



COVID-19

Temporary Administrative Procedures Manual

*Modified procedures for filing, payments, access and related matters
due to the exigent circumstances created by COVID-19.*

These procedures are subject to change to reflect the latest Administrative Orders on the subject.

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Procedures for Filing Documents

The purpose of this document is to provide procedures for filing documents while the Clerk's Office Intake Counter is closed to the public due to COVID-19. These measures are in effect through May 1, 2020 or until further notice. *The United States District Court is actively developing procedures for public access and may update these procedures as needed.*

UNREPRESENTED PARTIES MUST FILE ACCORDING TO ONE OF THE METHODS INDICATED BELOW:

Mail

Submit filings via U.S. Postal mail to one of the following divisional offices:

Albuquerque	US District Court Clerk's Office Pete V. Domenici U.S. Courthouse 333 Lomas Blvd., NW, Suite 270 Albuquerque, NM 87102	(505) 348-2000
Las Cruces	US District Court Clerk's Office 100 N. Church Street, Suite 280 Las Cruces, NM 88001	(575) 528-1400
Santa Fe	US District Court Clerk's Office Santiago E. Campos U.S. Courthouse 106 S. Federal Place Santa Fe, NM 87501	(505) 988-6481

Drop Box

- ◆ Deposit filings at a drop box located inside the entrance of each divisional office during normal business hours.
- ◆ Normal business hours: 8:00 a.m. to 5:00 p.m. MST, Monday through Friday.
- ◆ See "Drop Box Procedures" for additional instructions.

Email

- ◆ Email filings to ProSe_Filing@nmd.uscourts.gov.
- ◆ Emailed documents **must**
 - Be signed in electronic format (s/Name) or signed by hand and scanned
 - Attached to the email in PDF format

- Include the filer’s name, address and telephone number
- Include one of the following subject lines:
 - “Pro Se Filing – New Case” for new cases; or
 - “Pro Se Filing – [Case number]” for existing cases.

NOTE: *It is still the responsibility of the parties to effect service as required under Federal & Local Civil Rules of Procedure.* (<https://www.nmd.uscourts.gov/representing-yourself-pro-se>)

See “Procedures for Submitting Payments” – **CASH PAYMENTS WILL NOT BE ACCEPTED AT THIS TIME.**



Procedures for Submitting Payments

The purpose of this document is to provide procedures for submitting payments while the Clerk's Office Intake Counter is closed to the public due to COVID-19. These measures are in effect through May 1, 2020 or until further notice. *The United States District Court is actively developing procedures for public access and may update these procedures as needed.*

CASH PAYMENTS WILL NOT BE ACCEPTED

Methods of Payment

- ◆ Payments must be made in the form of
 - money order,
 - cashier's check,
 - personal check, or
 - credit card (*currently accepted by mail, accepted at drop boxes after April 9*).
- ◆ Personal checks and credit card payments **will not be accepted for criminal debt or cash bonds**.
- ◆ All forms of payment must be in the **exact amount required** by the current fee schedule (<https://www.nmd.uscourts.gov/schedule-fees>).
- ◆ For case related questions or assistance in determining **the exact amount of payment**, please contact one of the divisional offices:
 - Albuquerque (505) 348-2000
 - Las Cruces (575) 528-1400
 - Santa Fe (505) 988-6481

Money Orders and Checks

- ◆ Must be made payable to "Clerk, U.S. District Court"
- ◆ Must be in the exact amount required by the current fee schedule (<https://www.nmd.uscourts.gov/schedule-fees>).

Credit Card payments

- ◆ Credit card payments must be accompanied by completing a *Single Transaction Credit Card Authorization Form*.
- ◆ Credit card payments will be accepted by mail effective immediately, and after April 9 at secure drop boxes in every divisional office. See more at "Drop Box Procedures."

Cash Bonds

- ◆ Call one of the phone numbers below to coordinate arrangements for a cash bond payment.
 - **Albuquerque** (505) 348-2050
 - **Las Cruces** (575) 528-1435



Drop Box Procedures

The purpose of this document is to provide procedures regarding the use of drop boxes while the Clerk's Office Intake Counter is closed to the public due to COVID-19. *The United States District Court is actively developing procedures for public access and may update these procedures as needed.*

Drop Box Locations

- ◆ Secure drop boxes are located inside the entrance of every divisional office.
- ◆ Filings may be deposited in drop boxes during normal business hours (8:00 a.m. to 5:00 p.m. MST, Monday through Friday).

