

**UNITED STATES DISTRICT COURT
DISTRICT OF NEW MEXICO**



**ADVANCED COURT ENGINEERING
(ACE)**

ATTORNEY TRAINING MANUAL

Robert M. March, Clerk of Court

February 2003

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INTRODUCTION: ACE GETS A MAKEOVER

For over a decade, the District of New Mexico has been a national leader in court innovation and technology. It was the first federal court in the nation to establish a presence on the Internet and one of the first to offer electronic filing to its legal community. Since the successful launch of Advanced Court Engineering (ACE) in 1997, the District of New Mexico has committed itself to providing on-line, instant access to court information and records.

It didn't take long before New Mexico attorneys grew accustomed to having electronic access to court records. Since 1997, the court has issued over 5000 accounts and has made available on-line over 90,000 electronic records. In addition, the ACE server receives over 1000 hits daily to view dockets sheets, research court opinions or electronically file court documents. With that kind of demand, it was inevitable that the original system would reach its limitations.

Therefore, when ACE started showing signs of stress in 2001, the court began to make plans to update the system. Using stability and performance as benchmarks, the architecture of the system was examined for strengths and weaknesses and new technology was analyzed to ensure the next release of ACE would meet the challenge of an increasing user base.

In February, 2003, ACE 2.0 was released. Although functionally equivalent to the earlier version, the new release had improved stability, reduced response time, enhanced searching capabilities, a streamlined interface and the ability for users to open cases and pay fees online. Improved help screens and on-line tutorials have also been added to assist new, as well as established, users navigate the system.

So welcome to ACE 2.0. This training manual will help you to access the court's Internet web site and guide you through the information and services available to users. In addition, the manual contains step-by-step instructions to file documents electronically with the federal court.

If you would like further training for yourself or for your office, please contact Lydia Piper at 348-2088.

ACCESSING THE DISTRICT OF NEW MEXICO WEB SITE

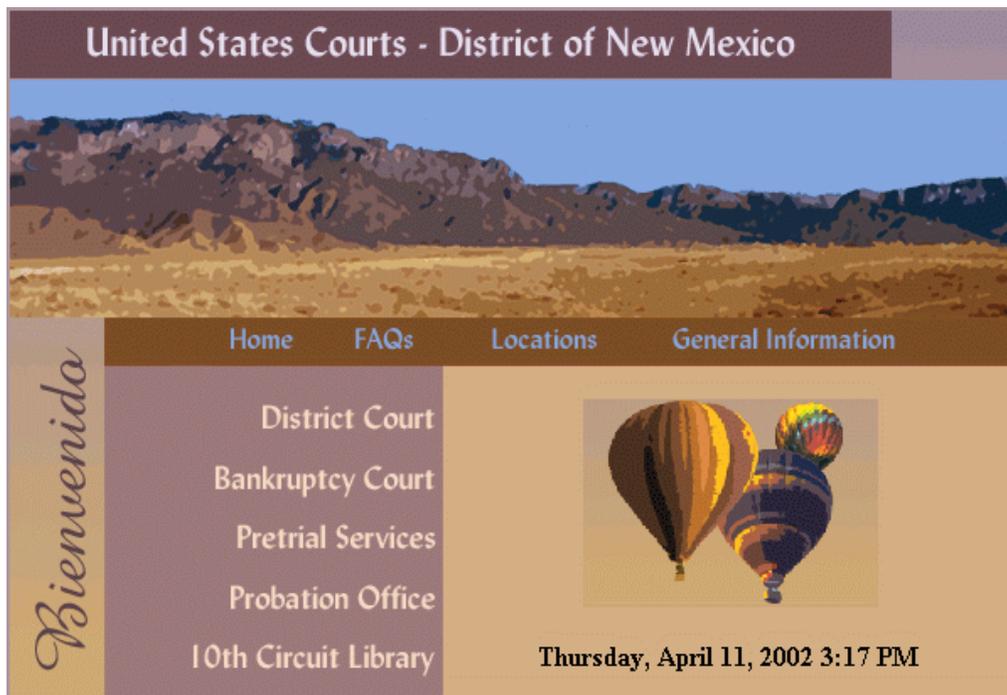
To access the court's web site, you must have a computer which can connect to the Internet via a network or modem. (Check with your Systems Administrator to see if your desktop computer is so equipped.) You will also need an Internet Service Provider (ISP) account through a company such as America Online (AOL), Technet, Flashnet, Comcast, etc. Any ISP company will do. Once you have the computer hardware and Internet access in place, you will need an Internet "browser" such as Netscape or Microsoft Internet Explorer. This will allow you to search for and view web sites on the Internet.

To access the U.S. District Court web site, type in the following address in your location/address bar:

<http://www.nmcourt.fed.us>

This will take you to the District of New Mexico's home page. From this page you can access web sites of the U.S. District Court, U.S. Bankruptcy Court, U.S. Pretrial Services Agency, U.S. Probation Office and 10th Circuit Library, as well as other general information. For the purposes of this training, we will be accessing the U.S. District Court.

Click on the District Court link.



This will bring you to the U.S. District Court home page and the starting point to access information on electronic filing, court forms, chambers information and links to other court web sites around the country.

The screenshot shows the website for the United States District Court - District of New Mexico. At the top, there is a navigation bar with links for "Contact Us", "Privacy Policy", "NM Courts", "FAQs", "ACE", and "Home". Below this is a dark purple header with the text "United States District Court - District of New Mexico". On the left side, there is a vertical menu with a small image of the Rio Grande River and the following links: "General Information", "News & Notices", "Electronic Services", "Court Forms", "Jury Information", "Links", "Judges", and "Employment". The main content area features a welcome message and a list of three bullet points: "Where Did Everything Go!?!?", "ACE gets a Makeover!", and "Courtroom Technology". At the bottom of the main content area, there is a section for "Equipment Surplus" with contact information.

Contact Us Privacy Policy NM Courts FAQs ACE Home

United States District Court - District of New Mexico

Welcome to the United States District Court for the District of New Mexico. We are committed to providing access to court information through the Internet whenever possible. We encourage you to roam our site and check-out the services that are available. Please note, you will need [Adobe Acrobat Reader](#) and/or [OmniForm Filler](#) to view certain court documents and forms available on our page. We hope you like our new look and welcome any comments or suggestions. Please take a look around and forward any comments to the [Webmaster](#).

- [Where Did Everything Go!?!?](#) - Read how to find and access the Court's most popular on-line features such as the Court Calendar, Court Opinions, Docket Sheets and Electronic filing.
- [ACE gets a Makeover!](#) - Read about the newest release of Advanced Court Engineering, ACE, the court's electronic filing system. New and Improved!!
- [Courtroom Technology](#) - The U.S. District Court in Albuquerque is home to one of the most technologically advanced courts in the nation. When designing our new federal building, we wanted to create a courthouse for the 21st century that would demonstrate the successful integration of technology and justice. We have recently upgraded several more of our courtrooms.

Equipment Surplus - U.S. Federal Agencies interested in surplus computer equipment should contact the court at surplus@nmcourt.fed.us for details on available equipment.

WHAT'S AVAILABLE ON THE U.S. DISTRICT COURT HOME PAGE

The U.S. District Court home page has been designed to serve the general public, attorneys and other courts. We encourage you to use this web site often and let us know what you think. We welcome suggestions to improve service and make information available that is useful. You can contact us at webmaster@nmcourt.fed.us. Below is a description of the information and services available on-line.

General Information - Provides general information about the U.S. District Court, such as historical information about the federal judiciary, divisional office locations and hours of operation, holidays, court statistics and employment opportunities. Also provides information for attorneys, such as admission to the federal bar, attorney information manual, etc., and information on *pro se* litigation, CJA, Local Rules and Naturalization.

News & Notices - Court announcements, news and other items of interest to the legal community are posted on this page.

Electronic Services - Provides access to the court's electronic services such as ACE (electronic filing, docket sheets, court calendar, court opinions, Internet email alerts), court forms and training materials. Some electronic services require a User Name and Password to access.

Court Forms - Provides access to all District Court forms in both PDF and FML format. FML format allows users to fill out a form on-line. Both require browser "plugins" to use and links to those plugins are available from the court forms page.

Jury Information - Provides information for jurors, including contact numbers and juror handbooks.

Links - Provides links to law related web sites and search engines, including several New Mexico sites.

Judges- Provides access to information on jury instructions, trial preparations, etc., for the District of New Mexico judges.

Employment - Provides information on employment opportunities with the District Court.

Any new services or features will be announced on the main page in addition to being listed on the appropriate category page. Any changes in procedures, fees or other important information will also be posted on the main page then moved to the News & Notices page for archiving.

ACE & ELECTRONIC SERVICES

As mentioned previously, the District of New Mexico is committed to providing court information via the Internet whenever possible. Advanced Court Engineering (ACE) was developed initially to offer electronic filing and on-line access to case information. Since that time, it has grown to include a court calendar, court opinions, fax noticing and Internet e-mail alerts. In addition to improved stability and performance, the latest version of ACE also provides enhanced search capabilities and users the ability to open cases and arrange fee payments online. Future enhancements will be announced as they become available.

Requesting an Account

As mentioned above, some of the information and services available on our web site can only be accessed with a User Name and Password. In the near future, requesting an account will be automated so that you do not have to wait 48 to 72 hours before receiving your account information. However, at this time, you must submit a request to the court via the Internet or by mailing or faxing a copy of the request form to the court. Please note, because the on-line system

employs the use of e-mail, you must have a valid Internet e-mail address to request an account via the Internet.

A person's access to various features through ACE is entirely dependent on his or her role with the court. For example, a person may be an attorney or staff member who works for a law firm. Another role could be as the general public. In some situations, particularly in Bankruptcy Court, a person can have multiple roles. However, in District Court, most people will have only one role. Below is a list of available roles and the services that can be accessed when logged into ACE:

Type	Services available	Requirements
Attorney	Electronic filing, Case Opening, Court Calendar, Docket Reports, Opinion Retrieval, E-Mail alert, Auto-Noticing	Admitted to practice in the U.S. District Court of New Mexico in good standing. Must have an original signature on file. Also available to attorney admitted Pro Hac Vice
Public - Extended	Court Calendar, Docket Reports, Opinion Retrieval, E-Mail alert	Federal Court and related agencies, including law firms.
Public - Basic	Docket Reports, Opinion Retrieval, E-Mail alert	None. Available to anyone who applies.

To obtain an ACE account, go to the U.S. District Court home page and click on Electronic Services. Under the ACE heading, click on Request Account. Follow the instructions. You will be contacted with your User Name and Password within 72 hours. Please note that if you are requesting an attorney level account, we do require an original signature. Your initial account will be set as a public account until we receive your original signature. Please print out the form provided, sign and date it and mail it to the court. When the signature is received, we will update your account. A copy of the form has been included in Appendix A of this manual.

As an attorney, your User Name and Password act as your signature when electronically filing documents with the court. Therefore, it should be kept confidential and only given out to employees who will be electronically filing on your behalf (secretary, paralegal). Although we have not had any instances of abuse in this area, it is best to play it safe.

