



UNITED STATES DISTRICT COURT
DISTRICT OF NEW MEXICO

APPEARING IN AN ACTION IF
LICENSED OUTSIDE OF
THE DISTRICT OF NEW MEXICO
EFFECTIVE JANUARY 1, 2012

Attorneys who are licensed to practice outside the District of New Mexico may appear in a civil or criminal action in this district under D.N.M.LR-Civ. 83.3 and D.N.M.LR-Cr. 44.1(e). The outside of district attorney must associate with an attorney who is already admitted to practice in this district and pay \$100 for each case in which the outside of district attorney appears; or, the attorney must apply for admission under D.N.M.LR-Civ. 83.2.

Please note that these procedures are not retroactive. If you associated or motioned the court prior to January 1, 2012, you DO NOT need to associate or motion the court again. Additionally, the association dues only apply to attorneys making their association on a case after December 31, 2011.

Described below are the procedural steps for the outside of district attorney to follow if appearing in an action by associating with an attorney who is admitted to practice in the United States District Court for the District of New Mexico. In addition to the procedure described herein:

[T]he Federal Bar member [local counsel] must sign the first pleading, certify that the non-member attorney is a member in good standing of the bar of a state, a territory, or the District of Columbia, accept service, and continue in the action unless another Federal Bar member is substituted[.]

D.N.M.LR-Civ. 83.3(a)(1).

Procedure

Electronic filing is mandatory in the District of New Mexico, so an outside of district attorney appearing in an action as a non-resident attorney, must file the D.N.M.LR-Civ. 83.3 text only notice using CM/ECF; account registration information is located at www.nmcourt.fed.us.¹ If a CM/ECF

¹ Without a CM/ECF account, the outside of district attorney will be unable to electronically file documents and view any restricted or sealed documents which may be filed in the case.

account has not yet been obtained, local counsel may file the D.N.M.LR-Civ. 83.3 notice on behalf of the outside of district attorney. After accessing the appropriate CM/ECF account:

1. Click Civil in the blue menu bar (click Criminal if appearing in a criminal action).



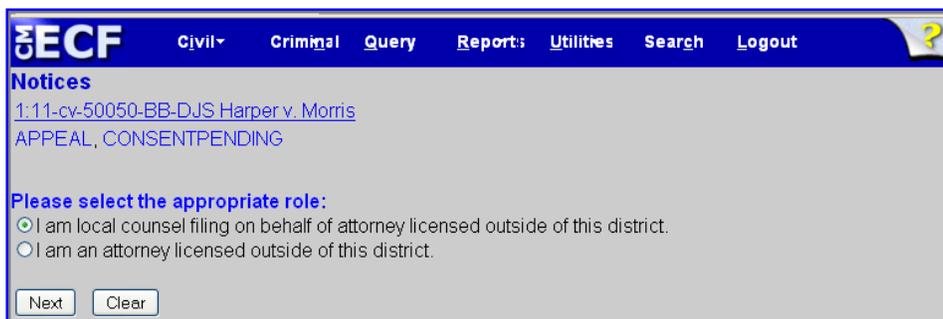
2. Click Notices, under **Other Filings**:



3. Click on “Association of Attorney Licensed Outside the District” to populate the Selected Event box:

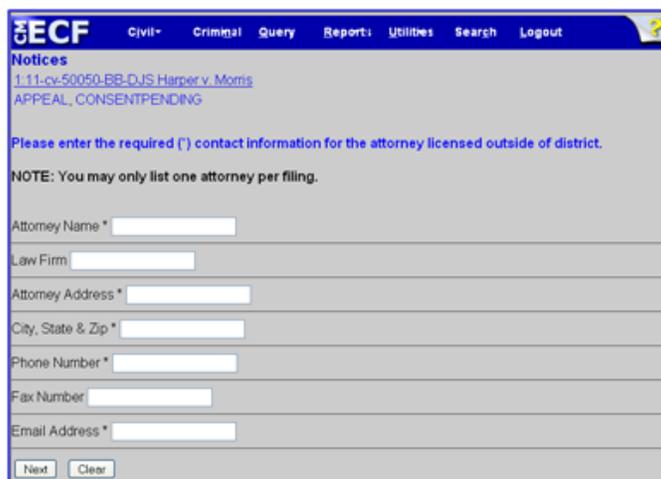


4. Since this is a text only event, no document will be uploaded during the filing process. Click **[Next]** to continue.
5. Enter the case number for the case in which the outside of district attorney is appearing, then click **[Find This Case]**, then **[Next]**. A case verification screen (not shown) will be displayed; click **[Next]** to continue (you may have to do this twice).
6. Indicate the filer's role, by clicking the appropriate radio button, then click **[Next]**:



The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Notices". The main content area displays the case number "1:11-cv-50050-BB-DJS Harper v. Morris" and the status "APPEAL, CONSENTPENDING". Below this, there is a section titled "Please select the appropriate role:" with two radio button options: "I am local counsel filing on behalf of attorney licensed outside of this district." (which is selected) and "I am an attorney licensed outside of this district." At the bottom of the form, there are "Next" and "Clear" buttons.

