



E-Filing for Attorneys Information



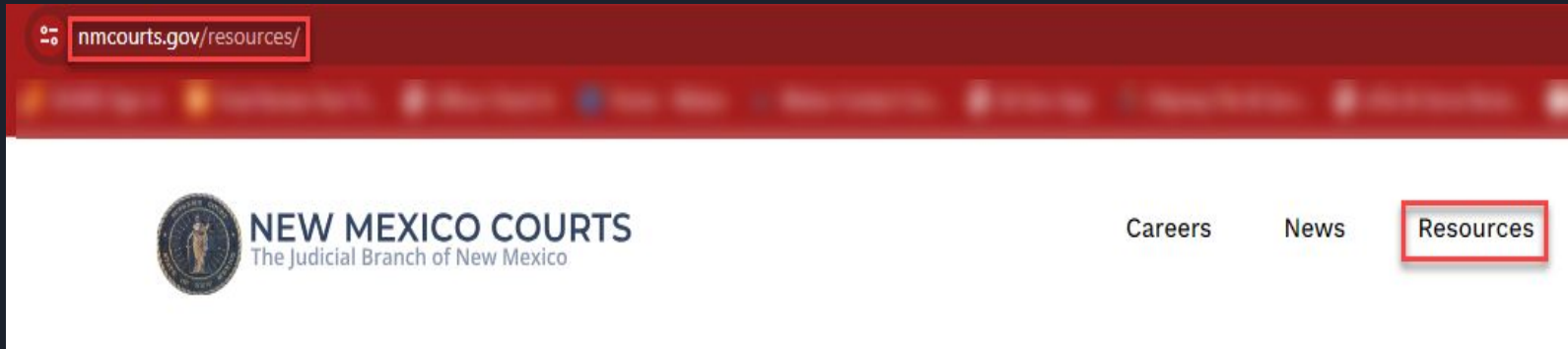
Topics Covered

1. NM Courts Website
2. Register for Attorney F&S
3. Training Registration
4. Other Resources
5. F&S Website
6. Service Contacts
7. Same Day/Next Day Pleadings

NM Courts Website

Attorney inquiries regarding Criminal Subsequent File & Serve:

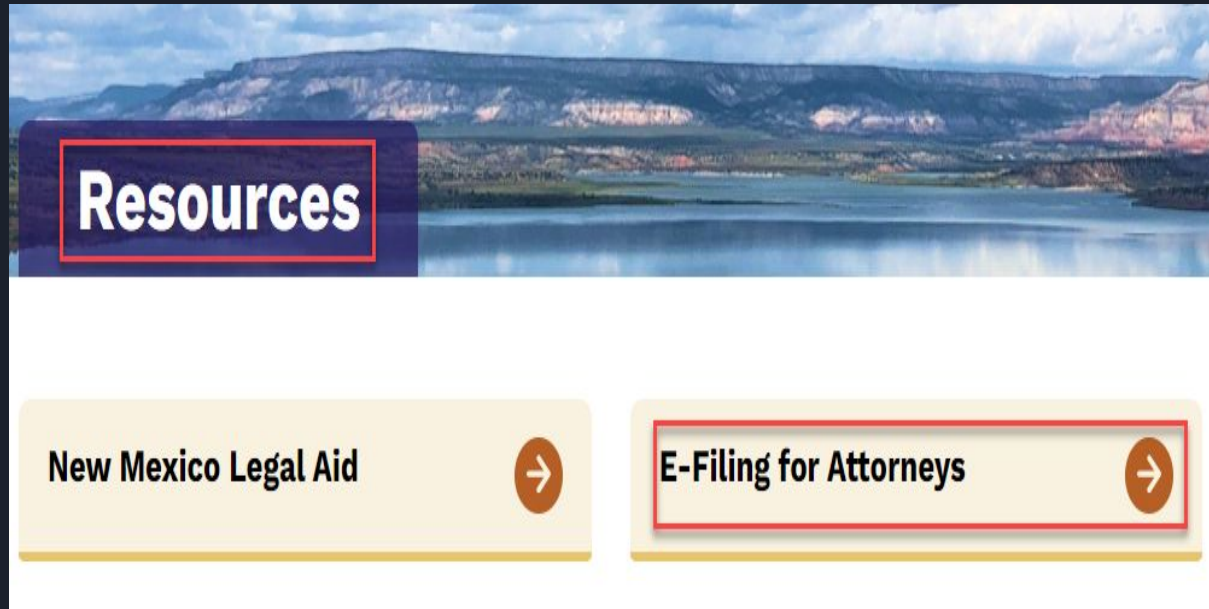
Go to <https://nmcourts.gov/resources/>





E-Filing for Attorneys

Once under the Resources click on E-Filing for Attorneys.