Albuquerque	US District Court Clerk's Office Pete V. Domenici U.S. Courthouse 333 Lomas Blvd., NW, Suite 270 Albuquerque, NM 87102	(505) 348-2000
Las Cruces	US District Court Clerk's Office 100 N. Church Street, Suite 280 Las Cruces, NM 88001	(575) 528-1400
Santa Fe	US District Court Clerk's Office Santiago E. Campos U.S. Courthouse 106 S. Federal Place Santa Fe, NM 87501	(505) 988-6481

Filing Procedures

- ◆ All filings must be submitted in an envelope (provided at the drop box).
- ◆ Complete the *Filing Information Sheet* located at the drop box and insert it in the envelope with your filing.
- ◆ For new filings, write "New Filing" on the outside of the envelope.
- ◆ If you are attaching a filing payment,
 - All payments must be *in the exact amount* required by the current fee schedule (<https://www.nmd.uscourts.gov/schedule-fees>).
 - **DO NOT ENCLOSE CASH.**
 - Make the money order or check payable to "Clerk, U.S. District Court" *in the exact amount* of the filing fee and include the payment in the envelope.
 - **After April 9**, if you are paying by credit card, complete the *Single Transaction Credit Card Authorization* form located at the drop box and include it in the envelope.

- ◆ You have the option to include in the envelope a self-addressed, stamped envelope of appropriate size with adequate return postage for a return copy of the filing. However, the filing system will automatically send a copy via U.S. Postal mail.
- ◆ For questions about filing Pro Se, please visit our website:
<https://www.nmd.uscourts.gov/representing-yourself-pro-se>.

Processing of Filings in Drop Box

- ◆ Documents will be retrieved by court staff between the hours of 8:00 a.m. and 8:30 a.m. each regular business day (Monday through Friday, excluding federal holidays).
- ◆ Court staff will mark each envelope with a received date as of the previous business day. This received date will be used as the filing date for all filings retrieved from the drop box.
 - *Example:* If court staff retrieve filings from the drop box on 3/24/20 then the received date 3/23/20 will be placed on the envelope.
- ◆ The Clerk will not refuse to file any document because it is not in proper form according to D.N.M.LR – Civ. 10.3(a). However, the Clerk will give to the submitting party written notice of deficiency and a deadline for correcting deficiencies according to D.N.M.LR – Civ. 10.3(c).

Payments – Money Orders, Cashier Checks, Personal Checks and Credit Cards*

- ◆ The Clerk will accept money orders, cashier checks, and personal checks via the drop box at each divisional office. Envelopes will be provided at each drop box. * **Credit card payments cannot be accepted until after April 9.**
- ◆ **DO NOT ENCLOSE CASH.**
- ◆ Fill out the *Payment Information Sheet* for all payments.
- ◆ The *Single Transaction Credit Card Authorization* form must be completed for credit card payments.
- ◆ Include all payments and forms in a sealed envelope.
- ◆ Payments will be retrieved by court staff between the hours of 8:00 a.m. and 8:30 a.m. each regular business day (Monday through Friday, excluding federal holidays).
- ◆ Court staff will stamp each payment envelope with a received date as of the previous business day. This date will be used as the official received date for payment deadlines.
 - *Example:* If court staff retrieve a payment from the drop box on 3/24/20 then the received date 3/23/20 will be placed on the envelope.



Procedures for Public Access to Live-Streamed Video/Teleconference Hearings

The purpose of this document is to provide procedures regarding public access to live-streamed video or teleconference hearings during the COVID-19 crisis. *The United States District Court continues to refine procedures for public access and may update these procedures as needed.*

Basic Instructions

- ◆ **Individuals seeking audio or video live-stream access to a public hearing must contact the Clerk's Office to obtain login credentials for the hearing.** Callers should contact the main Clerk's Office number for the courthouse where the hearing will be held:
 - **Albuquerque** **(505) 348-2000**
 - **Las Cruces** **(575) 528-1400**
 - **Santa Fe** **(505) 988-6481**
 - **Roswell** **(575) 637-7960**
- ◆ If a caller is uncertain as to where the hearing is being held, staff answering the calls may provide that information as well.
- ◆ Staff will
 1. Confirm the hearing the caller is asking to participate in is a public hearing,
 2. Verify which courtroom will be used and provide the appropriate login credentials.

At the stated date and time for the hearing, interested individuals may access the audio or video live stream **by visiting the district court website and clicking on the appropriate link for their hearing, as instructed:**

Audio Streaming: <https://www.nmd.uscourts.gov/audio-streaming>

Video Streaming: <https://www.nmd.uscourts.gov/video-streaming>

To gain access, visitors must enter the login credentials previously given to them by the Clerk's Office.

