

STATE OF NEW MEXICO
COUNTY OF _____
FIRST JUDICIAL DISTRICT COURT

Case No.: D-1 _____ -DM- _____

_____,
Petitioner,

-vs. -

_____,
Respondent.

SCHEDULING ORDER
(parentage)

A Petition to Establish Parentage, Determine Custody and Time-Sharing, and Assess Child Support has been filed in this case. The parties are the parents of [a] minor child(ren). A Custody Plan and Order regarding the care and custody of the parties' child(ren) has not been filed. A Child Support Obligation and Order with the required Child Support Worksheet has not been filed. **IT IS THEREFORE ORDERED:**

1. FREE INFORMATION AND HELP SESSIONS:

Both parties shall attend the **General Information Session on Children and Separation**, presented by Family Court Services on **Tuesday**, _____, 202____ **from 8:45 a.m. until 10:00 a.m. at the Judge Steve Herrera Judicial Complex, 225 Montezuma Street, Santa Fe, NM 87501.**

Children Shall NOT Attend This Session.

Immediately following the General Information Session, at approximately 10:00 a.m., attorneys and mediators will be available to work with parties, without a fee, on a Custody Plan, Child Support Order and a Final Decree of Parentage, when both parties are present and there is an agreement regarding any of the pending issues.

Information regarding Family Law Tele-Clinics and Helplines may be found at <https://firstdistrict.nmcourts.gov/self-representation/resources/>.

2. CHILD CUSTODY AND TIMESHARING:

Child custody and timesharing issues are referred to Family Court Services for the purposes of developing a parenting agreement or conducting a consultation to obtain a court order resolving the custody and timesharing issues, unless a parenting agreement or plan has been prepared by parties and approved by the assigned judge prior to the parties scheduled mediation session.

Family Court Services offers Mediation, Priority Consultations and Advisory Consultations. Court Clinicians provide these services on a sliding fee scale approved by the Court. The parties shall pay for mediation, Priority Consultations and Advisory Consultations prior to each session. Acceptable forms of payment include cash, cashier's checks, money orders, in-person credit/debit card payments (Santa Fe and Los Alamos Counties only), and online credit/debit card payments.

The mediator shall encourage and assist the parties to resolve child custody and timesharing issues in a way that is mutually satisfactory to the parties and in the best interests of the child(ren).

If mediation results in an agreement between parties, a parenting agreement shall be prepared by Family Court Services, signed by parties and submitted to the assigned judge for review and signature.

If parties cannot reach a parenting agreement through mediation, the parties shall be scheduled for a Priority Consultation or an Advisory Consultation with Family Court Services. Parties shall make themselves and their child(ren) available for consultation, if requested. Parties shall participate and cooperate fully with the program.

In the event of a Priority Consultation or Advisory Consultation, the consultant shall make recommendations to the court and an objections hearing may be scheduled before the judge. Objections to any recommendations may be filed with the clerk's office by either party eleven (11) days from the date the recommendations are filed. The objecting party must mail a copy of the filed objections to the other party. If no objections, are filed within the eleven (11) day objection period, the recommendations will be adopted by the Court.

Parties shall not disclose or show the contents of the Sealed Addendum To Priority or Advisory Consultation Recommendations to any other person(s) without the permission of both parties or permission of the Court. Nothing in this provision shall prevent the disclosure of the report to the parties' own experts, consultants, counselors or therapists where applicable.

If the parties are able to develop a parenting agreement on their own prior to their scheduled mediation session, parties shall complete a Custody Plan and Order, Form 4A-302, sign and submit it to the assigned judge for review and approval.

The 4A-302 Custody Plan and Order form is included in the forms packet and is available at the clerk's office, and on the New Mexico Supreme Court website at <https://nmcourts.gov/forms-files/divorce/> .

3. CONFIDENTIALITY OF MEDIATION AND SETTLEMENT CONFERENCES:

Mediation proceedings and settlement conferences shall be held privately and are confidential. All communications, verbal and/or written from the parties to the mediator or settlement facilitator made pursuant to this order shall be *inadmissible* at any court hearing.

4. **CHILD SUPPORT HEARING:**

A hearing to establish child support will be set by separate order. If the parties are able to come to an agreement on their own regarding child support, they shall complete the Child Support Obligation and Order, Form 4A-303, *attach* the appropriate Child Support Worksheet, sign and submit them to the judge for approval.

Form 4A-303 is included in the forms packet and is available at the clerk's office, and on the New Mexico Supreme Court website at:

<https://nmcourts.gov/forms-files/divorce/>

An interactive Child Support Worksheet can be found online by googling "NM Child Support Calculator" or by visiting:

<https://csw.nmcourts.gov/csworksheet/web2024/worksheet.html>

5. **FINALIZING YOUR PARENTAGE CASE:**

Parties shall complete, sign and submit either a 4A-302 Custody Plan and Order form or other parenting agreement, a 4A-303 Child Support Obligation and Order form with an attached Child Support Worksheet to the assigned judge for review and approval, as well as the New Mexico Supreme Court Approved Form 4A-403, titled Final Decree of Parentage.

