

# Table of Contents

## DOMESTIC MATTERS CASE PROCEDURES

Dissolution of Marriage .....	2
Default Divorce .....	5
Domestic Relations Mediation .....	5
Registration of Foreign Dissolution/Custody Decrees .....	6
Uniform Interstate Family Support Act.....	7
Registration of Foreign Support Orders.....	7

## DOMESTIC MATTERS FLOWCHARTS

Case Initiation/Reopen With Filing Fee .....	10
Case Initiation Without Filing Fee .....	11
Attach Parties to Case .....	11
Entering a Civil Complaint/Petition .....	12
Docketing.....	12
Closing a Case .....	13
Docketing Closing Event.....	13

## DOMESTIC MATTERS FACTS™ PROCEDURES

Case Initiation/Reopen With Filing Fee .....	14
Case Initiation/Reopen Without Filing Fee .....	23
Attach Parties to Case .....	25
Entering a Civil Complaint/Petition .....	37
Docketing.....	42
Closing a Case .....	45

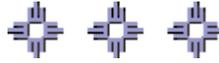
## DOMESTIC MATTERS REFERENCE

Structure of Petition .....	51
-----------------------------	----

## FORMS

Domestic Matters.....	56
Reference .....	56

# Chapter 1: Domestic Matters Case Procedures



## In This Chapter:

In this chapter, you will find the clerical procedures for the following:

- **DISSOLUTION OF MARRIAGE**
  - Divorce
  - Legal Separation
  - Paternity
  - Child Custody or Child Support
- **DOMESTIC RELATIONS MEDIATION**
- **REGISTRATION OF FOREIGN DISSOLUTION/CUSTODY DECREE**
- **UNIFORM FAMILY SUPPORT ACT (UFSA)**



## Definitions:

<b>alias</b>	An assumed or additional name.
<b>case caption</b>	The part of a legal document that states the court, the names of the parties, the docket number, the title of the document.
<b>heading</b>	The name or title of a pleading.
<b>mediation</b>	A nonbinding intervention between parties to promote resolution of a grievance, reconciliation, settlement, or compromise.
<b>subscription</b>	The act of signing one's name (as in attesting or witnessing a document).
<b>verification</b>	A sworn statement of truth or correctness. Example: submitted a verification signed by the defendant with the answer.

## Section 1-1: Dissolution of Marriage

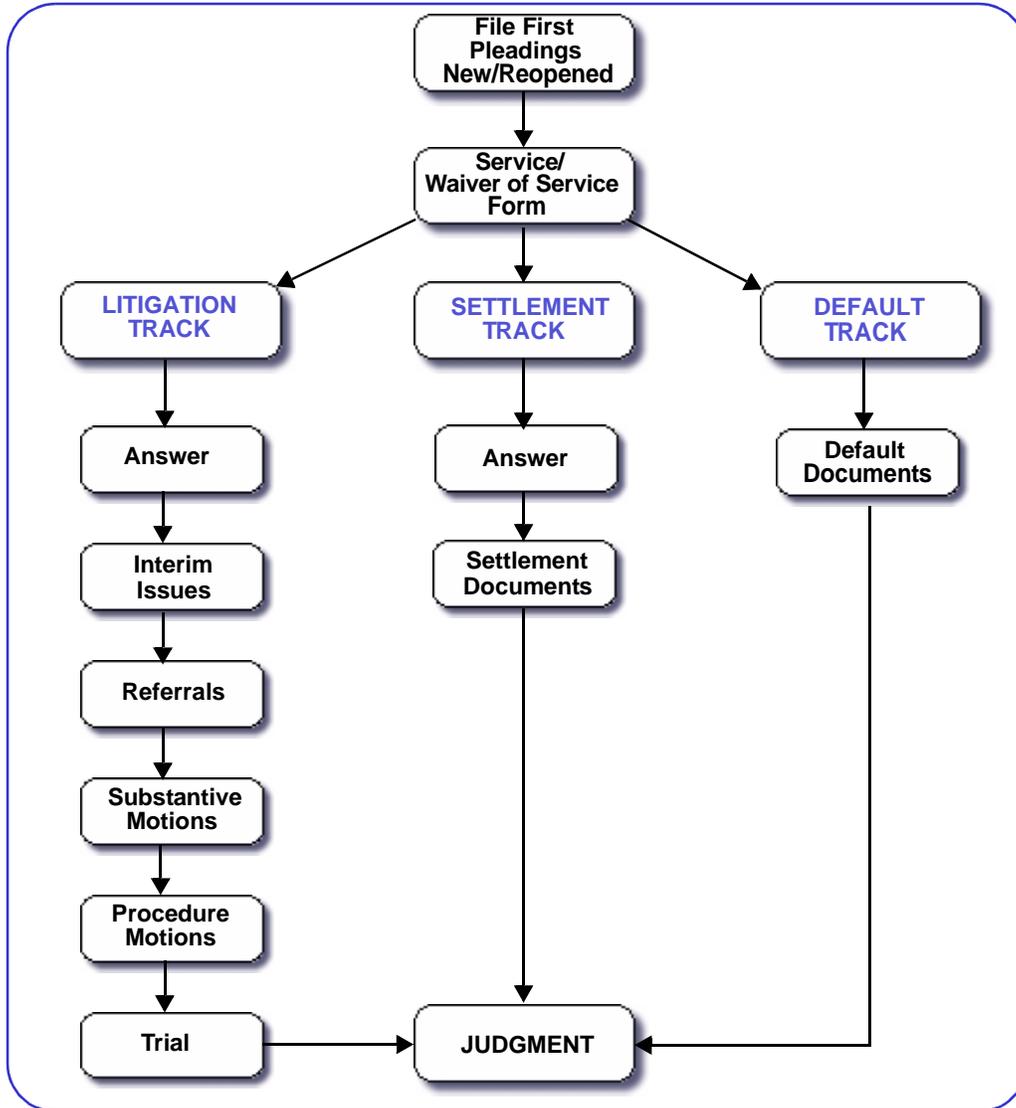


Figure 1-1.1: Dissolution of Marriage Flowchart

**CLERICAL DUTIES | DISSOLUTION OF MARRIAGE**

1. **\$\$\$**-Collect fee if required.
  - **\$\$\$**-Collect fee or
    - New Case
    - Reopen after 90 days of closing has elapsed,

**CAUTION | DO NOT ACCEPT PERSONAL CHECKS.**

- Accept without fee:
    - Pleadings filed by governmental entity
    - Free process order and affidavit
    - Reopen within 90 days of closing
    - Enforcement of established stipulated order for child support.
2. Review pleadings.
    - Check **CASE CAPTION** and **HEADING**.
    - Verify that the six month **RESIDENCY** requirement has been fulfilled.
    - Check **SUBSCRIPTION**-original signature, printed address and telephone number.
    - Check **VERIFICATION** and confirm notary.
    - Check if new or reopened pleading.
    - Check required court documents, (for example, Petition, **COVER SHEET**, **SUMMONS**, **TEMPORARY DOMESTIC ORDER (TDO)**, **CHILD SUPPORT WORKSHEET**, **DOMESTIC RELATIONS INFORMATION SHEET**). This list is not all inclusive.
  3. Open case in **FACTS™**.
    - Case Initiation with Filing Fee.
      - See **CASE INITIATION/REOPEN WITH FILING FEE**.
    - Or Case Initiation without Filing Fee.
      - See **CASE INITIATION/REOPEN WITHOUT FILING FEE**.
    - Attach Parties to Case.
      - See **ATTACH PARTIES TO CASE**.
    - Enter Petition using Civil Complaints/Petition.
      - See **ENTERING A CIVIL COMPLAINT/PETITION**.

**CLERICAL DUTIES | DISSOLUTION OF MARRIAGE (CONTINUED)**

4. Docket Events using the Case Docket screen.
  - See **DOCKETING**.
5. Close case using the Civil Complaint/Petition screen and add closing descriptive text using the Case Docket screen.
  - See **CLOSING A CASE**.

**TIME LIMIT | ANSWER**

A respondent has to answer within:

- **30 DAYS** after service of process, or
- before the time specified on the notice of suit, or
- within the time specified by the Petitioner's waiver. (Petitioner can increase time for the Respondent to answer the complaint/petition.)

**CLERICAL DUTIES | CONTESTED DIVORCE**

- **OPTIONAL**-set trial date and give notice (follow local court procedure).



## Section 1-2: Default Divorce

A petitioner may apply for a Default Judgment, if an Answer is not filed within the specified time limits.



### CLERICAL DUTIES | DEFAULT DIVORCE

1. Issue and file Certificate as to the State of the Record (by local rule) and enter in FACTS™.
2. File Final Decree when signed and enter in FACTS™.
3. Close case and docket event codes in FACTS™.



## Section 1-3: Domestic Relations Mediation

NMSA 1978, § §40-12-1 TO 40-12-6

The purpose of Domestic Relations Mediation Act, is to assist:

- The court
- The parents and
- Other interested parties

in determining the best interest of the children involved in domestic relations cases. [NMSA 1978, §40-12-2.](#)

### Courts Using the Domestic Relations Mediation Act:

1. Will create a "domestic relations mediation fund" for that judicial district.
2. Money in the fund will be used to offset the cost of operating the program.
3. Procedures vary from district to district. Follow local rule.



### CLERICAL DUTIES | DOMESTIC RELATIONS MEDIATION

1. Collect and receipt any payments made by parents which were imposed by the court based upon their ability to pay.
2. **OPTIONAL**-File mediation reports in case file if requested. Mediation reports are confidential. Place in envelope and seal.



## Section 1-4: Registration of Foreign Dissolution/Custody Decrees

**(DOES NOT INCLUDE SUPPORT ORDERS)**

A certified copy of a foreign dissolution/custody decree of another state may be filed in any New Mexico district court clerk's office. A foreign decree is treated with the same effect and same enforcement rights as a New Mexico decree.

The clerk shall register the decree and accept subsequent papers in the following order:

- Original Certified Copies of dissolution/custody decrees of other states received for filing,
- Communications as to the pendency of custody proceedings in other states,
- Communications concerning a finding of inconvenient forum by a court of another state, and
- Other communications or documents concerning custody proceedings in another state that may affect the jurisdiction of a New Mexico court, or the disposition made to it, in a custody proceeding.



