



# United States District Court District of New Mexico

## Procedures for Submitting Proposed Orders and Other Proposed Text/Documents

As outlined in the CM/ECF Administrative Procedures Manual, proposed orders should **not** be filed or submitted to the Clerk or 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](http://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.

<b>Criminal Matters before Magistrate Judges</b>	
Albuquerque:	<a href="mailto:CMECFABQMagJudges@nmcourt.fed.us">CMECFABQMagJudges@nmcourt.fed.us</a>
Las Cruces:	<a href="mailto:CMECFCLCMagJudges@nmcourt.fed.us">CMECFCLCMagJudges@nmcourt.fed.us</a>

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

<b>Judge</b>	<b>Proposed Text Email</b>	<b>Preferred Format</b>
Armijo	<a href="mailto:mcaproposedtext@nmcourt.fed.us">mcaproposedtext@nmcourt.fed.us</a>	
Black	<a href="mailto:bbproposedtext@nmcourt.fed.us">bbproposedtext@nmcourt.fed.us</a>	
Brack	<a href="mailto:rcbproposedtext@nmcourt.fed.us">rcbproposedtext@nmcourt.fed.us</a>	
Browning	<a href="mailto:jobproposedtext@nmcourt.fed.us">jobproposedtext@nmcourt.fed.us</a>	
Conway	<a href="mailto:jecproposedtext@nmcourt.fed.us">jecproposedtext@nmcourt.fed.us</a>	
Garcia	<a href="mailto:lfgproposedtext@nmcourt.fed.us">lfgproposedtext@nmcourt.fed.us</a>	
Garza	<a href="mailto:cegproposedtext@nmcourt.fed.us">cegproposedtext@nmcourt.fed.us</a>	
Hansen	<a href="mailto:clhproposedtext@nmcourt.fed.us">clhproposedtext@nmcourt.fed.us</a>	
Herrera	<a href="mailto:jchproposedtext@nmcourt.fed.us">jchproposedtext@nmcourt.fed.us</a>	WordPerfect
Johnson	<a href="mailto:wpjproposedtext@nmcourt.fed.us">wpjproposedtext@nmcourt.fed.us</a>	
Lynch	<a href="mailto:wplproposedtext@nmcourt.fed.us">wplproposedtext@nmcourt.fed.us</a>	WordPerfect
Martinez	<a href="mailto:lmproposedtext@nmcourt.fed.us">lmproposedtext@nmcourt.fed.us</a>	
Molzen	<a href="mailto:kbmproposedtext@nmcourt.fed.us">kbmproposedtext@nmcourt.fed.us</a>	
Parker	<a href="mailto:japproposedtext@nmcourt.fed.us">japproposedtext@nmcourt.fed.us</a>	
Schneider	<a href="mailto:wdsproposedtext@nmcourt.fed.us">wdsproposedtext@nmcourt.fed.us</a>	WordPerfect
Scott	<a href="mailto:rhsproposedtext@nmcourt.fed.us">rhsproposedtext@nmcourt.fed.us</a>	
Svet	<a href="mailto:djsproposedtext@nmcourt.fed.us">djsproposedtext@nmcourt.fed.us</a>	
Torgerson	<a href="mailto:actproposedtext@nmcourt.fed.us">actproposedtext@nmcourt.fed.us</a>	
Vázquez	<a href="mailto:mvproposedtext@nmcourt.fed.us">mvproposedtext@nmcourt.fed.us</a>	
Vidmar	<a href="mailto:smvproposedtext@nmcourt.fed.us">smvproposedtext@nmcourt.fed.us</a>	
Wormuth	<a href="mailto:gbwproposedtext@nmcourt.fed.us">gbwproposedtext@nmcourt.fed.us</a>	WordPerfect

<b>For criminal matters designated VJ1 (assigned to a Visiting Judge in Las Cruces)</b>		
VJ1	<a href="mailto:vj1proposedtext@nmcourt.fed.us">vj1proposedtext@nmcourt.fed.us</a>	