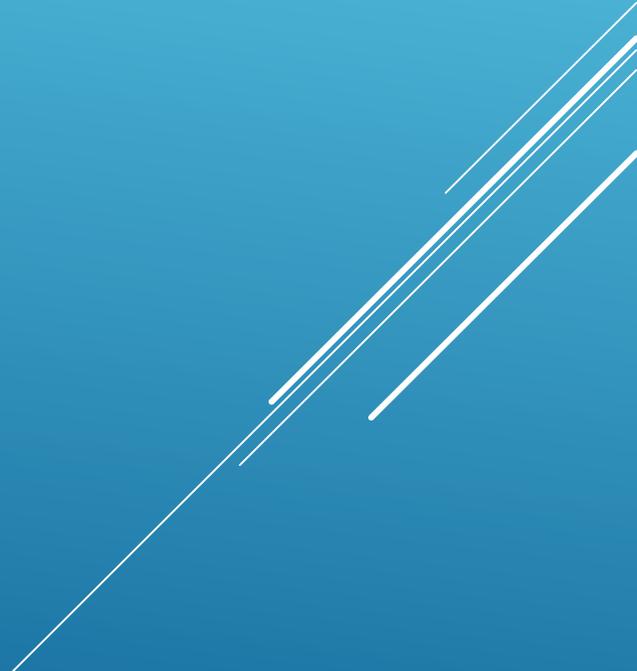


# USING FILE AND SERVE FOR E-FILING TO THE NEW MEXICO SUPREME COURT

[HTTPS://WWW.NMCOURTS.GOV/SUPREME-  
COURT/-ELECTRONIC-FILING-.ASPX](https://www.nmcourts.gov/supreme-court/-electronic-filing-.aspx)

# CALENDAR

- ▶ Electronic filing in the Supreme Court will be voluntary beginning May 1
  - ▶ Starting July 1, electronic filing in the Supreme Court will be mandatory
- 

# ATTORNEYS NEW TO FILE AND SERVE

- ▶ CAID Number – from the Supreme Court Clerk’s Office at 505-827-4860 or [nmsupremecourtclerk@nmcourts.gov](mailto:nmsupremecourtclerk@nmcourts.gov)
- ▶ File and Serve Firm Account – through Tyler Technologies
  - ▶ Firm User Accounts and Supreme Court Waiver Account
- ▶ Webex training with Tyler Technologies – accessed through the Supreme Court website or File and Serve

[HTTPS://WWW.NMCOURTS.GOV/SUPREME-COURT/-ELECTRONIC-FILING-.ASPX](https://www.nmcourts.gov/supreme-court/-electronic-filing-.aspx)

## **File and Serve Resources**

[Need File and Serve Help?](#)

[File and Serve FAQs](#)

[File and Serve Web Training Sessions](#)

[File and Serve Training Videos](#)

[Rule 12-307.2.NMRA \(Electronic Service and Filing of Pleadings and other Papers\)](#)

# HTTPS://NEWMEXICO.TYLERHOST.NET/OFSWEB



## Court Information

### **ATTENTION:**

**We will be performing maintenance from Friday at 10pm CT through Monday 5am CT. During this time, the site will be available, however, users may experience slowness while performing standard functions.**

File and Serve user accounts will not be effected by the Secured Odyssey Public Access (SOPA) registration process – please continue to log into File and Serve as usual. Users that have also been accessing case records through the Attorney Access to Case Documents (OPA) link are being asked to register for a new SOPA account. Please find those instructions at <http://nmcourts.gov/public-access-help.aspx>

In order to keep all File & Serve accounts current, your account will be disabled if you have not logged into File & Serve in the past ninety days. If you need access to an inactive account, please contact Tyler Technologies at 1-800-297-5377 or <http://content.tylerhost.net/helpnm/selfhelp/national/>

## Actions



Sign In



Register

## Self Help

[Need Help?](#)

[FAQs](#)

[Web Training Sessions](#)

[Training Videos](#)

# IN-PERSON SUPREME COURT ELECTRONIC FILING TRAINING DATES

- ▶ Friday, May 12, 2017 – 10:00 to 11:00 a.m.
- ▶ Friday, May 26, 2017 – 10:00 to 11:00 a.m.
- ▶ Monday, June 12, 2017 – 10:00 to 11:00 a.m. and 3:00 to 4:00 pm
- ▶ Thursday, June 29, 2017 – 10:00 to 11:00 a.m. and 3:00 to 4:00 pm

# RESOURCES

File and Serve Software Application, Registration, Training

- ▶ Tyler Technologies

Call: 1-800-297-5377

New Mexico Court Questions

- ▶ Judicial Information Division

Email [helpdesk@nmcourts.gov](mailto:helpdesk@nmcourts.gov)

Subject Line: "Supreme Court eFiling Issue"

# FILE AND SERVE APPLICATION

- ▶ There are two versions of File and Serve
  - ▶ HTML 5 – <https://newmexico.tylerhost.net/ofswweb>
  - ▶ Silverlight – <https://newmexico.tylerhost.net>
- ▶ HTML 5 is built using newer technology and is not limited to one browser type
- ▶ Silverlight is an old version and can only be accessed via Internet Explorer 11

# FILE AND SERVE LOG IN PAGE



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## Actions



Sign In



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## Self Help

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# INITIAL FILINGS TO THE SUPREME COURT

The screenshot displays the 'Filer Dashboard' for the State of New Mexico. The top navigation bar includes the state logo, the text 'STATE OF NEW MEXICO', a yellow 'Efile Guidance & Resources' button, and a user profile icon. Below this is a secondary navigation bar with a home icon and an 'Actions' dropdown menu. The main content area is titled 'Filer Dashboard' and is divided into two sections: 'My Filing Activity' and 'New Filing'.

