

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	demdadmin@nmcourts.gov	Fax: 575-543-1605
Grant County District Court	sildadmin@nmcourts.gov	Fax: 575-388-5439
Hidalgo County District Court	lordadmin@nmcourts.gov	Fax: 575-542-3481

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. 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.
4. Conformed copies will be returned to the sender upon request via email/fax.