### CLERICAL DUTIES |

### REGISTRATION OF FOREIGN DISSOLUTION/CUSTODY DECREEES

1. No filing fee to register only. For receipt, use [CASE INITIATION/REOPEN WITHOUT FILING FEE](#) procedure. Use "Custody and Visitation" case type-DCV.
2. The attorney or pro se party shall send notice via certified mail, and file proof of mailing with the Court Clerk.



**CAUTION | IF PARTY WANTS A CERTIFIED COPY FOR ENFORCEMENT, REFER TO SUPERVISOR BEFORE CERTIFYING.**



### DOCKET DUTIES | REGISTRATION OF FOREIGN DISSOLUTION/CUSTODY DECREES (DOES NOT INCLUDE SUPPORT)

1. Complaint event code: 1504 (Foreign Judgment)
2. Open a Cause of Action using the **Civil Complaint/Petitions** screen: Use “Registration of Foreign Judgment” cause of action-EUC or DFJ.
  - Filing a Certified Copy of Registration of Foreign Judgment.
3. Close the same day on the Notice: Foreign Judgment-SP/OD 3521
  - In-house close



#### CAUTION | CHECK IF FILING FEE IS APPLICABLE

- If a certified copy of decree is attached to the Petition to Register (that they are now enforcing), a filing fee is applicable.
- Receipt and index as a regular Petition
- Issue summons and applicable Temporary Domestic Order (TDO) if presented with one and leave pending.

## Section 1-5: Uniform Interstate Family Support Act

NMSA 1978, § § 40-6A-101 TO 40-6A-903

## Section 1-6: Registration of Foreign Support Orders

NMSA 1978, §40-6A-602

A support order or income-withholding order of another state may be registered in this state by sending the following documents and information to the Child Support Enforcement Division (CSED):

1. A letter of transmittal to CSED requesting registration and enforcement (private attorney and/or party pro se not needed)
2. Two copies, including one certified copy, of all orders to be registered
3. A sworn statement by the party seeking registration or a certified statement by the custodian of the records showing the amount of any arrearage.
4. The name of the obligor and, if known:
  - The obligor’s address and social security number,
  - The name and address of the obligor’s employer and any other source of income of the obligor, and
  - A description and the location of property of the obligor in this state not exempt from execution
5. The name and address of obligee and if applicable, the agency or person to whom support payments are to be remitted.

On receipt of a request for registration, the registering tribunal shall cause the order to be filed as a foreign judgment, together with one copy of the documents and information regardless of the form.

A petition or comparable pleading seeking remedy that must be affirmatively sought under other law of this state may be filed at the same time as the request for registration or later. The pleading must specify the ground for the remedy sought.

If the above requirements are met and all papers are in order, initiate a new case.



#### **DOCKET DUTIES | REGISTRATION OF FOREIGN SUPPORT ORDERS**

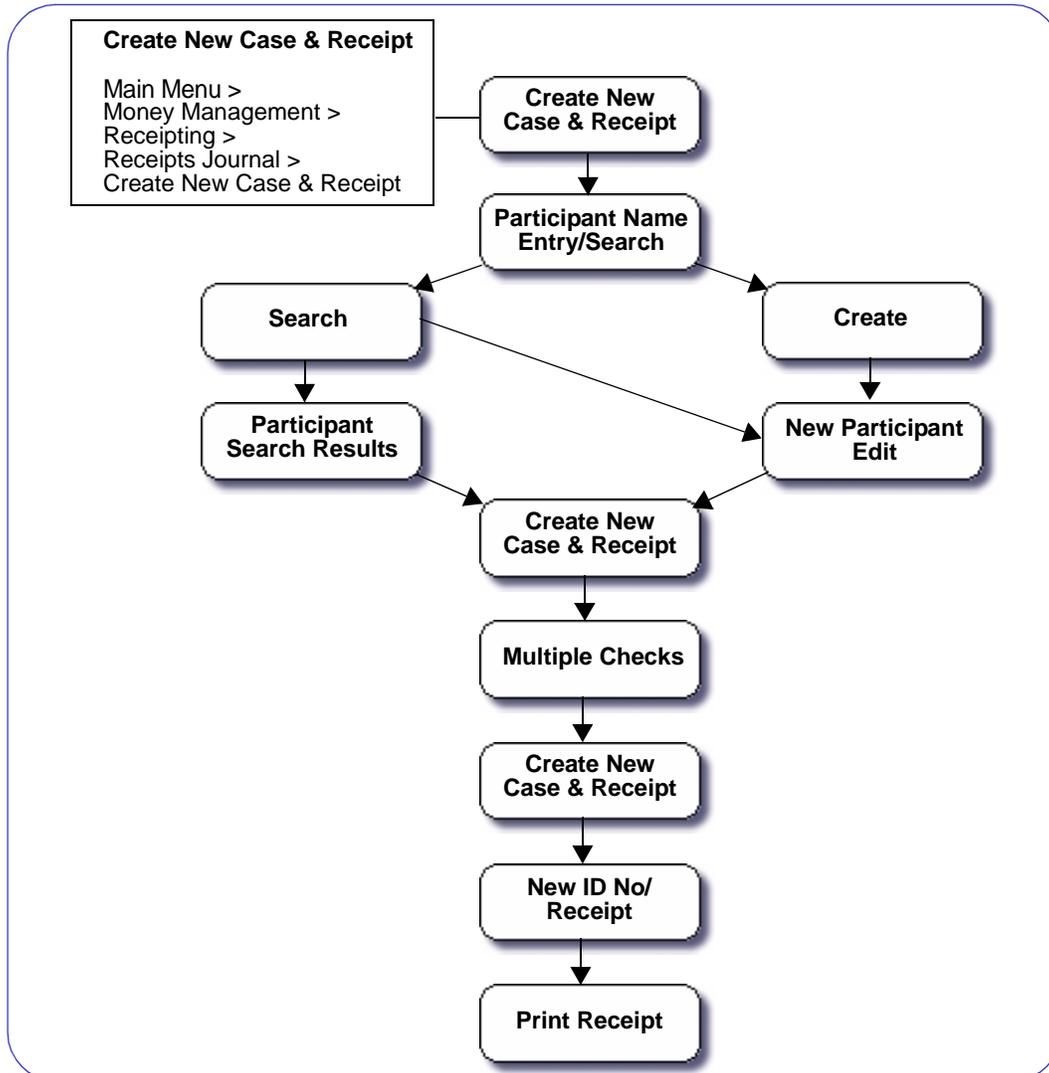
1. For receipt, use **CASE INITIATION/REOPEN WITHOUT FILING FEE** procedure. (Use “Child Support” case type-DCS.)
2. File stamp originals and retain.
3. After client has left, prepare Notice of Registration of Foreign Support Order.
4. Promptly upon filing of registration, the Counter Clerk shall send by Certified Mail to the Obligor, at the address given, notice of the registration.

**CLERICAL DUTIES | REGISTRATION OF FOREIGN SUPPORT ORDERS**

1. For receipt, follow counter no filing fee due procedure. (Use Child Support, case category type-DCS)
2. File stamp originals and retain:
  - certified copy of Foreign Support Order with all modifications
  - Verified Statement from Obligee
  - Endorse any copies clients may have
3. After client has left, prepare Notice of Registration of Foreign Support Order.
  - Process in the following manner:
    - type case style,
    - obligor's address,
    - date,
    - alleged amount in arrears, and
    - judge assigned to case
  - Before you sign, make three (3) copies of Notice
    - sign, seal and endorse stamp one copy to be mailed to obligor along with copies of documents,
    - name stamp and endorse stamp one copy to send to CSED (Child Support Enforcement Division),
    - name stamp and file stamp second copy and retain with court file.
4. Promptly upon filing of registration, the Counter Clerk shall send by Certified Mail to the Obligor, at the address given, notice of the registration.

## Chapter 2: Domestic Matters Flowcharts

### Section 2-1: Case Initiation/Reopen With Filing Fee



#### CAUTION | SEARCHING

- Do not create new parties for participants who may already be in the database, for example, GALs or visitors.
- Search for those parties or keep a list of frequently used parties.
- Adding participants who may already be in the database slows it down.



#### CAUTION | MULTIPLE CHECKS

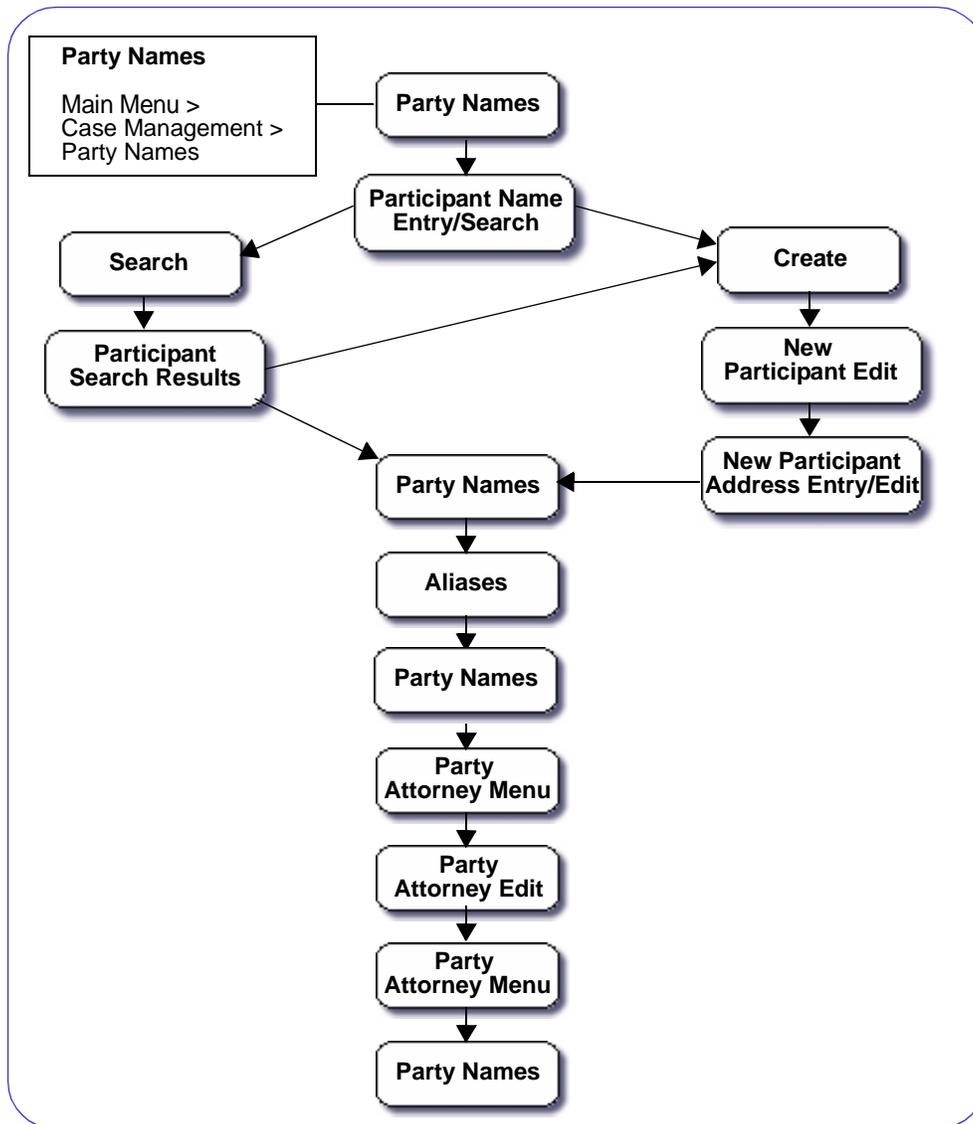
You may receive multiple checks if the filing fee increases or if someone pays with multiple money orders.

