



UNITED STATES DISTRICT COURT
DISTRICT OF NEW MEXICO

APPEARING IN AN ACTION IF
LICENSED OUTSIDE THE
DISTRICT OF NEW MEXICO

Effective January 1, 2012, an attorney who is not a member of the Federal Bar may appear in a civil or criminal action in this district under D.N.M.LR-Civ. 83.3 and D.N.M.LR-Cr. 44.1(e). The non-member attorney must associate with local counsel and pay \$100 for each case in which the non-member attorney appears; or, the non-member attorney must apply for admission under D.N.M.LR-Civ. 83.2.

Please note that these procedures are not retroactive. If you appeared in a case before January 1, 2012, you need not associate with the same case again. Additionally, the association dues only apply to non-member attorneys appearing in cases after December 31, 2011.

Described herein are the procedural steps for local counsel to follow when associating a non-member attorney. Additionally, local counsel must file a Notice of Good Standing on behalf of the non-member attorney:

[T]he Federal Bar member [local counsel] must sign the first pleading, certify that the non-member attorney is a member in good standing of the bar of a state, a territory, or the District of Columbia, accept service, and continue in the action unless another Federal Bar member is substituted[.]

D.N.M.LR-Civ. 83.3(a)(1).

Electronic filing is mandatory in the District of New Mexico, the non-member attorney will need to request e-filing permissions (PACER account is required). Procedural steps to request electronic filing can be found [here](#)¹.

Procedure

After logging into CM/ECF, local counsel will file the Association Notice per D.N.M.LR-Civ. 83.3 on behalf of the non-member.

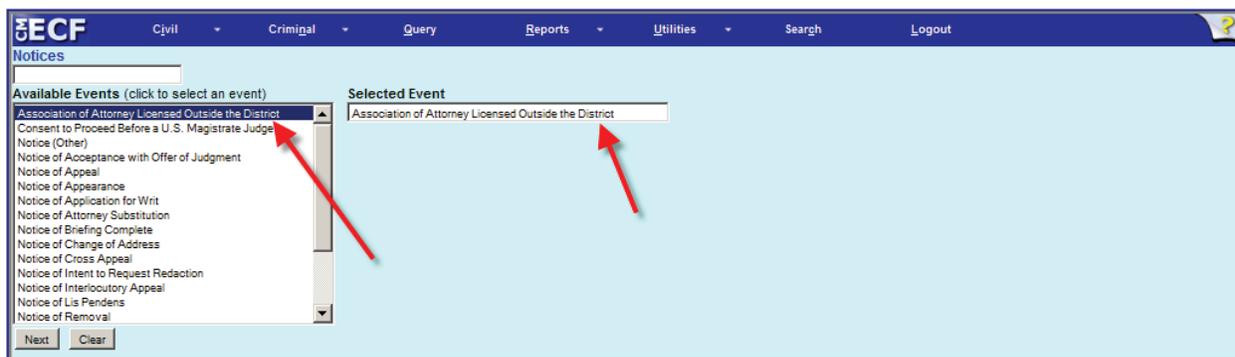
1. Click Civil in the blue menu bar at the top of the screen to reach the Civil Events menu page (click Criminal if appearing in a criminal case).

¹ Without a CM/ECF account, the outside of district attorney will be unable to file documents and view any restricted or sealed documents which may be filed in the case.

2. Click Notices under **Other Filings**:



3. From the Available Events list, select “Association of Attorney Licensed Outside the District” to populate the Selected Event box. This is a text only event, so no document will be uploaded during the filing process.



Click **[Next]** after selecting the filing event.

4. Enter the case number for the case in which the outside of district attorney is appearing, then click **[Find This Case]**, then **[Next]**. A case verification screen (not shown) will be displayed; click **[Next]** to continue (you may have to do this twice).
5. An informational screen (not shown) will display alerting filers that filing of the event should not continue if the outside of district attorney has already been associated with the case. Click **[Next]** to continue.
6. An informational screen (not shown) will display alerting filers that if the filer is not local counsel they should **NOT** continue.

7. Local counsel filing on behalf of the outside of district attorney, enter the required contact information for the outside of district attorney, then click [Next].

The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Notices" and the case number is "1:99-cv-12345 Jones v. ABC Corporation". The main content area contains the following text: "Please enter the required (*) contact information for the attorney licensed outside this district." and "NOTE: You may only list one attorney per filing." Below this text are several input fields: "Attorney Name *", "Law Firm", "Attorney Address *", "City, State & Zip *", "Phone Number *", "Fax Number", and "Email Address *". At the bottom of the form are two buttons: "Next" and "Clear".

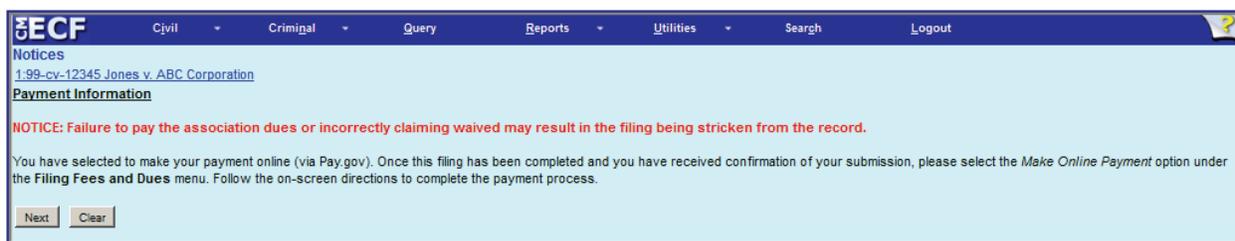
8. Select the name(s) of the party or parties for whom the outside of district attorney is appearing, then click [Next].

