

Guidelines for Submitting Jury Instructions: Criminal Cases

- Documents related to jury instructions must be submitted to the following email address: brackchambers@nmcourt.fed.us. Please include the following information in the subject line: “Jury Instructions - [case name] [docket number].”
 - The Court requires that all documents be submitted in Word format.
- Counsel must file a Praecipe with the Court, indicating all jury instructions requested and whether they are contested.
- Stock instructions need not be submitted. Attorneys should simply complete a Praecipe. Stock instructions requested by counsel, on the Praecipe submitted, will be given by the Court.
 - Proposed non-stock instructions should be noted, in the space provided, at the end of the Praecipe. Non-stock jury instructions must be clearly labeled as such and be accompanied by citations to supporting authority. Only one instruction should be submitted per page.
 - Only the following documents, therefore, should be filed with the Court: (1) a completed Praecipe, indicating all stock and non-stock jury instructions requested; and (2) non-stock instructions, accompanied by citations to supporting authority at the bottom of each instruction.