7. If you are local counsel filing on behalf of the outside of district attorney, enter the required contact information for the outside of district attorney, then click **[Next]**. (If "I am an attorney licensed outside of this district" was selected on the previous screen, the contact information screen will not be displayed; contact information will be obtained from the filer's CM/ECF account.)

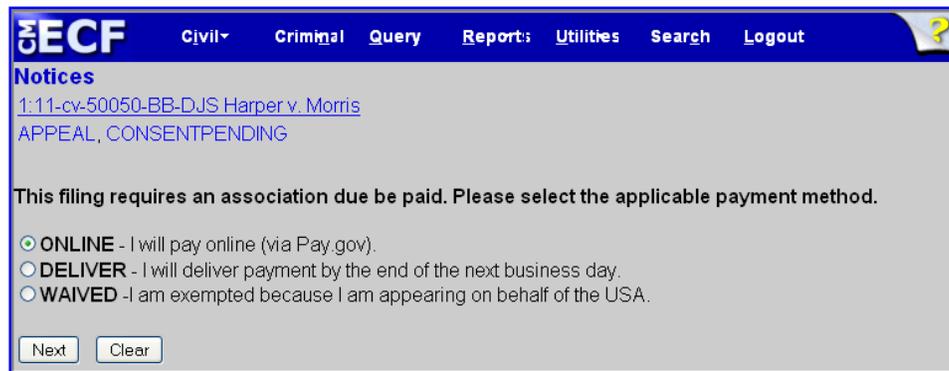


The screenshot shows the ECF system interface with a contact information form. The navigation bar and case information are the same as in the previous screenshot. Below the case information, there is a section titled "Please enter the required (*) contact information for the attorney licensed outside of district." followed by a note: "NOTE: You may only list one attorney per filing." The form contains several input fields: "Attorney Name *", "Law Firm", "Attorney Address *", "City, State & Zip *", "Phone Number *", "Fax Number", and "Email Address *". At the bottom of the form, there are "Next" and "Clear" buttons.

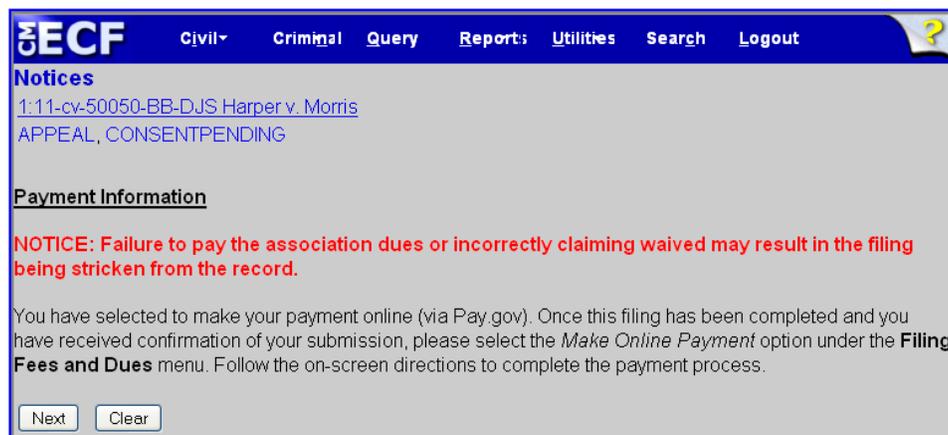
8. Click on the name(s) of the party(ies) for whom the outside of district attorney is appearing, then click **[Next]**.



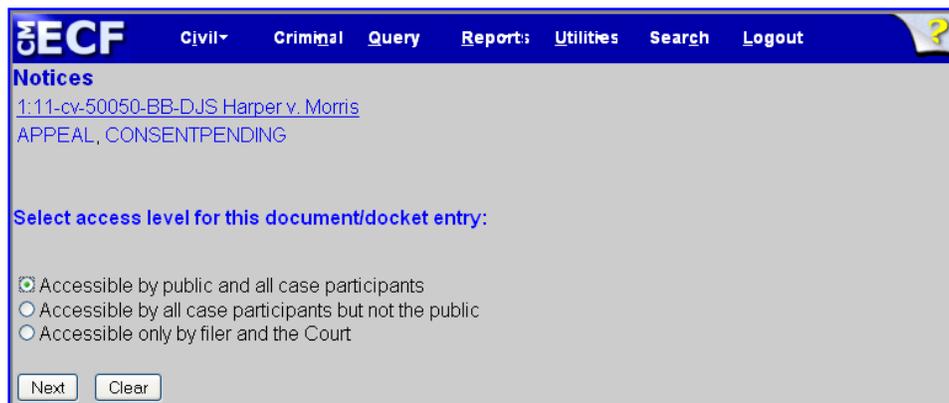
9. The next screen will indicate that this is a fee-based filing. Select the appropriate payment method, then click **[Next]** to continue.



