


## **PROCEDURE FOR FILING A MOTION AND REQUEST FOR HEARING**

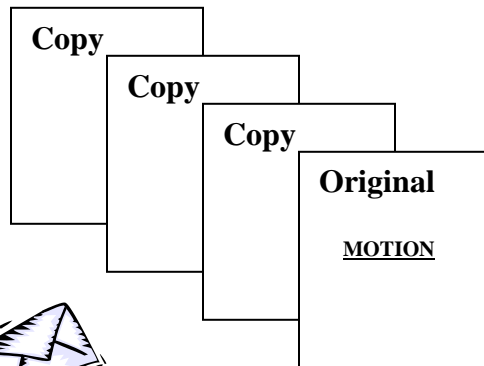
1. Complete the following forms:


- ✓ Motion
- ✓ Request For Hearing
- ✓ Notice of Hearing

2. Prepare for filing by doing the following:

- ✓  Make three (3) copies of each form you filled out (as listed in step # 1) and place the original on top of its copies for each form.

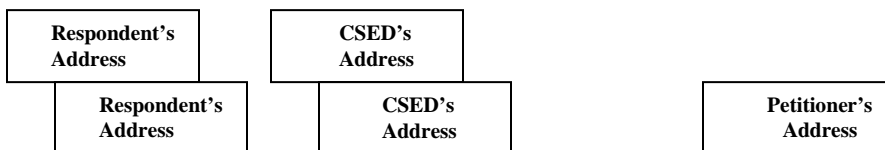
**Example:**



- ✓  Prepare stamped and addressed envelopes to each opposing counsel/party and one to yourself.

**Example:**

- ✓ Two (2) envelopes to the other party or their attorney if represented
- ✓ Two (2) envelopes to Child Support Enforcement Division (CSED) if they are involved in the case.
- ✓ One enveloped addressed to you.



2 envelopes addressed to opposing party  
and/or CSED (if they are parties in your case)

1 envelope addressed to yourself

**NOTE:** You will be required to pay the filing fee if your case is closed and you do not meet the requirements listed in the NMRA Certificate or are not eligible for free process. You can pay by cash, money order or a cashier's check in the amount of \$137.00 paid out to District Court Clerk. No personal checks.

3. **File originals**, copies and attach one envelope for each party, with your filing fee or NMRA Certificate, **in the Clerks Office** of the Bernalillo County Courthouse located at 400 Lomas NW, First Floor, **Room 119, between the hours of 10:00 a.m. – 2:00 p.m.**
4. The Clerk will file your originals and endorse stamp your copies with the date and time of filing. The clerk will return your copies so that you can mail out a copy to each opposing party/counsel in one of the envelopes you prepared. You should keep a filed copy for your records.
5. The clerk will also forward a copy and the original Notice of Hearing to the assigned Judge's Office for review and scheduling of the hearing.
6. The assigned Judge or Hearing Officer's office will mail opposing party/counsel and you a copy of the Notice of Hearing in the stamped and addressed envelopes you provided to the court. This will tell you when, where and what time to appear for the hearing on your Motion.