to the conditions of jails, penal institutions, and persons incarcerated therein within the county where the grand jury is sitting.

C. **Recordings.** The audio recording of any grand jury proceedings shall be deposited with the clerk of the court no later than fifteen (15) days after the grand jury proceedings. The recordings shall be placed in the custody of the clerk and subject to rules relating to records in the custody of the clerk.

[As amended, effective September 1, 1993; LR1-602 recompiled and amended as LR1-303 by Supreme Court Order No. 16-8300-015, effective for all cases pending or filed on or after December 31, 2016.]

ANNOTATIONS

Recompilations. — Pursuant to Supreme Court Order No. 16-8300-015, former LR1-602 NMRA was recompiled and amended as LR1-303 NMRA, effective December 31, 2016.

The 2016 amendment, approved by Supreme Court Order No. 16-8300-015, effective December 31, 2016, rewrote the rule by adding paragraph headings and removing certain provisions relating to confidentiality of grand jury proceedings; in Paragraph A, added “Confidentiality.”, after “docket records”, deleted “or subpoenas issued or returned or filed” and added “and returns of service”, after “are confidential”, added “until an indictment is filed with the court or, if the court orders that an indictment be sealed until arrest, until the indictment is unsealed on arrest”, changed “insure” to “ensure”, and changed “confidentially” to “confidentiality”; deleted former Paragraph B and redesignated former Paragraphs C and D as Paragraphs B and C, respectively; in Paragraph B, added “Narrative reports limited.”, changed “upon” to “on”, and after “grand jury is sitting.”, deleted the last two sentences, which related to the limited power of the grand jury; in Paragraph C, added “Recordings.”, after “The”, deleted “shorthand notes or”, after “audio”, deleted “tapes” and added “recording”, after “of”, deleted “the court reporter attending”, after “grand jury”, added “proceedings”, after “(15) days after”, deleted “attendance. Such notes or tapes” and added “the grand jury proceedings. The recordings”, and after “shall be”, added “placed”.

LR1-304. Indictment and summons.

[Related Statewide Rule 5-208 NMRA]

On the filing of an indictment, criminal complaint, or criminal information, a summons shall be issued unless, on the request of the district attorney or attorney general, the court determines a warrant is appropriate.

[As amended, effective September 1, 1993; LR1-601 recompiled and amended as LR1-304 by Supreme Court Order No. 16-8300-015, effective for all cases pending or filed on or after December 31, 2016.]

ANNOTATIONS

Recompilations. — Pursuant to Supreme Court Order No. 16-8300-015, former LR1-601 NMRA was recompiled and amended as LR1-304 NMRA, effective December 31, 2016.

The 2016 amendment, approved by Supreme Court Order No. 16-8300-015, effective December 31, 2016, changed “upon” to “on” in two places.

LR1-305. Motion practice.

[Related Statewide Rule 5-120 NMRA]

A. **Maximum page length.** A brief or memorandum shall not exceed ten (10) pages, not including the cover page, conclusion, certificate of service, and exhibits, without an order of the court.

B. **Exhibits to motion, response, or reply.** Only relevant excerpts from affidavits or other documentary evidence shall be attached as exhibits. Pertinent portions shall be highlighted, underlined, or otherwise emphasized for the court's attention and on all copies.

C. **“Package” procedure.** At the expiration of all responsive times, under Rule 5-120 NMRA, the movant shall submit to the court a copy of the motion, any response, any reply, and a copy of a request for hearing (after filing the request with the clerk of the court) and notice of hearing form, if a party is seeking a hearing, in a package. The submission of the package alerts the court that the motion is ripe for decision. The package shall be submitted either in electronic form to the judge's e-mail address or in hard copy form, or both, depending on the presiding judge's preference. Each judge's preference for the form of the package will be listed on the court's website. The notice of hearing form must be submitted in Word or WordPerfect when the package is submitted electronically. Copies of the package submission must be served on all parties and such service must be indicated on the transmittal.

D. **Hearing.** The judge assigned to the case may grant or deny a request for hearing and if the request is denied, the judge assigned to the case shall make a decision based on the pleadings filed.

E. **Expedited matters.** If the motion requests a decision before the expiration of the time limits set forth in Rule 5-120 NMRA, the movant shall

- (1) so indicate in the title of the motion;
- (2) state in the motion the reason for requesting an expedited decision;
- (3) provide a courtesy copy of the motion to the judge; and
- (4) file with the motion a request for expedited hearing and notice of hearing form.

