

BERNALILLO COUNTY METROPOLITAN
COURT PROPOSED TEXT AND
FREE PROCESS STEPS FOR CIVIL CASES

FOR ATTORNEYS USING **FILE & SERVE**

SUBMIT THE FOLLOWING REQUESTS TO THE PROPOSED TEXT EMAIL ADDRESS TO THE JUDGE ASSIGNED ON THE CASE:

- ▶ Closings
- ▶ Warrants
- ▶ Orders
- ▶ Judgments
- ▶ Releases/Garnishments
- ▶ Free Process Applications (prior to opening the case)

Along with the proposed document, include a copy of the filed motion. If you have any questions about what to send or what to include, please ask the judge's TCAA

PROPOSED TEXT EMAIL ADDRESSES

The email addresses can be found at the <https://nmcourts.gov/e-filing.aspx> web page:

Judge Sedillo: metrodiv5proposedtxt@nmcourts.gov

Judge Lazcano Allred: metrodiv18proposedtxt@nmcourts.gov

Judge Jaramillo: Metrodiv12proposedtxt@nmcourts.gov

FORMATTING YOUR DOCUMENT AND EMAIL

- ▶ Document Name and Email Subject Line:

Case Number, brief description of the proposed document

- ▶ Example:

Document Name: **T-4-CV-2020-001234 Order to Show Cause**

Subject Line: **T-4-CV-2020-001234 Order to Show Cause**

HOW THE PROPOSED DOCUMENT GETS FILED

- ▶ The judge will review the emailed documents and may make changes to the document before signing it
- ▶ After the document is signed, the judge's TCAA will e-file the document into the case
- ▶ Service Contacts on the case will receive an email notification with a file stamped copy
- ▶ The filing will also be available on SOPA and re:SearchNM

QUESTIONS?

Contact the TCAA assigned to the judge on the case
by calling the Bernalillo County Metropolitan Court

Phone: 505-841-8151