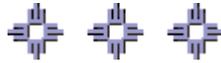


## Section 2-2: Case Initiation Without Filing Fee

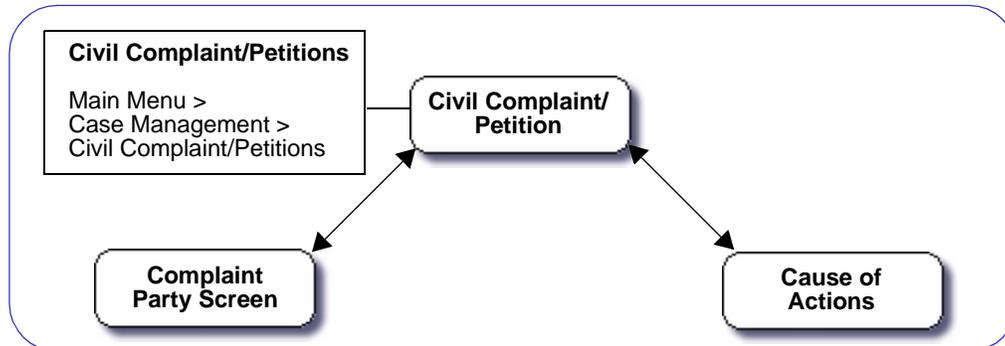


## Section 2-3: Attach Parties to Case

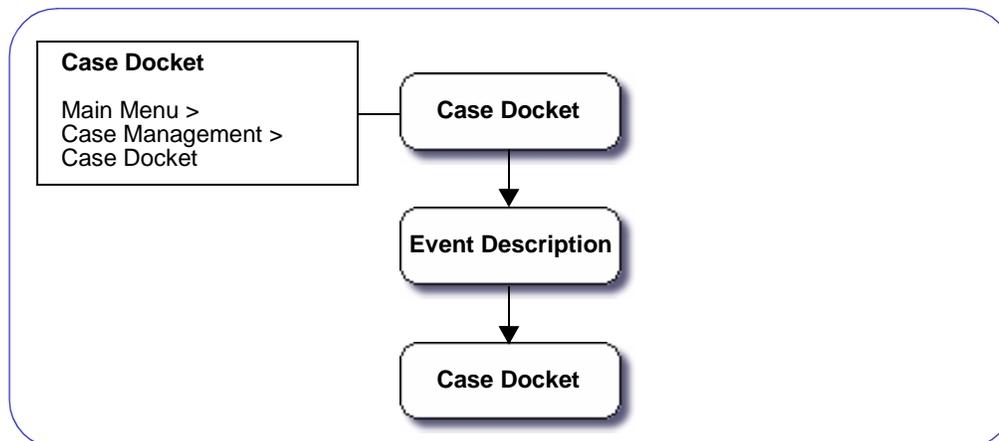




## Section 2-4: Entering a Civil Complaint/Petition



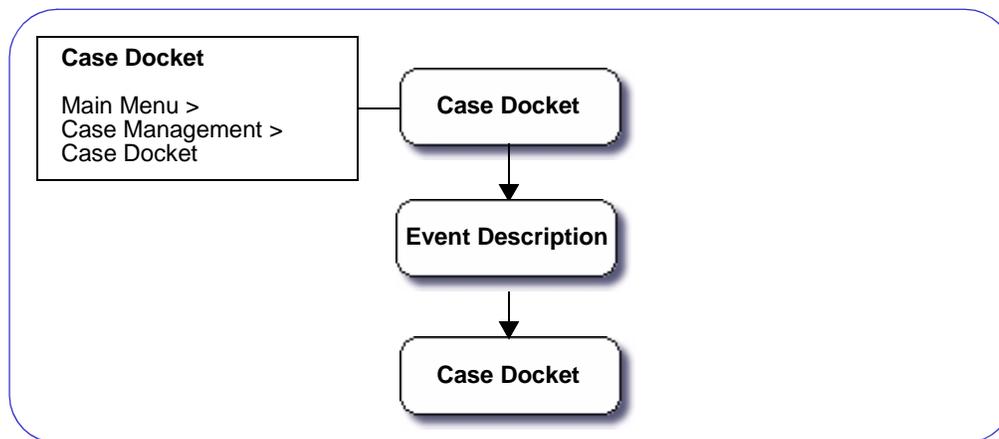
## Section 2-5: Docketing



## Section 2-6: Closing a Case



## Section 2-7: Docketing Closing Event



## Chapter 3: Domestic Matters FACTS™ Procedures

### Section 3-1: Case Initiation/Reopen With Filing Fee

To create a new case **WITH** a filing fee, use the Create New Case & Receipt screen.

- **MAIN MENU >**
- **MONEY MANAGEMENT >**
- **RECEIPTING >**
- **RECEIPTS JOURNAL >**
- **CREATE NEW CASE & RECEIPT.** The Create New Case & Receipt screen will appear. (FIGURE: 3-1.1)

Crt	Loc	Cat	Case No.	Case Title	Type	J. Area	Jdg	Party	Num	Part. ID
D	0307	DM		SMITH VS SMITH	DDN			PT	001	

Figure 3-1.1: Create New Case & Receipt

FIELD NAMES	INSTRUCTIONS
<b>Case Number:</b> (Default last case number)	If you are beginning a new session or need to enter data from a different case, fill in each of the four subfields as follows:
<b>Crt</b>	Enter D for District Court
<b>Loc</b>	Enter the four-digit court location code, for example, 0101, 0202.
<b>Cat</b>	Enter category, DM
<b>Case No.</b>	<ul style="list-style-type: none"> <li>• If this is a new case, <b>ENTER</b> through this field or</li> <li>• If this is a reopening, enter the appropriate <b>case number</b>.</li> </ul>
<b>Case Title</b>	<ul style="list-style-type: none"> <li>• Enter Case Title (SMITH VS SMITH).</li> <li>• Press <b>ENTER</b>.</li> </ul>



#### CAUTION | CASE TITLE

- Enter Last Name of Petitioner and Respondent. For example, SMITH VS SMITH.
- Do not input other information.
- Do not punctuate: "VS" NOT "VS."

Type

Enter Case Type from the list below.

DOMESTIC MATTER CASE TYPES	
<b>DCS</b>	Child Support
<b>DCV</b>	Custody and Visitation
<b>DDC</b>	Dissolution With Custody
<b>DDN</b>	Dissolution
<b>DMS</b>	DM Miscellaneous

<b>J. Area.</b>	
<b>Jdg.</b>	FACTS randomly assigns a judge.
<b>Party</b>	<ul style="list-style-type: none"> <li>New cases: Enter party type (new cases will be <b>PT</b> for Petitioner), or</li> <li>Reopened cases: Use appropriate existing parties.</li> </ul>
<b>Num</b>	FACTS assigns Party Number.
<b>PART ID.</b>	<ul style="list-style-type: none"> <li>Press <b>ENTER</b>.</li> <li>The Participant Name Entry/Search screen will pop-up. (FIGURE: 3-1.2)</li> </ul>

Figure 3-1.2: Participant Name Entry / Search

<b>Person?</b>	<ul style="list-style-type: none"> <li>If the Participant is a person, enter <b>Y</b>.</li> <li>If the Participant is a governmental entity, enter <b>N</b>.</li> </ul>
<b>Date of Birth:</b>	Optional

**Search Button**

- Click on this button to search.
- A message box may appear that states: "There are participant(s) on the system who match your criteria. Would you like to choose among them?"
- Click on the **YES** button.

2

**SECOND | DO NOT SEARCH / TRACK 2**

- Do not search, click the **CREATE** button.
- After clicking, FACTS™ defaults to the New Participant edit screen, **TRACK 2. (FIGURE: 3-1.4)**
- **Skip the section on Track 1**; it does not apply to the Second Judicial District.

Participant Name	P	Part. ID	SSN	DL Number	STATE TRACKING
SMITH JORDAN A	Y	32146	111335555		
SMITH JORDAN A	Y	32147	222446666		

Figure 3-1.3: Participant Search Result

**Search Results**

- Use the down arrow to highlight the appropriate Participant.
- Press **ENTER** to select the matching participant.

If search result is negative, FACTS™ defaults to the New Participant Edit screen. **(FIGURE: 3-1.4)**

Figure 3-1.4: New Participant Edit

<b>Person:</b>	<ul style="list-style-type: none"> <li>• If the Participant is a person, enter Y.</li> <li>• If the Participant is a governmental entity, enter N.</li> </ul>
<b>Last:</b>	Enter the <b>person's last name</b> .
<b>First</b>	Enter the <b>person's first name</b> .
<b>Middle:</b>	Enter the <b>person's middle name or initial</b> .
<b>Suffix:</b>	This field supports the entry of suffixes such as: JR, SR, III, MD, PHD, etc.



