

ADD YOURSELF AS A SERVICE CONTACT
FOR ATTORNEYS USING FILE & SERVE

ADDING YOURSELF AS A SERVICE CONTACT

In order to receive email notifications and service on activities taking place in a case, attorneys need to add themselves (or others from their firm) as Service Contacts through File & Serve.

Service Contacts are people within your File & Serve firm, and can include attorneys and support staff.

It does NOT include the opposing attorney or the opposing parties as service contacts. They are responsible for adding themselves to their own cases.

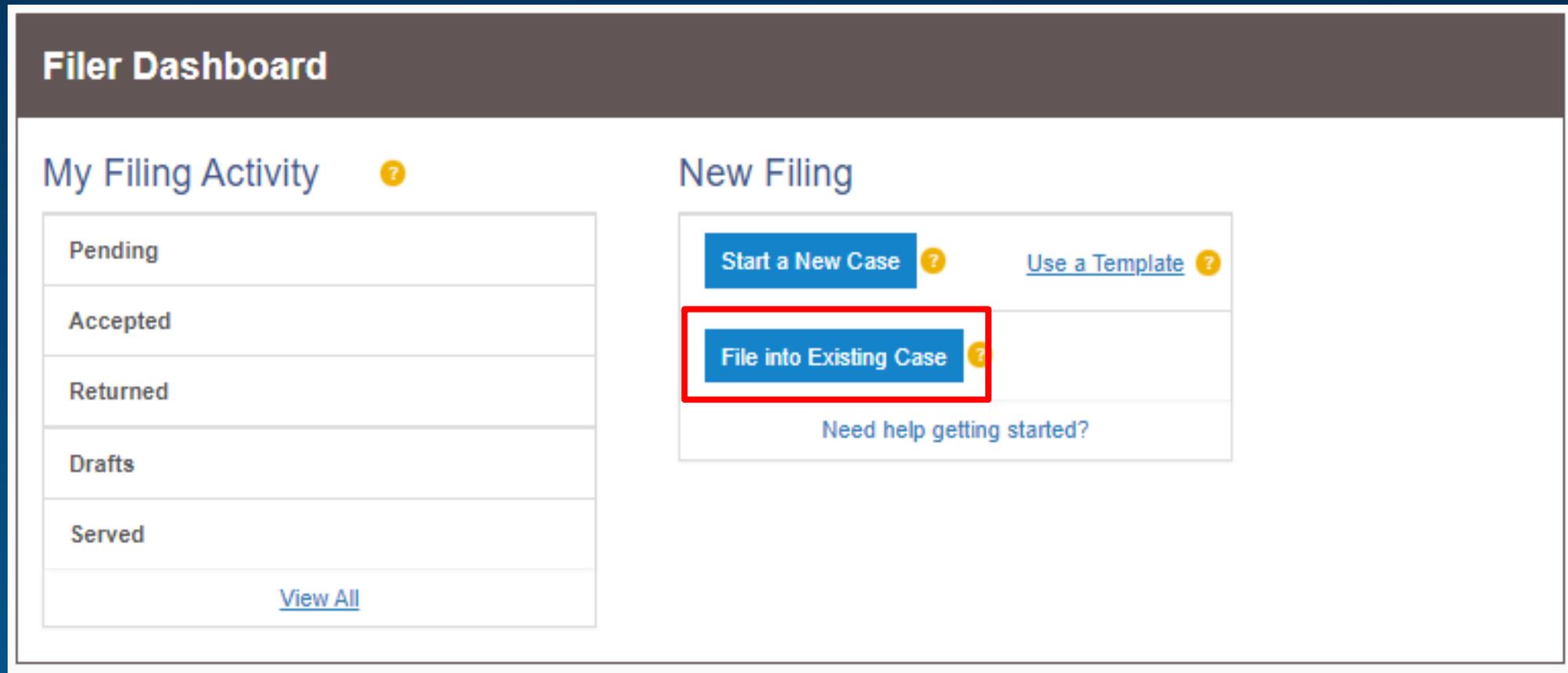
WAYS TO ADD SERVICE CONTACTS

There are three ways to add a service contact:

1. Add Without Filing - use the search function and the "View Service Contacts" option from the search results screen;
2. Add Without Filing When Parties Don't Display - use the search function and the "File Into Existing Case" option to get File & Serve to load the case and then follow option 1 above;
3. When Starting A New Case or Filing - in the Service Contact section, use the Add From Firm Service Contacts option.