Accessing ACE

Once you have an account, you are ready to use ACE. To access, click the ACE link at the top of the District Court web page. You will be prompted to input your User Name and Password as follows:



Remember to type in both your User Name and Password in all lowercase letters, without spaces between names or letters. Then click on OK.

The look of ACE 2.0 is a bit different from the previous version. Wherever possible, we have streamlined the interface and combined screens for more efficient navigation. Docket sheets, the court calendar, court opinions, electronic filing and user account information are now contained under one menu on the ACE Home Page (you will no longer access these features through individual links from the court's web page). However, as previously mentioned, what a user sees on the opening menu is determined by his or her "role" or access level.

When a user logs onto ACE, the system determines what features that user is authorized to use according to his or her role, then presents the appropriate menus as a result. For example, in the figure below, the user is an attorney and therefore is presented with options to which only an attorney has access, such as electronic filing.

United States District Court - District of New Mexico		ACE Home Page
Home Help		Monday, September 30, 2002
Welcome: John Q. Attorney (Court Filers - Attorney)		
Reports	Case Management	Utilities
<ul style="list-style-type: none">• Caption• Case Information• Case Search• Court Calendar• Docket• E-Mailbox• Fee Schedule• My Cases• Opinions• Related Cases	<ul style="list-style-type: none">• Submit Document(s) for Filing• Open New Case	<ul style="list-style-type: none">• E-Mail Alerts• Edit Account Information
Home Help		Monday, September 30, 2002

A user with a public account would see a different set of options as illustrated below.

United States District Court - District of New Mexico ACE Home Page
[Home](#) | [Help](#) Monday, September 30, 2002
Welcome: Jane Z. Public (Public - Basic)

Reports	Utilities
<ul style="list-style-type: none">• Caption• Case Information• Case Search• Docket• Fee Schedule• Opinions• Related Cases	<ul style="list-style-type: none">• E-Mail Alerts• Edit Account Information

[Home](#) | [Help](#) Monday, September 30, 2002

Account Options

The following is a brief description of the most commonly used features on ACE. Please note that access to case information which is not under seal is available to all ACE users. However, use of electronic filing and related features, such as case opening and paying fees online, is restricted to attorneys and some *pro se* litigants.

All Accounts:

Caption - Provides users with information about a case such as the assigned judge, jury request, parties and the names and addresses of the attorneys representing them. This page is often used as a “service sheet” by secretaries and paralegals.

Case Information - Provides a summary of specific case information including, assigned judge, nature of suit, etc. Does not include attorney phone numbers and addresses.

Case Search - Allows users to search case information by parties, judge, attorney and date range. Results provide users links to the docket sheet.

Docket - This is one of the most popular features of ACE. This link allows users to search court docket sheets in civil and criminal cases and view documents online.

Edit Account Information - Allows users to enter and change their e-mail address, as well as change their password.

E-Mail Alerts - Allows any individual to monitor any case in the District Court and receive e-mail alerts when a document has been electronically filed and entered on the docket in that case. You must have a valid e-mail address to use this feature.

Fee Schedule - Provides a schedule of fees for the District Court.

Related Cases - Allows users to obtain a list of cases which are related to a specific docket number. Related cases are usually the result of consolidated cases.

Opinions - A valuable research tool for attorneys. This link allows users to search District of New Mexico court opinions from about 1985. However, not all opinions are contained in the database, so it should be used only as a supplement to other research.

Court Family Accounts (in addition to the above):

Court Calendar - For attorneys and court personnel only. Allows registered users to view the court's realtime calendar for trials, hearings and other case matters.

Attorney Accounts (in addition to the above):

My Cases - Provides a list of cases to which the attorney is officially associated.

E-Mail Box - Each attorney using ACE is assigned a "mailbox" which displays any document that has been electronically filed and entered on the docket in a case with which the attorney is associated. The mailbox allows attorneys to view the documents and it provides a link to the associated docket sheet.

Submit Document(s) for Filing - This link allows registered attorneys (or other authorized parties in a case) to file documents electronically with the court. This feature is only available to attorneys admitted to the federal bar in New Mexico or those parties authorized by the court.

Open New Case - This link allows registered attorneys to electronically open a case in federal court. Filing fees can be charged to a credit card already on file with the court or can be submitted in person within one business day.

At this time, there is no charge for accessing court information. However, at some time in the future, the court may be required to charge a fee. Users will be notified before such fees are imposed.

CAPTION

The Caption page is a summary of case information including the judge, jury and dollar demand, nature of suit, parties involved and the names, addresses and phone numbers of each attorney appearing in the case. Many people print out the caption page and staple it to the inside cover of the case file for reference and service purposes.

To access, click on Caption from the ACE Home Page. Type in the number of the case and click Submit. You can also access the Caption from the docket sheet of a particular case. Go to the top of the page next to Quick Links and CLICK on Caption.

The Caption page is divided into two main sections. The top portion of the page summarizes the case information including the case number, case name, county in which it was filed, dollar demand, jury demand, cause of action, etc. Also, the disposition of the case, i.e., whether it is active or terminated, is displayed.

United States District Court - District of New Mexico		Caption Report
Home Help		Wednesday, January 8, 2003
QuickLinks: Caption , Case Information , Docket , Related Cases		
Total Entries: 8 Entries Per Page: 30		Page 1 of 1
Case Title:	Chavez Properties, et al. v. Lorentzen, et al.	
Case Number:	02cv00145	
Judge(s):	Assigned to: Chief Judge James A. Parker Referred to: Magistrate Judge Don J. Svet	
Office:	Albuquerque	
Date Filed:	02/08/2002	
Date Terminated:		
Dollar Demand:	\$0.00	
Jury Demand:	u	
Cause of Action:		
Nature of Suit:	Contract - Other Contract	
Jurisdiction:	Federal Question	
County:	Bernardino	
Counter-Claimant	Attorney(s)	
Park and Shuttle, Inc	D. Penni Adrian	Adrian & Salazar, PC, PO Box 1367 Albuquerque, NM 87103-1367 Fax Number: 944-1203
	Michael L. Danoff	604 Chama Road, NE Albuquerque, NM 87108 Fax Number: 266-4330

The bottom portion of the page lists the parties and the names, addresses and phone numbers of attorneys involved in the case. Cases that involve multiple parties will feature linked page numbers and arrows which allow users to scroll through subsequent lists, while maintaining the top portion of the caption page.

CASE INFORMATION

Case Information is a summary of some of the same information presented in Caption but in a more compact, tabular format. However, in the Case Information report, no party or attorney information is presented. To obtain a summary, click on Case Information from the main menu. When prompted, type in the case number.

United States District Court - District of New Mexico	Case Information
Home Help	Monday, April 29, 2002

Case Number (e.g. 01cv123, 99m 123)

A screen similar to the one below will appear. As you can see, there is a brief summary of case information presented in a tabular fashion. Case headings are listed down the left side of the table and the case information is listed on the right.

United States District Court - District of New Mexico	Case Information													
Home Help	Wednesday, January 8, 2003													
Quick Links: Caption , Case Information , Docket , Related Cases														
Case Title: Chavez Properties, et al. v. Lorentzen, et al. Case Number: 02cv00145 Judge(s): Assigned to: Chief Judge James A. Parker Referred to: Magistrate Judge Don J. Svet Office: Albuquerque														
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0e0e0;"> <th style="text-align: left; padding: 2px;">Date Information</th> </tr> </thead> <tbody> <tr><td style="padding: 2px;">Filed: 02/03/2002</td></tr> <tr><td style="padding: 2px;">Entered On Docket: 02/03/2002</td></tr> <tr><td style="padding: 2px;">Closed:</td></tr> </tbody> </table>	Date Information	Filed: 02/03/2002	Entered On Docket: 02/03/2002	Closed:	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0e0e0;"> <th style="text-align: left; padding: 2px;">General Information</th> </tr> </thead> <tbody> <tr><td style="padding: 2px;">Origin:</td></tr> <tr><td style="padding: 2px;">Jurisdiction: Federal Question (3)</td></tr> <tr><td style="padding: 2px;">Nature of Suit: Contract - Other Contract (190)</td></tr> <tr><td style="padding: 2px;">Cause of Action:</td></tr> <tr><td style="padding: 2px;">Disposition:</td></tr> <tr><td style="padding: 2px;">County: Bernalillo (35001)</td></tr> <tr><td style="padding: 2px;">Dollar Demand: 0.00</td></tr> <tr><td style="padding: 2px;">Jury Demand: d</td></tr> </tbody> </table>	General Information	Origin:	Jurisdiction: Federal Question (3)	Nature of Suit: Contract - Other Contract (190)	Cause of Action:	Disposition:	County: Bernalillo (35001)	Dollar Demand: 0.00	Jury Demand: d
Date Information														
Filed: 02/03/2002														
Entered On Docket: 02/03/2002														
Closed:														
General Information														
Origin:														
Jurisdiction: Federal Question (3)														
Nature of Suit: Contract - Other Contract (190)														
Cause of Action:														
Disposition:														
County: Bernalillo (35001)														
Dollar Demand: 0.00														
Jury Demand: d														

CASE SEARCH

The Case Search allows you to look up any case filed in the District of New Mexico since approximately 1985 (although there are some older case available on-line as well.) Case search allows users to define search criteria by party information, judge information, case information and location information. Please note that the ACE system is case sensitive. This means that the first letter of the name or company must be capitalized and the remaining letters must be lower case. If an entry in our database is listed as Business Company, Inc. and you search for Business Company, Inc without the period in “Inc.,” the system will not pull up the information you are looking for. The system accepts wild card searches using the “*” character. In the previous example, you could type Business Com* and the system would return anything matching that string of characters (such as Business Company, Inc., Business Company Services, etc.).

The Case Search screen in ACE 2.0 is very different from the previous version. From the main ACE menu, click on Case Search. The following screen will appear:

Party Information		Case Information	
Last Name	<input type="text"/>	Case Type	All
First Name	<input type="text"/>	Case Status	All
Party Type	All	Start Date	<input type="text"/>
Party Status	All	End Date	<input type="text"/>
Judge Information		Location Information	
Judge	All	Office	All
Judge Role	All	County	All
Judge Status	All		
Display Options			
Entries per page		50	

Search Reset

Home | Help Sunday, September 22, 2002
Please mail any comments to the [ACE Development Team.](#)

The Case Search screen provides four areas that can be defined for each search:

Party Information: A party in a case can be the defendant, plaintiff or attorney. Users can search by all parties or just for attorneys. Users can also designate that only active attorneys/parties be displayed.

Judge Information: A new feature of ACE is the ability to search cases by judge. The drop down menu provides a list of District and Magistrate judges. Users can leave the

default, which will look for cases associated with any judge or they can select a specific judge, thus narrowing the search to include cases associated with that particular judge.

Case Information: Users can specify what case type should be displayed. For example, if it is known that the case is a criminal case, selecting this option will eliminate all other case types. Users can also specify a date range for the case.