10. Confirmation of the payment method selected will be displayed; click **[Next]** to continue.



11. Select the appropriate access level for the document being filed; click **[Next]** to continue.



ECF Civil Criminal Query Report: Utilities Search Logout

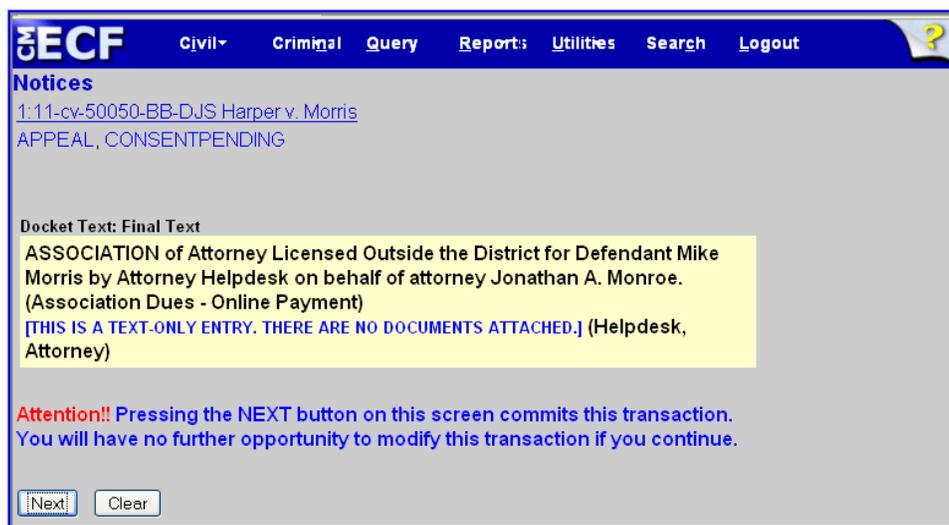
Notices
1:11-cv-50050-BB-DJS Harper v. Morris
APPEAL, CONSENTPENDING

Select access level for this document/docket entry:

Accessible by public and all case participants
 Accessible by all case participants but not the public
 Accessible only by filer and the Court

Next Clear

12. The proposed docket text, based upon the filer role and payment method selected, will be displayed; click **[Next]** to continue. (If the text must be modified--for example, the name of the outside of district attorney is misspelled--use your browser's back button to return to the screen on which that name was entered. If too much time has elapsed since you began the filing, you may have to restart the filing process from the beginning.)
13. The Final Text screen is the last chance to review the submission. Review the screen carefully, and if you are totally satisfied that the filing is correct, click **[Next]** to submit the filing.



ECF Civil Criminal Query Report: Utilities Search Logout

Notices
1:11-cv-50050-BB-DJS Harper v. Morris
APPEAL, CONSENTPENDING

Docket Text: Final Text
ASSOCIATION of Attorney Licensed Outside the District for Defendant Mike Morris by Attorney Helpdesk on behalf of attorney Jonathan A. Monroe. (Association Dues - Online Payment)
[THIS IS A TEXT-ONLY ENTRY. THERE ARE NO DOCUMENTS ATTACHED.] (Helpdesk, Attorney)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Next Clear

14. Once [Next] is clicked, the Notice of Electronic filing (“NEF”) will be displayed. The NEF constitutes your receipt for the transaction. Save and/or print the NEF because the NEF will not be sent to the outside of district attorney until he or she has been added to the case (usually within 24 hours of the notice’s filing ***if the requirements of D.N.M.LR-Civ. 83.3(a)(1) and D.N.M.LR-Civ. 83.3(a)(2) have been fully satisfied***).
15. If online payment of the association dues was selected, the online payment module of CM/ECF must be used. For more information about online payment of fees or dues, see ***How to Pay Filing Fees Online*** at www.nmcourt.fed.us.

For general CM/ECF assistance, contact the CM/ECF Help Desk:

- Telephone: 505-348-2075 (8:30 AM to 12 PM; 1 PM to 4:30 PM, M - F)
- Email: cmecf@nmcourt.fed.us
- Web: www.nmcourt.fed.us/cmecf