

The Honorable Lourdes A. Martinez

United States Magistrate Judge

Requirements For Proposed Orders

Proposed orders are required when an unopposed motion is filed and when so directed by the Court. Proposed orders must be submitted as an attachment to an e-mail to Judge Martinez at Improposedtext@nmcourt.fed.us BOTH in pdf format and either Word Perfect or Word format. The subject line of the e-mail must include the following: (1) the case number, (2) the Judge's initials, (3) the docket number of the motion filed electronically which is the subject of the proposed document, and (4) a very brief description of the proposed document (Example: 06cv01234, LAM, Doc. 10, Order Dismissing). The document itself should be similarly named to convey the same information.

As stated in Section 11(a) of the Court's Administrative Procedures Manual for CM/ECF (rev. 3/26/07) (hereinafter, "APM"), proposed orders should not be filed of record or submitted to the Clerk or Judge Martinez' chambers unless otherwise required by the Judge.

A. Proposed orders submitted to Judge Martinez for unopposed motions must include the following:

(1) the words "Submitted by" followed by the name of the attorney or pro se party submitting the order, his or her address and phone number, and, if an attorney, the name of the party whom the attorney represents, AND a signature block for the submitting party or attorney using the form described in Section 6(a)(2) of the Court's APM and as shown below;

(2) in accordance with D.N.M.LR-Civ. 7.2, text indicating that the proposed order has been approved by each party; and

(3) text indicating the date and method of approval of the proposed order by each party and, if approved by an attorney, text indicating the name of the party represented by the attorney (e.g., "approved telephonically by John Doe, attorney for Plaintiff Sara Smith, on 7/15/07").

B. Proposed orders submitted to Judge Martinez for opposed motions must include the words "Submitted by" followed by the name of the attorney or pro se party submitting the order, his or her name and phone number and, if an attorney, the name of the party whom the attorney represents, AND a signature block for the submitting party or attorney using the form described in Section 6(a)(2) of the Court's APM and as shown below.

The following is an example of the language that can be used for a signature block in a proposed order submitted for electronic filing (see Section 6(a)(2) of the Court's APM):

/s/ John Doe, Attorney at Law