Location Information: Another new feature of ACE 2.0 is the ability to narrow searches to the location where they were filed. The District of New Mexico has divisional offices in Albuquerque, Las Cruces and Santa Fe. The majority of civil cases are filed in Albuquerque. However, the majority of criminal cases are filed in Las Cruces.

Users have a variety of search options and filters. For example, you could search simply by typing in the last name of one of the parties, such as the name “Smith.” This would return a list of all cases in which at least one of the parties or attorneys had the last name of Smith. The more common the name, the more results are returned. However, as you define specific criteria- - i.e., First Name, Party Type, Judge, etc.-- the narrower the search, and the more specific the results.

Once you have defined your criteria, CLICK on Search. A screen similar to the one show below will appear. (For these results we defined “Smith” in the Last Name field, Judge Parker for Judge Information, Civil Cases for Case Type and Albuquerque as the Office.) The Search results are displayed in alphabetical order and then by case order. At the top of the page, is a Quick Link to conduct a new Case Search. Below that are totals of how many names were located and the entries printed per page. Identified with each name are the cases in which that name appears along with the person’s affiliation (attorney, defendant, plaintiff, etc.).

United States District Court - District of New Mexico				Case Search Report	
Home Help				Friday, July 26, 2002	
QuickLinks Case Search					
Total People: 7 People Per Page: 50				Page 1 of 1	
Smith, Andrew A				Total Cases: 8	
Attorney	99cv01320	Rio Grande v. Martinez	Pending	Updated: 07/23/2002	Docket Caption
Attorney	00cv00490	Frcres: Guardians v. Forest Service	Pending	Updated: 06/24/2002	Docket Caption
Attorney	01cv00314	Frcres: Guardians v. United States Frcres:	Pending	Updated: 03/15/2002	Docket Caption
Attorney	01cv00588	Pajarito Plateau v. USA	Pending	Updated: 07/12/2002	Docket Caption
Attorney	01cv00714	Santa Fe Ski Company v. Ed of County Comm SF	Pending	Updated: 04/18/2002	Docket Caption
Attorney	01cv01106	Center for Biologic v. Andre	Pending	Updated: 05/24/2002	Docket Caption
Attorney	02cv00199	New Mexico Cattle v. United States Fish	Pending	Updated: 07/25/2002	Docket Caption
Attorney	02cv00749	Frcres: Guardians v. United States	Pending	Updated: 07/15/2002	Docket Caption
Smith, Barbara Mary Ann				Total Cases: 1	
plaintiff	02cv00246	Smith v. Green Tree Financ.	Pending	Updated: 07/18/2002	Docket Caption
Smith, Charles H.				Total Cases: 1	
Attorney	01cv00038	Valverde v. Parker Hannifin	Pending	Updated: 06/03/2002	Docket Caption
Smith, Fred C.				Total Cases: 1	
Attorney	01cv00423	Beers v. USA	Pending	Updated: 07/25/2002	Docket Caption
Smith, Mark A.				Total Cases: 1	
Attorney	01cv00634	Morales v. Baca	Pending	Updated: 07/11/2002	Docket Caption

In addition, from left to right, is the case number, case title, case status, update status and quick links to the case docket sheet and case caption. Note the case number is underlined and highlighted. When you click on the case number, a screen displaying case information will appear. Similarly, clicking on Docket or Caption will take you to different screens.

The case information that you see on the ACE system is the most up-to-date information available for New Mexico federal cases. As a result, the District of New Mexico no longer provides access to PACER.

COURT CALENDAR

The District of New Mexico master court calendar provides information on trials, hearings, sentencings and other matters involving a judge. Due to security purposes, only court related agencies and attorneys have access to the on-line calendar. The calendar that is available on-line is “live.” In other words, as soon as an event is calendared by a courtroom deputy or other court personnel, it is instantly available for viewing. You can view up to 31 days of calendared events.

To access, click on Court Calendar. The following screen will appear:

U.S. District Court Calendar

Please enter the Starting Date and Number of Days to Display:

Starting Date: Number of Days to Display: (Maximum 31 days)

Please choose from one or all of the following criteria:
(Hold Ctrl Key to deselect or to select more than one entry.)

Select City(s):	Select Judge(s):	Select Location(s):
<input type="text" value="None"/> Albuquerque Las Cruces Roswell	OR* <input type="text" value="None"/> District Judge M. Christina Armin Circuit Judge Bobby R. Baldock District Judge Bruce D. Black	OR* <input type="text" value="None"/> Albuquerque - 3211 N. Grand Courthouse Albuquerque - 340 Pecos Courthouse Albuquerque - 380-1 ADR Conference Room

You may also choose the following options:

Select the case types for display:

Civil and Civil Miscellaneous (cv and mc)
 Criminal and Magistrate (cr and m)

Select the party display:
(Only applicable for Criminal and Magistrate Cases)

Defendants only
 Defendants with Attorneys

Enter the starting date for the calendared events you want to view. Then enter the number of days from that date you want displayed.

You can also select specific cities, judges or courtroom locations. However, please note that this is not a filtering process. If you choose Albuquerque OR Judge Baldock, you will get all events scheduled in Albuquerque AND all events involving Judge Baldock. If you only want events for Judge Baldock, make sure you leave the city and location entry as “none.”

The system also allows you to select what information is displayed on the calendar page. You can choose between Civil, Criminal and Magistrate. By default, the calendar displays all. You can also display defendant information in criminal cases with or without the attorney information.

Once you have made your selections, click on Submit Query. The following screen will appear:

Prepared 07/14/1999 11:37:16 AM

**United States District Court, District of New Mexico
Court Calendar for
Wednesday, July 14, 1999 to Tuesday, July 20, 1999
Wednesday, July 14, 1999**

Albuquerque Events

Time	Judge	Case	Location/Event	Style	Int
08:30 AM	Svet	95cv1046	Chambers RULE 16 SETTLEMENT CONFERENCE	Allen v. Rio Rancho	NT
09:00 AM	Deaton	95cv0203	Trondo Courtroom (4th, ST) MOTION HEARING	USA v. Jorge Bizarra	NT
09:00 AM	Carcia	95cv0031	Chambers RULE 16 INITIAL CONFERENCE	Armstrong v. La Quanta Inc, Inc	NT
10:00 AM	Deaton	95cv0457	Chambers RULE 16 INITIAL CONFERENCE	Herkens v. Sarquith	NT
10:30 AM	Deaton	95cv0514	Chambers RULE 16 INITIAL CONFERENCE	Ledbetter v. Dillard's Incorp	NT
			Chambers		

The top of the calendar notes the date range that you selected and displays events starting with the first date. Events are displayed alphabetically by divisional office, then by time and judge. Scroll down to view the remaining calendar for the days that were selected.

DOCKET

Of all the features available on the District Court web site, accessing a case docket is the one most widely used. The court has automated all cases since 1985, with several ongoing cases dating back to 1965. Through this link, users are able to access docket sheets and any documents electronically filed or scanned in a given case.

To access, click on Docket. You will be presented with the following screen:

U.S. DISTRICT COURT - Docket Report

[Home](#) | [Help](#)

Case Number: (e.g. 01cv0123, 99w 123)

Sort Order:

Entries per page: (Must be a value from 10 to 100)

Type in the case number as indicated. You can also choose the way in which the results will be displayed by changing the sort order and the number of entries per page. When finished, click on Submit. A docket sheet similar to the one below will appear:

File Date	Entered On Docket	Document	Description	Reference
01/06/2003	01/07/2003	100	MEMORANDUM by debts in support of motion to compel discovery & for determination of proprietary information [99-1] RE: [99] MOTION by debts to compel discovery & ...	
01/06/2003	01/07/2003	99	MOTION by debts to compel discovery & for determination of proprietary information RE: [100] MEMORANDUM by debts in support of	
12/16/2003	12/17/2002	98	CERTIFICATE by plaintiffs of service of first set of interrogatories to John Lorentzen & counsel on 12/13/02 [16] [1 page]	
12/16/2002	12/17/2002	-	SETTLEMENT CONFERENCE held before Magistrate Judge Don J Svet, will be continued	
12/13/2002	12/16/2002	97	CERTIFICATE of service by defendant of 2nd amended notice to take deposition of Brad Stevenson to counsel on 12/11/02 [23] [1 page]	
12/13/2002	12/16/2002	96	CERTIFICATE by plaintiffs of service of response to 3rd request for production of documents to counsel on 12/11/02 [19] [1 page]	
12/03/2002	12/05/2002	95	CERTIFICATE by defendants of service of amended notices to take deposition to counsel on 12/2/02 [22] [1 page]	

The docket report in ACE 2.0 is a little different from the previous version. At the top of the page are “Quick Links” to Caption, Case Information, Docket and Related Cases. Directly below that, information is displayed regarding the amount of entries in the case and how many entries per page are being shown. To the far right are links to subsequent pages of the docket

report. The number of pages displayed here is entirely dependent on the number of entries per page selected on the previous screen.

The docket sheet itself has changed little. The first column on the docket sheet refers to the Official Filing Date; i.e., the date the court received the document. The Entered on Docket date is the date that the deputy clerk officially entered the document on the court’s internal case management system. The EOD date is used for scheduling appeals. Next, documents in the District of New Mexico are numbered according to their order of filing, which is indicated under the “Document” column. This number can be used to quickly identify a document in a case. In the Description Column, underlined entries (which typically appear in blue on the computer screen) indicate that the document is available for viewing using the Adobe Acrobat Reader. When viewed it can also be printed.

When a document is electronically filed, a Document Verification link will be listed under the Reference column. The Document Verification confirms that the document has not been changed since being electronically filed with the court. The Court Signature at the bottom of the Document Verification page indicates a key that is used to validate the document. If the Court Signature is changed in any way, a warning is displayed. Likewise, if the document is changed in any way, the key will not match and a warning is displayed. When the Document Verification is attached to a copy of the filed document, it is considered a “conformed” or “endorsed” copy.

United States District Court
District of New Mexico

Document Verification

Case Title: Chavez Properties, et al. v. Lorentzen, et al.			
Case Number: 02cv00145			
Office:			
Document Information			
Number:	53		
Description:	MOTION by plffs to extend discovery deadline until 1/14/03		
Size:	2 pages (211k)		
Date Received:	11/27/2002	Date Filed:	11/27/2002
		Date Entered On Docket:	12/02/2002
Court Digital Signature			View History
44 :7 15 eb e0 ff 9b 39 cb b6 d6 b4 c5 31 4a 20 ef ff ac 80 d7 60 0e 15 ea 3c c4 73 61 13 79 a9 67 d3 71 ff 56 5e 3c 22 b8 37 c3 a8 67 9d 47 9c 4d cf 19 3a 74 a7 50 e5 33 bd b7 55 25 9c c1 2d 30 16 ab 33 65 77 4d a0 55 55 65 e7 4a 93 ef 5e 1e 02 7b 31 7c cf b8 06 e5 37 50 04 ef fd ff 46 54 e4 42 26 cb bb a8 e2 76 d5 76 59 3e 47 .6 68 e6 86 de 1a 8a eb df 5e 41 5c 38 57 79 3f c1 ad			

ACE MAILBOX

When you sign up for electronic filing, you are assigned an ACE mailbox. Each time a document is electronically filed in a case with which you are associated, a copy is deposited in your ACE mailbox for viewing once the document is docketed by the court. This includes documents filed by attorneys and by the court. To check your mailbox, select ACE Mailbox from the ACE Home Page. The following screen will appear:

United States District Court - District of New Mexico Electronic Filing Mailbox
[Home](#) | [Links](#) | [Help](#) Wednesday, January 29, 2003

Welcome: John Q. Attorney (Court Filers - Attorney)

Start Date: 01/22/2003
 Number Of Days: 7
 Sort: By Case Number
 Display: ONLY Unmarked Filings

[Home](#) | [Links](#) | [Help](#) Wednesday, January 29, 2003

By default, the system will provide you with a listing of all pleadings filed in any of your cases during the last seven days. You have the option of entering another date range and different result settings.