Register for F&S Account

To access the registration site, click on Attorney Access to File and Serve Website pictured below.


e-Filing Website

Attorney Access to File and Serve Website



Register for F&S Account Continued

Under the Actions box, click on the Register icon and follow the steps requested to create a Firm Account for the first time. If your law firm already has an account and a new attorney needs to create an account they have to select Sign In.

 STATE OF NEW MEXICO


Court Information

Announcement: Bernalillo Metropolitan Court and Magistrate Courts statewide will begin accepting Subsequent Criminal filings through the eFile & Serve Filer Tool starting on August 23, 2024.


In order to keep all File & Serve accounts current, your account will be disabled if you have not logged into File & Serve in the past ninety days. If you need access to an inactive account please contact Tyler Technologies at 1-800-297-5377 or email efiling.Support@TylerTech.com

Effective April 7, 2023: all File & Serve users with Secured Odyssey Public Access (SOPA) accounts now have access to re:SearchNM with the same profile and privileges.

Actions



Sign In




Register

Self Help

[Need Help?](#)
[Web Training Sessions](#)
[Training Videos](#)
[User Guides](#)
[Free Process Waiver Account Guide](#)

Share your screen with [GoToAssist](#)

 STATE OF NEW MEXICO

Register

[User Information](#) » [Firm Information](#) » [Terms and Conditions](#) » Complete

First Name Middle Last Name

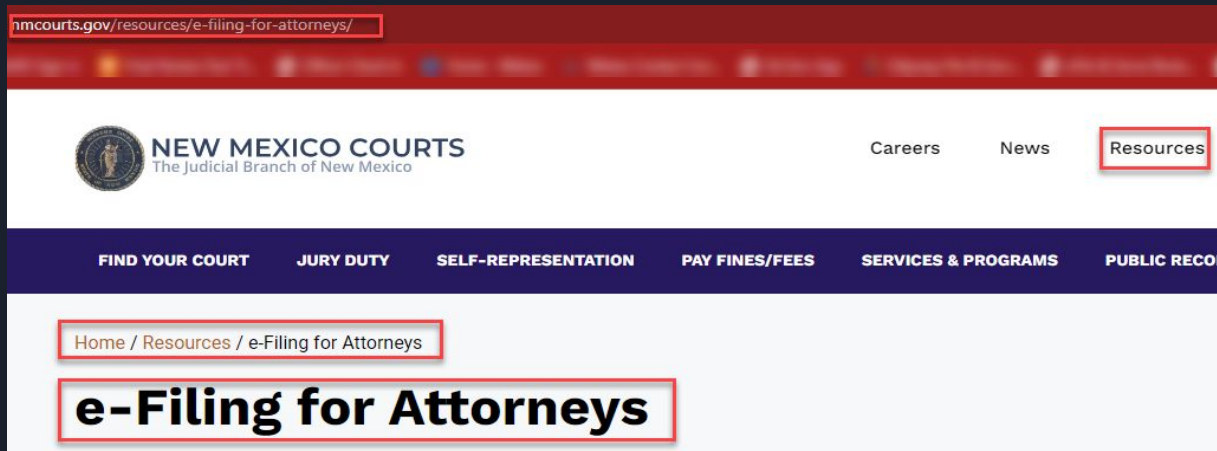
Email Address Password

Security Question

Security Answer

Training

AOC/JID is offering training sessions. To register go to <https://nmcourts.gov/resources/>. Select e-Filing for Attorneys.



