

ATTORNEYS USING **FILE & SERVE**
FOR E-FILING AT THE
BERNALILLO COUNTY METROPOLITAN
COURT

CIVIL E-FILING

Electronic filing for civil cases in the Bernalillo County Metropolitan Court will be available soon.

THIS PRESENTATION WILL COVER

- ▶ Firm Account Setup essentials for those who are New to F&S
- ▶ Initiating a new case in File & Serve
- ▶ Document restrictions
- ▶ Fees
- ▶ Subsequent filing into existing case
- ▶ Helpful resources

INFORMATION, TRAINING AND RESOURCES

<https://nmcourts.gov/e-filing.aspx>

← → ↻ nmcourts.gov/e-filing.aspx

 **NEW MEXICO COURTS**
The Judicial Branch of New Mexico

NM Courts Home Find a Court Find a Case Pay Fines/Fees Jury **e-Filing** Careers IPRA OneSource Contact Us

NM COURTS COURT ADMINISTRATION SELF-HELP SERVICES & PROGRAMS WATER RIGHTS ADJUDICATION LANGUAGE ACCESS SERVICES COURT-APPOINTED ATTORNEYS NEWS

New Mexico Courts

Home > e-Filing

Español

> e-Filing

Criminal e-Filing

For Out-of-State Attorneys

Public Access Help

e-Filing

Attorney Access to File and Serve [click here](#)

NOTICE E-filing at Bernalillo County Metropolitan Court
File & Serve will be available for Metro Civil cases beginning Monday August 17, 2020. To register for an online training session, click [HERE](#)

GETTING STARTED IN FILE & SERVE

1. Obtain your CAID Number – from the Supreme Court Clerk's Office at 505-827-4860 or nmsupremecourtclerk@nmcourts.gov
2. Set up your File & Serve Firm Account
3. Take the Tyler Webex training to learn the software
4. Review this video again
5. Use Chrome, Firefox, or Microsoft Edge for the best performance (it will not work on Safari or older versions of Internet Explorer)

FILE & SERVE FIRM ACCOUNT ADMINISTRATOR

1. Who should register for the Firm Account?
 - ▶ A designated person from a law firm or agency who has been assigned the role of Firm Administrator by their firm or agency
 - ▶ or The Sole practitioner of a law firm
2. Where to get Firm Administrator training?
 - ▶ <https://nmcourts.gov/e-filing.aspx>

INITIAL FILING TO OPEN A NEW METROPOLITAN COURT CASE

Do you need to apply for free process?

If so, first send the free process application and supporting documentation to the proposed text email. There is an instructional video for proposed text and free process steps on the court's e-filing web page.

STATE OF NEW MEXICO

Court Information

ATTENTION:

We will be performing maintenance from Friday at 10pm CT through Monday 5am CT. During this time, the site will be available, however, users may experience slowness while performing standard functions.

File and Serve user accounts will not be effected by the Secured Odyssey Public Access (SOPA) registration process – please continue to log into File and Serve as usual. Users that have also been accessing case records through the Attorney Access to Case Documents (OPA) link are being asked to register for a new SOPA account. Please find those instructions at <http://nmcourts.gov/public-access-help.aspx>

In order to keep all File & Serve accounts current, your account will be disabled if you have not logged into File & Serve in the past ninety days. If you need access to an inactive account, please contact Tyler Technologies at 1-800-297-5377 or <http://content.tylerhost.net/helpnm/selfhelp/national/>

Actions

 **Sign In**

 **Register**

Self Help

[Need Help?](#)

[FAQs](#)

[Web Training Sessions](#)

[Training Videos](#)

INITIAL FILINGS

The screenshot displays the re:SearchNM Filer Dashboard. At the top, there is a logo on the left, the text 're:SearchNM' in the center, and a 'Show Me How To...' button with a user icon on the right. Below this is a navigation bar with a home icon and an 'Actions' dropdown menu. The main content area is titled 'Filer Dashboard' and contains two primary sections: 'My Filing Activity' and 'New Filing'. The 'My Filing Activity' section is a vertical list with categories: Pending, Accepted, Returned, Drafts, and Served, followed by a 'View All' link. The 'New Filing' section contains three buttons: 'Start a New Case', 'Use a Template', and 'File into Existing Case', along with a link for 'Need help getting started?'. Red rounded rectangles highlight the 'My Filing Activity' section and the 'Start a New Case' button.

re:SearchNM Show Me How To...

