

## Procedures for Civil Consent Case Matters

1. For any opposed motion, counsel should indicate in their briefing whether they request a hearing on the motion and, if so, whether they request it be conducted telephonically or in person.
2. If materials must be sent to the Court for any reason, they should be sent electronically to [wormuthproposedtext@nmd.uscourts.gov](mailto:wormuthproposedtext@nmd.uscourts.gov) or by mail to: Judge Gregory Wormuth, 100 N. Church Street, Las Cruces, NM 88001. Please do not send by facsimile. Opposing counsel must be copied on all written or email communications that counsel conduct with the Court with the exception of the confidential letter sent in anticipation of a settlement conference.
3. Counsel is advised that Judge Wormuth will conduct trials in Albuquerque or Roswell if the parties unanimously request it.
4. Even if stipulated, parties seeking an extension in excess of ten (10) days for any filing deadline must file a Motion to Extend with the Court by the day of the original deadline. If the parties agree to a filing extension of less than ten (10) days which does not interfere with other established case management deadlines, they are reminded to file a notice as required by Local Rule 7.4(a).
5. Proposed orders must be sent to [wormuthproposedtext@nmd.uscourts.gov](mailto:wormuthproposedtext@nmd.uscourts.gov) after the filing of any unopposed motion. They should be submitted in Microsoft Word format (as .docx files), should have 1" margins, be non-justified, include two spaces between each sentence, and use Palatino Linotype Font, size 12. In civil cases, the case number should be presented as follows: Civ. No. ###-### [Presiding Judge initials] / [Referral Judge initials]. Further, they should indicate the approval of all parties by including the electronic signature of all parties at the end of the document.
6. Individual exhibits attached to a filing on CM/ECF must be filed as separate attachments such that each exhibit has a unique docket sub-number. For example, Exhibit A should be Attachment 1, Exhibit B should be Attachment 2, and so on. If the final docket number for the filing is 10, Exhibit A will be labeled as doc. 10-1, and Exhibit B will be labeled as doc. 10-2.
7. Parties must clearly label all exhibits attached to a filing on CM/ECF. For example, rather than merely labeling an exhibit "Exhibit A," parties must

provide additional description, such as “Exhibit A: Deposition of Plaintiff Jones,” or “Exhibit A: Defendant Smith’s Responses to Interrogatories.”

8. For telephonic conferences or hearings, counsel must call into the conference line no later than three (3) minutes before the conference or hearing begins.
9. Please determine well in advance if there is a need for court interpreters for a hearing or trial and advise the Court.
10. When submitting proposed jury instructions, counsel should review the Court’s stock (both preliminary and pre-deliberation) jury instructions. While the stock instructions are not mandatory or inflexible, counsel should consider whether they object to the relevant stock instructions.