PLEASE NOTE: Persons granted remote access to proceedings are reminded of the general prohibition against photographing, recording, and rebroadcasting of court proceedings. Violation of these prohibitions may result in sanctions, including removal of court issued media credentials, restricted entry to future hearings, denial of entry to future hearings, or any other sanctions deemed necessary by the court.



Procedures for Entry into the Courthouse

The purpose of this document is to provide procedures regarding public access to a District of New Mexico courthouse during the COVID-19 crisis. *The United States District Court may update these procedures as needed.*

Basic Instructions

Individuals seeking to enter a District of New Mexico courthouse must adhere to the following measures to protect the health and safety of others and mitigate the spread of the COVID-19 disease. These procedures may vary by location or be modified in response to the latest developments in the COVID-19 pandemic. Visitors may verify the current requirements by contacting the main Clerk's Office number for the courthouse they intend to visit:

- **Albuquerque** **(505) 348-2000**
- **Las Cruces** **(575) 528-1400**
- **Santa Fe** **(505) 988-6481**
- **Roswell** **(575) 637-7960**

- ◆ Follow all directions given to you by the Court Security Officers (CSOs) and other Court personnel.
- ◆ Every visitor entering the courthouse must wear a face covering (mask) at all times.
 - The term "mask" refers to a multiple-use cloth face covering or single-use disposable protective mask (such as you might find in a hardware store), which fits snugly against the sides of your face and may be secured in place with ties or loops over the ears.

PLEASE NOTE: These face coverings described are not surgical masks or N-95 respirators, both of which should be saved for healthcare workers and other medical first responders.
 - The mask must cover your nose and mouth only – masks which obscure your vision or which cover your entire face or head are not permitted.
 - If you do not have a mask, the court may be able to provide you with one, subject to availability.
- ◆ Practice safe social distancing by staying 6 feet or more apart.
- ◆ Practice good hygiene by washing your hands frequently, covering coughs or sneezes with a tissue then disposing of it, and avoid touching your eyes, nose and mouth. Hand sanitizer will be available in the public areas of each courthouse.
- ◆ Each visitor is being asked to self-report if they have COVID-19 or related symptoms prior to arriving at the courthouse. If you have a fever above 100.4 degrees or answer "Yes" to any of the Health Questions on the following page, please stay home. If you have a scheduled appearance, contact your attorney or the appropriate chambers immediately.

HEALTH QUESTIONS

Immediately advise the Court if you answer "Yes" to any of the following:

- ◆ Do you have COVID-19 symptoms (fever, cough, shortness of breath, chills, repeated shaking with chills, muscle pain, headache, sore throat and/or loss of taste or smell)?
- ◆ Have you been diagnosed by a licensed physician as having COVID-19 any time within the past 30 days?
- ◆ Are you actively caring for a family member or loved one who has tested positive for COVID-19?
- ◆ Are you now in self-quarantine status and will that status continue into June?
- ◆ Have you traveled outside the United States in the last 30 days?
- ◆ Are you a healthcare worker caring for COVID-19 patients?



Procedures for Public Access to Court Records

The purpose of this document is to provide procedures regarding public access to court records during the COVID-19 crisis. *The United States District Court may update these procedures as needed.*

Instructions

- ◆ Individuals requesting copies of records should visit our [Records](https://www.nmd.uscourts.gov/records) page on our website for instructions: <https://www.nmd.uscourts.gov/records>
- ◆ If you are a Public Terminal user and need assistance with accessing court documents, or you are not able or cannot afford to use [PACER.gov](https://www.pacer.gov), please email cmecf@nmd.uscourts.gov or call (505) 348-2000 for assistance.
 - Please review the **Electronic Public Access Fee Schedule** on the [uscourts.gov](https://www.uscourts.gov) website, specifically the section titled **Free Access and Exemptions**:
<https://www.uscourts.gov/services-forms/fees/electronic-public-access-fee-schedule>.
 - If you feel you might qualify for a Discretionary Fee Exemption, email your completed [Application for Exemption from Electronic Public Access Fees in D-NM](#) to cmecf@nmd.uscourts.gov.



Appendix 1 – Forms

FILING INFORMATION SHEET

Please fill out this form and attach it to your document.

District Court or Bankruptcy Court filing? _____

Case Caption: _____

Case No.: _____

Date and Time: _____

Address of Filer: _____

Telephone Number: _____

United States District Court

Documents may also be mailed by USPS to any divisional office or emailed to: ProSe_Filing@nmd.uscourts.gov
For questions, United States District Court Intake Staff may be reached at the numbers below.

