

Administrative Office of the Courts

Supreme Court of New Mexico

Arthur W. Pepin, Director



237 Don Gaspar, Room 25
Santa Fe, NM 87501
(505) 827-4800
(505) 827-4824 (fax)

Judicial Information Division (JID)

Public Payment Portal
Standard Operating Procedure
Version 1.2
Updated: 08/2020

Public Payment Portal

COURT / DEPARTMENT / DIVISION

Fourth and Sixth Judicial District Courts

USER

Members of the Public

PURPOSE

This procedure shall be used by member of the public to make an online credit/debit card payment on a case for fines and fees, case ProSe packets or for court copies.

PLEASE CONTACT THE COURT CLERK TO CONFIRM PAYMENT AMOUNT OWED PRIOR TO MAKING PAYMENT.

INTRODUCTION

The Administrative Office of the Courts has launched a pilot program where members of the public can make online credit or debit card payments through the MSB payment-processing portal. The pilot was implemented in two Judicial District Courts, the 4th located in San Miguel, Mora and Guadalupe counties and the 6th located in Deming, Grant and Luna counties.

The fees to be collected during this pilot are as follows:

4th Judicial District Court

- Civil Filing Fee - \$132.00
- Domestic Family Filing Fee - \$137.00
- Probate Filing Fee - \$132.00
- Civil Jury (12 Person) - \$300.00
- Civil Jury (6 Person or Additional 6) - \$150.00
- Jury Reimbursement - As ordered by the Court - to be entered by Customer
- Mediation Services - As ordered by the Court - to be entered by Customer
- Safe Exchange/Supervised Visits (SESV) - As ordered by the Court - to be entered by Customer
- Fine - As ordered by the Court - to be entered by Customer
- Restitution - As ordered by the Court - to be entered by Customer
- Criminal Fees - As ordered by the Court - to be entered by Customer
- Court case photocopies at \$.35 per page
- Court case copies from microfilm at \$.35 per page to include a \$5.00 processing fee
- Computer generate case docket at \$.35 per page to include a \$5.00 processing fee
- CD/Tape duplication of court recordings at \$10.00 per CD/Tape
- Outgoing faxes at \$2.50 per page
- Certified court case copies at \$1.50 per pleading
- Exemplified court case copies at \$4.50 per pleading
- Jury CD at \$25.00 per CD

- Dissolution of Marriage (without children) packets at \$10.00
- Dissolution of Marriage (with children) packets at \$20.00
- Custody, Visitation and Child Support packets at \$15.00
- Name change packet at \$5.00
- Kinship/Guardianship packet at \$10.00
- Driver's License restoration packet at \$5.00
- Emancipation packet at \$3.00
- Grandparent visitation packet at \$5.00

6th Judicial District Court

- Civil Filing Fee - \$132.00
- Domestic Family Filing Fee - \$137.00
- Probate Filing Fee - \$132.00
- Civil Jury (12 Person) - \$300.00
- Civil Jury (6 Person or Additional 6) - \$150.00
- Jury Reimbursement - As ordered by the Court - to be entered by Customer
- Mediation Services - As ordered by the Court - to be entered by Customer
- Safe Exchange/Supervised Visits (SESV) - As ordered by the Court - to be entered by Customer
- Fine - As ordered by the Court - to be entered by Customer
- Restitution - As ordered by the Court - to be entered by Customer
- Criminal Fees - As ordered by the Court - to be entered by Customer
- Court case photocopies at \$.35 per page
- CD/Tape duplication of court recordings at \$4.00 per CD/Tape
- Certified court case copies at \$1.50 per pleading (not including copies)
- Exemplified court case copies at \$4.50 per pleading (not including copies)

NAVIGATION

In the pilot, each court has its own unique site. Links to the individual sites are listed below:

Fourth Judicial District Court - Las Vegas

https://www.msbbpay.com/MSBWEBPayments?NM_NewMexicoCourts_4thJudicialCourt_LasVegas

Fourth Judicial District Court – Mora

https://www.msbbpay.com/MSBWEBPayments?NM_NewMexicoCourts_4thJudicialCourt_Mora

Fourth Judicial District Court - Santa Rosa

https://www.msbbpay.com/MSBWEBPayments?NM_NewMexicoCourts_4thJudicialCourt_SantaRosa