Your case is **NOT** final until all issues have been resolved and all of the required forms have been signed by the Judge and filed with the clerk's office.

DISTRICT COURT JUDGE

STATE OF NEW MEXICO
COUNTY OF _____
FIRST JUDICIAL DISTRICT COURT

Case No.: D-1____-DM-_____

_____,
Petitioner,

-vs.-

_____,
Respondent.

**NOTICE OF CHILD SUPPORT HEARING
AND ORDER TO PRODUCE DISCOVERY**

NOTICE IS HEREBY GIVEN that a hearing in this case has been set before the Hearing Officer **CARL WILL**, as follows:

_____, 20____ at _____ a.m.

This hearing will be conducted by video through Google Meet. All parties should connect *no less than 5 minutes prior* to your scheduled hearing. Once connected, you must set your device to **MUTE** until the Court requests otherwise. The Hearing Officer operates on a trailing docket, so your hearing may commence later than the time listed.

To join by *video*, enter the following link into the address bar of your browser's search engine: **meet.google.com/htm-gstf-qxa**

To join by *phone* Dial: **1-605-937-6997** and enter PIN: **613 024 822#**

THE PARTIES ARE HEREBY ORDERED TO PRODUCE AND EXCHANGE discovery as follows:

1. **At least twenty (20) days prior to the date of the hearing**, both parties must exchange copies of the REQUIRED DOCUMENTS with each other or with the other party's attorney. If any documents are *not* provided, include a **signed statement** explaining why those documents have not been provided with your copies.
2. **The parties shall also submit hard copies of their documents to the Domestic Relations Hearing Officer at least two (2) days before the hearing in an envelope or binder clearly marked with their name, case number, hearing date, and telephone number.** Copies of *no more than twenty (20) pages total* can be submitted by fax or email. You must include a cover page with your name, phone number, case number, and hearing date if faxed (505-455-8144), and list your case number and hearing date in the subject line when sending by email (*sfedeshoproposedtxt@nmcourts.gov*).

3. You must also **update** documents previously provided **at least twenty (20) days before** a new or continued hearing date. You will not get another order to produce.
4. If you do not receive the Required Documents from the other party, you may file a **Notice of Failure to Comply** no later than **ten (10) days before the hearing date**. The Notice of Failure to Comply shall be served on the other party and provided to the Domestic Relations Hearing Officer and must include a phone number for each party and their attorney, if available.
5. You may file an expedited **Motion for Additional Discovery** per LR1- 201(H) no later than **ten (10) days before the hearing date**. The Motion must provide a phone number for each party and attorney in the case, if available.

REQUIRED DOCUMENTS

1. **Your Federal and State income tax returns (personal and business)** and all schedules and supporting documents, including but not limited to **W-2 and 1099 forms**. These should be provided for *last year* and *each previous year* for which child support is an issue. Owed child support may go back to the birth month and/or birth expenses of the child.
2. **Your four (4) most recent earning statements or paycheck stubs**. Also, documentation of any other income you receive, including but not limited to retirement and disability payments and grants and scholarships for education.
3. **If you are paid by cash** and you are not a business owner, a statement identifying the dates and amounts you have been paid this year and for each previous year for which child support is an issue.
4. **Financial statement or profit and loss statement** if you are a business owner. These statements must identify business income and expenses for this year (to date) and for each previous year for which child support is an issue.
5. **CRS-1 forms** filed by you or your business this year and for each previous year for which child support is an issue.
6. **Proof of disability** including approval letter from the Social Security Administration describing the date of the award and the amount to be paid in SSI or SSD benefits; and/or or documentation of other disability benefits, auxiliary benefits, and a current medical determination stating the nature of the disability, its duration, and its impact upon employment.
7. **Receipts or cancelled checks for work-related child care expenses** incurred for children in this case this year and *for each previous year* for which child support is an issue.
8. **Proof of child support payments made.**
9. **Proof of medical, dental and vision insurance premiums** paid for the children in this case this year and in any year for which child support is an issue. If the premiums include persons other than the children in this case, also provide a premium schedule identifying the cost of premiums for employee, employee plus spouse, family coverage and other coverage options.

10. **Identify witnesses.** Include each witness's name, telephone number, address and a brief statement of each witness's anticipated testimony.
11. **Identify and provide copies of exhibits** you intend to introduce at the hearing.
12. **Child support worksheet(s)** with information filled out based upon information available to the party.

FAILURE TO PROVIDE REQUIRED DOCUMENTS COULD RESULT IN SANCTIONS INCLUDING A MONETARY PENALTY, INFORMATION BEING EXCLUDED, AND/OR THE SOUGHT-AFTER RELIEF BEING GRANTED OR DENIED.

DISTRICT COURT JUDGE

Domestic Relations Hearing Office

Physical address: Judge Steve Herrera Judicial Complex
225 Montezuma Ave.
Santa Fe, NM 87501

Mailing Address: First Judicial District Court
Attn: Child Support Hearing Office
P.O. Box 2268
Santa Fe, NM 87504

Telephone: 505.455.8140
Facsimile: 505.455.8144

4A-201. Temporary domestic order.

