

# NOTICE

## Emailing and Faxing of Documents by Self-Represented Litigants and Attorneys

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

Luna County Magistrate Court	<a href="mailto:demmadmin@nmcourts.gov">demmadmin@nmcourts.gov</a>	Fax: 575-546-4896
Grant County Magistrate Court (Silver City)	<a href="mailto:silmadmin@nmcourts.gov">silmadmin@nmcourts.gov</a>	Fax: 575-538-8079
Grant County Magistrate Court (Bayard)	<a href="mailto:baymadmin@nmcourts.gov">baymadmin@nmcourts.gov</a>	Fax: 575-537-7365
Hidalgo County Magistrate Court	<a href="mailto:lormadmin@nmcourts.gov">lormadmin@nmcourts.gov</a>	Fax: 575-542-3596

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 will be allowed 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, attorneys and law enforcement agencies will be allowed to file documents via email or fax in **pending** cases that do not require a filing fee. 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. Attorneys and law enforcement agencies will be allowed to open a new case or reopen a case that does not require a filing fee by email or fax (Magistrate Court examples: criminal cases).
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, attorneys and law enforcement agencies 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.