

Guidelines for Submitting Jury Instructions: Civil 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 stipulate to as many jury instructions as possible. A single Master Praecipe, indicating all jury instructions agreed upon by the parties, should be filed with the Court.
- The stock instructions themselves need not be submitted. Attorneys should simply complete the Master Praecipe. Stock instructions requested by counsel, on the Master Praecipe, will be given by the Court.
 - Instructions that remain contested should be submitted separately by the proponent. Unstipulated 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 Master Praecipe, indicating which stock jury instructions are requested; and (2) additional non-stock instructions, submitted under separate cover and accompanied by citations to supporting authority.