The screenshot displays the New Mexico Courts website. At the top, the address bar shows nmcourts.gov/resources/e-filing-for-attorneys/. The main header features the New Mexico Courts logo and the text "NEW MEXICO COURTS The Judicial Branch of New Mexico". Navigation links for "Careers", "News", and "Resources" are visible, with "Resources" highlighted. A dark blue navigation bar contains links for "FIND YOUR COURT", "JURY DUTY", "SELF-REPRESENTATION", "PAY FINES/FEES", "SERVICES & PROGRAMS", and "PUBLIC RECORDS". Below this, a breadcrumb trail reads "Home / Resources / e-Filing for Attorneys". The main content area features the heading "e-Filing for Attorneys" in a large, bold, black font.



Training Continued

Under General Information, select Criminal E-Filing and click on More Information About e-Filing for Criminal Cases.

General Information

Civil case e-Filing is available and mandatory for attorneys at the... ▼

The fees for e-Filing at all locations (except the Supreme Court and Court of Appeals) ▼

Getting Started in File and Serve ▼

For assistance with File and Serve ▼

Guidelines for e-Filing ▼

Civil Case e-Filing ▼


Criminal Case E-filing ▲

- [More Information About e-Filing for Criminal Cases](#)



Training Registration

Select Attorney Training Registration, fill out the required information, select a training date and click on Submit.


Attorney Training Registration 

Name

First Last

Email *

Select a training date:

Other Resources

Below Attorney Training Registration are other resources available. To explore select the down arrow next to the desired title.

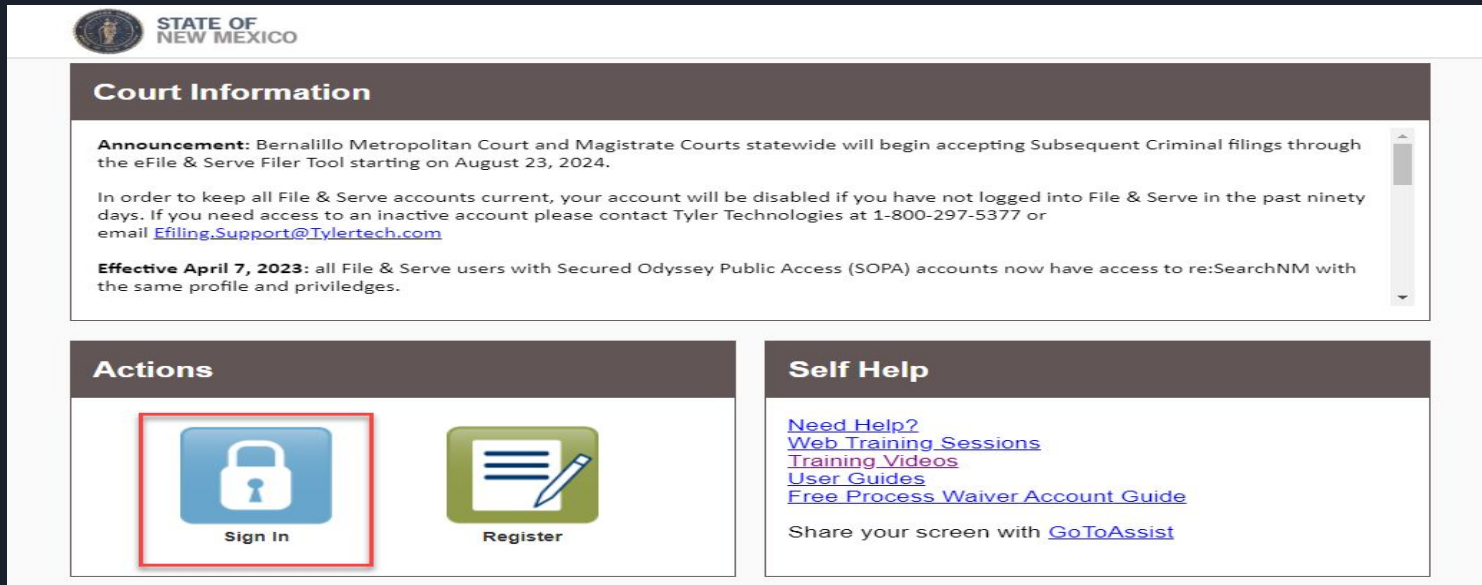
The screenshot shows the New Mexico Courts website header and a navigation menu. The header includes the logo for "NEW MEXICO COURTS The Judicial Branch of New Mexico" and links for "Careers", "News", "Resources", "Court Administration", and "ADA & Accommodations". The navigation menu includes "FIND YOUR COURT", "JURY DUTY", "SELF-REPRESENTATION", "PAY FINES/FEEs", "SERVICES & PROGRAMS", "PUBLIC RECORDS", "FORMS & FILES", and "SEARCH".