F. **Copies of cases.** Copies of cases relied on in the memorandum in support of the motion shall not be filed with the clerk of the court. However, courtesy copies may

be furnished to the judge hearing the motion. Copies of cases provided to the court shall also be provided to all parties.

[Adopted by Supreme Court Order No. 16-8300-015, effective for all cases pending or filed on or after December 31, 2016.]

LR1-306. Technical violation program.

[Related Statewide Rule 5-805 NMRA]

A. **Program established.** This judicial district establishes a technical violation program (TVP) for adult probationers on supervised probation allowing automatic sanctions to occur for technical violations of orders of probation. Sex offenders (individuals on probation under Section 31-20-5.2 NMSA 1978, or individuals required to register as sex offenders under Section 29-11A-1 NMSA 1978) are not eligible for the TVP.

B. **Assignment to program.** The court, in its discretion, with the knowing and voluntary consent of the probationer, may order placement of a probationer into the TVP at any time during that person's period of supervised probation. A probationer in the TVP shall be advised prior to being placed in the TVP that the probationer is waiving the right to any probation violation procedures and hearings under Rule 5-805 NMRA if the probationer is found to have committed a technical violation.

C. **Technical violations defined.** Technical violations of an order of probation consist of the probationer

(1) having a positive urine or breath test or other scientific means of detection for drugs or alcohol; a positive urine or breath test or other scientific means of detection for drugs or alcohol means an initial test confirmed by further testing or confirmed by an admission to drug or alcohol use by the probationer;

(2) possessing alcohol;

(3) missing a counseling appointment;

(4) missing a community service appointment; or

(5) missing an educational appointment.

D. **Sanctions.** Sanctions for technical violations are as follows:

(1) first violation: up to three (3) days in jail;

(2) second violation: up to seven (7) days in jail;

- (3) third violation: up to fourteen (14) days in jail; and
- (4) fourth violation: up to twenty-one (21) days in jail.

E. Removal from the program. On a fourth technical violation, a probationer shall be removed from the TVP, and subsequent violations that would constitute technical violations under this rule may be prosecuted under Rule 5-805 NMRA. The court may also remove a probationer from the TVP at any time on a probation violation that is not defined as a technical violation by this rule.

F. Discretionary reinstatement. The court, in its discretion, may reinstate a probationer into the TVP.

G. Other sanctions for technical violations precluded. Sanctions imposed under the TVP preclude further sanctions for the technical violation.

[Adopted by Supreme Court Order No. 16-8300-015, effective for all cases pending or filed on or after December 31, 2016.]

IV. Rules Applicable to Domestic Relations Cases

LR1-401. Modification of Rule 1-016 scheduling dates.

[Related Statewide Rule 1-016 NMRA]

In all domestic relations actions the following modifications shall apply to the scheduling dates set forth in Rule 1-016 NMRA.

A. Pretrial scheduling order. The pretrial scheduling order set forth in Rule 1-016(B) NMRA shall be filed within sixty (60) days after the petition is filed.

B. Trial date; scheduling order filed. The trial date shall be no later than nine (9) months after the date the scheduling order is filed.

C. Trial date; no scheduling order. If a pretrial scheduling order is not entered the court shall set the case for trial in a timely manner, but no later than nine (9) months after the petition is filed.

[LR1-706 recompiled and amended as LR1-401 by Supreme Court Order No. 16-8300-015, effective for all cases pending or filed on or after December 31, 2016.]

ANNOTATIONS

Recompilations. — Pursuant to Supreme Court Order No. 16-8300-015, former LR1-706 NMRA was recompiled and amended as LR1-401 NMRA, effective December 31, 2016.

The 2016 amendment, approved by Supreme Court Order No. 16-8300-015, effective December 31, 2016, provided paragraph headings, and made certain stylistic changes; deleted paragraph designation “A” prior to the first sentence and redesignated former Paragraphs B, C, and D as Paragraphs A, B, and C, respectively; in the undesignated paragraph, after “Rule 1-016”, deleted “of the Rules of Civil Procedure for the District Courts” and added “NMRA”; in Paragraph A, after “Rule 1-016”, added “NMRA”; in Paragraph B, after “shall be”, deleted “not” and added “no”; and in Paragraph C, after “months after the”, deleted “filing of the”, and after “petition”, added “is filed”.

