

# Self-Represented Litigant (SRL) Application for Online Access to New Mexico Court Cases

*New Mexico Administrative Office of the Courts  
Judicial Information Division  
2905 Rodeo Park Drive East, Building 5  
Santa Fe, NM 87505  
505-476-6911  
Email: [support@nmcourts.gov](mailto:support@nmcourts.gov)*

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1. **Print, complete, and sign this application form**
2. **Scan (or take an image of) the completed form and attach the scan or image to an email with the subject line “SRL Access Request”, then send it to [support@nmcourts.gov](mailto:support@nmcourts.gov). Please be patient, the review and approval process can take up to 30 days.**
3. **Return to <https://researchnm.tylerhost.net> to click the Register hyperlink to create your re:SearchNM account**
4. **Direct any questions to [support@nmcourts.gov](mailto:support@nmcourts.gov) or 505-476-6911**

## Introduction

If you are representing yourself, or you are an individual representing your business as a party on the case, you may apply for re:SearchNM access to view your court case and court documents online through the New Mexico Judiciary’s re:SearchNM database. Access to court records in re:SearchNM is a privilege conferred by the Supreme Court. Access will be granted only to applicants who qualify and who agree to the terms of use and non-disclosure set forth below.

Parties representing themselves in their court case will be given the same access to the online case records as an Attorney of Record on the case.

In this application we use the term Self-Represented Litigants (SRLs) to refer to people who are representing themselves, and individuals designated to represent their business. People representing themselves may also be referred to as Pro Se by court staff or in court documents.

### Restrictions:

- If a Self-Represented Litigant retains an attorney at any point in the case, the attorney will then have access to the case in re:SearchNM on behalf of the SRL. As the SRL is no longer marked “Pro Se” on the case, they will no longer have access to that case in re:SearchNM.
- If a Self-Represented Litigant is an individual designated to represent a business, that person must be a party on the case and/or Doing Business As (DBA) the corporation. They must apply using their own email address. Some courts may require a business or corporation to retain an attorney.

Use of re:SearchNM for any purpose other than viewing individual electronic court records, including attempting to download multiple records, is strictly prohibited. Data use is subject to NMSA 1978, Section 14-3-15.1.

## Application Process

To apply for SRL access to court case files on re:SearchNM, please complete this application document and sign the New Mexico Administrative Office of the Courts Terms of Use and Disclosure Agreement. You must submit your application and the Terms of Use and Disclosure Agreement via email to the New Mexico Administrative Office of the Courts Judicial Information Division ("JID") at [support@nmcourts.gov](mailto:support@nmcourts.gov). Each re:SearchNM account is associated with the applicant's email address, so each applicant must submit his or her own application using the applicant's email address. You will be emailed confirmation that your application has been processed.

## Self-Represented Litigant Information

Case Number(s):

_____	_____
_____	_____
_____	_____
_____	_____

Please provide as much information as possible. An asterisk (\*) indicates a required field. This information will be used to verify information you provided on the Unsworn Affirmation when filing your case at the court.

Prefix: Mr. / Ms. Other (specify): \_\_\_\_\_

First Name\*: \_\_\_\_\_ Last Name\*: \_\_\_\_\_

Email\*: \_\_\_\_\_ Phone\*: \_\_\_\_\_

Date of Birth\*: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Gov't issued photo ID #: \_\_\_\_\_ ID State: \_\_\_\_\_

Mailing address: \_\_\_\_\_

If you are acting on behalf of a business, you must be a party on the case and/or Doing Business As (DBA) the corporation. Please complete the required fields above as well as the following:

Business Name: \_\_\_\_\_

Business Email: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Business Address: \_\_\_\_\_

*Note: The judge may require proof that you qualify to represent this business.*

## **New Mexico Administrative Office of the Courts Terms of Use and Non-Disclosure Agreement**

The court case files in re:SearchNM may contain protected personal identifiers and other confidential information that must be protected by law. The Administrative Office of the Courts reserves the right to redact protected personal identifiers and other confidential information from re:SearchNM court case files. Submitting this application constitutes an agreement between the New Mexico Administrative Office of the Courts and you to certain terms of use and non-disclosure as set forth in the Application.

As an authorized user of re:SearchNM court case files, you agree to the following:

- To not share your login credentials with any individual;
- To not disclose any information protected by law that you gain through accessing case files unless such disclosure is through the discharge of your official duties as an officer of the court or as otherwise required by law;
- To take all reasonable precautions to protect all case information, including protected personal identifier information in re:SearchNM court case files as required by Rules 1-079, 2-112, 3-112, 5-123, 6-114, 7-113, 8-112, 10-166, and 12-314NMRA.

None of the provisions of this agreement can be waived or modified by the AOC or its employees. The laws of the State of New Mexico, Supreme Court rules, including disciplinary rules, and any and all applicable legal remedies shall govern this agreement. This agreement may be terminated by AOC for any violation of its terms.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Full Name:** \_\_\_\_\_