Albuquerque	US District Court Clerk's Office Pete V. Domenici U.S. Courthouse 333 Lomas Blvd., NW, Suite 270 Albuquerque, NM 87102	(505) 348-2000
Las Cruces	US District Court Clerk's Office 100 N. Church Street, Suite 280 Las Cruces, NM 88001	(575) 528-1400
Santa Fe	US District Court Clerk's Office Santiago E. Campos U.S. Courthouse 106 S. Federal Place Santa Fe, NM 87501	(505) 988-6481

United States Bankruptcy Court

Documents may also be mailed by USPS to the United States Bankruptcy Court. For questions, United States Bankruptcy Court Intake Staff may be reached at (505) 415-7999.

Clerk's Office

United States Bankruptcy Court, District of New Mexico
Pete V. Domenici U.S. Courthouse

333 Lomas Blvd. NW, Suite 360
Albuquerque, New Mexico 87102

PAYMENT INFORMATION SHEET

Please fill out this form and place it in an envelope along with your payment.

CASH PAYMENTS WILL NOT BE ACCEPTED

Payment for **District Court** or **Bankruptcy Court**? _____

Case Caption: _____

Case No.: _____

Date: _____

Remitter: _____

Telephone Number: _____

Money Order/Cashier's Check No.: _____

Amount: _____

Purpose of Payment: _____

United States District Court

Payments may also be **mailed** to any divisional office of the United States District Court. Questions may be directed to the numbers below.

Albuquerque	US District Court Clerk's Office Pete V. Domenici U.S. Courthouse 333 Lomas Blvd., NW, Suite 270 Albuquerque, NM 87102	(505) 348-2000
Las Cruces	US District Court Clerk's Office 100 N. Church Street, Suite 280 Las Cruces, NM 88001	(575) 528-1400
Santa Fe	US District Court Clerk's Office Santiago E. Campos U.S. Courthouse 106 S. Federal Place Santa Fe, NM 87501	(505) 988-6481

United States Bankruptcy Court

Payments may also be **mailed** to the United States Bankruptcy Court.

Clerk's Office

United States Bankruptcy Court, District of New Mexico
Pete V. Domenici U.S. Courthouse
333 Lomas Blvd. NW, Suite 360
Albuquerque, New Mexico 87102

(505) 415-7999

SINGLE TRANSACTION CREDIT CARD AUTHORIZATION FORM
UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF NEW MEXICO

FOR PAYMENTS TO THE UNITED STATES DISTRICT COURT ONLY

This form can be used to pay the filing fee for submission of a sealed case or miscellaneous matter, payment of a miscellaneous fee, or payment for a CD copy of a recorded court proceeding. Please check the appropriate box. ***This form will only be used for one charge and cannot be used for future charges.*** A new form must be completed for each charge. If the transaction is declined, we will contact you to discuss other payment options.

Filing fee for a sealed case or miscellaneous matter

Case title _____

Place in drop box, or email form to: dccaseopening@nmd.uscourts.gov

Miscellaneous fee for _____

Place in drop box, or email form to: dccaseopening@nmd.uscourts.gov

Payment for Audio Recording (CD) order _____

Note – for audio recordings this form must be accompanied by a completed CD/Tape Order form (AO 436), located on our website page under “Court Reporters and Transcriptions.”

Place in drop box, or email both forms to: records@nmd.uscourts.gov

Please **print** your credit card information:

Full name on card _____

Billing address _____

City _____ State _____ Zip Code _____ Phone _____

Type of card _____ Card # _____

Exp. date _____ Card Security Code (3 or 4-digit code on back of card) _____

I hereby authorize the use of this credit card for a one-time charge for the payment noted above. The information will not be used for any other charges.

Date _____

Approved by _____ (Signature)

_____ (Print Name)

PACER USAGE FEE EXEMPTION REQUEST
Application for Exemption from the Judicial Conference's
Electronic Public Access Fees in the District of New Mexico

In support of this application, I provide the following:

- 1) I am an individual unable to access the public terminals located at the courthouse(s) due to restricted access under COVID-19 protocols and am unable to afford PACER usage fees.
- 2) I am an individual researcher associated with _____.

The data received will be used in my research project:

(Attach additional sheets as necessary)

- 3) An exemption from the Judicial Conference's Electronic Public Access Fee is necessary in order to avoid unreasonable burdens and to promote public access to information.
- 4) I understand that this fee exemption will apply only to me, will be valid only for the purposes stated above, and will apply only to the electronic case files of this court that are available through the PACER service.
- 5) I agree that any data received through this exemption will not be sold for profit, will not be transferred, will not be used for commercial purposes, and will not be redistributed via the Internet.

Declaration: I declare that the above information is true and understand that a false statement may result in abolishment of my exempt access and an assessment of Electronic Public Access usage fees.

Date: _____

Applicant's Signature

Printed Name