LR1-402. Tolling of procedural deadlines.

A. **Purpose.** The purpose of this local rule is to allow the parties to reach a reasonable settlement or to attempt reconciliation. This local rule shall not be used to delay court proceedings and shall not affect any limits otherwise provided by statute or the Rules of Civil Procedure for the District Courts.

B. **Extending deadlines and tolling time.** Notwithstanding the provisions of rules providing for schedules and deadlines for filings in domestic relations matters, the parties may extend the deadlines or toll the running of time under this rule.

C. **Motion required.** Where the parties are making significant progress towards settlement or are attempting reconciliation, the deadlines provided for in these rules may be abated by the filing of a motion for abatement containing the following:

(1) a statement that the parties are making significant progress towards settlement or are attempting reconciliation and wish to toll the running of applicable time periods; and

(2) a statement of the present status of the case.

D. **Termination of abatement.** The period of abatement or tolling may be terminated by either party on the filing of a withdrawal of consent to abatement signed by counsel or the party pro se, stating that the parties are no longer making significant progress towards settlement. The withdrawal of consent shall be served on the other party in accordance with rules on service.

E. **Time periods following abatement.** Immediately on the filing of the withdrawal of consent to abatement, the time periods provided for in these rules shall again begin to run, excluding the time from the filing of the original certificate or abatement until the filing of the withdrawal of consent; provided, however, that the parties shall have no less than fifteen (15) days from the filing of the withdrawal of consent in which to file any pleading or document required by these rules.

[LR1-710 recompiled and amended as LR1-402 by Supreme Court Order No. 16-8300-015, effective for all cases pending or filed on or after December 31, 2016.]

ANNOTATIONS

Recompilations. — Pursuant to Supreme Court Order No. 16-8300-015, former LR1-710 NMRA was recompiled and amended as LR1-402 NMRA, effective December 31, 2016.

The 2016 amendment, approved by Supreme Court Order No. 16-8300-015, effective December 31, 2016, rewrote the rule and provided paragraph headings.

LR1-403. Contempt.

No order to show cause for contempt shall issue except on verified motion and affidavit specifying with particularity the manner in which the court's order or orders have been violated.

[LR1-709 recompiled and amended as LR1-403 by Supreme Court Order No. 16-8300-015, effective for all cases pending or filed on or after December 31, 2016.]

ANNOTATIONS

Recompilations. — Pursuant to Supreme Court Order No. 16-8300-015, former LR1-709 NMRA was recompiled and amended as LR1-403 NMRA, effective December 31, 2016.

The 2016 amendment, approved by Supreme Court Order No. 16-8300-015, effective December 31, 2016, changed “upon” to “on”, and changed “particularly” to “particularity”.

V. Rules Applicable to Children's Court Cases

[Reserved]

VI. Rules Applicable to Court Alternative Dispute Resolution Programs

LR1-601. Alternative dispute resolution.

[Related Statewide Rule 1-125 NMRA]

A. **Purpose and processes.** A court-annexed alternative dispute resolution (“ADR”) program may be established to achieve the early, fair, efficient, cost-effective, and informal resolution of lawsuits filed in the district. The court ADR program may provide a variety of processes, including but not limited to mediation, settlement conferences, and

arbitration. Nothing in this rule shall be construed to discourage or prohibit parties from stipulating to private alternative dispute resolution or to prohibit the right to a trial by jury. The failure of ADR to produce a settlement will not adversely affect the parties' treatment by the court.

B. Written order required. All referrals to ADR require the filing of a written court order.

C. Forms. Where available, applicable court forms shall be used. Forms shall be made available to the public on the court's website and in the office of the clerk of the court.

D. Referrals and objections. The court, in its sole discretion, may refer any case to ADR at any time, whether or not the parties agree. In addition, any party may file a request for referral to ADR at any time prior to sixty (60) days before a scheduled trial. A request for referral will be granted automatically. Parties who object to the referral may file a "Motion for Excusal from ADR" no later than fifteen (15) business days after entry of the order of referral.

[Adopted by Supreme Court Order No. 16-8300-015, effective for all cases pending or filed on or after December 31, 2016.]

VII. Forms

[Reserved]