OPTION 1 – ADD WITHOUT FILING:

- ▶ From the dashboard, click File Into Existing Case



The screenshot displays the 'Filer Dashboard' interface. On the left, under 'My Filing Activity', there is a list of categories: Pending, Accepted, Returned, Drafts, and Served, with a 'View All' link at the bottom. On the right, under 'New Filing', there are three buttons: 'Start a New Case', 'Use a Template', and 'File into Existing Case'. The 'File into Existing Case' button is highlighted with a red rectangular box. Below these buttons is a link that says 'Need help getting started?'.

- ▶ Type in your case number and click Search

File Into Existing Case

Search for a Case by

Case Number Party Name

Case Number ?

- ▶ From the dropdown menu, select View Service Contacts

File Into Existing Case

Case Number	Location	Description	Case Type	
T-4-CV-2020-000955	Bernalillo County Metrop...	Opportunity Financial, L...	General Civil	Actions ▾

« ‹ 1 › » 20 ▾ items per page

Back to Search

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

- ▶ From the dropdown menu next to the party being represented, select Add From Firm Service Contacts

Service Contacts: T-4-CV-2020-000955

Name	Email
▶ Party: Opportunity Financial, LLC - Plaintiff	
▶ Party: Tammie Torres - Defendant	
▶ Other Service Contacts	

10 items per page 1 - 3 of 3 items

Close

- ▶ Check mark each Service Contact for this case, click Close

Add From Firm Service Contacts

	Name	Email
<input type="checkbox"/>	Arlene Baca	abaca@nmcourts.gov
<input type="checkbox"/>	Diana Bennett	dbennett@nmcourts.gov
<input checked="" 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

Close

- ▶ Now, the service contacts will now display under the party being represented, click Close

Service Contacts: T-4-CV-2020-000955

Name	Email	
▼ Party: Opportunity Financial, LLC - Plaintiff		Actions ▼
Christal Bradford	cbradford@nmcourts.gov	Actions ▼
Jinger Fiola	jfiola@nmcourts.gov	Actions ▼
▶ Party: Tammie Torres - Defendant		Actions ▼
▶ Other Service Contacts		Actions ▼

10 items per page 1 - 3 of 3 items

Close

- ▶ To continue with another case, click **Back to Search** button in the lower left, and repeat steps for all your other cases

File Into Existing Case

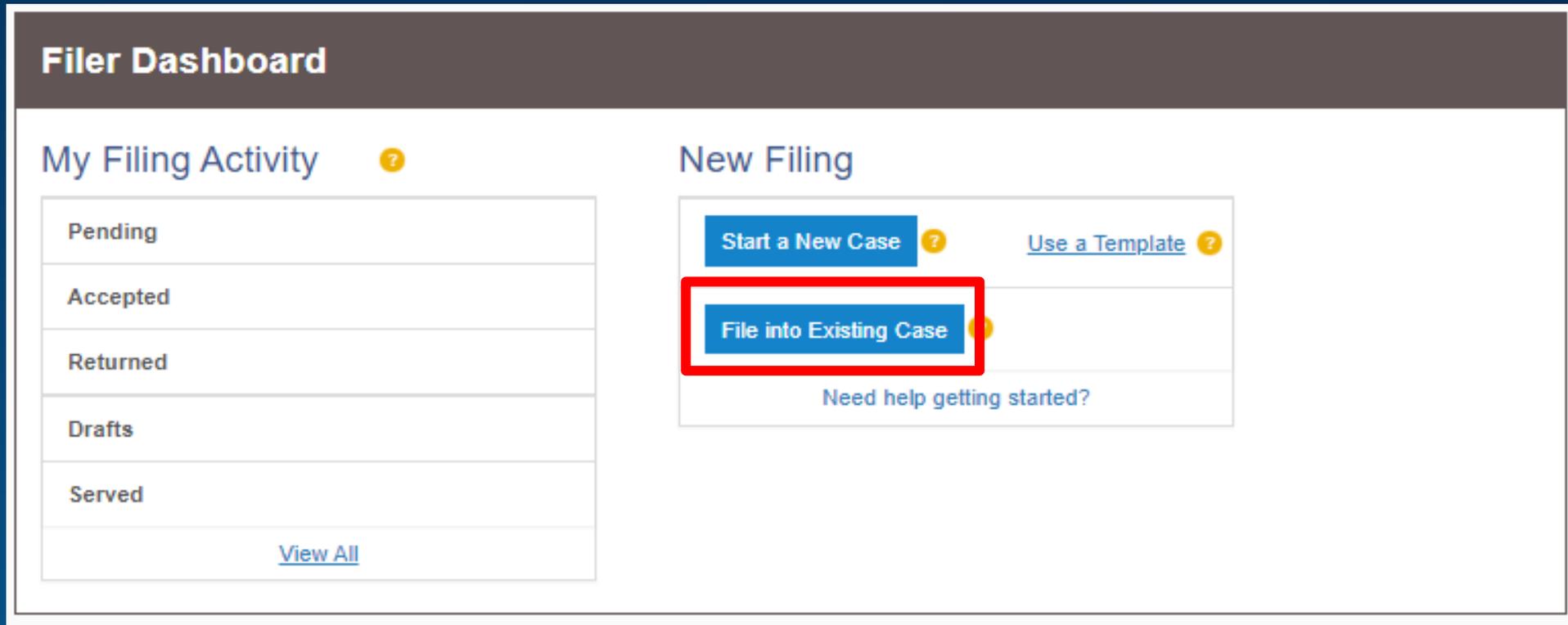
Case Number	Location	Description	Case Type	
T-4-CV-2020-000955	Bernalillo County Metrop...	Opportunity Financial, L...	General Civil	Actions ▾