**CAUTION** | DO NOT PUNCTUATE: "JR" NOT "JR."



**CAUTION** | DO NOT INPUT ADDITIONAL IDENTIFIERS AT THIS TIME.

#### New Participant Edit

- **ENTER** through the fields and stop at the **EDIT** button.
- Tab past the **EDIT** button.

**Continue Button**

- Click **CONTINUE** to create a new Participant ID.
- The user will be taken back up a level to the Create New Case & Receipt screen.
- The cursor will be returned to the Part. ID field in the Create New Case & Receipt screen. (FIGURE: 3-1.5)

Party Name	Event	Event Code / Description	# Units
SMITH JORDAN A	160	PMT: DOMESTIC FILING/MED -DIST	

Figure 3-1.5: Create New Case &amp; Receipt

<b>Part ID.</b>	Tab through this field.
<b>Party Name</b>	This field will default to the name of the participant that has just been entered.
<b>Event</b>	Enter the event code.
<b>Event Code/Description</b>	FACTS™ will automatically populate this field with description of the above event code.
<b>Units</b>	

Amount	Assess Event	Assessment	Stat	Stat. Date	FType	File Date
\$112.00	260	\$112.00	PN	09-22-2000	N	09-22-2000
				- -		- -

Figure 3-1.6: Create New Case &amp; Receipt

<b>Amount</b>	FACTS™ will enter default amount based on the event code.
<b>Assess Event</b>	
<b>Assessment</b>	
<b>Stat.</b> (Default PN)	
<b>Stat. Date</b> (Default current date)	
<b>FType</b> (Default N)	

**File Date**  
(Default current date)

- **F6:** Press **F6** and the cursor will move to the **Receipt Date** field of the screen.
- **F5:** If the party is paying another fee, for example, a jury fee, then press **F5** to add this event on the line provided.



**CAUTION | F5 ONLY FOR ATTACHED EVENTS**

- Use **F5** only to receipt other events attached to the case.
- See money management section of manual to receipt other fees.



**CAUTION | F7 TO DELETE EXTRA LINE**

- It is easy to press **ENTER** too many times and to find the cursor on the next line.
- If this happens press **F7** and you will delete the **extra line**.

Figure 3-1.7: Create New Case & Receipt

<b>Receipt Date</b> (Default-current date)	<b>ENTER</b> through this field.
<b>Pay from Suspense</b>	<b>ENTER</b> through this field.
<b>Payor Part ID.</b>	<ul style="list-style-type: none"> <li>• Delete Petitioner ID, input <b>Attorney Participant ID</b>, when appropriate.</li> <li>• Tab through this field to make receipt out to Petitioner.</li> </ul>

**CAUTION | ATTORNEY PARTICIPANT ID**

- Please use the **Attorney Participant ID** number.
- Do not use the **Attorney Code** number.
- You will enter inaccurate information (someone else's Participant ID) if you use the **Attorney Code** number in this field.

**Memo Text**

Enter appropriate text for your district.

**CAUTION | NO TEXT WRAP**

- The text does not wrap to the next line.
- Press **ENTER** to go to the next line.

**Check Amount**

Enter amount of check.

**Check Number**

- This field has two parts.
- The **check type** and the **check number** (20 characters long-can fit traveler's checks and money order numbers.)
- The choices for check type are as follows:

**CAUTION | PERSONAL CHECKS**

Personal checks are not accepted in New Mexico district courts.

B	Business Check
CC	Cashier's Check
MO	Money Order
PO	Postal Order
TC	Traveler's Check

**More Checks (Y/N)**

- If you have more checks, enter Y for yes.
- The Multiple Checks screen will pop-up. (FIGURE: 3-1.8)
- You can then enter up to four more checks.

Figure 3-1.8: Multiple Checks

Figure 3-1.9: Create New Case &amp; Receipt

<b>Credit Card</b>	Not used at this time.
<b>Authorization</b>	
<b>Cash Amount</b>	Enter the amount of cash collected.
<b>Deputy ID</b>	This will default to the Deputy ID of the user who is currently logged on the computer.
<b>Register</b>	Enter the number of the register that you are using.
<b>Receipt Number</b>	<ul style="list-style-type: none"> <li>• The receipt number field has two parts.</li> <li>• In the first box, always use the appropriate receipt prefix (this indicates which bank account the money will be going into), and</li> <li>• In the second box FACTS™ will assign a number to the receipt.</li> </ul>
<b>Completing the Create a New Case &amp; Receipt Screen</b>	<p>Upon entry of the receipt prefix, FACTS™ randomly assigns:</p> <ul style="list-style-type: none"> <li>• A <b>new case number</b> when appropriate,</li> <li>• A <b>judge</b>, (FIGURE: 3-1.10)</li> <li>• A new <b>Participant ID number</b> (if the party is a new participant),</li> <li>• A <b>receipt number</b>. (FIGURE: 3-1.11)</li> </ul>

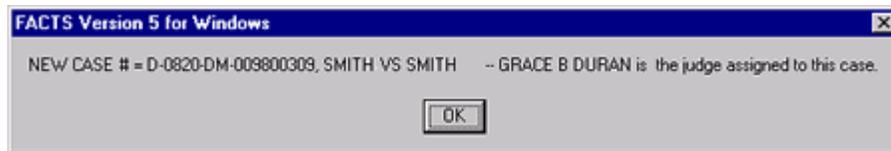


Figure 3-1.10: Case Number and Judge Assignment



Figure 3-1.11: Participant ID

**Completing the Create a New Case & Receipt Screen**

FACTS™ gives the user the option of printing the receipt, and saves **ALL** the data.

**PRINTER DIALOG BOX**

- Click the **PRINT** button.
- Click **OK** or press **ENTER**.



## Section 3-2: Case Initiation/Reopen Without Filing Fee

To Initiate a new case **WITHOUT** a filing fee, use the Case Master screen.

- **MAIN MENU** >
- **CASE MANAGEMENT** >
- **CASE MASTER.** The Case Master screen will appear. (FIGURE: 3-2.1)

The screenshot shows the 'Case Master' window with the following fields and values:

- Case Number: D 0307 DM
- Case Status: PN (selected), PN PENDING
- Status Date: 09-22-2000
- Type of Filing: N (selected), NEW FILING
- Filing Date: 09-22-2000
- Title: SMITH VS SMITH
- Caption: [Empty]
- Case Type: DDN (selected), DISSOLUTION
- Jurisdiction Area: [Empty]
- Sealed/Expunged Case?: N
- Judge: [Empty]
- Alt. Case Ref.: [Empty]
- Refiled?: N
- Original Court: [Empty]
- Consolidated with Other Cases?: [Empty]
- Transferred case?: [Empty]
- Prev. Case #: [Empty]
- Criminal/Traffic:
  - Prosecutor: [Empty]
  - Victim? (Y/N): N
  - LEA Case #: [Empty]
  - Appear By: [Empty]
  - Arresting Agency: [Empty]
  - Citation Issued?: N
  - Citation Signed?: N
  - Vehicle Type: [Empty]
  - Owner Responsibility?: N
- Civil:
  - Will Filing Date: [Empty]
  - Child Support Payments Required?: N

Buttons at the bottom: View Schedule, Save, Related Cases.

Figure 3-2.1: Case Master

FIELD NAME	INSTRUCTIONS
<b>Case Number:</b>	Enter through to assign a new case number, or
<b>Court</b>	Enter D for District Court.
<b>Location</b>	Enter the four-digit court location code, for example, 0101, 0202.
<b>Category</b>	Enter case category, DM.
<b>Number</b>	Enter case number.
<b>Case Status:</b> (Default PN for Pending)	<ul style="list-style-type: none"> <li>• Press <b>ENTER</b> or</li> <li>• Press <b>F1</b> and select from the list provided.</li> </ul>
<b>Status Date:</b>	<ul style="list-style-type: none"> <li>• Press <b>ENTER</b> or</li> <li>• Delete and enter appropriate date.</li> </ul>
<b>Type of Filing</b> (Default N for New)	<ul style="list-style-type: none"> <li>• Press <b>ENTER</b> or</li> <li>• Delete the <b>N</b> and press <b>F1</b> to select the appropriate choice.</li> </ul>

FIELD NAME	INSTRUCTIONS (CONTINUED)
<b>Filing Date:</b>	<ul style="list-style-type: none"> <li>Press <b>ENTER</b> or</li> <li>Delete and enter appropriate date.</li> </ul>
<b>Title</b>	<ul style="list-style-type: none"> <li>Enter Case Title from Petition (SMITH VS SMITH) and</li> <li>Press <b>ENTER</b>.</li> </ul>

**CAUTION | TITLE**

- Enter Last Name of Petitioner and Respondent. For example, SMITH VS SMITH.
- Do not input other information.
- Do not punctuate: "VS" NOT "VS."

<b>Case Type</b>	Enter Case Type from the list below.
------------------	--------------------------------------

DOMESTIC MATTER CASE TYPES	
<b>DCS</b>	Child Support
<b>DCV</b>	Custody and Visitation
<b>DDC</b>	Dissolution With Custody
<b>DDN</b>	Dissolution
<b>DMS</b>	DM Miscellaneous

<b>ENTER through the other Fields</b>	
<b>Save Button</b>	<ul style="list-style-type: none"> <li><b>ENTER</b> through to <b>SAVE</b> button.</li> <li>Click button or press <b>ENTER</b>.</li> <li>The system will generate new case number and assign a judge.</li> <li>Screen prompt will show case number and judge assignment; press <b>ENTER</b> key to save data.</li> </ul>



## Section 3-3: Attach Parties to Case

After you have initiated a case using the **CASE MASTER** screen, the **PARTY NAMES** screen will automatically pop-up or you can access the **PARTY NAMES** screen by making the following menu choices:

- **MAIN MENU >**
- **CASE MANAGEMENT >**
- **PARTY NAMES >**. The Party Names screen will appear. (FIGURE: 3-3.1)

Figure 3-3.1: Party Names

FIELD NAMES	INSTRUCTIONS
<b>Case Number:</b> (Default last case number)	If you are beginning a new session or need to enter data from a different case, fill in each of the four subfields as follows:
<b>Court</b>	Enter D for District Court.
<b>Location</b>	Enter the four-digit court location code, for example, 0101, 0202.
<b>Category</b>	Enter category, DM.
<b>Number</b>	Enter case number.
<b>Party Type:</b>	<ul style="list-style-type: none"> <li>• Enter appropriate party type: PT for Petitioner, RS for Respondent, and CK for DM Minor Child, or</li> <li>• Press F1 for a list of available party types.</li> </ul>
<b>Party No.:</b>	FACTS™ will assign party number.