Sixth Judicial District Court - Silver City

https://www.msbbpay.com/MSBWEBPayments?NM_NewMexicoCourts_6thJudicialCourt_SilverCity

Sixth Judicial District Court – Deming

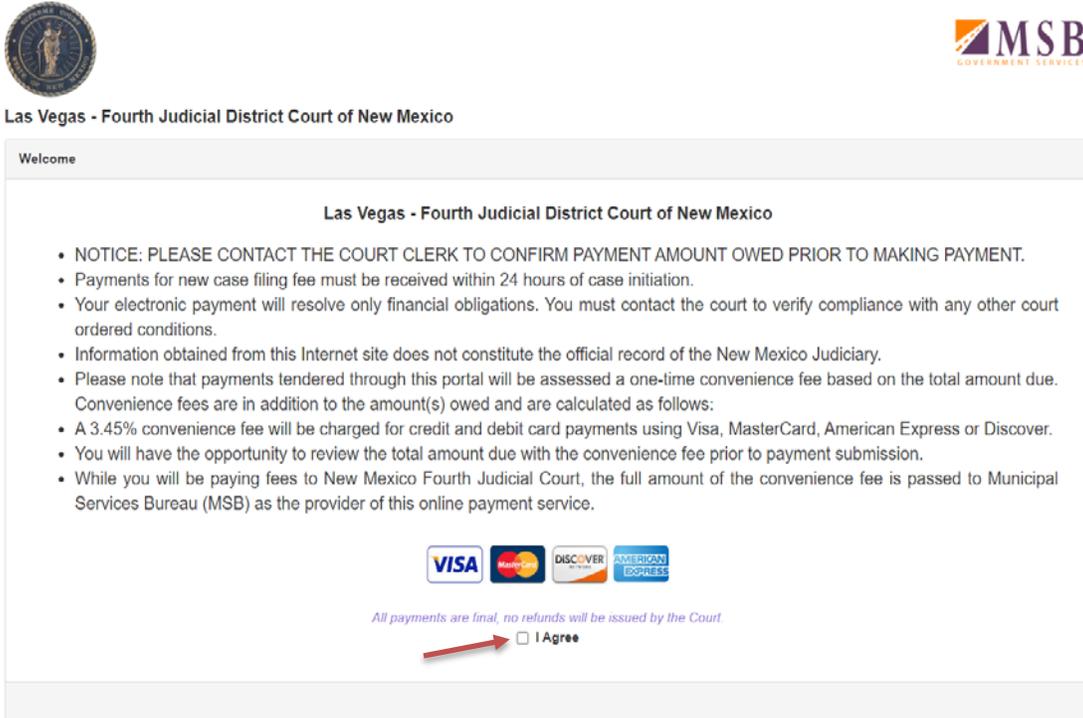
https://www.msbbpay.com/MSBWEBPayments?NM_NewMexicoCourts_6thJudicialCourt_Deming

Sixth Judicial District Court – Lordsburg

https://www.msbpay.com/MSBWEBPayments?NM_NewMexicoCourts_6thJudicialCourt_Lordsburg

STEPS

- 1 From the landing page check on the “I Agree” box and click on the Start Payment button
a Please note “All payments are final, refunds will not be issued by the Court”



Las Vegas - Fourth Judicial District Court of New Mexico

Welcome

Las Vegas - Fourth Judicial District Court of New Mexico

- NOTICE: PLEASE CONTACT THE COURT CLERK TO CONFIRM PAYMENT AMOUNT OWED PRIOR TO MAKING PAYMENT.
- Payments for new case filing fee must be received within 24 hours of case initiation.
- Your electronic payment will resolve only financial obligations. You must contact the court to verify compliance with any other court ordered conditions.
- Information obtained from this Internet site does not constitute the official record of the New Mexico Judiciary.
- Please note that payments tendered through this portal will be assessed a one-time convenience fee based on the total amount due. Convenience fees are in addition to the amount(s) owed and are calculated as follows:
- A 3.45% convenience fee will be charged for credit and debit card payments using Visa, MasterCard, American Express or Discover.
- You will have the opportunity to review the total amount due with the convenience fee prior to payment submission.
- While you will be paying fees to New Mexico Fourth Judicial Court, the full amount of the convenience fee is passed to Municipal Services Bureau (MSB) as the provider of this online payment service.

All payments are final, no refunds will be issued by the Court.