**My Filing Activity**

Pending	10
Accepted	22
Returned	2
Drafts	18
Served	

[View All](#)

**New Filing**

- [Start a New Case](#) ?
- [Use a Template](#) ?
- [File into Existing Case](#) ?

[Need help getting started?](#)

# CASE INFORMATION

### Case Information

**Location**  
Supreme Court

**Category**  
Appellate

**Case Type**  
Rule 12-502 Certiorari Proceeding - Civil

- Original Proceeding - Criminal
- Original Proceeding - Mixed Writs
- Petition for Writ of Error - Civil
- Petition for Writ of Error - Criminal
- Petition for Writ of Error - Juvenile
- Petition for Writ of Mandamus - Civil

### Party Information

Party Type	Party Name	Le
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# PARTY INFORMATION

Party Information Need Help?

Party Type	Party Name	Lead Attorney	Actions
			<a href="#">+ Add Another Party</a>

Enter details for this Party

Party Type

Party is a Business/Agency

First Name

Middle Name

Last Name

Suffix

# PARTY INFORMATION

Lead Attorney

Click to select Lead Attorney



Undo

Save Changes

# FILINGS

Filings Need Help?  

Enter the details for this filing

**Filing Type**  **Filing Code**

**Filing Description**  
 

**Reference Number**    **Filing Comments**  

# LEAD DOCUMENT & ATTACHMENTS

**Related Parties**

John Doe ✕ ?

**Lead Document** (Required)

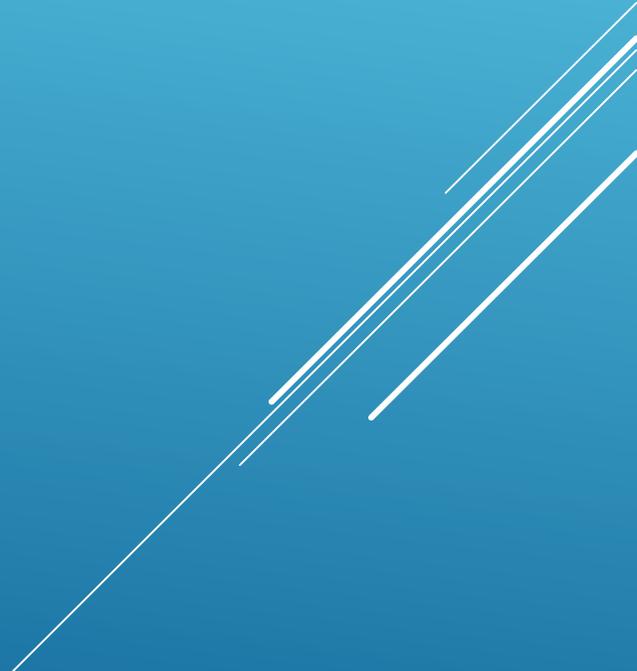
aTesting PDF 1.pdf *138.51 kB* ✕

Description	Security
aTesting PDF 1.pdf	Supreme Court Document ▼ <span>?</span>

**Attachments**

Computer Cloud

# DOCUMENT RESTRICTIONS

- ▶ All formatting of electronically filed documents must adhere to Rule 12-305
  - ▶ File and Serve Requirements
    - ▶ PDF files only
    - ▶ 25mb or less
    - ▶ Scanned at no greater than 200-300 dpi
    - ▶ No embedded fonts or active hyperlinks
- 

# SERVICE CONTACTS

Service Contacts

Serve	Name	Email	
▶	Party: John Doe - Appellant		Actions ▼ ^
▼	Other Service Contacts		Actions ▼
<input type="checkbox"/>			Actions ▼ v

Party: None

First Name

Middle Name

Last Name

Firm Name

Email

Administrative Copy

# FEES

Fees Need Help?  