**CAUTION | DM MINOR CHILDREN (CK)**

Designate minor children (CK) as inactive (I)

<b>Party Status</b>	<ul style="list-style-type: none"> <li>Enter <b>A</b> for active and press <b>ENTER</b>, or</li> <li>Enter <b>I</b> for inactive for minor children.</li> </ul>
<b>Party Date</b>	<ul style="list-style-type: none"> <li><b>ENTER</b> through or delete and type correct date.</li> <li>Press <b>ENTER</b>.</li> </ul>
<b>Participant ID:</b>	<ul style="list-style-type: none"> <li>In this field, the user can enter a Participant ID number and tab.</li> <li>If the user does not have a Participant ID Number for the participant, press <b>ENTER</b> and the Party Name / Entry screen will pop up. (FIGURE: 3-3.2)</li> </ul>

Figure 3-3.2: Party Name Entry / Search

<b>Person?</b>	<ul style="list-style-type: none"> <li>Enter <b>Y</b>, if the Participant is a person</li> <li>Enter <b>N</b>, if the Participant is a governmental entity</li> </ul>
<b>Date of Birth:</b>	Optional
<b>Search Button</b>	<ul style="list-style-type: none"> <li>Click on this button to search.</li> <li>A message box may appear that states: "There are participant(s) on the system who match your criteria. Would you like to choose among them?" Click on the <b>YES</b> button.</li> </ul>

2

**SECOND | DO NOT SEARCH / TRACK 2**

- Do not search, click the **CREATE** button.
- After clicking, FACTS™ defaults to the New Participant edit screen, **TRACK 2. (FIGURE: 3-3.4)**
- **Skip the section on Track 1**; it does not apply to the Second Judicial District.

**Track 1**

Participant Name	P	Part. ID	SSN	DL Number	STATE TRACKING
SMITH JORDAN A	Y	32146	111335555		
SMITH JORDAN A	Y	32147	222446666		

**Figure 3-3.3: Participant Search Results****Search Results**

- Highlight the appropriate participant with the arrow keys.
- Press **ENTER** to select the matching participant.
- If search result is negative, FACTS™ defaults to the New Participant Edit screen. **(FIGURE: 3-3.4)**

**Track 2**
**Figure 3-3.4: New Participant Edit**

<b>Person:</b>	<ul style="list-style-type: none"> <li>• Enter <b>Y</b>, if the Participant is a person.</li> <li>• Enter <b>N</b>, if the Participant is a governmental entity.</li> </ul>
<b>Last:</b>	Enter the <b>participant's last name</b> .
<b>First</b>	Enter the <b>participant's first name</b> .
<b>Middle:</b>	Enter the <b>participant's middle name or initial</b> .
<b>Suffix:</b>	This field supports the entry of suffixes such as: JR, SR, III, MD, PHD, etc.

<b>DOB:</b>	Enter <b>participant's date of birth.</b>
<b>Sex:</b>	Enter <b>F for female</b> or <b>M for male</b> , if the data is available.
<b>SSN:</b>	Enter the <b>participant's social security number</b> , if the data is available.
<b>Drivers License No.:</b>	<b>OPTIONAL</b> -If you have a driver's license number, enter data.

Full: SMITH JORDAN A

Alternate ID's:

Address Information:

Correspondence Address Type: PT Party Address Delivery Method: P Postal Service

Current Address

641 VANDERBILT LANE  
LAS CRUCES, NM 88005

Edit

Continue

Figure 3-3.5: New Participant Edit

<b>STATE TRACKING NUMBER</b>	
<b>DEFENDANT ID: # (AFIS)</b>	
<b>STATE ID # (SID)</b>	
<b>FBI NUMBER</b>	
<b>DA SEQUENCE NUMBER</b>	
<b>Correspondence Address Information:</b>	<ul style="list-style-type: none"> <li>Enter appropriate Correspondence Address Type from the list below.</li> <li>This indicates the address where notices are sent.</li> </ul>

<b>AG</b>	Attorney Address
<b>BU</b>	Business Address
<b>EM</b>	Employer Address
<b>HO</b>	Home Address
<b>PT</b>	Party Address
<b>RL</b>	Relative's Address

<b>Delivery Method:</b>	
<b>Edit Button</b>	<ul style="list-style-type: none"> <li>Click on the <b>EDIT</b> button to type address information.</li> <li>The New Participant Address Entry / Edit will pop-up. (FIGURE: 3-3.6)</li> </ul>


**CAUTION | CURRENT ADDRESS**

Please note the information indicated under Current Address is where notices get mailed.

Figure 3-3.6: New Participant Address Entry / Edit


**CAUTION | DM MINOR CHILDREN (CK)**

Information on DM minor children (CK) is always designated as **RESTRICTED**.

<b>Restricted:</b>	Enter Y for yes, or N for no.
<b>Line 1:/Line 2:</b>	Enter the Participant's street address.
<b>City:</b>	Enter the Participant's city.
<b>State:</b>	Enter the Participant's state.

<b>Zip Code:</b>	Enter the Participant's zip code.
<b>Business Phone:</b>	Enter the Participant's Business Phone, if available.
<b>Misc:</b>	
<b>Current From:</b>	
<b>Entry Date:</b>	
<b>Continue Button</b>	<ul style="list-style-type: none"> <li>• <b>ENTER</b> through remaining fields, and click on continue.</li> <li>• <b>FACTS™</b> returns to the Party Names screen. (FIGURE: 3-3.7)</li> </ul>

Alias Name?   Attorney?   Military?

Figure 3-3.7: Party Names

<b>Alias Name? Edit Button</b>	<ul style="list-style-type: none"> <li>• If answer is no, then tab past this button.</li> <li>• If answer is yes, then click the button and the Party Aliases screen will pop-up. (FIGURE: 3-3.8)</li> </ul>
--------------------------------	--

Figure 3-3.8: Party Aliases

	Press <b>F2</b> key to add a new alias.
<b>Doing Business As?</b>	The field is not used in DM cases.

<b>Last Name:</b>	Enter the <b>alias last name</b> .
<b>First Name:</b>	Enter the <b>alias first name</b> .
<b>Middle Name:</b>	Enter the <b>alias middle name or initial</b> if there is one.
<b>Suffix:</b>	Enter the <b>alias suffix</b> if there is one.
<b>Full:</b>	If the alias is a person, this field will populate automatically.
<b>Birth Date:</b>	Enter the <b>alias birth date</b> if one exists.
<b>SSN:</b>	Enter the <b>alias social security number</b> if one exists.
<b>Driver's License No.:</b>	Enter the <b>alias driver's license number</b> if one exists.
<b>State:</b>	Enter the <b>state</b> of the alias driver's license number.
<b>Alias Type:</b>	Enter the appropriate code from the following table.

CODE	TYPE	DESCRIPTION
A	AKA	Also known as
F	FKA	Formerly known as
N	NKA	Now known as
O	OBO	On behalf of
X	Ex Rel	Ex relatione

**DEFINITION(S) |****ex rel (ex relatione)**

By or on the information of; refers to information or action taken that is not based on first-hand experience but is based on the statement or account of another person. For example, a criminal charge "ex rel" simply means that the attorney general of a state is prosecuting on the basis of a statement of a person other than the attorney general himself (or herself.) For example, State ex rel CYFD.

Doing Business As?  Last Name: SMITH  
 First: JORDY Middle: A Suffix:   
 Full: SMITH JORDY A  
 Birth Date: -- SSN: 22244666  
 Driver License No.: State:   
 Alias Type: A A.K.A. Done Editing  
Save Aliases

Figure 3-3.9: Party Aliases

<b>Done Editing Button</b>	<ul style="list-style-type: none"> <li>Click on the <b>DONE EDITING</b> button when you have entered <b>ALL</b> the data for that alias.</li> <li>Verify that the data entered on the grid is correct.</li> <li>Press <b>F2</b> to enter another alias.</li> </ul>
<b>Save Alias Button</b>	<ul style="list-style-type: none"> <li>Click the <b>SAVE ALIASES</b> button to save the data.</li> <li>You will return to the Party Names screen. <a href="#">(FIGURE: 3-3.10)</a></li> </ul>

Alias Name? N Edit Attorney? Y Edit Military? N  
 In Custody?  Security Required?  Interpreter:   
 Restricted?  Save This is a new party

Figure 3-3.10: Party Names

<b>Alias Name? Edit Button</b>	Tab past this button
<b>Attorney? Edit Button</b>	To <b>add an attorney</b> for this party, click this button. The Party Attorney Menu screen will pop-up. <a href="#">(FIGURE: 3-3.11)</a>

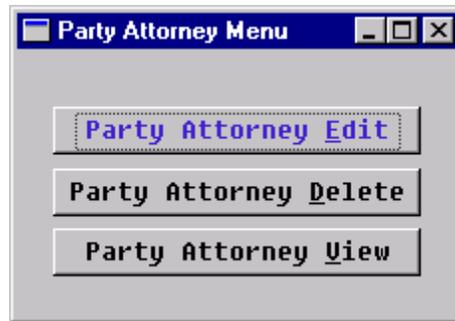


Figure 3-3.11: Party Attorney Menu

**Party Attorney Edit**

Click this button to enter a party attorney. The Party Attorney Edit screen will then pop-up.  
(FIGURE: 3-3.12)

Figure 3-3.12: Party Attorney Edit

<b>Case Number</b>	You <b>MUST ENTER</b> through this field.
<b>Party Type</b>	You <b>MUST ENTER</b> through this field.
<b>Party Number</b>	You <b>MUST ENTER</b> through this field.
<b>Attorney Code</b>	<ul style="list-style-type: none"> <li>• Enter attorney code.</li> <li>• Press F1 for the attorney names and codes.</li> </ul>

Figure 3-3.13: Attorney Select

**TIP** | FASTER SEARCHING

- Tab through the **ATTORNEY STARTING CODE** field.
- Type the attorney's last name in the **NAME TO SEARCH FOR:** field and press **ENTER**.
- Highlight the appropriate attorney with the arrow keys and press **ENTER**.

