

ELECTRONIC FILING GUIDELINES

Pleadings may be filed electronically if a case is designated by the Hearing Examiner to be suitable for electronic filing. The determination is usually made at the pre-hearing scheduling conference, but may be determined at any time during the proceeding.

Electronic Filing

Electronic filing of pleadings and documents that are less than 50 pages or less than 10 mb, including attachments, may be sent to hu.admin@state.nm.us and in conformance with the following:

1. Send to hu.admin@state.nm.us
2. Subject line for the e-mail shall state the Hearing Unit No. and Applicant Name.
 - Example: "E-File Hearing No. 17-001 Quintana";
 - The Administrative Litigation Unit (ALU), in its initial filings (Request for PHSC or Request to Docket) shall state "E-file and the name of the document".
 - Example: "E-file Request to Docket Quintana"
 - Example: "E-file Request for Pre-Hearing Scheduling Conference Quintana "
3. Documents greater than 50 pages or 10 mb, inclusive of attachments, will not be accepted for electronic filing. If greater than the aforementioned size, the document should be hand-delivered or mailed to the Hearing Unit.
4. Documents sent to hu.admin@state.nm.us shall be titled as follows: year-month-day and Title of Document. Example: "2017-12-31 Applicant's Motion for Extension of Time."
5. Documents shall be in Times New Roman, 12-point font.
6. Documents attached to an e-mail shall be in PDF format.
7. The Party(ies) shall use "/s/" or an electronic image of the attorney's signature (See Rule 1-005.2 (H)(I) & 2 NMRA) to represent an electronic signature in the document.
8. All Parties shall enable confirmation receipt within their respective e-mail accounts.

The e-filing of a document shall be acknowledged to have been filed on the respective date filed if sent prior to 11:59 p.m. on that day.

Please note, electronic filing with the Hearing Unit **does not include service on all parties** and, as such, the filer maintains responsibility for service on all parties.

The Hearing Unit will e-mail a conformed copy of the respective pleading to the filer only.

Opt-Out or Exemption to E-filing

Waiver for those who cannot e-file shall be promptly considered by the designated hearing examiner. While moving to a mandatory e-filing for the represented parties on a speedy basis is appropriate and desired, self-represented litigants may opt-out based on specified difficulties or technology barriers related to e-filing.

E-File Support

Support for those unfamiliar with e-filing will be provided upon request. The Hearing Unit Administrator can be contacted at 505-476-7411.