Your mailbox will list all of the documents fitting your specifications. As with other reports, you have quick access to the Case Information, Caption and Docket reports. To mark a message as read, click in the "Mark as Read" box.

United States District Court - District of New Mexico Electronic Filing Mailbox
[Home](#) | [Links](#) | [Help](#) Wednesday, January 29, 2003
 Quick Links: [Mailbox](#)

Total Entries: 3

Welcome: John Q. Attorney (Court Filers - Attorney)

Case Number	File Date	EOD	Duc Number	Description	Mark As Read	Links
97cv80000	02/22/2002		23	Motion to Dismiss [46] [1 page]	<input type="checkbox"/>	Docket , Caption
97cv80000	02/15/2002		2	Motion for Extension of Time [46] [1 page]	<input type="checkbox"/>	Docket , Caption
97cv80000	02/06/2002		12	Motion for Summary Judgment [46] [1 page]	<input type="checkbox"/>	Docket , Caption

Search Criteria	
Start Date	Mon, Jan, 22, 2002
End Date	Thu, Feb, 22, 2002

Quick Links: [Mailbox](#)
[Home](#) | [Links](#) | [Help](#) Wednesday, January 29, 2003

To view a document in your mailbox, click on the document's hypertext link (the colored section of text). This will launch your Adobe Acrobat Reader software and the document will appear on the screen.

MY CASES

My Cases is a new feature offered through ACE. By clicking on this link, an attorney can get a list of all his/her federal District Court cases.

From the ACE Home Page, click on My Cases. A table containing a list of all District Court cases will appear, identifying the case number, title, status and if the attorney is currently active in the case. In addition, links to the Docket and Caption pages are available in the far right column. Clicking on the highlighted case number will pull up the Case Information report.

United States District Court - District of New Mexico			Associated Cases Report	
Home Help			Thursday, December 19, 2002	
Quick Links:				
Total Entries: 1 Entries Per Page: 50			Page 1 of 1	
Cases Associated with John Q. Attorney Case Role: Attorney				
Case Number	Title	Status	Role	Links
97cv80000	John Doe v. Jane Doe	Pending	Status: Active Start Date: 11/12/2002 Terminated Date:	Docket , Caption
Quick Links:				
Home Help			Thursday, December 19, 2002	

ACCESSING COURT OPINIONS

The opinion retrieval system is an indexed system which contains most of the District of New Mexico court opinions since 1991. It is left to the judge's discretion whether or not an opinion is saved in the opinion database; therefore, there is no guarantee that the system is complete and it should be used only as a supplement to other research. However, most attorneys find that this is an invaluable tool when preparing for settlement conferences and the like. To view opinions, select the Opinions link. The following screen will appear:

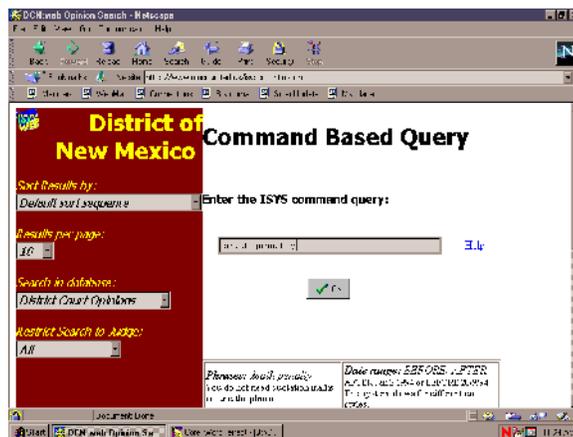
PLEASE NOTE

The District of New Mexico Opinions Database was created in January 1989. Most opinions filed on/after that date have been added when filed. However, since it is up to the author whether or not an opinion is to be included in this database, there is no guarantee that a search will reveal all opinions created in the District of New Mexico.

Command Based Query

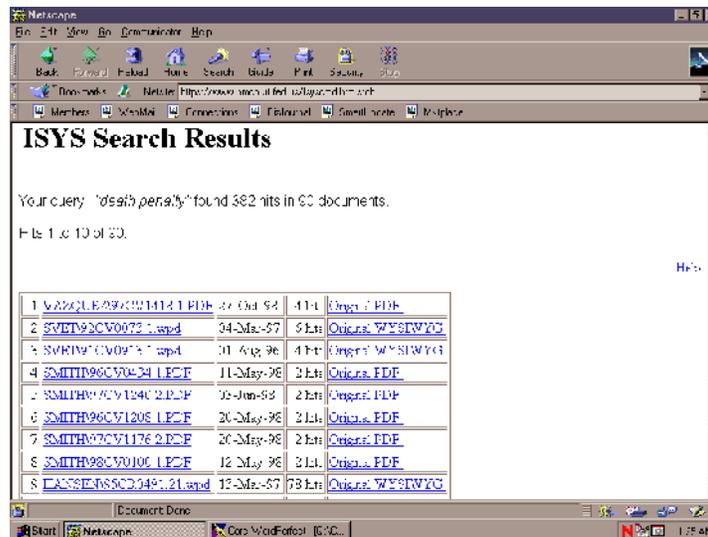
Help

Click on Command Based Query. The following screen will appear:

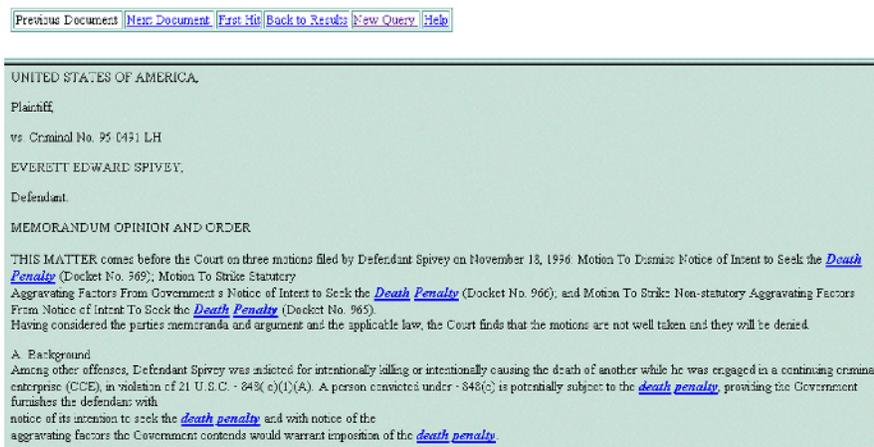


Type in a query (sample queries are listed at the bottom of the page). The user can select how the results are displayed (sorted), how many hits are displayed, the database and judges to be searched. Click on OK.

The results will be displayed as follows:



The hyperlinked cases are listed by judge and then case number. Click on the case to view the document. The document will appear with a navigation bar at the top as shown below. (You can also view the document in its original format.)



On the navigation bar, click on “First Hit” to go to the first instance of referenced keywords (all “hits” typically will be hyperlinked in blue to the next hit and so on). Click on “Next Document” to view the next document in the results list, Back to Results to get back to the results lists and New Query to begin a new search. The document can be printed and/or saved for future reference.

RELATED CASES

Although this feature is used more often in Bankruptcy Court, District Court cases sometimes have related cases which may be of interest. Situations such as habeas cases, filed by federal inmates, may have related criminal or state cases. In addition, bankruptcy appeals to the District Court have a related bankruptcy case. It is also common to see related cases in criminal matters and removals from state court.

To see if there are any related cases in a particular matter, click on Related Cases from the main menu and type in the number of case to be checked. You can also get to related cases through Quick Links at the top of most case report pages.

If there are any related cases, a list will be displayed in a table below the original case information. In the left column of the table, the case number is highlighted and, when clicked, will display the Case Information. In the Links column on the right, the Docket and Caption for the related cases can be accessed.

United States District Court - District of New Mexico Related Cases Report

Home | Help Sunday, September 22, 2002

Quick Links: [Caption](#), [Case Information](#), [Docket](#), [Related Cases](#)

Total Records: 2

Case Title: Chavez Properties, et al. v. Lorentzen, et al.
Case Number: 02cv00145

Related Case	Title	Status	Last Updated	Links
02cv00209	Chavez Properties, et al. v. Lorentzen, et al.		08/06/2002	Docket , Caption
02cv00198				Docket , Caption

Quick Links: [Caption](#), [Case Information](#), [Docket](#), [Related Cases](#)

Home | Help Sunday, September 22, 2002

Please mail any comments to the [ACE Development Team](#)

ELECTRONIC FILING

As mentioned previously, electronic filing is the crux of the ACE system. It allows registered attorneys to file pleadings and other documents electronically with the court from the convenience of their home or office. This provides for reduced cost and labor spent producing and filing a pleading manually with the court.

There are several changes in electronic filing with ACE 2.0. The first major change is that all cases are deemed electronic and attorneys can file electronically to any case in District Court. Therefore, it is no longer necessary to file a motion to allow electronic filing in a case. In addition, attorneys are no longer restricted to filing only to cases which appear on a “drop-down” list at the initial filing menu. Redesigned screens allow an attorney to simply type in the number of the case to which he or she wants to file.

Another change is in the way electronic documents are processed by the court. In ACE 1.0, electronically filed documents were immediately available for viewing on-line. In ACE 2.0, electronically filed documents are stored in an electronic “bin” until they are processed by a docket clerk. Once processed, the document becomes available for viewing on-line and appears on the case docket sheet. This new processing procedure gives the court the opportunity to QC (quality control) any documents filed with the court before they become available on-line. When an electronically filed document is submitted to the court, the attorney receives a Confirmation of Document Submission. This is the filing receipt and can be used for service purposes.

This new processing also gives attorneys the ability to electronically file to sealed cases and/or electronically file sealed documents with the court. In the past, attorneys were required to file sealed documents manually with the court. However, since electronically filed documents are now processed by docket clerks before appearing on the case docket, the docket clerk can intercept and "quarantine" any documents designated as sealed.

PDF Format

Although ACE 2.0 has changed in some ways, in others ways it has stayed the same. In order to electronically file a document, it must still be converted into PDF format. PDF stands for “Portable Document Format.” This type of format allows a person to create a document in WordPerfect or Word and maintain the format and integrity of the document when filing it electronically. When the document is “converted” to PDF format, it looks like a snapshot of the original document. All the headings, tabs, spacing, etc., are maintained and when printed, looks exactly like it had been printed from the original format.