Figure 3-3.14: Party Attorney Edit

**Attorney Type:**

- Enter the appropriate code from the following list of choices:
- **PA** is the code for private attorney.

ATTORNEY TYPES	
AC	Accounting
CA	Contract Attorney
CC	Court Clinician
CO	County Attorney
CS	Special Assistant AG
CY	City Attorney
DA	District Attorney
MH	Mental Health Professional
PA	Private Attorney

ATTORNEY TYPES	
PD	Public Defender
PS	Psychologist
SP	Special Prosecutor

Attorney Inactive (Y/N)?	<input type="text" value="N"/>	Party/Attorney Status Date:	<input type="text" value="09-22-2000"/>
Contact Attorney (Y/N)?	<input type="text" value="Y"/>		
This is a new case			

Figure 3-3.15: Party Attorney Edit

<b>Attorney Inactive (Y/N)?</b>	<ul style="list-style-type: none"> <li>If this is the active attorney on the case answer <b>N</b> for no.</li> <li>If the attorney is <b>NOT</b> active, answer <b>Y</b> for yes.</li> </ul>
<b>Party/Attorney Status Date:</b>	<ul style="list-style-type: none"> <li>Enter the date the attorney became active or inactive.</li> </ul>
<b>Contact Attorney (Y/N)?</b>	<ul style="list-style-type: none"> <li>Enter <b>Y</b> if notices are to be sent to this attorney or</li> <li><b>N</b> if nothing is to be sent to this attorney.</li> </ul>
<b>Press Enter Key</b>	<ul style="list-style-type: none"> <li>While cursor is in the Contact Attorney field, press <b>ENTER</b> to save the data on this screen.</li> <li>A Message box will pop-up that says: "GOOD JOB. DATA SAVED."</li> </ul>
<b>Enter Other Attorneys</b>	<ul style="list-style-type: none"> <li>To enter another attorney, press the <b>ESC</b> key once to be taken to the top of the screen.</li> </ul>
<b>Go Back to Party Names Screen</b>	<ul style="list-style-type: none"> <li>To exit the Attorney Names screen, press the <b>ESC</b> key twice. You will return to the Party Attorney Menu screen.</li> <li>To close this screen, press the <b>ESC</b> key or click on the "<b>X</b>" in the upper right-hand corner. You will return to the Party Names screen. (FIGURE: 3-3.16)</li> </ul>

**CAUTION | ESCAPE (ESC) KEY**

- Do not press the **ESC** key four times in a row from the Party Attorney Edit screen.
- You will lose the data you entered on the Party Names screen.

Alias Name? <input type="text" value="N"/>	<input type="button" value="Edit"/>	Attorney? <input type="text" value="Y"/>	<input type="button" value="Edit"/>	Military? <input type="text" value="N"/>
In Custody? <input type="checkbox"/>	Security Required? <input type="checkbox"/>	Interpreter: <input type="text"/>		
	Restricted? <input type="checkbox"/>			
<input type="button" value="Save"/>				This is a new party

Figure 3-3.16: Party Names

<b>Attorney Edit? Button</b>	Tab past this button to continue.
<b>Restricted?</b>	Enter Y for yes, or N for no.

**CAUTION | RESTRICTED FIELD-MINOR CHILDREN (CK)**

- Minor children are **ALWAYS** designated as restricted.
- Unrestricted minor children appear as parties in the FACTS case lookup on the nmcourts.com website.

<b>Save Button</b>	Tab to <b>SAVE</b> button and click button.
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## Section 3-4: Entering a Civil Complaint/Petition

The Civil Complaint/Petitions screen is used to open and close civil complaints.

- **MAIN MENU >**
- **CASE MANAGEMENT >**
- **CIVIL COMPLAINT/PETITIONS.** The Civil Complaints/Petition screen will appear. (FIGURE: 3-4.1)

Figure 3-4.1: Civil Complaint/Petitions

FIELDS	INSTRUCTIONS
<b>Case Number:</b> (Default last case number)	If you are beginning a new session or need to enter data from a different case, fill in each of the four subfields as follows:
<b>Court</b>	Enter D for District Court.
<b>Location</b>	Enter the four-digit court location code, for example, 0101, 0202.
<b>Category</b>	Enter category, DM.
<b>Number</b>	Enter case number.
<b>Complaint Date</b> (Default-current date)	<ul style="list-style-type: none"> <li>• Press <b>F1</b> to complaint date.</li> <li>• Press <b>ENTER</b>.</li> </ul>

FIELDS	INSTRUCTIONS
<b>Complaint Sequence</b>	<ul style="list-style-type: none"> <li>Type in the sequence number or press <b>F1</b> for a lookup table.</li> <li>If you <b>ENTER</b> through, the number will default.</li> </ul>
<b>Complaint Event Code</b>	Type in the event code from the list below.

CODE	DESCRIPTION	CODE	DESCRIPTION
<b>1500</b>	OPN: Application	<b>2502</b>	RPN: Mandate/Reopen
<b>1501</b>	OPN: Change of Venue	<b>2504</b>	RPN: Motion/Motion to Reopen
<b>1504</b>	OPN: Foreign Judgment	<b>2506</b>	RPN: Order to Reopen
<b>1508</b>	OPN: Misc/Other Open	<b>2507</b>	RPN: Petition to Reopen
<b>1509</b>	OPN: Motion	<b>2509</b>	RPN: Reopen Fee/Paid
<b>1513</b>	OPN: Petition	<b>2510</b>	RPN: No Fee Paid
		<b>2511</b>	RPN: Reopen/Misc/Other
		<b>2512</b>	RPN: Reopen No Fee Required

<b>Jury:</b>	Enter <b>N</b> (Domestic Matters cases do not have juries.)
<b>Identify Parties on the event comments? (Y/N):</b>	Enter <b>Y</b> .
<b>Party:</b>	<ul style="list-style-type: none"> <li>Enter <b>Y</b>.</li> <li>The Complaint Party Screen will pop-up. <b>(FIGURE: 3-4.2)</b></li> </ul>

Case: D 0307 DM 0009800314 SMITH US SMITH

Case Type: DDNDISSOLUTION

Complaint Event: 15130PN: PETITION

Identify Party(s) on the Event comments (Y/N)?

Ty	Nbr	Plaintiff Party Name
PT 1		SHITH JORDAN A

Ty	Nbr	Defendant Party Name
RS 1		SHITH BROOKE A

This is a new record

Figure 3-4.2: Complaint Party Screen

**CAUTION | MINOR CHILDREN**

Delete minor children from both the Plaintiff and Defendant party name fields.

	Any information entered in the Party Names screen will appear on the Complaint Party Screen
<b>Plaintiff Party Name:</b> (Default-any Petitioner data already entered.)	<ul style="list-style-type: none"> <li>Delete any Petitioners that do not apply to this complaint,</li> <li>press <b>CTRL T</b> to save.</li> </ul>
<b>Defendant Party Name:</b> (Default-any Respondent data already entered.)	<ul style="list-style-type: none"> <li>Delete any Respondents that do not apply to this complaint,</li> <li>press <b>CTRL T</b> to save.</li> </ul>
	You will return to the Civil Complaints/Petition screen. (FIGURE: 3-4.3)

Party? (Y/N):

Cause of Actions? (Y/N):

Relief Code(s)? (Y/N):

Figure 3-4.3: Civil Complaint/Petitions

**Cause of Actions: (Y/N)**

- Enter Y for yes.
- The Cause of Actions screen will pop-up. (FIGURE: 3-4.4)
- Any information entered in the Party Names screen will appear on the Cause of Actions interface.

Case: D 0307DH 0009800314 SMITH VS SMITH

Case Type: DDNDISSOLUTION  
 Complaint Event: 15130PN: PETITION  
 Event Date: 09-22-2000  
 Sequence: 01

Cause of Actions sequence: 0001 Cause of Actions: DDN DIVORCE NO CUSTODY

Contested:  Yes  No  
 Jury:  Yes  No

Disposition Code:   
 Disposition Date:   
 Disposition Event Code:

PT	No	Plaintiff Party Name
PT	001	SMITH JORDAN A

PT	No	Defendant Party Name
RS	001	SMITH BROOKE A

Updated By At

Figure 3-4.4: Cause of Actions

**CAUTION | MINOR CHILDREN**

Do not enter minor children in either the Plaintiff or Defendant party name fields.

**Cause of Action**

Press F1 to look up code or type in the correct code.

- Press the **CTRL T** keys to save and press **ENTER**.
- A message will appear stating that the data has been saved.
- Close this screen by clicking on the “**X**” in the upper right hand corner or by pressing the **ESC** key.
- You will then be returned to the Civil Complaint/Petitions screen. (FIGURE: 3-4.5)

Figure 3-4.5: Civil Complaint/Petition



**CAUTION | SAVE BUTTON**

- You **MUST** click on the **SAVE** button when you return to the civil complaint / Petition screen.
- Otherwise, data will be corrupted.

**Save Button**

Tab down to the **SAVE** button and click.



## Section 3-5: Docketing

The Case Docket screen is used to record the events that take place in a case. These events are the record of the progression of the case.