I Agree

- 2 Select an item from the dropdown i.e. copies, CD/Tape or Civil/Criminal Fines & Fees and enter the quantity amount
 - a For Fines & Fees and postage you will be required to enter the dollar amount to be paid
PLEASE CONTACT THE COURT CLERK TO CONFIRM PAYMENT AMOUNT OWED PRIOR TO MAKING PAYMENT



Las Vegas - Fourth Judicial District Court of New Mexico

Order Details

Select Item: Price: \$0.00 Quantity: 1

Items:

- Copies : Per page | Stock: 2000
- Copies from Microfilm : Processing Fee Plus # of pages above | Stock: 2000
- CD/Tape Duplication : Per Tape or CD | Stock: 2000**
- Outgoing Faxes : Per page | Stock: 2000
- Certified Copies : Per pleading | Stock: 2000
- Exemplified Copy : Per pleading | Stock: 2000
- Jury CD for Trials : Per CD | Stock: 2000
- Dissolution of Marriage : Without Children | Stock: 2000
- Dissolution of Marriage : With Children | Stock: 2000
- Custody, : Visitation, and Child Support | Stock: 2000
- Name : Change | Stock: 2000
- Kinship/ : Guardianship | Stock: 2000
- Driver's License : Restoration | Stock: 2000
- Emancipation : Emancipation | Stock: 2000
- Grandparent : Visitation | Stock: 2000
- Computer Generated Docket : Processing Fee Plus # of pages above | Stock: 2000

Reference *

Memo

Please type description of what is being purchased

Payment Method: CREDIT CARD / DEBIT CARD

MSB Government Services - Payment Processing

- 3 Click on "Add item"
 - a You can select multiple items for multiple cases



Las Vegas - Fourth Judicial District Court of New Mexico

Order Details

Select Item	Price	Quantity			
CD/Tape Duplication : Per Tape or CD Stock: 2000	\$10.00	1	<input type="button" value="Add Item"/>		

Item	Description	Price	Quantity	Amount	Action
Copies	Per page	\$0.35	10	\$3.50	<input type="button" value="Delete"/>
Postage	Pay as appropriate	\$2.50	1	\$2.50	<input type="button" value="Delete"/>
Dissolution of Marriage	Without Children	\$10.00	1	\$10.00	<input type="button" value="Delete"/>
Total Amount				\$16.00	

Reference *
Type D-412-AA-YYYY-NNNNN or Type NONE
Type case number if applicable or type NONE

Memo
Description of purchase
Please type description of what is being purchased

Payment Method
 CREDIT CARD / DEBIT CARD

MSB Government Services - Payment Processing

- 4 Enter Case Number in the "Reference" field or enter None if item requested is not associated to a case



Las Vegas - Fourth Judicial District Court of New Mexico

Order Details

Select Item Price Quantity

\$0.00 1 Add Item

Item	Description	Price	Quantity	Amount	Action
Copies	Per page	\$0.35	10	\$3.50	
Postage	Pay as appropriate	\$2.50	1	\$2.50	
Dissolution of Marriage	Without Children	\$10.00	1	\$10.00	
Total Amount				<u>\$16.00</u>	

Reference *

Type case number if applicable or type NONE

Memo

Please type description of what is being purchased

Payment Method

CREDIT CARD / DEBIT CARD

- 5 Enter description of your purchase in the "Memo" field for reference by the court
 - a If items selected are for different cases, please list additional case numbers and description in the "Memo" field



Las Vegas - Fourth Judicial District Court of New Mexico

Order Details

Select Item	Price	Quantity	
CD/Tape Duplication : Per Tape or CD Stock: 2000	\$10.00	1	<input type="button" value="Add Item"/>

Item	Description	Price	Quantity	Amount	Action
Copies	Per page	\$0.35	10	\$3.50	<input type="button" value="Remove"/>
Postage	Pay as appropriate	\$2.50	1	\$2.50	<input type="button" value="Remove"/>
Dissolution of Marriage	Without Children	\$10.00	1	\$10.00	<input type="button" value="Remove"/>
Total Amount				\$16.00	

Reference *

D-412-CV-2020-00236

Type case number if applicable or type NONE

Memo

The copies are for a previous divorce proceedings in case number D-412-CV-2020-00236. The Dissolution of Marriage w/out Children ProSe packet is for case number D-412-DM-2020-00489

Please type description of what is being purchased

Payment Method

CREDIT CARD / DEBIT CARD

MSB Government Services - Payment Processing

- 6 Click the “Payment Method of CREDIT CARD/DEBIT CARD” and then click the “Make Payment” button.