Home Actions

Filer Dashboard

My Filing Activity

- Pending
- Accepted
- Returned
- Drafts
- Served

[View All](#)

New Filing

- [Start a New Case](#) [Use a Template](#)
- [File into Existing Case](#)
- [Need help getting started?](#)

CASE INFORMATION

Start a New Case

Case Information Need Help?

Location
Bernalillo County Metropolitan Court

Category ?
Civil

If you don't know your case type, please contact the court.

Click to select Case Type

- Click to select Case Type
- Forcible Entry - \$77.00
- General Civil - \$77.00
- Landlord Tenant - \$77.00
- Mobile Home Park - \$77.00

Undo Save Changes

Party Information

PARTY INFORMATION

Party Information Need Help?  

Party Type	Party Name	Lead Attorney
Plaintiff		Required Party
Defendant		Required Party

 Add Another Party

Enter details for this Party

Party is a Business/Agency

First Name: Middle Name: Last Name: Suffix:

Email Address: Date of Birth:  

PARTY INFORMATION

Address Line 1 45 High Road	Address Line 2 Limit 64 characters
City Albuquerque	State New Mexico
Zip Code 87111	Phone Number 505-555-1111
Lead Attorney Meagan Dorsey	Interpreter Click to select Interpreter

Meagan Dorsey
Tom Jones
Richard Kraft
Mark Leachman
Ty Martinez
Eloy Martinez

Undo Save Changes

PARTY INFORMATION

Party Information

Party Type	Party Name	Lead Attorney	
Plaintiff	Anna Ortiz	Meagan Dorsey	Required Party ^
Defendant	Pete Romero		Required Party v

+ Add Another Party

FILINGS

Filings Need Help?

Enter the details for this filing

Filing Type
EFile

Filing Code
OPN: Complaint Filed

Filing Description
Complaint - Anna Ortiz property damage petition

Client Reference Number
2020-322-AO

Comments to Court
Page 15 has been corrected

Courtesy Copies
Do Not Use for 'Service Only'

Preliminary Copies

Filing on Behalf of
Anna Ortiz

LEAD DOCUMENTS

Lead Document (Required)

Complaint General Civil.pdf 52.41 kB

Description

Complaint General Civil.pdf

Security

E-Filed Document

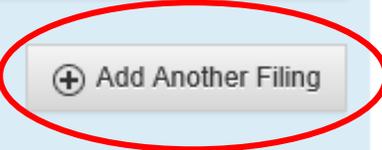
Attachments

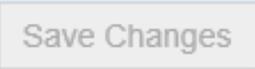
Computer



Cloud





LEAD DOCUMENTS

Filings			
Filing Code	Client Ref #	Filing Description	
OPN: Complaint Filed	2020-322-AO	Compaint - Anna Ortiz property d...	Actions ▾ ^
Summons Issued	2020-322-AO	Summons with blank answer form	Actions ▾ v

DOCUMENT RESTRICTIONS

File & Serve will accept:

- ▶ PDF files only
- ▶ 25 megabytes or less per document (35 megabytes for the whole envelope)
- ▶ Scanned at no greater than 300 dpi
- ▶ Portrait orientation, not landscape
- ▶ 8.5" x 11" page size
- ▶ Have no embedded fonts or active hyperlinks – the safest way to achieve all this is by scanning rather than by using a PDF creator



▼ OPN: Complaint Filed

Description	Amount
Filing Fee	\$0.00
Filing Total: \$0.00	

▼ Summons Issued

Description	Amount
Filing Fee	\$0.00
Filing Total: \$0.00	

Total Filing Fee	\$0.00
Court Case Fee	\$77.00
Payment Service Fee	\$2.46
E-File Fee	\$8.00
? Envelope Total: \$87.46	