◀ ◀ 1 ▶ ▶ 20 ▾ items per page 1 - 1 of 1 items

Back to Search

OPTION 2 – ADD WITHOUT FILING WHEN PARTIES DON'T DISPLAY:

- ▶ From the dashboard, click File Into Existing Case



- ▶ Type in the case number
- ▶ highlight and copy the case number
- ▶ then click search

File Into Existing Case

Search for a Case by

Case Number Party Name

Case Number ?

×

- ▶ From the dropdown menu select View Service Contact, and if you see no parties from the case displayed, click Close

File Into Existing Case

Case Number	Location	Description	Case Type	Actions
T-4-CV-2020-000955	Bernalillo County Metropol...	Opportunity Financial, L...	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

Service Contacts: T-4-CV-2012-000123

Name	Email	Actions
▶ Other Service Contacts		Actions

1 10 items per page 1 - 1 of 1 items

Close

- ▶ Use the dropdown menu, and select File Into Case

File Into Existing Case

Case Number	Location	Description	Case Type	Actions
T-4-CV-2020-000955	Bernalillo County Metrop...	Opportunity Financial, L...	General Civil	

« 1 » 20 items per page

[Back to Search](#)

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

- ▶ Wait for the case information to load, and then click the browser's back button

The screenshot shows a web browser window with the following elements:

- Address Bar:** <https://newmexico-stage.tylerhost.net/OfsWeb/FileAndServeModule/Envelope/AddOrEdit?Id=10915&alertId=0>. The back button is circled in red.
- Browser Tabs:** "Odyssey File & Serve - Start ...", "Odyssey File & Serve".
- Menu Bar:** File, Edit, View, Favorites, Tools, Help.
- Taskbar:** SOPA, STAGE F&S Silverlight, STAGE F&S H5, Prod F&S Silverlight, Prod F&S H5.
- Page Header:** re:SearchNM logo, "Show Me How To..." button, user profile icon.
- Page Content:**
 - Case # T-4-CV-2020-000955 - Opportunity Financial, LLC v. Torres, Tammie...**
 - Case Information** (with "Need Help?" link)
 - Location:** Bernalillo County Metropolitan Court
 - Category:** Civil
 - Case Type:** General Civil
 - Case Initiation Date:** 1/16/2020
 - Case #:** T-4-CV-2020-000955
 - Assigned to Judge:** Allred, Rosie Lazcano
 - Party Information** (with "Need Help?" link)
 - | Party Type | Party Name | Lead Attorney |
|------------|----------------------------|----------------|
| Plaintiff | Opportunity Financial, LLC | Bryan Thomason |

- ▶ Paste the copied case number into the field and click search again

File Into Existing Case

Search for a Case by

Case Number Party Name

Case Number ?