Las Vegas - Fourth Judicial District Court of New Mexico

Order Details

Select Item: CD/Tape Duplication : Per Tape or CD | Stock: 2000 | Price: \$10.00 | Quantity: 1 | Add Item

Item	Description	Price	Quantity	Amount	Action
Copies	Per page	\$0.35	10	\$3.50	
Postage	Pay as appropriate	\$2.50	1	\$2.50	
Dissolution of Marriage	Without Children	\$10.00	1	\$10.00	
Total Amount				\$16.00	

Reference *
D-412-CV-2020-00236
Type case number if applicable or type NONE

Memo
The copies are for a previous divorce proceedings in case number D-412-CV-2020-00236. The Dissolution of Marriage w/out Children ProSe packet is for case number D-412-DM-2020-00489
Please type description of what is being purchased

Payment Method
 CREDIT CARD / DEBIT CARD

Make Payment

- 7 On the Credit-Card Payment Details page, enter the mandatory fields, those indicated with a *. The fields that are shaded in gray will auto-populate once you enter the other data.

Las Vegas - Fourth Judicial District Court of New Mexico

Credit-Card Payment Details

Amount	\$40.00
Convenience Fee	\$1.38
Total Amount	\$41.38
Card Type *	VISA
Card Number *	[Masked]
Name on Card *	Jerry Garcia
Expiration Date (MM/YY) *	02/22
CVV Number *	123
Billing Phone Number	(800) 555-5555
Billing Email Address *	support@nmcourts.gov

Previous Submit Payment

This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply.

MSB Government Services - Payment Processing

- 8 Confirm the convenience fee is displaying and calculating correctly. (The convenience fee is always 3.45% of the Total Amount.)

Las Vegas - Fourth Judicial District Court of New Mexico

Credit-Card Payment Details

Amount	\$40.00
Convenience Fee	\$1.38
Total Amount	\$41.38
Card Type *	VISA
Card Number *	[Masked]
Name on Card *	Jerry Garcia
Expiration Date (MM/YY) *	02/22
CVV Number *	123
Billing Phone Number	(800) 555-5555
Billing Email Address *	support@nmcourts.gov

Previous Submit Payment

This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply.

MSB Government Services - Payment Processing

9 Click on the “Submit Payment” button to process the payment.



Las Vegas - Fourth Judicial District Court of New Mexico

Credit-Card Payment Details

Amount	\$40.00
Convenience Fee	\$1.38
Total Amount	\$41.38
Card Type *	VISA
Card Number *	4000100011112224
Name on Card *	Jerry Garcia
Expiration Date (MM/YY) *	02/22
CVV Number *	123
Billing Phone Number	(800) 555-5555
Billing Email Address *	support@nmcourts.gov

Previous Submit Payment

This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply.

MSB Government Services - Payment Processing

10 Once payment has processed, you will see the Receipt pop up on your screen. A copy of the receipt will be sent to the email address provided. You can “Print Receipt” or start a “New Payment” or just close the window to exit

New Mexico Supreme Court
Fourth Judicial District Court - Las Vegas
496 W National Avenue
Las Vegas, NM 87701
(505) 425-7281

Payment Receipt

Transaction Date	Aug 18 2020 10:22AM
Reference Number	D-412-CV-2020-00236
Payer Name	Jerry Garcia
Payment Method	VISA
Last 4 of CC	2224
MSB Confirmation ID	511947
Billing Zip	N/A
Amount	\$16.00
Convenience Fee	\$0.55
Total Amount	\$16.55

Order Details

Copies		
@	\$0.35 x 10	\$3.50
Postage		
@	\$2.50 x 1	\$2.50
Dissolution of Marriage		
@	\$10.00 x 1	\$10.00

Memo:
The copies are for a previous divorce proceedings in case number D-412-CV-2020-00236. The Dissolution of Marriage w/out Children ProSe packet is for case number D-412-DM-2020-00489

THANK YOU FOR YOUR PAYMENT
Allow 48 hrs to process. Payment is final.

Print Receipt

New Payment

MSB Government Services - Payment Processing