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9. The next screen will indicate that this is a fee-based filing. Select the appropriate payment method, then click [Next] to continue.

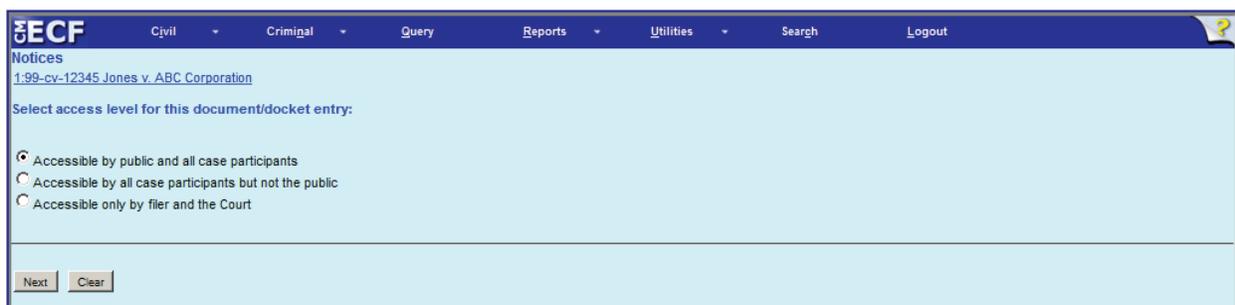
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10. Confirmation of the payment method selected will be displayed; click [Next] to continue.



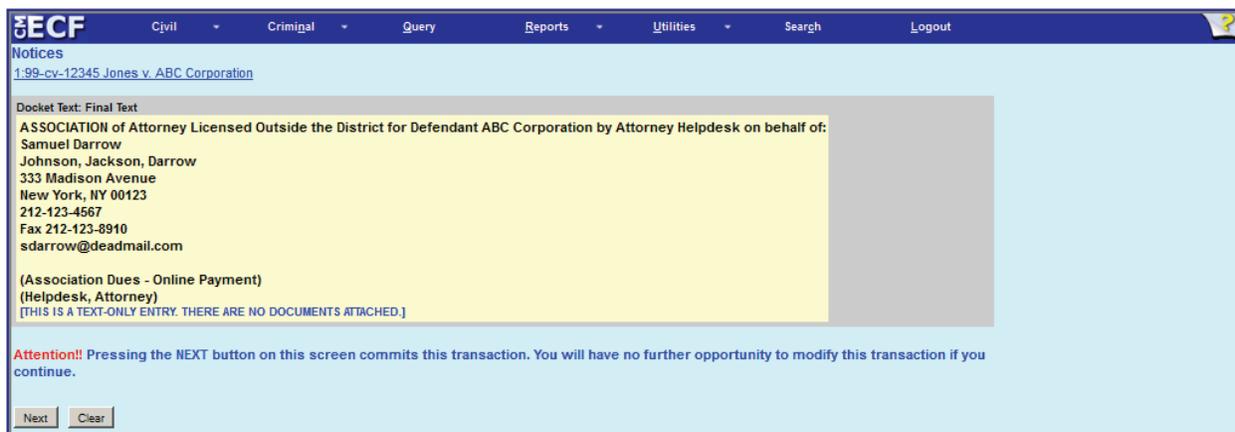
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11. Select the appropriate access level for the filing; click [Next] to continue.



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12. The proposed docket text, based upon the filer role and payment method selected will be displayed; click [Next] to continue. (If the text must be modified—for example, the name of the outside of district attorney is misspelled—use your browser’s back button to return to the screen on which that name was entered. If too much time has elapsed since you began the filing, you may have to restart the filing process from the beginning.)
13. The Final Text screen is the last chance to review the filing. Review the screen carefully, and if you are totally satisfied that the filing is correct, click [Next] to submit the filing.



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14. Once **[Next]** is clicked, the Notice of Electronic filing (“NEF”) will be displayed. The NEF constitutes your receipt for the transaction. Save and/or print the NEF because the NEF will not be sent to the outside of the district attorney until he or she has been added to the case (usually within 24 hours **if the requirements of D.N.M.LR-Civ. 83.3(a)(1) and D.N.M.LR-Civ. 83.3(a)(2) have been fully satisfied**).
15. If online payment of the association dues was selected, the online payment module of CM/ECF must be used. For more information about online payment of fees or dues, see [Paying Filing Fees Online](#).

CM/ECF Support

For general CM/ECF assistance, contact the CM/ECF Help Desk:

- Telephone: 505-348-2075, Option 3 (8:30 AM to 12 PM; 1 PM to 4:30 PM, M – F)
- Email: cmecf@nmd.uscourts.gov
- Web: www.nmd.uscourts.gov/filing-information