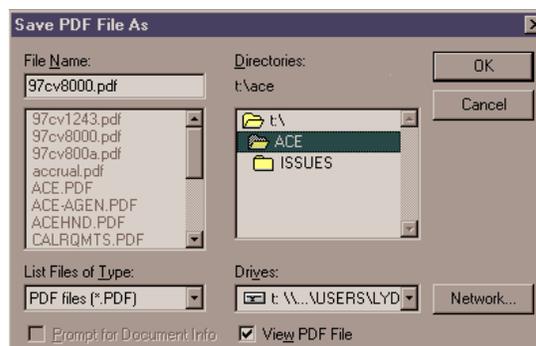
You must have some form of PDF Writer loaded on your computer to be able to convert to PDF format. There are different versions on the market, but many users opt for Adobe Acrobat Writer. Unlike the Adobe Acrobat Reader (which is free), you must purchase the Writer package from Adobe. Current prices average \$250 per license. WordPerfect 9.0 and above includes a PDF writer, but must be selected when initially installing WordPerfect.

writer must be loaded on your computer. Make sure that the document you created in step one is open on your computer. If using Adobe Acrobat Writer, select the print option for your software package - the location of the print option will vary based upon the software you are using, but it can typically be found under the "File" menu or as an icon in your toolbar.

Most software packages will list the name of the printer that you typically print to in a dialog box similar to the one that appears at the right. You should click on the arrow to the right of the "current printer" and select Acrobat PDF Writer.



Once you select Acrobat PDF Writer, click on the Print button. The "Save PDF File As" dialog box will appear. You will need to name the file and select the drive and directory where you want the PDF file to be saved. Remember, you are taking a "snapshot" of the WordPerfect/Word document and it becomes a separate file. You may want to create a directory on your system for saving PDF documents. At the District Court, each user has an ACE directory where they can store documents for electronic filing. Once the document has been filed,



it can be deleted out of this directory. In addition, we suggest that you select "view PDF file" so that you can view the converted document in PDF format prior to filing. That way, if you notice any mistakes, you can go back into WordPerfect/Word, correct the errors and re-convert the document into PDF. Once you have made your selections, click on OK. Adobe Acrobat Reader will launch and your document will appear. If everything looks correct, close Acrobat Reader.

You have just converted your pleading into a "PDF" file. Your original file is still intact, but should be saved if you want to access it again in WordPerfect/Word. You can now close your word processing package.

STEP THREE: ACCESSING THE COURT'S WEB SITE VIA THE INTERNET AND LOG IN TO ACE

Connect to the District of New Mexico web site as previously discussed in this manual. In Netscape or Microsoft Explorer, type in:

<http://www.nmcourt.fed.us>

Click on the District Court button. From the District Court Home Page, click on ACE at the top of the web page. You will be prompted for your User Name and Password. Make sure you use an attorney level User Name and Password or you will not be able to access the e-filing menus. Also, because the attorney User Name and Password act as a signature in the electronic world, be sure to use the User Name and Password of the attorney authorizing the filing. Click on OK.

The ACE Home Page will appear. Click on Submit Document(s) for Filing.

United States District Court - District of New Mexico ACE Home Page
Home | Help Monday, September 30, 2002
Welcome: John Q. Attorney (Court Filers - Attorney)

Reports	Case Management	Utilities
<ul style="list-style-type: none">• Caption• Case Information• Case Search• Court Calendar• Docket• E-Mailbox• Fee Schedule• My Cases• Opinions• Related Cases	<ul style="list-style-type: none">• Submit Document(s) for Filing• Open New Case	<ul style="list-style-type: none">• E-Mail Alerts• Edit Account Information

Home | Help Monday, September 30, 2002

STEP FOUR: FILL OUT THE FILING SCREENS

Type in the Case Number

After clicking on Submit Document(s) for Filing, the screen below will appear. As previously mentioned, attorneys can now electronically file to any case in the District Court. Where indicated, type in the case number and click on Continue.

United States District Court - District of New Mexico Electronic Document Submission
Home | Help Monday, October 28, 2002
Filer: John Q. Attorney (Court Filers - Attorney)

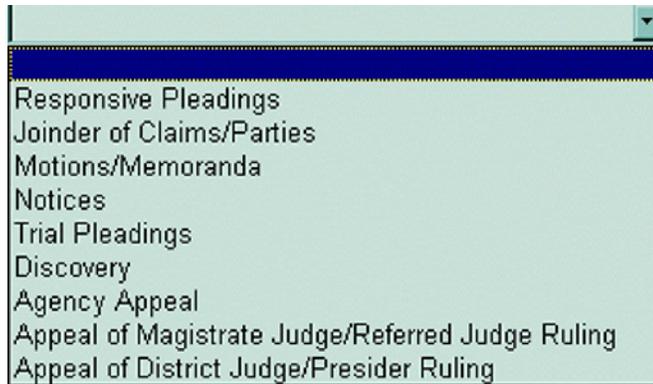
Enter Case Number

Continue Reset

Home | Help Monday, October 28, 2002
Please mail any comments to the [ACE Development Team](#)

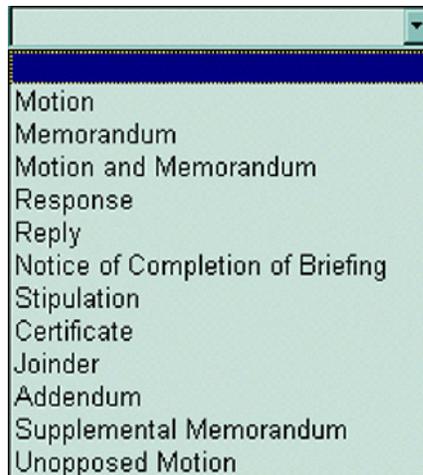
Document Category

If you are associated with the case, a screen with the case title and number will appear, with a drop-down menu of filing category choices. If you are not associated with the case, a notice will appear advising you to check the case number before proceeding and to file an entry of appearance as soon as possible. Below this notice will be the drop-down menu of filing categories. In either situation, the next step is to select from one of the category choices and click on Continue.



Document Type

The next screen will present a drop-down menu of document type choices according to the document category you chose. Choose the type of document you are filing and click Continue.



Document Description

On the next screen, you will identify the party you are representing, type a brief description of the lead document, and identify how many attachments you are filing with the lead document. Once you have filled out the screen and made your selections, click continue.

Filer: John Q. Attorney (Court Filers - Attorney)

Case Title: Gray v. Artesia, City of, et al.
Case Number: 02cv00123

Motion by

Fill in the type of Motion (required).

Total Number of Attachments

Document Selection

The final screen provides a lead document description based on the information entered on the previous screen and is used to identify and "attach" the documents you will be filing with the court.

Filer: John Q. Attorney (Court Filers - Attorney)

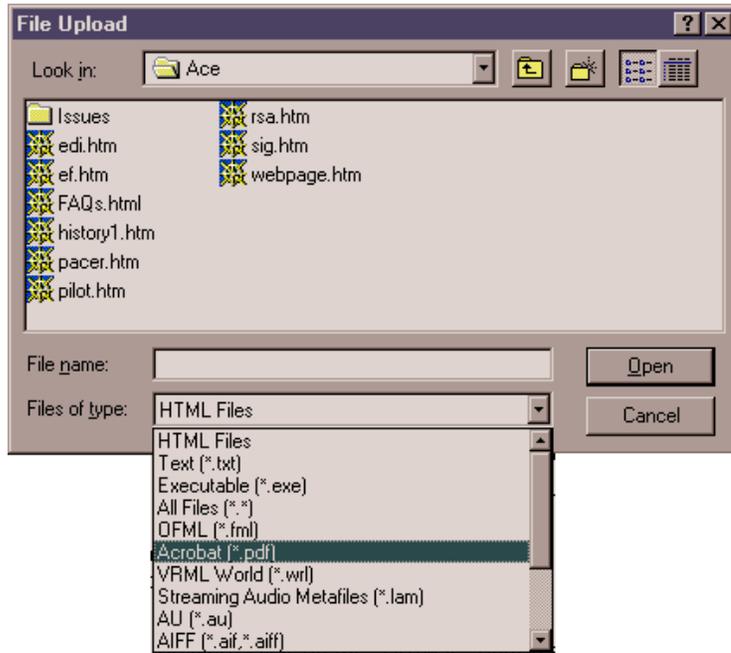
Case Title: Gray v. Artesia, City of, et al.
Case Number: 02cv00123

Lead Document Description: MOTION by Plaintiff John Doe to dismiss without prejudice

Select lead document (required)

Request File Be Treated As

First, check that the Lead Document Description is correct. If changes need to be made, click on the back button on the browser button bar and make your corrections on the previous page. Next, locate the lead PDF document on the drive and in the directory where it was stored by clicking on the first Browse button. A File Upload dialog box will appear similar to the one below.



By default, Netscape looks for files that end in “.html.” Your file ends in “.pdf.” You need to change the setting to search for this type of file by clicking on the down arrow in Files of Type and selecting “Acrobat (*.pdf)” or “All Files(*.*)” Once this is done, locate and select your document, then click on the Open button. The file “path,” i.e., location and name, will be placed in the field next to the Browse button.

If exhibits were identified on the previous screen, a corresponding number of identification boxes will appear. Click in the first box and highlight the words “Exhibit 1” and type a description of the exhibit. This can be as simple as “Exhibit A” or more detailed, such as “Affidavit of John Doe.” Next, click on the Browse button and locate the exhibit file on the drive and in the directory where it was stored as described above. When selected, the file “path” will be placed in the field next to the Browse button. Continue this process for each set of exhibit boxes.

Next, identify if the document(s) is to be sealed or is Ex Parte (the document will be filed as unsealed by default). Remember, you must submit a Motion to seal a document and have an Order entered *before* submitting a document that is to be sealed.

Submit the Documents

Before clicking on the Submit button, review the information on the final screen. Make sure that the case number, document category and type, and correct PDF documents have been selected. Ensure that exhibits have been identified and their associated PDF documents are correct. If there are any problems, you can go back through the screens (by clicking on the browser's Back button) and make changes as necessary. If all is in order, click on the Submit button.

STEP FIVE: HOW DO YOU KNOW IF IT WORKED?

As previously mentioned, electronically filed documents are now processed by a case manager prior to appearing on the docket sheet. Shortly after clicking on the submit button, if there are no problems with the transmission, you will receive an Electronic Document Submission Confirmation as shown below.

