

U.S. District Court District of New Mexico

Procedures for Submitting Proposed Orders and Other Proposed Text/Documents

As outlined in the Administrative Procedures Manual, proposed orders should **not** be filed or submitted to the Clerk or Judges' chambers unless otherwise required by the judge.

General Procedures

- When proposed orders are required by the assigned judge, the proposed orders should be submitted via email to the judge who is to sign the order.
- Email addresses and chambers-specific requirements for proposed orders are available below and on the Court's website at www.nmcourt.fed.us.
- The proposed order text should be submitted either in the body of the email message or attached in a compatible word processing format document. The preferred format for the submitted document is rich text format (RTF), which is supported by all major word processing applications. The filer should NOT submit the proposed text in PDF format.
- The subject line of the email must include all of the following:
 - 1) the case number,
 - 2) the judge's initials,
 - 3) the docket number of the corresponding motion, and
 - 4) a very brief description of the proposed document.**Example:** 06cv01234, MV, 10, Order Dismissing
- The document itself should be similarly named to convey the same information
Example: 06cv01234_MV_10_Order_Dismissing.rtf
- The following is a list of documents that may need to be both e-filed **and** submitted using the procedures listed above. If you have questions regarding these specific documents, please check with assigned judge for clarification.
 - Proposed Pretrial Order
 - Proposed Findings of Fact
 - Proposed Jury Instructions
 - Proposed Voir Dire

Email Addresses

For all **criminal** matters held before Magistrate Judges, please use one of the following email addresses. Please submit your proposed text to the email address for the location where the matter is being adjudicated, unless otherwise directed.

Criminal Matters before Magistrate Judges	
Albuquerque:	CMECFABQMagJudges@nmcourt.fed.us
Las Cruces:	CMECFLCMagJudges@nmcourt.fed.us

For all other judges and matters please use the following email addresses and format preferences:

Judge	Proposed Text Email	Preferred Format
Armijo	mcaproposedtext@nmcourt.fed.us	
Black	bbproposedtext@nmcourt.fed.us	
Brack	rcbproposedtext@nmcourt.fed.us	
Browning	jobproposedtext@nmcourt.fed.us	
Conway	jecproposedtext@nmcourt.fed.us	
Garcia	lfgproposedtext@nmcourt.fed.us	
Garza	cegproposedtext@nmcourt.fed.us	
Hansen	clhproposedtext@nmcourt.fed.us	
Herrera	jchproposedtext@nmcourt.fed.us	WordPerfect
Johnson	wpjproposedtext@nmcourt.fed.us	
Lynch	wplproposedtext@nmcourt.fed.us	WordPerfect
Martinez	lmpoosedtext@nmcourt.fed.us	
Molzen	kbmproposedtext@nmcourt.fed.us	
Parker	japproposedtext@nmcourt.fed.us	
Puglisi	rlpproposedtext@nmcourt.fed.us	
Schneider	wdsproposedtext@nmcourt.fed.us	WordPerfect
Scott		Call for Directions
Smith	lcsproposedtext@nmcourt.fed.us	
Svet	djsproposedtext@nmcourt.fed.us	
Torgerson	actproposedtext@nmcourt.fed.us	
Vázquez	mvproposedtext@nmcourt.fed.us	
Wormuth	gbwproposedtext@nmcourt.fed.us	