Attorney eFiling for Criminal Cases

This document provides useful tips for using the File and Serve system for Criminal eFiling. This document is not a comprehensive guide for using the File and Serve system. The complete set of File and Serve User Guides and other training resources can be found in Self-Service Support section of the Tyler Technologies website at https://tylertech.egain.cloud/kb/nmh5/home.

Already Using File and Serve?
If you already have a File & Serve account, continue to use your existing account.

New to File and Serve?
Visit the Criminal eFiling web page at https://nmcourts.gov/criminal-e-filing.aspx. Follow the instructions in the *Getting Started in File and Serve* section.

1. Get your CAID Number (Supreme Court issued ID)
2. Sign up for a training or watch the online video

Getting Started – Firm Account
Who should register for a Firm Account?

- A designated person from a law firm
- Sole practitioner

<u>RESPONSIBILITIES of Firm Account Administrator</u>

1. Create a File and Serve Firm Account
2. Add Firm Service Contacts
3. Add Firm Attorneys
4. Add a Waiver Account
5. Add Service Contacts on your cases

Important Information and Helpful Tips for eFiling

1. Electronic filing and service will be available for Criminal cases at no charge; electronic filing available for subsequent filings only.

2. Even though there is no charge, a Waiver account will need to be set up to waive the fees through the Firm Account.

3. All attorneys should add themselves as service contacts through the File and Serve system for any pending cases in which they are an attorney of record as soon as possible. See the 'How to Add Yourself as a Service Contact' document online.

4. Attorneys should email "Proposed Orders" (orders that require a Judge's signature) to the Proposed Text email address on the website. After the Judge has signed the Proposed Order, it will be eFiled by the Judge's TCAA.

The following guidelines are described in order of appearance while completing a filing on the File and Serve software application when logged in at https://newmexico.tylerhost.net/ofsweb.

1. **Subsequent Filing Code selections:**
   - **Filing into Existing Case**: On Filer Dashboard, choose this option to search for a case
   - **Search for a Case by**: Search by Case Number or Party Name
   - **Actions**: When case if found, select 'File Into Case'

   Filings section

   - **Review Case and Party Information**: Review Case and Party Information
   - **Filing Type**: Under Filings, select EFile, Service or both EFile and Serve
   - **Filing Code**: Select the most appropriate filing code to describe the pleading being submitted
   - **Filing Description:** Enter the title of the document. Information entered in this field will appear on the case in Odyssey, SOPA, re:Search and Online Case Lookup.
   - **Reference Number:** This is a required field for attorney's use only. If an attorney/firm does not use client reference numbers, a generic number can be entered.
   - **Comments to Court:** Enter any special needs/instructions for the filing in this field. This is not a required field. Information entered in this field will not appear in Odyssey, SOPA or Online Case Lookup.
   - **Courtesy Copies:** Enter any email address or addresses to be sent a courtesy copy of the filing once the filing is accepted by the court.

     NOTE: *Do not use the Courtesy Copies or Preliminary Copies fields as Service to a party, this information not retained as part of the record. Parties with an attorney will be served through EFile & Serve once the attorney has entered themselves as a Service Contact. Parties without an attorney will need to be served using another manner as allowed by rule/law.*

   - **Filing on Behalf of**: Click on field to select the parties you are filing on behalf of
   - **Lead Document:** A **Lead Document** should only contain one pleading. If submitting more than one pleading to be filed with or issued by the court, enter each pleading as a separate filing. Multiple **Lead Documents** can be submitted within the same filing envelope after saving changes then selecting **Add Another Filing**. All electronically filed documents must be in PDF format and should follow guidelines per the 'PDF Restrictions' found online. **Lead Document** has a 25MB limit.

     NOTE: *PDF Restrictions for File and Serve are very specific. Not following the PDF Restriction guidelines may result in your filing not being transmitted properly and delaying the processing of your case. See the 'PDF Restrictions' document online.*

   - **Document Security:** Select E-Filed Document.
   - **Attachments:** *Please check with the court before using this feature as not all courts accept attachments to be submitted in this fashion.* **In general, courts do not encourage the use of adding documents through the Attachments field.** This is not to be used to submit proposed text or orders.

Fees section

- **Payment Account**: Fees will be assessed, but through selecting **Waiver Account** fees will be removed.
- **Filing Attorney:** Select the filing attorney from the dropdown list.

2. **Accepted or Rejected Filings:**
    - Upon review, the Clerk's Office will accept or reject the filing.
    - If accepted, a "Filing Accepted" notice will be emailed to the filer and service contacts.
    - If rejected, a "Filing Rejected" notice will be emailed to the filer and service contacts with notes indicating the rejection reason.
    - The Clerk's Office may reject a document submitted for filing for a number of reasons such as:
        - No signature on pleading
        - Unreadable scans
        - Document filed into wrong case or court
        - Documents uploaded in the Attachment field (for 2nd District)
        - Document not in proper format

3. **Service Contacts:**
    - **Add Service Contact: IMPORTANT** – It is important to add your firm and/or firm attorney as a service contact. This will allow the court as well as other filers to serve you with pleadings through File & Serve. This can be completed by the Attorney or the Firm Admin.
    - In the Filing History, use the **Actions** down arrow in the upper right to select 'View Service Contacts'. Next to the represented party, select **Add From Firm Service Contacts** to select all attorneys and staff that should receive service of filings on this particular case.

4. **Training**:

A video walking through the same processes described in this document will be available online.