Payment Account

Tread Test Payment

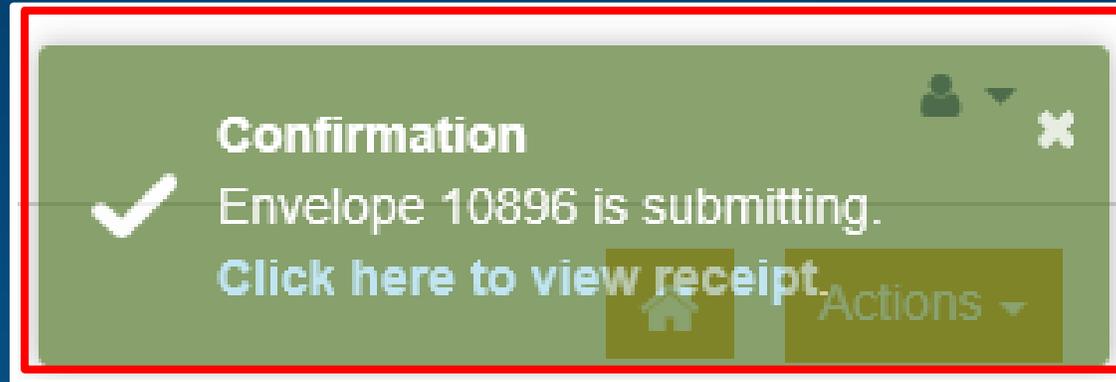
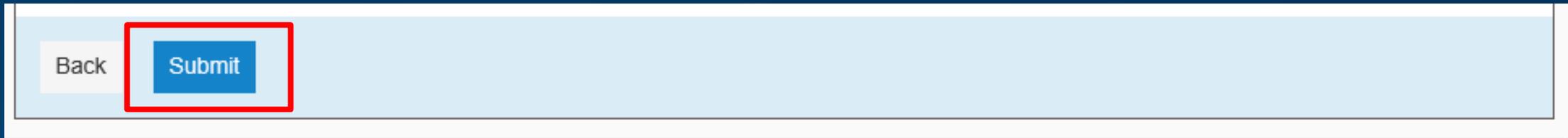
Party Responsible for Fees ?

Anna Ortiz

Filing Attorney

Meagan Dorsey

REVIEW AND SUBMIT YOUR FILING



PENDING FOLDER

Filer Dashboard

My Filing Activity ?

Pending

Accepted

Returned

Drafts

Served

[View All](#)

New Filing

Start a New
Case



[Use a Template](#)

File into Existing Case



[Need help getting started?](#)

PENDING FILING FOLDER

Filing History					Filtered by My Pending Filings	X
Filing Status	Filing Code	Filing Type	Filing Description	Client Ref #		
▼ Envelope # 10896					Actions ▼	
Envelope # 10896 filed Friday, July 31, 2020 at 1:35 PM MST by Laura Orchard on behalf of Meagan Dorsey						
Submitted	OPN: Complaint Filed	EFile	Compaint - Anna Ortiz property...	2020-322-AO	X	
Submitted	Summons Issued	EFile	Summons with blank answer form	2020-322-AO	X	
▼ Envelope # 10865					Actions ▼	
Envelope # 10865 filed Wednesday, July 29, 2020 at 4:55 PM MST by Laura Orchard on behalf of Meagan Dorsey						
Under Review	OPN: Complaint Filed	EFile	Mobile home petition	LMO		
Under Review	Summons Issued	EFile	Summons for endorsement	LMO		

COURT ACCEPTS THE FILING

Simultaneous actions occur:

- ▶ Notices are sent to the filer
 - ▶ For initial filings, a “Filing Accepted” notice (for the complaint/petition) and a “Filing Receipted” notice (for the summons document) will both be sent
- ▶ Case record and case number are created
- ▶ Filing fee transaction is submitted to the bank
- ▶ Case information is transmitted to SOPA, Case Lookup and re:SearchNM

REJECTED FILINGS?

- ▶ F&S may encounter a document formatting problem that will force the court to reject the filing
- ▶ The rejection reason and comments in the Filing Returned Notice should provide enough information to assist the filer in correcting the problem
- ▶ A rejected envelope can be copied once and allow you to re-submit it with the corrections in place while maintaining the original filing date

SUBSEQUENT FILING INTO EXISTING CASES

Filer Dashboard

My Filing Activity ?