United States District Court - District of New Mexico		Electronic Document Submission Confirmation	
Home Help		Wednesday, October 23, 2002	
Quick Links: Caption , Case Information , Docket , Related Cases			
Case Title: Doe v. Doe			
Case Number: 97cv80000			
<hr/>			
Confirmation Number:	9F1FE744-A75C-351B-0E80-D8766064FE2C		
Transaction Timestamp:	Wednesday, October 23, 2002, 08:26:19 PM EDT		
Document(s) Submitted By:	John Q. Attorney		
Lead Document Type:	Motion		
Document Description:	MOTION by Defendant Jane Doe to Dismiss Based On Collateral Estoppel		
Lead Document Type:	Motion		
Fee:	none		
Document Submission Results:	Electronic Document Filings		
	File: Q:\ACE\Documents\Sample Docs\msj-pla.pdf (Successful)		
	File: Q:\ACE\Documents\Sample Docs\MSJ-DEXA.PDF (Successful)		
<hr/>			
Quick Links : Caption , Case Information , Docket , Related Cases		Home Help	
		Wednesday, October 23, 2002	

This verifies that the court has received the document(s) and provides information associated with the filing, i.e., case name, case number, and file names of the document(s) submitted. (If there are problems with the transmission, you will receive a Failure Notification.) The document(s) DOES NOT appear on the docket sheet at this time. However, you can print the confirmation page and attach it to the pleading when serving opposing counsel.

When received by the court, the document(s) are placed in an electronic “bin” where they remain until they have been processed by the docket clerk and entered on the court's case management system. Once processed, the document(s) becomes available for viewing on-line via the docket sheet.

OPEN NEW CASE

One of the new features of ACE 2.0 for District Court is the ability to open new cases electronically. In the old system, users were required to file the original complaint manually with the court and pay the filing fee at the same time. The complaint was then made available on-line after filing and scanning. In ACE 2.0, attorneys are able to initiate a case on-line and charge the filing fee to a credit card account that is on file with the court or pay the fee in person by the next business day.

As with other electronic filing, there are basically four steps to opening a case electronically: 1) convert complaint, summons and any attachments to PDF, 2) log in to ACE, 3) fill out the screens, and 4) submit the document(s). The major difference is that you must also deal with a filing fee.

Once you log in to ACE, click on Open New Case from the ACE Home Page. The first screen as shown below, provides you with choices as to how you can pay the filing fee. You can arrange to have fees charged to a credit card account kept on file with the court. (You will only see this option if you already have an account on file with the court. An application form is available on our web site at www.nmcourt.fed.us under Court Forms.) You may also choose to bring in the fee in person by the next business day after filing the complaint. Finally, if applicable, you can choose IFP (In Forma Pauperis). Select an option and click on Continue.

Filer: John Q. Attorney (Court Filers - Attorney)

Case Type	Civil Case (Filing Fee: \$150.00)
Payment Type	<input type="text" value="Charge my credit card on file."/> ▾

The next screen prompts you to select the address which will be used to receive notices and other correspondence from the court. Some attorneys have more than one office address, and this screen verifies which address should be used. Select at least one address and click on continue.

Filer: John Q. Attorney (Court Filers - Attorney)

Total Records: 1

Attorney, John Q.	
<input checked="" type="radio"/>	US District Court, District of New Mexico, 333 Lomas Blvd, NW Albuquerque, NM 87102 - 2272

The next screen identifies the filer and prompts you for information normally identified on a Civil Cover Sheet, such as number of plaintiffs, cause of action, etc. Select the information appropriate to the case and indicate any attachments which will be filed along with the original complaint. This will include the summons. Remember, any attachments or exhibits must be in PDF format.

Total number of plaintiffs

Total number of defendants

County of Action

Basis of Jurisdiction

Type of Suit

Cause of Action

NOTE: Cite The U.S. Civil Statute Under Which You Are Filing And Write Brief Statement Of Cause. Do Not Cite Jurisdictional Statutes Unless Diversity.

Origin of Proceeding

Number of related cases

In the District

Outside the District

Number of exhibits to be submitted as pdf files *separate* from the complaint.

The next screen confirms the information you selected on the previous screen. (If you notice any errors, click on the browser Back button, select the correct information and click on Continue.) Further down on the screen, you will type in the full name of the first plaintiff and first defendant, as well as other information required from the Civil Cover Sheet.

Origin of Proceeding: Original Proceeding

Cause of Action: 42 U.S.C.

Total Number of Related Cases (in District): 0

Total Number of Related Cases (outside District): 0

Full Name of 1st Plaintiff

County of Residence

Full Name of 1st Defendant

County of Residence

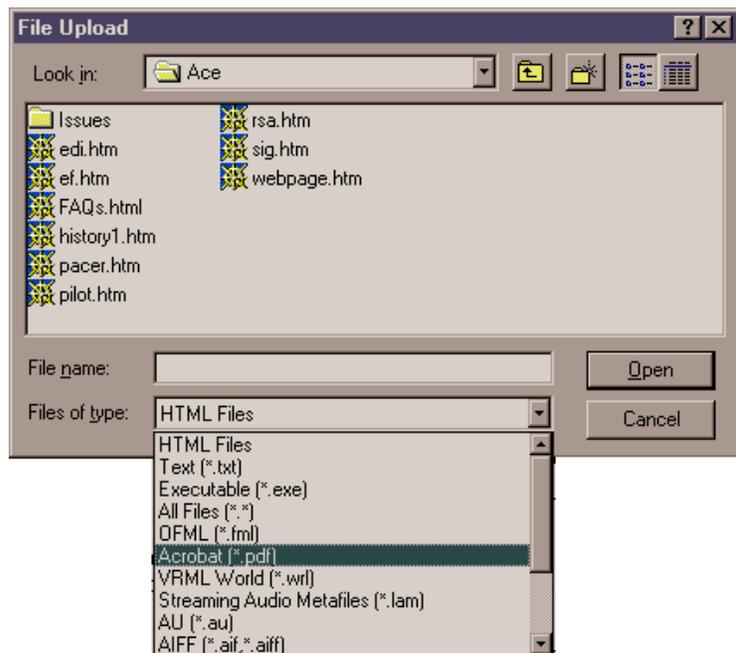
Nature of Suit

Initiating Document (must have a .pdf extension)

Attachments

Attachment 1 (must have a .pdf extension)

Finally, on the same screen, you are prompted to attach the PDF documents (original complaint, summons and attachments, if any). Locate the lead PDF document on the drive and in the directory where it was stored by clicking on the first Browse button. A File Upload dialog box will appear. As described previously, by default, browsers look for HTML documents. You must indicate that the document you are looking for is a PDF. This is done by selecting PDF or All Files in the Files of Type box. Once this is done, locate and select your document, then click on the Open button. The file “path,” i.e., location and name, will be placed in the field next to the Browse button.



If exhibits were identified on the previous screen, a corresponding number of identification boxes will appear (you should have at least one exhibit box for the summons). Click in the first box and highlight the words “Attachment 1” and type a description of the exhibit. This can be as simple as “Attachment A” or more detailed, such as “Affidavit of John Doe.” Next, click on the Browse button and locate the exhibit file on the drive and in the directory where it was stored. When selected, the file “path” will be placed in the field next to the Browse button. Continue this process for each set of exhibit boxes.

Before clicking on the Submit button, review the information on the final screen. Make sure that the case information is correct, and that the correct PDF documents have been selected. Ensure that attachments have been identified and their associated PDF documents are correct. If there are any problems, you can go back through the screens (by clicking on the browser's Back button) and make changes as necessary. If all is in order, click on the Submit button.

As previously mentioned, electronically filed documents are now processed by a docket clerk prior to appearing on the docket sheet. Shortly after clicking on the submit button, if there are no problems with the transmission, the attorney will receive an Electronic Document Submission Confirmation. This verifies that the court has received the document(s) and provides information associated with the filing. (If there are problems with the transmission, the attorney will receive a Failure Notification.) The document(s) DOES NOT appear on the docket sheet at this time. After the fee has been paid, the document(s) will be processed and a summons issued. At that time, a case number will be assigned and a new docket sheet will be generated for the case. If you choose to pay your fee by the next business day, you will be able to pick up your summons at that time. Or, you can elect to have it mailed to your office.

INTERNET E-MAIL ALERT

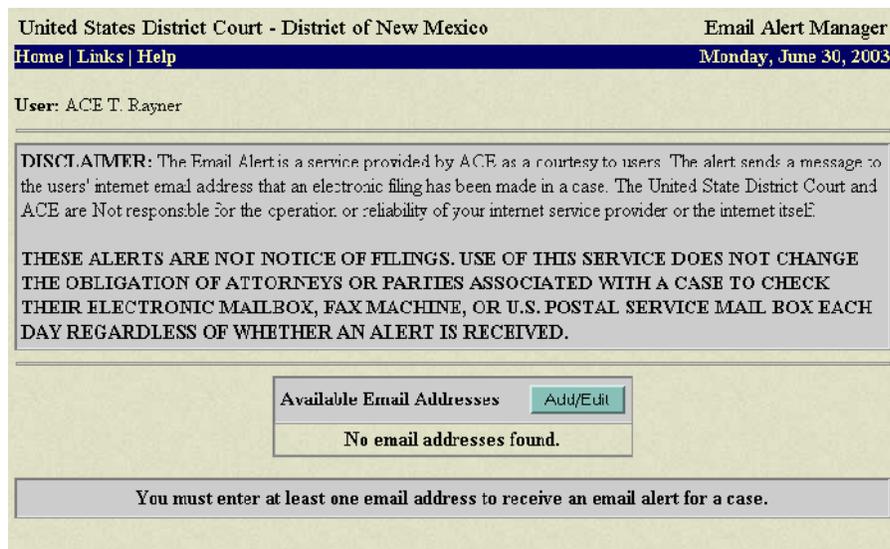
Some individuals may have an interest in a case even though they are not an official party to that case. The Internet E-Mail Alert system provides an easy means for people to track “electronic” activity in these cases without having to constantly check the docket(s). (It does not track manually filed documents.) The Internet e-mail alert does not provide information on the type of document filed, but it does alert the individual that there has been electronic activity so that he/she may then check the case docket for specific information. In order to use this feature, you must:

1. Have an ACE User Name and password
2. Know the case number of the case(s) you wish to add
3. Have an Internet e-mail account

When someone files a document electronically in a case that you have selected, you will receive an e-mail alert noting the case number and that there has been electronic activity in the case. You can then go to the docket sheet to view the full text of the document after the document has been entered on the docket. You may also obtain the document in person at the courthouse or request a faxed copy from the court’s copy center.

If you are an attorney participating in the court’s electronic filing program, you will automatically receive a copy in your ACE E-Mailbox of anything that is filed electronically in one of your cases after it has been docketed. Some attorneys have reported that they forget to check their ACE mailbox and requested another means of notification when documents are filed. The Internet e-mail alert system serves this purpose. Please note, however, that this system is not considered to be notice from the court. It is strictly a service provided by the court as a courtesy to users.

To associate yourself to a case, click on the E-Mail Alert link from the ACE Home Page. The following screen will appear:



United States District Court - District of New Mexico Email Alert Manager

[Home](#) | [Links](#) | [Help](#) Monday, June 30, 2003

User: ACE T. Rayner

DISCLAIMER: The Email Alert is a service provided by ACE as a courtesy to users. The alert sends a message to the users' internet email address that an electronic filing has been made in a case. The United State District Court and ACE are Not responsible for the operation or reliability of your internet service provider or the internet itself.