- **MAIN MENU** >
- **CASE MANAGEMENT** >
- **CASE DOCKET.** The Case Docket screen will appear. (FIGURE: 3-5.1)

The screenshot shows the 'Case Docket' window with the following fields and values:

- Case Number: D 0307 DM 0009800314 SMITH VS SMITH
- Event Date: 09-22-2000
- Event Sequence: 02
- Event Code: 8619 ANSWER
- Schedule Calendar Event?: N
- Calendar Days: [ ]
- Issue Form?: [ ]
- Form: [ ]
- Action Code: [ ]
- Action Date: [ ]
- Judge Code: GD1 GRACE B DURAN
- Deputy Code: 301 TRAIN GUI 301
- Party: RS 1 SMITH BROOKE A
- Quantity: [ ]
- Count: [ ]
- Reopen(Y/N): N
- Instrument: [ ]
- Bond Type: [ ]
- Bondsman: [ ]
- Underwriter: [ ]
- Result Code: [ ]
- Descriptive Data (Y/N): Y [Edit]
- Updated 09/22/2000 By train1 At 15:06
- Buttons: Save, Related Cases

Figure 3-5.1: Case Docket

FIELD NAMES	INSTRUCTIONS
<b>Case Number:</b>	
<b>Court</b>	Enter D for District Court.
<b>Location</b>	Enter the four-digit court location code, for example, 0101, 0202.
<b>Category</b>	Enter category, DM.
<b>Number</b>	Enter case number.
<b>Event Date</b>	Enter file stamp date.
<b>Event Sequence</b>	<ul style="list-style-type: none"> <li>• This field will default to the next sequence number or</li> <li>• Press F1 for a list that has already been entered.</li> </ul>
<b>Event Code</b>	Enter appropriate event code.
<b>Schedule Calendar Event?</b>	

FIELD NAMES	INSTRUCTIONS
Calendar Days:	
Issue Form:	
Action Code:	
Action Date:	
Judge Code:	<ul style="list-style-type: none"> <li>• Judge will default.</li> <li>• Delete if another judge presided over event, and</li> <li>• Enter correct judge.</li> </ul>
Deputy Code: (Default-User login)	
Party	Enter Party if appropriate.
Enter through other Fields	
Descriptive Data:	<ul style="list-style-type: none"> <li>• Click on the <b>EDIT</b> button.</li> <li>• The Event Description screen will pop-up. (<a href="#">FIGURE: 3-5.2</a>)</li> </ul>

The screenshot shows a window titled "Event Description". It contains a "Case Details" section with the following fields: Case Number (D 0307 DM 0009800314), Event Date (09-22-2000), Event Seq (02), Event Code (8619), and ANSWER. Below this is a "Comments" section with a text area containing the text "ANSWER FILED BY RESPONDENT ON 9/22/00."

Figure 3-5.2: Event Description

**CAUTION | NO TEXT WRAPPING**

- The text does not wrap to the next line.
- Press **ENTER** to go to the next line.

- **ENTER** to the comments field and enter comments.
- Press **CTRL T** to save.
- Press **ENTER** or click **OK** to exit out

The screenshot shows a status bar at the bottom of a window. It contains the text "Updated 09/22/2000 By train1 At 15:06". Below this text are two buttons: "Save" and "Related Cases".

Figure 3-5.3: Case Docket

<b>Save Button</b>	<ul style="list-style-type: none"> <li>• Tab to <b>SAVE</b> button. (FIGURE: 3-5.3)</li> <li>• Click button or press <b>ENTER</b>.</li> </ul>
<b>Message Box</b>	<ul style="list-style-type: none"> <li>• Click <b>OK</b> or press <b>ENTER</b> button to get the message box to disappear.</li> </ul>

The screenshot shows a window titled "Case Docket" with a blue title bar. Inside the window, there are several input fields for case information:

- Case Number:** D 0307 DH 0009800314 SMITH VS SMITH
- Event Date:** 09-22-2000
- Event Sequence:** 02
- Event Code:** 8619 ANSWER

Figure 3-5.4: Case Docket

<b>Event Date:</b>	<ul style="list-style-type: none"> <li>• The cursor will return to the event date field. (FIGURE: 3-5.4)</li> <li>• Shift tab to the case number to docket another event or</li> <li>• Shift tab twice to docket to another case or</li> <li>• Click on the "X" in the upper right-hand corner to exit the screen.</li> </ul>
--------------------	---



## Section 3-6: Closing a Case

To open and close domestic matters petitions, use the Civil Complaint/Petitions screen.

- **MAIN MENU >**
- **CASE MANAGEMENT >**
- **CIVIL COMPLAINT/PETITIONS.** The Civil Complaints/Petition screen will appear. (FIGURE: 3-6.1)

Civil Complaint/Petitions

Case Number: D 0307 DM 0009800314 SMITH VS SMITH

Complaint Date: 09-22-2000

Complaint Sequence: 1

Complaint Event Code: 1513 OPN: PETITION

Jury(Y/N): N

Identify Party(s) on the event comments? (Y/N): Y

Party? (Y/N):

Cause of Actions? (Y/N):

Relief Code(s)? (Y/N):

Disposition Code: PG PETITION GRANTED

Date: 09-22-2000

Disposition/Judgment Event: 3512 CLS: FINAL DECREE/ORD/JDGMNT

Judgment Code(s)? (Y/N): Y

Save Related Cases

Updated 09/22/2000 By train1 At 15:06

Figure 3-6.1: Civil Complaint/Petitions

FIELD NAMES	INSTRUCTIONS
<b>Case Number:</b> (Default last case number)	If you are beginning a new session or need to enter data from a different case, fill in each of the four subfields as follows:
<b>Court</b>	Enter D for District Court.
<b>Location</b>	Enter the four-digit court location code, for example, 0101, 0202.
<b>Category</b>	Enter category, DM.
<b>Number</b>	Enter case number.
<b>Complaint Date</b> (Default-current date)	Enter the date of the complaint (usually the filing date of the case)

FIELD NAMES	INSTRUCTIONS
<b>Complaint Sequence</b> (Default-next complaint sequence)	Delete the number and enter the appropriate number.
<b>Complaint Event Code</b>	
<b>Jury</b>	
<b>Identify Parties on the event comments? (Y/N):</b>	
<b>Party:</b>	
<b>Cause of Actions (Y/N)</b>	
<b>Relief Code(s)? (Y/N)</b>	
<b>Disposition Code</b>	Press <b>F1</b> for a list of disposition codes and select the appropriate choice.
<b>Date:</b>	Enter file stamp date.
<b>Disposition/Judgment Event:</b>	<ul style="list-style-type: none"> <li>• Enter the appropriate disposition event code.</li> <li>• Press <b>F1</b> for a list of disposition codes and select the appropriate choice.</li> </ul>
<b>Judgment Code(s)? (Y/N)</b>	<ul style="list-style-type: none"> <li>• If there is a judgment, then enter <b>Y</b> for yes; otherwise enter <b>N</b> for no.</li> <li>• If <b>Y</b> is entered, then the Complaint Judgment Codes screen will pop-up. <a href="#">(FIGURE: 3-6.2)</a></li> </ul>

Figure 3-6.2: Complaint Judgment Codes

<b>Cause of Actions Sequence</b>	<ul style="list-style-type: none"> <li>Press <b>F1</b> to view a list of all the choices.</li> <li>Highlight the correct choice with the arrow keys and press <b>ENTER</b>.</li> <li>Usually the judgment will be attributed to the entire case.</li> </ul>
<b>Relief Sequence</b>	
<b>Judgment Code Sequence</b>	FACTS™ will populate this field automatically.
<b>Judgment Code</b>	Enter DSS for the Amount field to pop-up.
<b>Amount</b>	Enter amount of child support.
<b>Text? (Y/N)</b>	<ul style="list-style-type: none"> <li>If you have commentary on the judgment, enter <b>Y</b> for yes.</li> <li>The Complaint Judgment Code(s) Text screen will pop-up. (FIGURE: 3-6.3)</li> </ul>



**CAUTION | CHILD SUPPORT AMOUNT**

Enter child support amount in the Complaint Judgment Code(s) Text box. (FIGURE: 3-6.3)

Case: D 0307 DM0009800314 SMITH JORDAN VS SMITH BROOKE  
Case Type: DDN DISSOLUTION  
Complaint Date: 09-22-2000  
Complaint Sequence: 1  
Complaint Event: 1513 OPN: PETITION  
Cause of Actions sequence: 0001  
Relief Code Sequence: 0001  
Judgment Code Sequence: 0001  
Judgment Code: DSS AMOUNT

AMOUNT

Updated 10/09/2000 By train1 At 1127

Figure 3-6.3: Complaint Judgment Code(s) Text

<b>Complaint Judgment Code(s) Text</b>	Enter child support amount in the text box.
--	---



**CAUTION | NO TEXT WRAPPING**

- The text does not wrap to the next line.
- Press enter to go to the next line.

- Press the **CTRL T** keys to save.
- A message will appear stating that the data has been saved.
- You will return to the PT box in the Complaint Judgment Codes screen. [\(FIGURE: 3-6.4\)](#)

In Favor of			Responsible Party		
PT	No	Party Name	PT	No	Party Name

Figure 3-6.4: Complaint Judgment Code(s)

<b>In Favor of</b>	<ul style="list-style-type: none"> <li>• Cursor will sit in the PT field and flash.</li> <li>• If you know the Party Type for the PT field and Party Number for the No field, enter them and tab.</li> <li>• FACTS™ will populate the Party Name field or</li> <li>• Press <b>F1</b> for a list of parties.</li> <li>• Highlight the appropriate party name with the arrow keys and press <b>ENTER</b>.</li> <li>• Press <b>F3</b> to move the cursor to the PT field within the Responsible Party field.</li> </ul>
<b>Responsible Party</b>	<ul style="list-style-type: none"> <li>• Cursor will sit in the PT field and flash.</li> <li>• If you know the Party Type for the PT field and Party Number for the No field, enter them and tab.</li> <li>• FACTS™ will populate the Party Name field or</li> <li>• Press <b>F1</b> for a list of parties.</li> <li>• Highlight the appropriate party name with the arrow keys and press <b>ENTER</b>.</li> <li>• Press <b>F2</b> to move the cursor to the PT field within the In Favor of field or</li> </ul>
<b>Saving</b>	<ul style="list-style-type: none"> <li>• Press <b>CTRL T</b> to save.</li> <li>• A message will announce that the data has been saved and the cursor will return to the field so that more judgments can be entered.</li> <li>• Close this screen by clicking on the “<b>X</b>” in the upper right-hand corner of the screen.</li> </ul>

Judgment Code(s)? (Y/N):

