

# re:Search<sup>®</sup> NM Quick-Start Guide for SRLs

## Log Into re:SearchNM

After following the How to Get Access steps for a Self-Represented Litigant and receiving your access approval email, use your computer or mobile device to go to the re:SearchNM website:

<https://researchnm.tylerhost.net>

## If You See “0” Cases

There are a few reasons for seeing “0” cases in your account:

- 1) Your application for the JID Service Desk to approve access has not been processed yet. It can take up to 30 days to process your application.
- 2) You are not marked “Pro Se” on the case
- 3) You have an attorney on the case

If you have received an email from the JID Service Desk and/or the re:SearchNM system notifying you that you have been given access to a case, but see “0” cases, please contact the JID Service Desk at:

505-629-3291 or  
[support@nmcourts.gov](mailto:support@nmcourts.gov)

## Finding Your Case in re:SearchNM

When you log in, you will see a folder on the dashboard with a number indicating the number of cases you have been given access to.

- Click on the folder to see those cases in a list
- Click on the case title hyperlink to open the case details

## Not Seeing a Certain Case?

If you have received an email from the JID Service Desk and/or the re:SearchNM system notifying you that you have been given access to a specific case, but do not see it, please contact the JID Service Desk at:

505-629-3291 or  
[support@nmcourts.gov](mailto:support@nmcourts.gov)

## Case Details

The Case Details page is where you can see information on a case, including the following:

- Case number and type
- Parties, attorneys, and judicial officers
- Hearings
- Charges
- Filings and documents

## Register of Action

Another view of the case details can be seen by clicking on the Printer icon, which will display a “Register of Actions” view of the case details in a scrollable and printable format.

## If You Retain an Attorney

If you retain an attorney on a case where you were previously self-represented, your attorney will now have access to your case on your behalf. As you are no longer representing yourself, you will lose online access to that case in re:SearchNM.

## Questions?

Technical questions can be directed to Tyler Technologies at:

Tyler support (844) 307-8720 or  
[research.support@tylertech.com](mailto:research.support@tylertech.com)

Court and filing related questions can be answered on the court website at:

<https://www.nmcourts.gov/re-searchnm.aspx>

The JID Service Desk can be reached at  
505-629-3291 or  
[support@nmcourts.gov](mailto:support@nmcourts.gov)

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## Are you representing yourself in a New Mexico court case? re:SearchNM provides online access to your New Mexico court case records

The New Mexico Courts are committed to expanding access to justice. re:SearchNM is the key, providing the ability to access your case quickly and easily through a computer or mobile device while protecting your sensitive personal data.

As a Self-Represented Litigant (SRL), you will be able to see most case types on which you are marked “Pro Se”.

As updates are made to the case, through additional filings by the parties or by the court, this updated information will be reflected in re:SearchNM in real time.

Requesting access is as easy as 1, 2, 3...

### 1) File Your Case at the Court as a Self-Represented Litigant

When you file your case in person at the court, be sure to have the clerk mark you as “Pro Se” on the case and provide them with your email address\* and other identifying data (DOB, Driver's License, SSN, Phone Number, and Address) so your record will be complete.

**NOTE:** If you have received this Quick Start Guide because your attorney withdrew from the case, just follow steps 2 and 3 below to request access.

### 2) Register for your re:SearchNM Account

On your computer or mobile device\*\* register for your re:SearchNM "shell" account:

<https://researchnm.tylerhost.net/>

### 3) Submit an Application Form

Go to: <https://www.nmcourts.gov/self-help/re-searchnm/> to download the SRL Application form. Then submit the completed form to [support@nmcourts.gov](mailto:support@nmcourts.gov).

**NOTE:** You will need an email address, Internet access, a computer, a printer, and a scanner or camera to apply for access to re:SearchNM.

\* Don't have an email address? You can go to Google.com, Yahoo Mail or Outlook.com to acquire one for free

\*\* Don't have a computer? One may be available at your local Public Library