

STATE OF NEW MEXICO
COUNTY OF BERNALILLO
IN THE METROPOLITAN COURT

_____, Plaintiff

v.

No. _____

Judge assigned: _____

_____, Defendant

CIVIL SUMMONS

TO: _____, Defendant

ADDRESS: _____

GREETINGS: THIS IS A COURT ISSUED SUMMONS.

A LAWSUIT HAS BEEN FILED AGAINST YOU. A copy of the lawsuit (complaint) and a response form (answer form)² are attached.

YOU ARE REQUIRED TO FILE A WRITTEN RESPONSE TO THE COMPLAINT WITHIN TWENTY (20) DAYS AFTER THE SUMMONS HAS BEEN SERVED ON YOU. You must file (in person or by mail) your written response with the court. When you file your response, you must give or mail a copy to the person who signed the complaint.

IF YOU DO NOT FILE A WRITTEN RESPONSE WITH THE COURT WITHIN THE TWENTY (20) DAY PERIOD, NO COURT DATE WILL BE SET, AND THE COURT MAY ENTER A DEFAULT JUDGMENT AGAINST YOU FOR THE MONEY OR OTHER RELIEF REQUESTED IN THE COMPLAINT. A DEFAULT JUDGMENT MEANS **YOU LOSE THE CASE AND YOU OWE THE PLAINTIFF.**

IF YOU DO NOT FILE A WRITTEN RESPONSE WITH THE COURT YOU MAY BE GIVING UP ANY DEFENSES YOU MAY HAVE, FOR EXAMPLE, THAT YOU DO NOT OWE THE PLAINTIFF OR THAT TOO MUCH TIME HAS PASSED.

You may wish to consult a lawyer. For help finding a lawyer, you may consult the online bar directory on the State Bar of New Mexico’s website at <https://www.sbnm.org/For-Public/I-Need-a-Lawyer/Online-Bar-Directory>;

You are entitled to a jury trial in most types of lawsuits. To get a jury trial, you must request one in your written response, and you must pay a jury fee when you file your response.

If you need an interpreter, you must ask the court for one in writing.

Your answer must be filed with the court which is located at: 401 Lomas NW, Albuquerque, NM 87102

A copy of your answer or responsive pleading must be mailed to: *(name and address of plaintiff or plaintiff's attorney)*

Name: _____

Address: _____

Clerk

Parking is available across from the Courthouse and can be entered from 5th Street on the first right after Slate Ave.
New Mexico Courts comply with the Americans with Disabilities Act and Title VI. If you need accommodations or the services of an interpreter in Court, email or call the Court at 505-841-8151 as soon as possible to inform us. Please notify the Court of the nature of any disability or interpreter services needed at least five (5) days before any hearing, so appropriate accommodations can be made. *Los Tribunales de Nuevo México cumplen con la Ley para estadounidenses con Discapacidades y Título VI. Si necesita adaptaciones o los servicios de un intérprete en el tribunal, envíe un correo electrónico o llame al tribunal al número 505-841-8151 lo más pronto posible para notificarnos. Notifique al actuario si usted tiene alguna discapacidad por lo menos cinco (5) días antes de la audiencia para que se tomen las debidas adaptaciones del caso.*

RETURN

STATE OF NEW MEXICO)
) ss
COUNTY OF _____)

(complete the following, unless service by sheriff or deputy)³

I, being sworn, state that I am over the age of eighteen (18) years and not a party to this lawsuit, and that I served this summons in _____ county on the _____ day of _____, _____, by delivering a copy of this summons, a copy of the complaint and an answer (*indicate below how served*):

(complete if service by sheriff or deputy)³

I certify that I served this summons in _____ county on the _____ day of _____, _____, by delivering a copy of this summons, a copy of the complaint and an answer form in the following manner:

(person serving summons must check one box and fill in appropriate blanks)

- By delivering a copy of this summons, a copy of the complaint and an answer form to the defendant, _____ (*used when defendant receives copy of summons or refuses to receive summons*).
- By delivering a copy of this summons, a copy of the complaint and an answer form to _____, a person over fifteen (15) years of age and residing at the usual home of the defendant, _____, located at _____ (*address*) (*used when defendant is not presently at the home*).
- By posting a copy of the summons, complaint and an answer form in the most public part of the usual home of _____ (*name of defendant*) located at _____ (*address*) (*used if no person found at home or usual place of residence*).
(If service is by posting a copy of the summons, complaint and an answer form must also be mailed to the person served. The person serving by posting and the person serving by mail must each sign a return. The person mailing must check and complete the certificate of mailing at the end of this summons.)
- By delivering a copy of this summons, a copy of the complaint and an answer form to _____, an agent authorized to receive service of process for defendant.
- By delivering a copy of this summons, a copy of the complaint and an answer form to _____, (*parent*) (*guardian*) (*custodian*) of defendant (*used when defendant is a minor or an incompetent person*).
- By delivering a copy of this summons, a copy of the complaint and an answer form to _____ (*name of person*), _____, (*title of person authorized to receive service*) (*used when defendant is a corporation or an association subject to a suit under a common name, a land grant board of trustees, the State of New Mexico or any political subdivision*).
- By service by mail.

Fees: _____

Signature of person making service

Title

Subscribed and sworn to before me this _____ day of _____, _____

Judge, notary or other officer authorized to administer oaths³

Official title

Rule 4-204 NMRA; as amended, effective 1/1/87; 1/1/90; 7/190; 10/1/91; 1/1/93; 5/1/94; 9/2/97(As modified by the Metropolitan Court) as amended by Supreme Court Order No. 16-8300-032; 21-8300-012, effective for all cases pending or filed on or after December 31, 2016; December 31, 2021; as amended by Supreme Court Order No. S-1-RCR-2025-00175 effective for all cases pending or filed on or after December 31, 2025]
CV-79 Civil Summons (Rev. 7/08; 03/11; 12/16; 1/18;12/21; 12/25)

*(To be completed if service is made by posting)*⁴

I, being sworn, state that I am over the age of eighteen (18) years and not a party to this lawsuit, and that I served a copy of this summons on the _____ day of _____, _____, by mailing first class mail, postage prepaid, a copy of this summons, a copy of the complaint, and an answer form to:

(name of person served)
(address where mailed)
(county)
(city, state and zip code)

Signature of person making service

Title (if any)

Place of mailing

Date

Subscribed and sworn to before me this _____ day of _____, _____

Judge, notary or other officer
authorized to administer oaths³

Official title

*(To be completed if service is made by mail)*⁵

I, being sworn, state that I am over the age of eighteen (18) years, and that I served a copy of this summons on the _____ day of _____, _____, by mailing first class mail, postage prepaid, a copy of this summons, a copy of the complaint, an answer form, and two (2) copies of the notice and acknowledgment and a return envelope, postage prepaid, addressed to:

(name of person served)
(address where mailed)
(county)
(city, state and zip code)

Signature of person making service

Title

Place of mailing

Date

Subscribed and sworn to before me
this _____ day of _____, _____.

Judge, notary or other officer
authorized to administer oaths

Official title³

USE NOTE

1. A separate summons must be used for each defendant.
2. An answer form must be attached to the summons at the time of service. For answer forms, see Forms 4-301, 4-301A, and 4-302 NMRA.
3. If service is made by the sheriff or a deputy sheriff of a New Mexico county, the signature of the sheriff or deputy need not be notarized.
4. For use when service is by posting.
5. If service is by mail, Form 4-208 NMRA must be completed and mailed with this summons.