Pending
Accepted
Returned
Drafts
Served
View All

New Filing

[Start a New Case](#) ? [Use a Template](#)

File into Existing Case ?

[Need help getting started?](#)

SEARCH FOR EXISTING CASE

File Into Existing Case

Search for a Case by

Case Number **Party Name**

Case Number ?

 ×

SEARCH RESULTS

File Into Existing Case

Case Number	Location	Description	Case Type	Actions
T-4-CV-2020-002785	Bernalillo County Metrop...	Ortiz, Anna v. Romero,...	General Civil	Actions ▾

« ‹ 1 › » 20 items per page

Back to Search

- File Into Case
- File Into Case With Template
- View Service Contacts
- Bookmark This Case

Case # T-4-CV-2020-002785 - Ortiz, Anna v. Romero, Pete (Sedillo, Frank A.)

Case Information

[Need Help?](#)

Location

Bernalillo County Metropolitan Court

Category

Civil

Case Type

General Civil

Case Initiation Date

7/31/2020

Case

T-4-CV-2020-002785

Assigned to Judge

Sedillo, Frank A.

Party Information

[Need Help?](#)

Party Type

Party Name

Lead Attorney

Plaintiff

Anna Ortiz

Megan Dorsey

Defendant

Pete Romero

[+ Add Another Party](#)

Filings

[Need Help?](#)

Enter the details for this filing

Filing Type

EFile

Filing Code

SUBSEQUENT FILING CODES

Filings Need Help?

Enter the details for this filing

Filing Type
EFile

Filing Code

Filing
EFile

Client
EFileAndServe

Courtesy Copies
Do Not Use for 'Service Only'

Filing on Behalf of ?
'Select the parties you are filing on behalf of'

Filing Code

Search

- Affidavit / Affirm of Plaintiff Support App Default Judgment
- Affidavit Filed
- Affidavit of Soldiers and Sailors Relief Act
- Affidavits
- AMENDED COMPLAINT FILED

SERVICE CONTACTS

Service Contacts Need Help?

Please select at least one service contact for service.

Only contacts checked below will be served electronically.

Serve	Name	Email	
▶	Party: Anna Ortiz - Plaintiff		Actions ▾
▶	Party: Pete Romero - Defendant		
▶	Other Service Contacts		Actions ▾

Actions

- Add New Service Contact
- Add From Firm Service Contact

SERVICE CONTACTS

Add From Firm Service Contacts		
<input type="checkbox"/>	Name	Email
<input type="checkbox"/>	Arlene Baca	abaca@nmcourts.gov
<input type="checkbox"/>	Diana Bennett	dbennett@nmcourts.gov
<input type="checkbox"/>	Christal Bradford	cbradford@nmcourts.gov
<input type="checkbox"/>	Veronica Carasco	lcrdvcl@nmcourts.gov
<input type="checkbox"/>	Sample Sevice Contact	sjwinsor@gmail.com
<input checked="" type="checkbox"/>	Jinger Fiola	jfiola@nmcourts.gov
<input type="checkbox"/>	Tobie Fouratt	tfouratt@nmcourts.gov
<input type="checkbox"/>	Melinda Griego	mgriego@nmcourts.gov
<input type="checkbox"/>	Para Legal 1	lorchard@nmcourts.gov
<input type="checkbox"/>	Para Legal 2	lorchard@nmcourts.gov

1 2 3 10 items per page 1 - 10 of 23 items

SERVICE CONTACTS

Service Contacts Need Help?

Only contacts checked below will be served electronically.

Serve	Name	Email	
▼	Party: Anna Ortiz - Plaintiff		Actions ▼
<input checked="" type="checkbox"/>	Jinger Fiola	jfiola@nmcourts.gov	Actions ▼
▶	Party: Pete Romero - Defendant		Actions ▼
▶	Other Service Contacts		Actions ▼

FEES

Fees Need Help?

▼ Affidavits

Description	Amount
Filing Fee	\$0.00
Filing Total: \$0.00	
<hr/>	
Total Filing Fee	\$0.00
Payment Service Fee	\$1.00
E-File Fee	\$12.00
? Envelope Total: \$13.00	

Payment Account

Tread Test Payment

Party Responsible for Fees ?