THESE ALERTS ARE NOT NOTICE OF FILINGS. USE OF THIS SERVICE DOES NOT CHANGE THE OBLIGATION OF ATTORNEYS OR PARTIES ASSOCIATED WITH A CASE TO CHECK THEIR ELECTRONIC MAILBOX, FAX MACHINE, OR U.S. POSTAL SERVICE MAIL BOX EACH DAY REGARDLESS OF WHETHER AN ALERT IS RECEIVED.

Available Email Addresses

No email addresses found.

You must enter at least one email address to receive an email alert for a case.

Before you can associate yourself with a case, you must first enter an e-mail address where the alerts will be sent. Click on the “Add/Edit” next to Available Email Addresses. The following screen will appear.

United States District Court - District of New Mexico Email Alert Manager
[Home](#) | [Links](#) | [Help](#) Monday, June 30, 2003
Links: [Email Alert Manager](#)

User: ACE T. Rayner

Enter Email Address to Add to List

No email addresses found.

NOTES:

- Users may enter up to 10 email addresses.
- Editing an existing email address will effect all cases associated to the original email address
- Removal of an email address which is the only one assigned to a case cancels the email alert for that case.

Type in your Internet e-mail address as indicated and click on Add. You can enter up to 10 email addresses. This may be helpful if you want to have more than one person receive email alerts for a case. After entering your e-mail address, click on the Return to Manager button. This will bring you back to the e-mail alert screen.

User: ACE T. Rayner

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Available Email Addresses

- acetrain@nmc.court.fed.us

No cases have been selected.

To add a case, click on the “Add Case” button. The following screen will appear.

United States District Court - District of New Mexico Email Alert Manager
Home | Links | Help Monday, June 30, 2003
Links: [Email Alert Manager](#)

User: ACE T. Rayner

Enter case number to add to email alert list

(Ex: 03cv123 or 97m 123)

Links: [Email Alert Manager](#)

Home | Links | Help Monday, June 30, 2003
Please mail any comments to the [ACE Development Team](#) ACE 2.0.1

Type in the case number of the case for which you want to receive alerts and click on search. A screen similar to the one below will appear. The screen gives you the title and other case information. Next, choose which email addresses to include for alerts. Then click update.

United States District Court - District of New Mexico Email Alert Manager
Home | Links | Help Monday, June 30, 2003
Links: [Email Alert Manager](#), [Caption](#), [Case Information](#), [Docket](#), [Related Cases](#)

Case Title: Gray v. Artesia, City of, et al.
Case Number: 02cv00123
Judge(s): Referred: Magistrate Judge Karen B. Molzen
 Presiding: Magistrate Judge Leslie C. Smith
Office: Santa Fe

Please select the email addresses you wish to receive alerts from for case 02cv00123. If no email addresses are selected then case 02cv00123 will be removed from your alert list.

Include?	Email Addresses
<input type="checkbox"/>	acetrain@nmcourt.fed.us

You will begin receiving e-mail alerts regarding the case you requested. You can sign up for as many cases as you wish. To stop receiving alerts, simply check the “Remove” box next to the case you want to stop and click on the “Update” button.

United States District Court - District of New Mexico Email Alert Manager

[Home](#) | [Links](#) | [Help](#) Monday, June 30, 2003

User: ACE T. Rayner

DISCLAIMER: The Email Alert is a service provided by ACE as a courtesy to users. The alert sends a message to the users' internet email address that an electronic filing has been made in a case. The United State District Court and ACE are Not responsible for the operation or reliability of your internet service provider or the internet itself.

THESE ALERTS ARE NOT NOTICE OF FILINGS. USE OF THIS SERVICE DOES NOT CHANGE THE OBLIGATION OF ATTORNEYS OR PARTIES ASSOCIATED WITH A CASE TO CHECK THEIR ELECTRONIC MAILBOX, FAX MACHINE, OR U.S. POSTAL SERVICE MAIL BOX EACH DAY REGARDLESS OF WHETHER AN ALERT IS RECEIVED.

Available Email Addresses Add/Edit

- acetrain@nmcourt.fed.us

Total Cases Selected: 1

Remove?	Case Number	Title	Email	Links
<input type="checkbox"/>	02cv00123	Gray v. Artesia, City of, et al.	acetrain@nmcourt.fed.us	Edt Docket , Caption

Update
Add Case

COURT FORMS

In 1998, the court received a federal grant to convert all of its court forms to an electronic format. As a result, all District Court forms are available in two electronic formats. The first is PDF, which can be printed for use in a typewriter. The second format is FML, which can be filled out on-line and then printed for manual filing or converted into PDF for electronic filing. Both of these formats need special plugins that can be downloaded for free from the publishers. There are links on the home page and forms page to both publishers.

To access forms, go to the District of New Mexico's main web site and click on "Court Forms." The following page will appear:

Court Forms

All forms are available in Acrobat PDF, OmniForm FML, and when possible, WordPerfect 5.1 and DOS/HTML text formats. Free reader/filler downloads and instructions on configuring your browser are available from [Adobe](#) (PDF) and [OmniForm](#) (FML). The OmniForm format allows you to fill out the form online with the free download. The form can then be printed for paper filing or converted to PDF for electronic filing. Please note, however, the OmniForm format does not allow you to save the completed form in FML to be accessed later. All fields will be cleared when the form is closed. PLEASE NOTE: YOU SHOULD PRINT ALL PAGES OF A FORM, INCLUDING INSTRUCTIONS, AND BRING THEM TO THE CLERK'S OFFICE FOR FILING. COURT PERSONNEL WILL ADVISE WHICH PAGES NEED TO BE FILED.

Description	PDF Format	FML Format	Other Format
WWW Access Request Form			HTML (2.6k)
Application for Admission to Federal Bar (SF - 001)	PDF (18k)	FML (34k)	
Application for Admission to 10th Cir. Court of Appeals	10th Circuit Web Site		
Cause of Action Codes	PDF (507k)		
Civil Cover Sheet (JS 44 Rev. 3/99)	PDF (29k)	FML (77k)	
Civil Rights Complaint (42 U.S.C. Sec. 1983)	PDF (16k)	FML (28k)	
Civil Summons	PDF (16k)	FML (28k)	
CJA Letter - Appointment of Counsel	PDF (18k)		
CJA SF-002 - Application for Membership	PDF (16k)	FML (22k)	
CJA 20 Appointment of and Authority to Pay Court Appointed Counsel (Rev. 5/99)	PDF (15k)	FML (34k)	WPD (60k)
CJA 21 Authorization and Voucher For Expert and Other Services (Rev. 5/99)	PDF (15k)	FML (34k)	WPD (59k)
CJA 23 Financial Affidavit (Rev. 5/98)	PDF (15k)	FML (34k)	
CJA 24 Authorization and Voucher for Payment of Transcript (Rev. 5/99)	PDF (15k)	FML (34k)	WPD (51k)

Note there are columns to the right of the form name listing the different formats available. If you just want to print out a copy of the form, either format will do. However if you want to complete the form on-line, you should use the FML format. When you click on the FML link, the form will appear as shown on the next page.

Note the areas highlighted in yellow. These areas can be filled in and the form can then be printed. Please note, however, that the form cannot be saved with the information filled in unless it is converted into PDF format. Once in PDF format, it cannot be edited. To convert to PDF, click on PRINT and select Adobe PDF Writer as the printer.

JS 44 (Rev. 3/99)

CIVIL COVER SHEET

The JS-44 civil cover sheet and information contained herein neither replace nor supplement the filing and service of pleadings or other papers as required by law, except as provided by local rules of court. This form, approved by the Judicial Conference of the United States in September 1974, is required for the use of the Clerk of Court for the purpose of initiating the civil docket sheet. (SEE INSTRUCTIONS ON THE REVERSE OF THE FORM.)

<p>1. (a) PLAINTIFFS</p> <div style="background-color: yellow; height: 30px; width: 100%;"></div> <p>(b) COUNTY OF RESIDENCE OF FIRST LISTED PLAINTIFF _____ (EXCEPT IN U.S. PLAINTIFF CASES)</p> <hr/> <p>(c) ATTORNEYS (FIRM NAME, ADDRESS, AND TELEPHONE NUMBER)</p> <div style="background-color: yellow; height: 30px; width: 100%;"></div>	<p>DEFENDANTS</p> <div style="background-color: yellow; height: 30px; width: 100%;"></div> <p>COUNTY OF RESIDENCE OF FIRST LISTED DEFENDANT _____ (IN U.S. PLAINTIFF CASES ONLY)</p> <p>NOTE: IN LAND CONDEMNATION CASES, USE THE LOCATION OF THE TRACT OF LAND INVOLVED.</p> <hr/> <p>ATTORNEYS (IF KNOWN)</p> <div style="background-color: yellow; height: 30px; width: 100%;"></div>																				
<p>II. BASIS OF JURISDICTION (PLACE AN "X" IN ONE BOX ONLY)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><input type="checkbox"/> 1 U.S. Government Plaintiff</td> <td style="width: 50%; border: none;"><input type="checkbox"/> 3 Federal Question (U.S. Government Not a Party)</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> 2 U.S. Government Defendant</td> <td style="border: none;"><input type="checkbox"/> 4 Diversity (Indicate Citizenship of Parties in Item III)</td> </tr> </table>	<input type="checkbox"/> 1 U.S. Government Plaintiff	<input type="checkbox"/> 3 Federal Question (U.S. Government Not a Party)	<input type="checkbox"/> 2 U.S. Government Defendant	<input type="checkbox"/> 4 Diversity (Indicate Citizenship of Parties in Item III)	<p>III. CITIZENSHIP OF PRINCIPAL PARTIES (PLACE AN "X" IN ONE BOX FOR PLAINTIFF AND ONE BOX FOR DEFENDANT) (For Diversity Cases Only)</p> <table style="width: 100%; border: none;"> <thead> <tr> <th style="width: 33%;"></th> <th style="width: 33%; text-align: center;">PTF DEF</th> <th style="width: 33%;"></th> <th style="width: 33%; text-align: center;">PTF DEF</th> </tr> </thead> <tbody> <tr> <td>Citizen of This State</td> <td style="text-align: center;"><input type="checkbox"/> 1 <input type="checkbox"/> 1</td> <td>Incorporated or Principal Place of Business In This State</td> <td style="text-align: center;"><input type="checkbox"/> 4 <input type="checkbox"/> 4</td> </tr> <tr> <td>Citizen of Another State</td> <td style="text-align: center;"><input type="checkbox"/> 2 <input type="checkbox"/> 2</td> <td>Incorporated and Principal Place of Business In Another State</td> <td style="text-align: center;"><input type="checkbox"/> 5 <input type="checkbox"/> 5</td> </tr> <tr> <td>Citizen or Subject of a Foreign Country</td> <td style="text-align: center;"><input type="checkbox"/> 3 <input type="checkbox"/> 3</td> <td>Foreign Nation</td> <td style="text-align: center;"><input type="checkbox"/> 6 <input type="checkbox"/> 6</td> </tr> </tbody> </table>		PTF DEF		PTF DEF	Citizen of This State	<input type="checkbox"/> 1 <input type="checkbox"/> 1	Incorporated or Principal Place of Business In This State	<input type="checkbox"/> 4 <input type="checkbox"/> 4	Citizen of Another State	<input type="checkbox"/> 2 <input type="checkbox"/> 2	Incorporated and Principal Place of Business In Another State	<input type="checkbox"/> 5 <input type="checkbox"/> 5	Citizen or Subject of a Foreign Country	<input type="checkbox"/> 3 <input type="checkbox"/> 3	Foreign Nation	<input type="checkbox"/> 6 <input type="checkbox"/> 6
<input type="checkbox"/> 1 U.S. Government Plaintiff	<input type="checkbox"/> 3 Federal Question (U.S. Government Not a Party)																				
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Citizen of Another State	<input type="checkbox"/> 2 <input type="checkbox"/> 2	Incorporated and Principal Place of Business In Another State	<input type="checkbox"/> 5 <input type="checkbox"/> 5																		
Citizen or Subject of a Foreign Country	<input type="checkbox"/> 3 <input type="checkbox"/> 3	Foreign Nation	<input type="checkbox"/> 6 <input type="checkbox"/> 6																		
<p>IV. NATURE OF SUIT (PLACE AN "X" IN ONE BOX ONLY)</p>																					

If there are any forms that you will be using that do not appear on the court's web sites, please notify the Webmaster so it can be scanned and converted for use on the Internet.