A red box highlights a list of resources with dropdown arrows:

- Attorney Training Registration
- Electronic and Filing Service Available for Existing Criminal Cases
- New to File and Serve?
- Already Registered?
- Proposed Text Documents
- Training Resources for e-Filing Criminal Cases
- Criminal Rules and Orders for Electronic Filing
- File & Serve Resources

F&S Website

Once the account is activated, the link to access F&S is <https://newmexico.tylertech.cloud/ofswweb>.
Simply click on Sign In and enter your credentials to log on and start your filings.



STATE OF NEW MEXICO


Court Information


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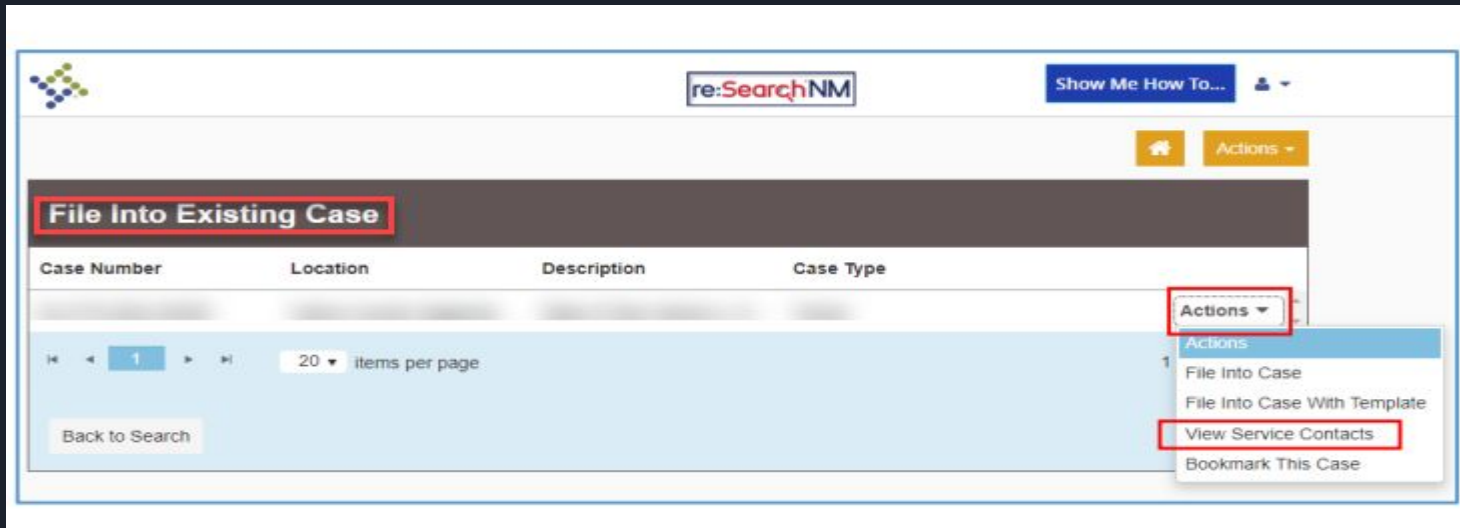
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Service Contacts

Once you have created an account ensure you go into each of your current cases and add yourself as a Service Contact.

Select the down arrow under Actions and Select View Service Contacts.

