

# 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

In response to the Coronavirus public health emergency, the Sixth Judicial District implemented a 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 must be mailed or hand-delivered to the respective Court along with the filing fee.
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 or in person.
  - b. If free process is not granted, the filing party will be informed and can submit payment of the filing fee via mail or in person.
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/mailling address,
  - Document for filing.
5. Conformed copies will be returned to the sender upon request via email/fax.