

UNITED STATES DISTRICT COURT DISTRICT OF NEW MEXICO

Procedures for filing of election related TROs after business hours on November 4th & 5th, 2024.

In a situation where a TRO is filed after close of business on November 4th and 5th, 2024, please adhere to the following steps to expedite the process.

1. **Open your case in CM/ECF**
2. **File your initiating document (complaint/removal/etc.)**
3. **File your motion for TRO**
4. **File your TRO information Sheet ([Click here for form and instructions](#)) as an attachment to your motion**
5. **Pay the filing fee**

Once these normal steps of the process have been completed, call the following hotline to notify the court of the action.

505-348-2099

If no answer, please leave the following information on the voice mail.

1. **Case Number**
2. **Your Name**
3. **Contact Phone Number**
4. **Nature of TRO**

Someone will be monitoring the phone line and voice mails on the evenings of November 4th and 5th until **10pm**. Upon notification, the court will review the material entered and contact you if there are any issues or missing information, or when a judge has been assigned.