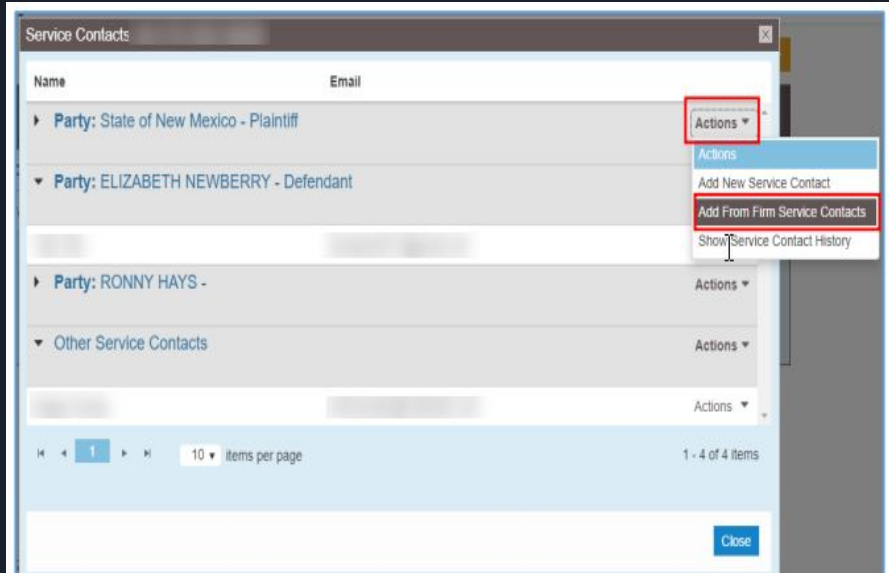


The screenshot displays the re:SearchNM web application interface. At the top, there is a logo on the left, the text "re:SearchNM" in the center, and a "Show Me How To..." button on the right. Below this, there is a navigation bar with a home icon and an "Actions" dropdown menu. The main content area features a dark header with the text "File Into Existing Case" highlighted in a red box. Below the header is a table with columns for "Case Number", "Location", "Description", and "Case Type". The table is currently empty. At the bottom of the page, there is a pagination control showing "1" and "20 items per page", and a "Back to Search" button. On the right side, the "Actions" dropdown menu is expanded, showing options: "File Into Case", "File Into Case With Template", "View Service Contacts" (highlighted in a red box), and "Bookmark This Case".

Adding Service Contacts

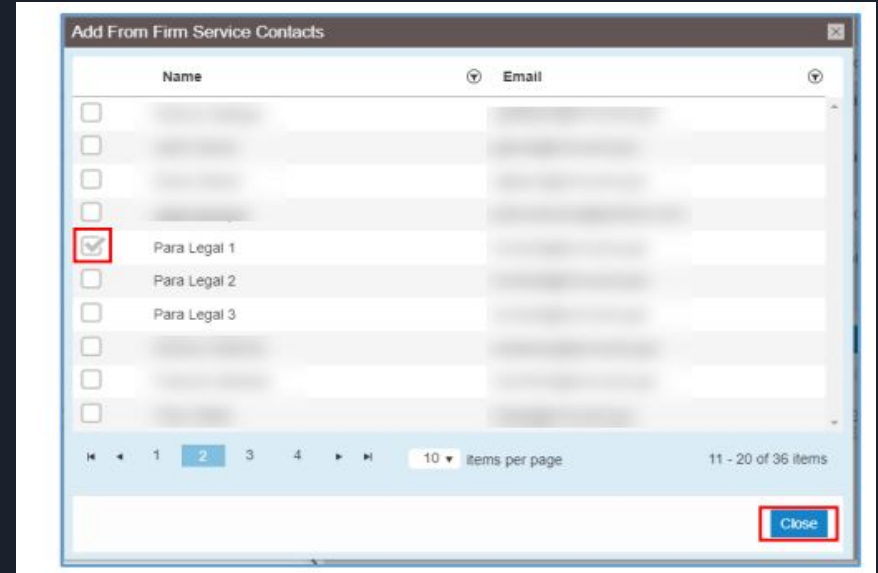
Then next to your clients name, select the down arrow under Actions and click on Add From Firm Service Contacts.

Select the corresponding name and click on Close.



The screenshot shows a window titled "Service Contacts" with a table of parties. The table has columns for "Name" and "Email". The first two rows are expanded to show details. The second row, "Party: ELIZABETH NEWBERRY - Defendant", has an "Actions" dropdown menu open. The menu options are "Add New Service Contact", "Add From Firm Service Contacts" (highlighted with a red box), and "Show Service Contact History". The "Close" button is at the bottom right.

Name	Email
Party: State of New Mexico - Plaintiff	
Party: ELIZABETH NEWBERRY - Defendant	
Party: RONNY HAYS -	
Other Service Contacts	



The screenshot shows a window titled "Add From Firm Service Contacts" with a table of legal contacts. The table has columns for "Name" and "Email". The first three rows are visible, with the first row, "Para Legal 1", having a checked checkbox. The "Close" button is at the bottom right, highlighted with a red box.