Updated 09/22/2000 By train1 At 15:06

Figure 3-6.5: Civil Complaints/Petition

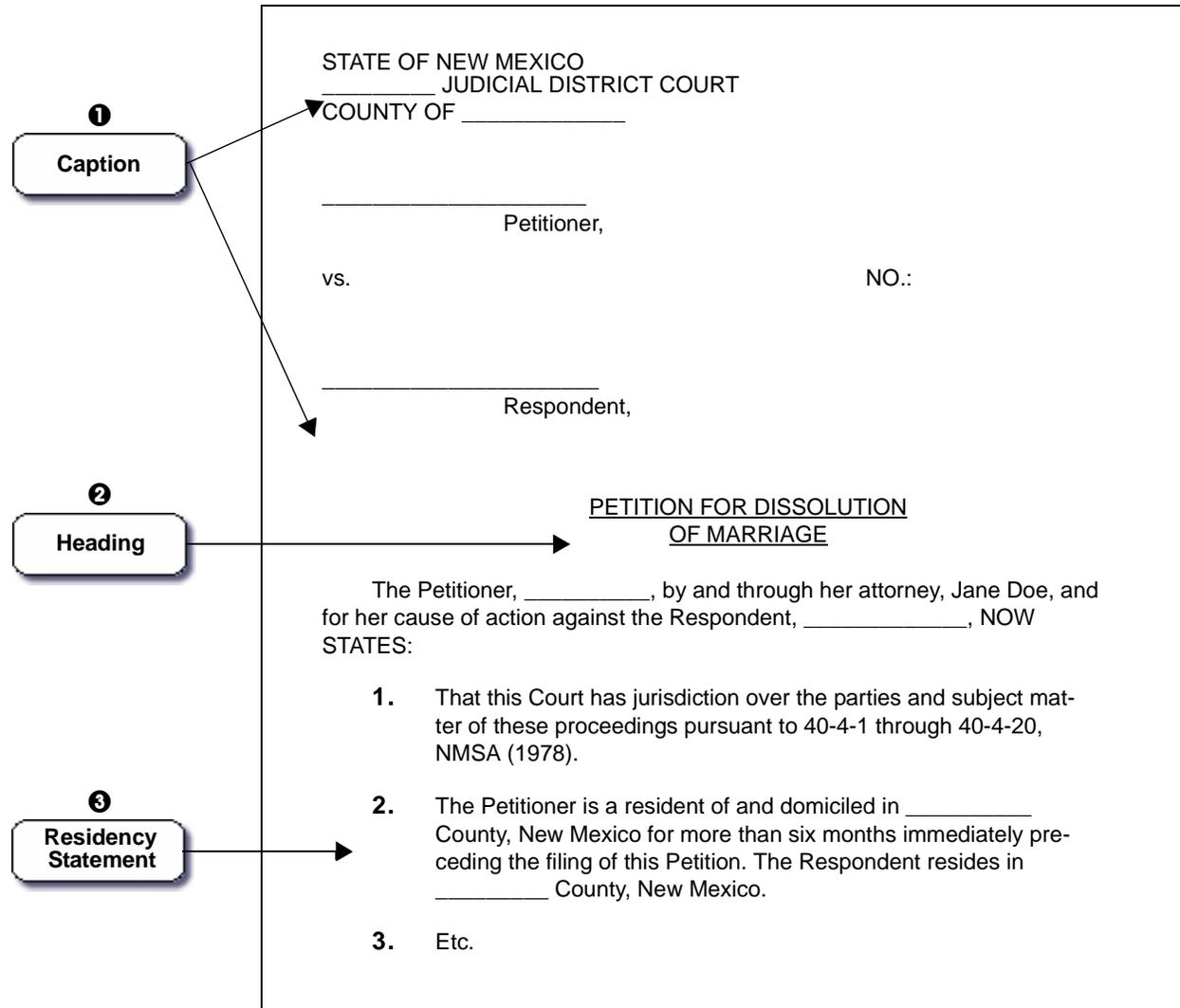
<b>Save Button</b>	<ul style="list-style-type: none"><li>• Saving the Civil Complaint/Petitions screen.</li><li>• Upon return from the Complaint Judgment Code(s) screen, the data is automatically saved and a message appears verifying that the data has been saved.</li></ul>
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# Addendum A: Domestic Matters Reference

## STRUCTURE OF PETITION

### Caption, Heading, and Residency Statement



<b>1</b>	<b>Caption</b>	<ul style="list-style-type: none"> <li>Check that the heading has the State of New Mexico.</li> <li>Verify that the Judicial District is correct.</li> <li>Verify that the County is correct.</li> </ul>
<b>2</b>	<b>Heading (Designation of Pleading)</b>	Check that the heading is appropriate for case category.
<b>3</b>	<b>Residency Statement</b>	Verify that either the Petitioner or Respondent is domiciled in and has lived in New Mexico for at least the previous six months. <a href="#">NMSA 1978, §40-4-5</a>

Subscription and Verification

**4**  
Subscription

DOE AND DOE, P.C.  
Attorneys at Law  
*Jane Doe*  
By Jane Doe  
111 Main St.  
City, NM Zip Code  
Telephone: (505) 555-5555  
Facsimile: (505) 555-5551  
Attorney for Petitioner

STATE OF NEW MEXICO )  
 )ss.  
COUNTY OF \_\_\_\_\_ )

The undersigned, \_\_\_\_\_, being first duly sworn upon my oath, state that I am the petitioner in this action. I have read the foregoing Petition and know and understand its contents, and the information contained herein is true and correct to the best of my knowledge, information and belief.

\_\_\_\_\_  
(Petitioner's Name)

ACKNOWLEDGED, SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_, by \_\_\_\_\_.

(SEAL) \_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:

<b>4</b>	<b>Subscription</b>	<ul style="list-style-type: none"> <li>• Verify that the signature is original and not a photocopy.</li> <li>• Check for address and telephone number.</li> </ul>
<b>5</b>	<b>Verification</b>	<ul style="list-style-type: none"> <li>• Check that the Petitioner has signed the verification.</li> <li>• Check the notary signature.</li> <li>• Check for the notary seal.</li> <li>• Check for the notary expiration date.</li> </ul>

## Judge Changes

EVENT CODE AND DESCRIPTION	SHORT EXPLANATION OF DESCRIPTION	DOCKET OR JUDGE HISTORY CHANGE	PARAMETERS FOR EVENT CODE USE
<b>8000</b> judge untimely excusal		docket	<ul style="list-style-type: none"> <li>• untimely per rules on filing petition or response;</li> <li>• exceeds clerk's notice of reassignment;</li> <li>• party not real party of interest or not added by court order;</li> <li>• party petition time limit; court took judicial action;</li> <li>• party stipulated to current judge;</li> <li>• no statutory provision to challenge court appointed hearing officer or commissioner</li> </ul>
<b>8001</b> judge provisional excusal	<ul style="list-style-type: none"> <li>• no statutory provision in current rule;</li> <li>• if case was filed prior to amendment, action still needs to be described</li> <li>• was also used in conversion.</li> </ul>	docket	do not use
<b>8002</b> judge recusal	<ul style="list-style-type: none"> <li>• judge can recuse at any time unless appointed by supreme court.</li> <li>• docket as recusal with comment of no action taken</li> </ul>	docket	judge recuses
<b>8003</b> judge peremptory challenge		docket	do not use this code; use code 8005 as challenge and excusal are considered same thing
<b>8004</b> judge excuse/ prior		docket	not used

EVENT CODE AND DESCRIPTION	SHORT EXPLANATION OF DESCRIPTION	DOCKET OR JUDGE HISTORY CHANGE	PARAMETERS FOR EVENT CODE USE
<b>8005 judge excusal</b>		<b>docket</b>	<ul style="list-style-type: none"> <li>party excuses per rules;</li> <li>use this code regardless of language as to peremptory or excusal</li> </ul>
<b>8006 judge deduction/other</b>		<b>docket</b>	do not use
<b>8007 judge deduction consol/transfer</b>		<b>docket</b>	<ul style="list-style-type: none"> <li>do not use;</li> <li>event described in judge history assignment</li> </ul>
<b>8008 judge assigned before automation</b>		<b>judge history</b>	do not use
<b>8009 judge assign designation</b>		<b>judge history</b>	do not use
<b>8020 judge assign consolidation</b>	<ul style="list-style-type: none"> <li>not used in the parent or core case;</li> <li>use general order code</li> </ul>	<b>judge history</b>	use to changed judge in consolidated cases.
<b>8021 judge assignment and cert</b>		<b>judge history</b>	no longer used
<b>8022 judge assignment notice</b>		<b>judge history</b>	do not use
<b>8023 judge assign order</b>		<b>judge history</b>	do not use
<b>8024 judge assign stipulated</b>		<b>judge history</b>	<ul style="list-style-type: none"> <li>parties stipulate to judge.</li> <li>assignment only if judge approves.</li> </ul>
<b>8025 judge assign supr court</b>		<b>judge history</b>	use to assign to judge designated by the supreme court.

EVENT CODE AND DESCRIPTION	SHORT EXPLANATION OF DESCRIPTION	DOCKET OR JUDGE HISTORY CHANGE	PARAMETERS FOR EVENT CODE USE
<b>8026</b> judge assign recusal		judge history	judge assigned due to previous judge recusing.
<b>8027</b> judge assign excusal		judge history	judge assigned except that if cases are related or consolidated all cases go
<b>8028</b> judge assign transfer		judge history	do not use
<b>8029</b> judge assign rotation retire		judge history	<ul style="list-style-type: none"> <li>• use for all types of rotations, retirement, election, appointments.</li> <li>• use to reopen DV cases prior to 1996 so that they are deducted from family court judge and reassigned to DV judge due to local policy;</li> <li>• use when related DM and DV cases are assigned according to local policy.</li> </ul>
<b>8030</b> judge assign admin		judge history	

# Addendum B: Forms

## DOMESTIC MATTERS

- [FAMILY LAW FORMS](#)

## REFERENCE

- [PLAIN LANGUAGE LEGAL DICTIONARY](#)
- [FINDLAW LEGAL DICTIONARY](#)
- [MERRIAM-WEBSTER DICTIONARY](#)
- [WEBOPEDIA COMPUTER TERMS DICTIONARY](#)