RELATED COURT INFORMATION

CASE OPENING AND FEE COLLECTION

ACE 2.0 allows cases to be opened electronically. The court has provided two fee payment options for attorneys opening cases on-line. The first requires the attorney to come to the court and pay the filing fee in person by the end of the next business day after filing the initial complaint. The second option allows an attorney to keep credit card account information on file with the court. When opening a case on-line, filing fees can be charged to this account.

CERTIFICATE OF SERVICE

When preparing your pleading, please include the Certificate of Service on the pleading itself. Do not prepare a separate Certificate. When filing the document, please remember to type in your name and the date of service. This information is used when docketing the pleading in our internal case management system.

CONFORMED COPIES

To obtain a conformed copy of any electronically filed document, go to the docket sheet in that case, locate the document you are interested in, then click on Document Verification under the Reference column for that document. Print out the Document Verification and attach it to a copy of the pleading. See copy requirements below.

COPY REQUIREMENTS

The court copy requirements are waived for all electronically filed documents. If you are unable to file a document electronically for some reason and file it at the counter, you must file the pleading with the required number of copies.

DROP BOX RULE

The District Court discontinued use of a drop box in 2001. However, for purposes of deadlines, the drop box rule applies to electronically filed documents. For example, if you file a document on Saturday, December 1, 2002, at 11:00 p.m., the system will show that the file date and time were 12/1/02 at 11:00 p.m. If a question comes up regarding deadlines, your document will be considered filed with the court as of Friday, November 30 at 12:00 midnight, just as though you had filed the document through the drop box. **Please note: attorneys are responsible for knowing when a document was actually due when calendaring or tracking dates.**

EXHIBITS

Attorneys can file exhibits electronically or manually with the court. The following are frequently asked questions regarding the filing of exhibits:

Q. How do I file an exhibit electronically.

A. As with any document filed electronically with the court, all exhibits must be in PDF format. Therefore, if you have five affidavits you want to file, each will have to be converted into its own PDF file.

Q. What if I didn't create the exhibit? How can I convert it into PDF?

A. If you did not create the exhibit, i.e., you do not have a copy on your computer to convert, it can be scanned in as a PDF. Make sure your scanner software supports PDF.

Q. What if I don't have a scanner? What if the exhibit is oversized or too big for the scanner?

A. If you are unable to convert an exhibit into PDF for any reason, you can always file that exhibit manually with the court. If you file exhibits manually with the court in connection with an electronically filed document, you should electronically file an "Exhibit List" with the original pleading listing the documents that were manually filed. The Exhibit List would be filed as an "Exhibit/Attachment" and must be converted into a PDF document.

In addition, you must file the exhibits on the date the original document is due. If you live in a remote area, you can mail the exhibits on the same date. We will go by the postmarked date.

Q. Can I file some exhibits manually and some exhibits electronically?

A. Yes. In addition to the electronically filed exhibits, you should also file an "Exhibit List" listing those documents filed manually.

Q. How do I electronically file documents which require signatures, such as Affidavits?

A. If an exhibit requires a signature, you can do several things:

1. File the document manually; OR

2. Prepare and print the document; have it signed and notarized as usual, then scan the original in as a PDF and file it electronically. Be sure to keep the original in your file; OR
3. Prepare and print the document; have it signed and notarized as usual, then keep the original in the file. Convert the unsigned document into PDF and electronically file it with the court. If there is any questions about authenticity, you will be asked to produce the original document. Make sure you have the original affidavit signed and dated on or before the date you electronically file the unsigned copy.

Q. How do I handle “Duplicate Exhibits,” i.e., those exhibits that have been filed before but are referred to in another document.

A. An exhibit should be submitted only once and may later be referred to by document title and filing date. An exhibit may be submitted more than once, however, if the submitting party wishes to bring to the Court's attention portions of the exhibit different from those previously highlighted under D.N.M.LR-Civ. 10.6.

Q. How do I “highlight” electronically filed exhibits.

A. Most word processing programs have a highlighting tool which allows you to highlight lines of text in a document. When you convert the document into PDF, this highlighting will be transferred. You can also go into Adobe Acrobat Exchange and highlight the lines after the document has been converted into PDF.

EOD/OFFICIAL FILING DATE

The filed date for an electronic document is the date it is submitted to the court. Your electronic document is then docketed into our court ICMS or BANCAP database. The “Entered On Docket” date (EOD) is the date the case manager docketed the information into one of these databases.

HARDWARE/SOFTWARE NEEDED TO START ELECTRONIC FILING

Before you can electronically file documents with the court, you will need the following:

Software

1. Netscape, Internet Explorer or other browser software
2. Adobe Acrobat or other PDF writer
3. A Windows-based or Macintosh word processor or forms creation program to create pleadings

Hardware

1. Macintosh computer running system 7.0 or later or
2. PC running Microsoft Windows -- the PC must be at least a 486, 66 MHZ machine
3. At least 16 MB of RAM
4. A modem running at least 28.8 kbs or a direct Internet connection
5. Image scanner (nice to have, not required)

For additional information regarding hardware and software specifications, please call our offices at 505-348-2082 (district court) or 505-248-6509 (bankruptcy court).

INCORRECT OR “BAD” FILINGS

When a document is electronically filed with the court, it is placed in an “electronic” BIN until a docket clerk processes the document and enters it on the docket. However, there will be times when the wrong document is accidentally filed or a document is filed in the wrong case and is overlooked by the docket clerk. In these instances, the docket entry for the incorrectly filed document will remain on the Court’s docket, but the notation “Filed in Error” will be added. Incorrectly filed documents remain in the record unless removal is ordered by the court. The court is currently reviewing this issue. Please note, if an error is noticed by an attorney, he or she should notify the court immediately.

It is the Filer’s responsibility to ensure that the correct document is filed in the correct case. The correct document may be filed at any time during the above-described procedure.

INITIATING ELECTRONIC FILING IN A CASE

All cases in the District Court are deemed electronic, so it is no longer necessary to initiate electronic filing in a case.

LARGE OR OVERSIZED DOCUMENTS

At this time, the court is adhering to Local Rule 7.7 - Length of Motion and Brief which states:

The combined length of a motion and supporting brief must not exceed twenty-seven (27) double-spaced pages. A response brief must not exceed twenty-four (24) double-spaced pages. A reply brief must not exceed twelve (12) double-spaced pages.

and 10.5 - Page Limit for Exhibits, which states:

Exhibits to a motion, response or reply, including excerpts from a deposition, must not exceed fifty (50) pages unless all parties agree otherwise. If agreement cannot be reached, then the party seeking

to exceed the page limit must file a motion in accordance with D.N.M.LR-Civ. 7. A party may file only those pages of an exhibit which are to be brought to the Court's attention.

NOTICING BY THE COURT

Chambers staff are currently able to file court generated documents (notices, orders, opinions, etc.) electronically through the ACE system using procedures similar to the steps outlined in this manual. After someone in chambers files a document electronically, it is placed in the BIN for processing. Once processed, the document is sent to the noticing system. The system faxes notices to parties who have opted to receive their notice via fax, then prints out notices and labels for parties who will receive notice by mail. Parties also have the option of receiving notice electronically in the attorney's ACE Mailbox. These notices are sent to the attorney's ACE Mailbox when the document is entered on the docket.

SEALED DOCUMENTS & CASES

ACE 2.0 allows electronic filing in sealed cases. In the past, attorneys were required to file sealed documents manually with the court. However, since electronically filed documents are now processed by docket clerks before appearing on the case docket, the case manager can intercept and "quarantine" any documents designated as sealed. When electronically filing a document, the attorney must indicate if the document should be sealed on the Document Selection screen. If a electronic document is sealed by the court, it is unavailable for viewing on-line. Likewise, sealed cases are only accessible by attorneys associated with the case. **PLEASE NOTE: A document may not be filed as "sealed" unless leave of the court has been obtained. An attorney should file a motion requesting that the document be sealed and an order must be issued prior to filing the sealed document. IF NO ORDER HAS BEEN ISSUED, THE DOCUMENT WILL BE TREATED AS UNSEALED.**

SERVICE

It is the responsibility of the attorney or party to properly serve the other parties in the case. Service by ACE mailbox, fax or e-mail is possible when agreed to by all parties.

SYSTEM AVAILABILITY

The electronic filing system was designed to be available seven days a week. The system is unavailable for several hours beginning at 11:00 p.m. so that we can run backups and maintenance. Our systems staff make ever effort to ensure that the electronic filing system is available to users at all other times of the day. Despite these efforts, there may be occasions when you are unable to reach the system. We anticipate that this typically will not occur for any extended length of time. The first suggestion would be to exit the system and try back again. If you are unable to electronically file a pleading due to the system being down, please take the follow steps:

1. Call Marte Adams at 505-348-2012 at the U.S. District Court and explain that you are having trouble connecting to the server. If you reach her answering machine, leave a message that you are faxing a copy of the document and exhibits. (If phone lines are down and you are unable to contact Marte or fax your documents, **YOU MUST BRING THEM TO THE CLERK'S OFFICE FOR FILING.**)
2. Fax your completed document and exhibits to 505-348-2028. Your fax machine should confirm transmission. The Clerk's Office fax machine will indicate the date and time the fax was sent on the document. If your fax machine does not confirm the fax was sent, please call the Clerk's Office to verify the document was received.
3. As soon as you are able to make a connection to the server, submit the same document electronically, then call the Clerk's Office and let them know that the faxed document is now available on the system. The Clerk's Office will back date your electronic document to reflect the date and time on the fax transmission.

Please note: You always have the option of filing documents manually over the counter. Such documents will be scanned into the electronic file.

APPENDIX A

ACCOUNT REQUEST FORM

APPENDIX B

AUTHORIZATION TO SEND ORDERS AND JUDGMENTS BY FACSIMILE TRANSMISSION