

United States Bankruptcy Court  
District of New Mexico  
**Instructions for**  
**Filing a Notice of Removal**  
revised September 23, 2009

Currently e-filers are unable to e-file a Notice of Removal because the CM-ECF adversary case opening module does not allow for this type of filing.

Submit Notice of Removal as follows:

1. The caption for the Notice of Removal should include the debtor's name and the related bankruptcy case number and the plaintiffs and defendants as captioned in the case being removed.
2. E-mail the Notice of Removal as a pdf file to the Clerk's Office at [web\\_ops@nmcourt.fed.us](mailto:web_ops@nmcourt.fed.us). You must provide your name, the name of the filing attorney, and a phone number where you can be reached during business hours.
3. Include in your e-mail *as separate pdf files* any attachments such as a copy of the proceeding from the original district. NOTE: If your pdf file of the original proceeding is larger than 2.5 megabytes, tell us this in your e-mail message. We will contact you to see how we can help resize the file.
4. If the party filing the Notice of Removal is a corporation, include the Corporate Ownership Statement as a separate pdf file.
5. Please indicate in your e-mail message if the filing is an emergency.

Verification of Filing by the Clerk's Office:

6. The Clerk's Office will file the Notice of Removal as an adversary proceeding and contact you for payment of any adversary case opening fee that may be due. You will receive e-notice of the filing of the proceeding at the e-mail address you've entered in CM-ECF.
7. The Clerk's Office will file the notice of removal as of the date and time of the e-mail message.