- ▶ From the dropdown menu, select View Service Contacts

File Into Existing Case

Case Number	Location	Description	Case Type	Actions
T-4-CV-2020-000955	Bernalillo County Metrop...	Opportunity Financial, L...	General Civil	

« ‹ 1 › » 20 items per page

[Back to Search](#)

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

- ▶ From the dropdown menu next to the party being represented, select Add From Firm Service Contacts

Service Contacts: T-4-CV-2020-000955

Name	Email
▶ Party: Opportunity Financial, LLC - Plaintiff	
▶ Party: Tammie Torres - Defendant	
▶ Other Service Contacts	

10 items per page 1 - 3 of 3 items

Close

- ▶ Check mark each Service Contact for this case, click Close

Add From Firm Service Contacts

	Name	Email
<input type="checkbox"/>	Arlene Baca	abaca@nmcourts.gov
<input type="checkbox"/>	Diana Bennett	dbennett@nmcourts.gov
<input checked="" 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

Close

- ▶ Now, the service contacts will now display under the party being represented, click Close

Service Contacts: T-4-CV-2020-000955

Name	Email	
▼ Party: Opportunity Financial, LLC - Plaintiff		Actions ▼
Christal Bradford	cbradford@nmcourts.gov	Actions ▼
Jinger Fiola	jfiola@nmcourts.gov	Actions ▼
▶ Party: Tammie Torres - Defendant		Actions ▼
▶ Other Service Contacts		Actions ▼

10 items per page 1 - 3 of 3 items

Close

- ▶ To continue with another case, click **Back to Search** button in the lower left, and repeat steps for all your other cases

File Into Existing Case

Case Number	Location	Description	Case Type	
T-4-CV-2020-000955	Bernalillo County Metrop...	Opportunity Financial, L...	General Civil	Actions ▾

◀ ◀ 1 ▶ ▶ 20 ▾ items per page 1 - 1 of 1 items

Back to Search

OPTION 3 – WHEN STARTING A NEW CASE OR FILING:

- ▶ In the new filing envelope, when you get to the Service Contact section, next to the party you are representing, use the dropdown arrow to select Add From Firm Service Contacts

The screenshot displays the 'Service Contacts' section of a legal filing system. At the top, there is a header with 'Service Contacts' and a 'Need Help?' link. Below the header, there are two instructional boxes: a red-bordered box stating 'Please select at least one service contact for service.' and a blue-bordered box stating 'Only contacts checked below will be served electronically.'

The main content is a table with columns for 'Serve', 'Name', and 'Email'. The table lists three entries:

Serve	Name	Email
▶	Party: Opportunity Financial, LLC - Plaintiff	
▶	Party: Tammie Torres - Defendant	
▶	Other Service Contacts	

To the right of the table, there is an 'Actions' dropdown menu. The dropdown is open, showing three options: 'Add New Service Contact', 'Add From Firm Service Contacts' (which is highlighted with a red box), and another 'Add From Firm Service Contacts' option. The 'Actions' label is repeated below the dropdown.

- ▶ Check mark each Service Contact for this case, click Close

Add From Firm Service Contacts

	Name	Email
<input type="checkbox"/>	Arlene Baca	abaca@nmcourts.gov
<input type="checkbox"/>	Diana Bennett	dbennett@nmcourts.gov
<input checked="" 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

Close

- ▶ Now, the service contacts will now display under the party being represented, click Close

Service Contacts: T-4-CV-2020-000955

Name	Email	
▼ Party: Opportunity Financial, LLC - Plaintiff		Actions ▼
Christal Bradford	cbradford@nmcourts.gov	Actions ▼
Jinger Fiola	jfiola@nmcourts.gov	Actions ▼
▶ Party: Tammie Torres - Defendant		Actions ▼
▶ Other Service Contacts		Actions ▼

10 items per page 1 - 3 of 3 items

Close

Important enough to repeat...

Service Contacts are people within your File & Serve firm, and can include attorneys and support staff.

It does NOT include the opposing attorney or the opposing parties as service contacts. They are responsible for adding themselves to their own cases.