▼ OPN: Application

Description	Amount
Filing Fee	\$0.00
<b>Filing Total: \$0.00</b>	

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Total Filing Fee \$0.00

**Envelope Total: \$0.00**  
*Waiver selected*

Payment Account

Supreme Court Waiver Account 

Filing Attorney

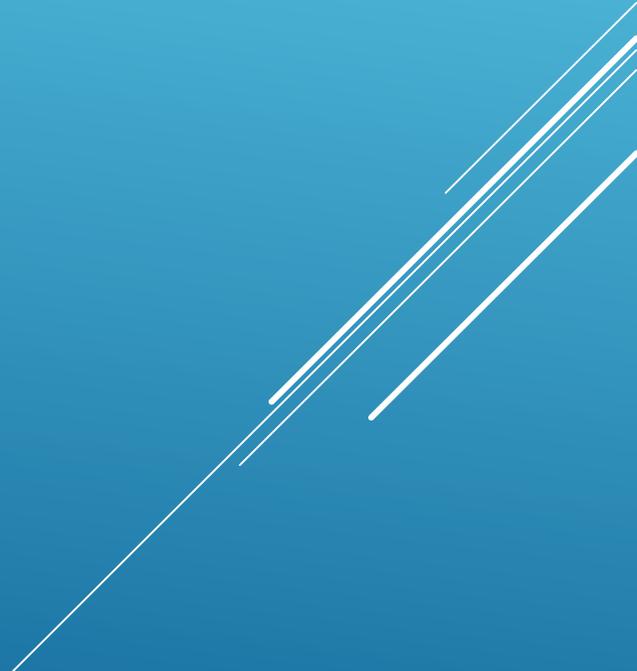
Joey Moya 

Undo Save Changes

# ACCEPTANCE OR REJECTION OF FILING

- ▶ Upon review, the Supreme Court will accept or reject the filing
- ▶ A “Filing Accepted” notice will be emailed to the filer and service contacts
  - ▶ Some filers, after receiving the “Filing Accepted” notice may receive a follow-up “Notice of Non-Conforming Pleading”, requesting specific corrections to be made and refiled as a Conformed Pleading
- ▶ If rejected, a “Filing Rejected” notice will be emailed to the filer and service contacts with notes indicated the rejection reason

# REJECTED PLEADING REASONS

- ▶ No signature on pleading
  - ▶ Poor quality scans
  - ▶ Filed into the wrong court
  - ▶ Case Document contains no caption or identifying lower court case number
- 

# DOCKET FEE ASSESSMENT AND PAYMENT

- ▶ New filings are assessed a \$125.00 filing fee, unless waived for statutory reasons, and are due within 5 days of acceptance
  - ▶ Docket fee payments (filing fees) must be made by check payable to the Supreme Court of New Mexico and mailed to the Supreme Court Clerk's Office at P.O. Box 848, Santa Fe, NM 87504
  - ▶ Checks must include the case number in the notation field
- 

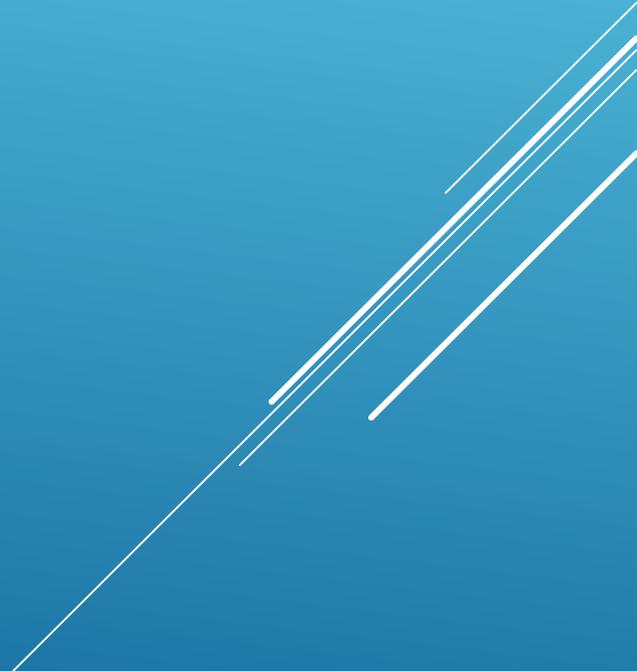
# DISMISSED FOR NONPAYMENT

- ▶ Cases that exceed the 5-day filing period may be **Dismissed Without Prejudice** under Rule 12-307.2(C)(5) NMRA and will receive a service notice with the dismissal order

# TO REINSTATE APPEAL

- ▶ The docketing fee must be in the hands of the Supreme Court with the case number written on the check within 15 days of the dismissal notice
- ▶ Filer can perform a subsequent eFiling into the case with a filing code of **RPN: Motion to Reinstatement Appeal**
- ▶ The Supreme Court may then submit the **Order to Reinstatement**

# SUBSEQUENT EFILINGS INTO A SUPREME COURT CASE

- ▶ Supreme Court Case Number
  - ▶ Filing Type: Efile or EFileandServe
  - ▶ Filing Code: filtered for subsequent filings
  - ▶ Payment Account: select Waiver
- 
- A decorative graphic consisting of several parallel white lines of varying lengths, slanted upwards from left to right, located in the bottom right corner of the slide.

# QUESTIONS

- ▶ Send your Supreme Court eFiling questions to [helpdesk@nmcourts.gov](mailto:helpdesk@nmcourts.gov) with "Supreme Court eFiling Issue" in the subject line
- ▶ For case-specific questions, please contact the Supreme Court at 505-827-4860 or email [nmsupremecourtclerk@nmcourts.gov](mailto:nmsupremecourtclerk@nmcourts.gov)