

# NOTICE

## Emailing and faxing of documents by self-represented litigants and attorneys

### Email addresses and fax numbers for the District Courts of the Sixth Judicial District:

Luna County District Court	<a href="mailto:demdadmin@nmcourts.gov">demdadmin@nmcourts.gov</a>	Fax: 575-543-1605
Grant County District Court	<a href="mailto:sildadmin@nmcourts.gov">sildadmin@nmcourts.gov</a>	Fax: 575-388-5439
Hidalgo County District Court	<a href="mailto:lordadmin@nmcourts.gov">lordadmin@nmcourts.gov</a>	Fax: 575-542-3481

### ONLINE PAYMENT IS NOW AVAILABLE

Under a pilot program in the Fourth and Sixth Judicial Districts, online payments with a credit card or debit card will be an option for people who do not want to mail payments or go to a courthouse to pay in-person. Fees for civil and criminal fines and fees as well as photocopies or certified copies of court case records can be paid online along with other services, such as CD or tape copy of a recording of a court proceeding, through the following portals:

- Sixth Judicial District Court – Silver City  
[https://www.msbpay.com/MSBWEBPayments?NM\\_NewMexicoCourts\\_6thJudicialCourt\\_SilverCity](https://www.msbpay.com/MSBWEBPayments?NM_NewMexicoCourts_6thJudicialCourt_SilverCity)
- Sixth Judicial District Court – Deming  
[https://www.msbpay.com/MSBWEBPayments?NM\\_NewMexicoCourts\\_6thJudicialCourt\\_Deming](https://www.msbpay.com/MSBWEBPayments?NM_NewMexicoCourts_6thJudicialCourt_Deming)
- Sixth Judicial District Court – Lordsburg  
[https://www.msbpay.com/MSBWEBPayments?NM\\_NewMexicoCourts\\_6thJudicialCourt\\_Lordsburg](https://www.msbpay.com/MSBWEBPayments?NM_NewMexicoCourts_6thJudicialCourt_Lordsburg)

In response to the Coronavirus public health emergency, the Sixth Judicial District will be implementing an **interim** procedure for allowing the filing of documents by email or fax to reduce the requirement of self-represented litigants (SRL) and attorneys to enter the courthouse to file documents. Self-represented litigants (SRL) and attorneys are permitted to file documents via email or fax in those case types that are not eligible for electronic filing through File and Serve that meet the following criteria:

1. Self-represented litigants and attorneys are permitted to file documents via email or fax. If a filing fee is required to open/reopen a case, the pleadings can be mailed via US mail to the respective Court along with the filing fee or can be delivered via email to the email address listed above. If sent via email, payment of the filing fee must be made online with a credit card or debit card within 24 hours of emailing the pleadings to the Court.
2. Self-represented litigants are permitted to submit free process applications along with the petition or complaint to the Court either via email or fax.
  - a. If free process is granted, the filing party will be informed. If a mediation payment is ordered, the filing party may submit payment via mail along with their filings or may proceed to file documents via email or fax and must pay online within 24 hours of sending any remaining documents to the court.

- b. If free process is not granted, the filing party will be informed and can submit their filings via US mail along with a filing fee in the form of a money order or can submit their filings via email and pay the filing fee online within 24 hours.
3. The Court will also accept emails from self-represented litigants as a court pleading if you are not able to attach a document.
4. Self-represented litigants and attorneys must provide the following information when emailing or faxing a filing:
  - Name of filer,
  - Email address/fax number,
  - Case caption and case number,
  - Telephone number,
  - Physical address/ mailing address,
  - Document for filing.
5. Conformed copies will be returned to the sender upon request via email/fax.