Anna Ortiz

Filing Attorney

Meagan Dorsey

Undo **Save Changes**

FEES

The screenshot shows the re:SearchNM Filer Dashboard. At the top left is a logo of colored dots. The top center features the 're:SearchNM' logo. The top right has a 'Show Me How To...' button and a user profile icon. Below the header, there are navigation buttons for 'Home' and 'Actions'. The main content area is titled 'Filer Dashboard' and is divided into two sections: 'My Filing Activity' and 'New Filing'. The 'My Filing Activity' section contains a list of buttons: 'Pending', 'Accepted' (highlighted with a red box), 'Returned', 'Drafts', and 'Served'. At the bottom of this list is a 'View All' link. The 'New Filing' section contains three buttons: 'Start a New Case', 'Use a Template', and 'File into Existing Case'. Below these buttons is a link that says 'Need help getting started?'.

VERIFY RECEIPT OF SERVICE

Filing History Filtered by My Accepted Filings ✕

Filing Status	Filing Code	Filing Type	Filing Description	Client Ref #
▼ Case # T-4-CV-2020-002786 - Ortiz, Anna v. Romero, Pete (Allred, Rosie Lazcano) Envelope # 10896 filed Friday, July 31, 2020 at 1:35 PM MST by Laura Orchard on behalf of Meagan Dorsey				
Accepted	OPN: Complaint Filed	EFile	Compaint - Anna Ortiz property...	2020-322-AC
Received	Summons Issued	EFile	Summons with blank answer form	2020-322-AO
▼ Case # T-4-CV-2020-002775 - Monroe, Genice v. Ortiz, Anna (Jaramillo, Jason M.) Envelope # 10876 filed Thursday, July 30, 2020 at 2:20 PM MST by Laura Orchard on behalf of Meagan Dorsey				
Accepted	OPN: Complaint Filed	EFile	Opening petition	LMO
Received	Summons Issued	EFile	summons with blank answer	LMO

Actions ▾

Actions

- View Envelope Details
- View Service Contacts
- File Into Case
- File Into Case With Template
- Bookmark This Case

Case # T-4-CV-2020-000058 - Daye, Gerald v. Freeman, Jeremy (Sedillo, Fra...

Envelope Information

Envelope Id	Submitted Date	Submitted User Name
10912	8/3/2020 5:18 PM MST	lorchard@nmcourts.gov

Case Information

Location	Category	Case Type
Bernalillo County Metropolitan Court	Civil	General Civil
Case Initiation Date 1/3/2020	Case # T-4-CV-2020-000058	
Assigned to Judge Sedillo, Frank A.		

Party Information

Filings

Service Contacts

Parties with No eService

Fees

[Return to Filing History](#)[View Receipt](#)[Review History](#)

Lead Document

File Name	Description	Security	Download
Combined_Attorney_Application_for_On... 03302017_v1_2(1).pdf	Testing document for public defender.pdf	E-Filed Document	Original File Court Copy

eService Details

Status	Name	Firm	Served	Date Opened
Sent	Jules Verne	New Mexico Judicial Information Division	Yes	8/29/2019 12:52 PM MST
Sent	Margarita Terrell		Yes	Not Opened
Error	Sean Sullivan	New Mexico Judicial Information Division	No	Not Opened

HOUSEKEEPING ITEMS NUMBER ONE (AND TWO)

1. Starting now, firm administrators need to complete the firm account setup for the firm
2. When e-filing becomes available at the Bernalillo County Metropolitan Court, attorneys need to add themselves as Service Contacts on their active Bernalillo County Metropolitan Court cases

Both of these instructional videos can be found at
<http://nmcourts.gov/e-filing.aspx>

RESOURCES

File & Serve Software Application Questions

Tyler Technologies

Call: 1-800-297-5377

Email: efiling.support@tylertech.com

Chat: While logged into F&S, use the yellow Actions dropdown to choose Help, then choose Contact Us 3132 and scroll down to Click Here to Chat With Us

RESOURCES

Bernalillo County Metropolitan Court Case-Specific Questions

Phone: 505-841-8151

Instructional videos on <https://nmcourts.gov/e-filing.aspx>

Firm Account setup

Proposed Text and Free Process application process

Adding Yourself as a Service Contact