

NOTICE

Emailing and faxing of documents by self-represented litigants and attorneys

Email addresses and fax numbers for the District Courts of the Sixth Judicial District:

Luna County District Court	demdadmin@nmcourts.gov	Fax: 575-543-1605
Grant County District Court	sildadmin@nmcourts.gov	Fax: 575-388-5439
Hidalgo County District Court	lordadmin@nmcourts.gov	Fax: 575-542-3481

In response to the Coronavirus public health emergency, the Sixth Judicial District will be implementing an **interim** procedure for allowing the filing of documents by email or fax to reduce the requirement of self-represented litigants (SRL) and attorneys to enter the courthouse to file documents. Self-represented litigants (SRL) and attorneys are permitted to file documents via email or fax in those case types that are not eligible for electronic filing through File and Serve that meet the following criteria:

1. Self-represented litigants and attorneys are permitted to file documents via email or fax in **pending** cases that do not require a filing fee. If a filing fee is required to open/reopen a case, the pleadings should be mailed via US mail, not emailed, to the respective Court along with the filing fee.
2. Self-represented litigants and attorneys are permitted to file a new case or reopen a case that does not require a filing fee by email or fax (case category examples: JQ, DV, SI).
3. Self-represented litigants are permitted to submit free process applications along with the petition or complaint to the Court either via email or fax.
 - a. If free process is granted, the filing party will be informed and may proceed to file the remaining documents via email or fax.
 - b. If free process is not granted, the filing party will be informed and will be required to submit their filings via US mail along with a filing fee in the form of a money order.
4. The Court will also accept emails from self-represented litigants as a court pleading if you are not able to attach a document.
5. Self-represented litigants and attorneys must provide the following information when emailing or faxing a filing:
 - Name of filer,
 - Email address/fax number,
 - Case caption and case number,
 - Telephone number,
 - Physical address/mailling address,
 - Document for filing.
6. Conformed copies will be returned to the sender upon request via email/fax.