Name	Email
<input checked="" type="checkbox"/> Para Legal 1	
<input type="checkbox"/> Para Legal 2	
<input type="checkbox"/> Para Legal 3	

Verifying Service Contacts

Verify that your name and email address was successfully added and click on close.

The screenshot displays a window titled "Service Contacts" with a table of contact information. The table has two columns: "Name" and "Email". The data is organized into sections:

- Party: State of New Mexico - Plaintiff** (Actions)
- Para Legal 1** (Email: @nmcourts.gov) - This row is highlighted with a red box.
- Party: ELIZABETH NEWBERRY - Defendant** (Actions)
- Tyler Test** (Actions)
- Party: RONNY HAYS -** (Actions)
- Other Service Contacts** (Actions)

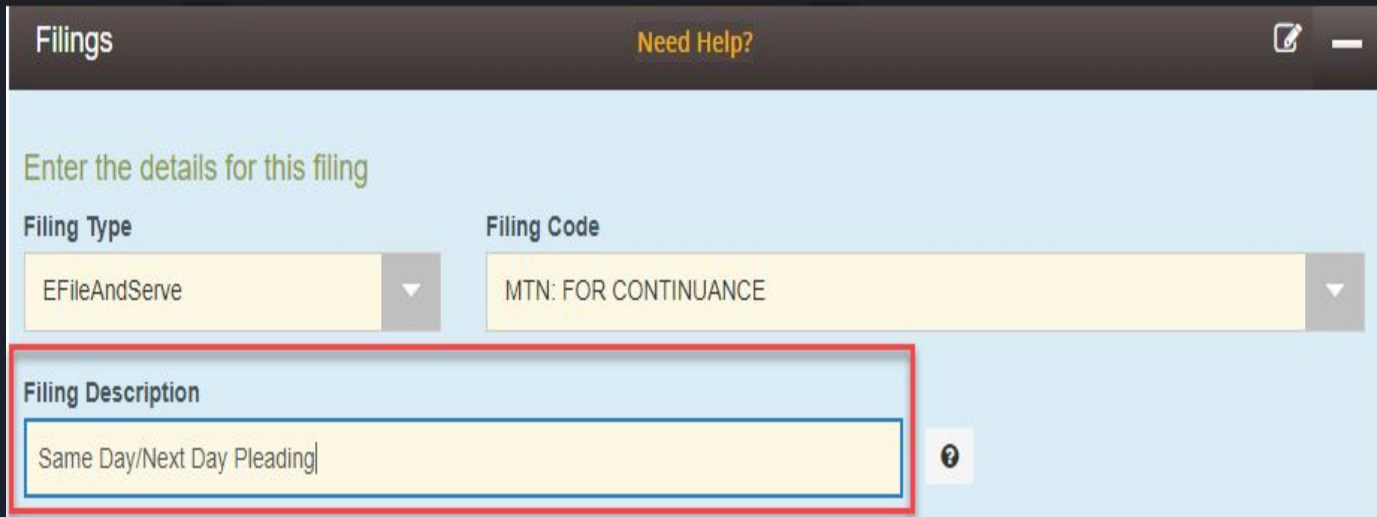
At the bottom of the window, there is a pagination control showing "10 Items per page" and "1 - 4 of 4 items". A "Close" button is located in the bottom right corner, also highlighted with a red box.



Same Day/Next Day Pleading

For Metro Court filings:

As previously required, attorneys will continue to label if the pleading is a Same Day/Next Day Pleading by adding a note under Filing Description.



The screenshot shows a software interface for entering filing details. At the top, there is a dark header bar with the word "Filings" on the left, "Need Help?" in the center, and a pencil icon and a minus sign on the right. Below the header, the main area is light blue and contains the instruction "Enter the details for this filing". There are two dropdown menus: "Filing Type" with the value "EFileAndServe" and "Filing Code" with the value "MTN: FOR CONTINUANCE". Below these is a "Filing Description" section, which is highlighted with a red rectangular border. Inside this section is a text input field containing the text "Same Day/Next Day Pleading" and a small question mark icon to its right.