[For use with Rule 1-121 NMRA]

STATE OF NEW MEXICO
COUNTY OF _____
FIRST JUDICIAL DISTRICT COURT

No. D-1 _____ -DM- _____

Petitioner,

v.

Respondent.

TEMPORARY DOMESTIC ORDER¹

This order is issued pursuant to Rule 1-121 NMRA. This is not an order of protection under federal or state law. It is otherwise fully enforceable. It applies to both parties. This order will continue in effect until modified. The procedure for modification of this order is described below.

THE COURT ORDERS THE PARTIES AS FOLLOWS:

- (1) **Do not** injure or physically or mentally abuse, molest, intimidate, threaten or harass the other party or any child of either party.
- (2) **Do not** interfere with the relationship of your spouse with any child of either party. If you are living apart, you shall each continue to have frequent contact and communication with any minor child of both parties, personally and by telephone. A party shall notify the other party of any change of address or telephone number within twenty-four (24) hours of the change.
- (3) **Do not** change a child's school, religion, childcare, doctor, dentist, physical or mental treatment or recreational activities in which the child has been participating.
- (4) **Do not** remove, cause or permit the removal of any minor child of both parties from the State of New Mexico without court order or written consent of the other party.
- (5) **Do not** make the other party leave the family home, whether it be community or separate property, without court order. You should attempt to resolve the question of who leaves the home in a fair manner. If you cannot agree, you must ask the court to decide.
 - (a) Whoever moves from the family home may return to pick up personal belongings at a reasonable time as you may agree. Personal belongings do not include furniture unless you agree or the court permits. If an order prohibiting domestic violence has been entered, you must arrange to have a law enforcement officer present to monitor the removal of personal belongings. The party moving out of the residence is not prejudiced by reason of the move in any way with respect to custody of any minor child, with respect to a claim of any interest in the family residence or the personal property in or on the premises.
 - (b) Whoever leaves the family residence shall notify the other party, within twenty-four (24) hours of an address where the vacating party can receive mail.
 - (c) At a reasonable time, you are entitled to examine the contents of the marital residence and to have access to all properties owned by either of you, for inspection, valuation or appraisal. If you ask, the other party must provide access to the home within fifteen (15) days after the date of the request.

- (6) **Do not** incur unreasonable or unnecessary debts. Any debt that does not contribute to the benefit of both spouses or the minor children of the parties which is incurred after you have separated, may be the separate debt of the party who incurs the debt.
- (7) **Do not** sell, remove, transfer, dispose of, hide, encumber or damage any property, real or personal, community or separate, except in the usual course of business or for the necessities of life. Keep an accounting of any transactions to show to the court.
- (8) **Do not** drop or cancel any insurance policy, including automobile or other vehicle insurance, household insurance, medical or dental insurance or life insurance.
- (9) **Do not** terminate or change the beneficiaries of any existing life insurance policy.
- (10) **Do not** close any financial institution account² or cancel any credit cards nor remove the other party from any credit card account during pendency of this case, unless the parties otherwise agree in writing.
- (11) **Do not** liquidate, cash out, remove funds from or take loans against any retirement account, including but not limited to PERA, pension, IRA, Roth IRA, SARSEP, SEP, profit sharing, 401(k), 403(b), defined benefit, money purchase, employee stock ownership (ESOP), or 457 or 409A accounts, unless the parties otherwise agree in writing, except in the usual course of business or for the necessities of life. Keep an accounting of any transactions to show to the court.

MODIFICATION BY COURT³

This order may be modified by the court upon request of either party. To request the court to modify this order, a motion must be filed with the clerk of the court. The motion must include reference to each paragraph number the party is requesting to be modified or terminated. The party making the request must provide the other party with a copy of the motion requesting the change. If the other party agrees with the request, an order approving the request, which has been initialed by both parties as "approved," shall be filed with the motion.

WAIVER BY PARTIES

The parties may modify a specific provision of this order by entering into a written agreement and filing it with the court. The parties may also waive a provision of this order on a specific occasion if both parties sign an agreement to waive the provision. A waiver must include the paragraph number of each paragraph waived by the parties.

OTHER ORDERS

If an order of protection from a domestic violence case has been served on either party or if there is any other order in effect governing the relationship of the parties, and there is a conflict between this order and the other order, the other order controls unless the court specifically orders otherwise.

VIOLATIONS

Violation of this court order may result in the imposition of a fine or imprisonment. This order is binding on the petitioner at the time the petition is filed. This order is effective on the respondent immediately upon service. The parties are cautioned that actions taken by either party that are contrary to the terms of this order are subject to redress by the court, including costs and attorney fees.

Date

District Judge

USE NOTE

1. A scheduling order may be issued at the time a domestic relations case is docketed and served with the petition, however, the scheduling order must be issued as a separate order.

2. *See* NMSA 1978, Section 58-1-7 for notice to any bank of an adverse claim to a bank account.

3. Within two (2) days after service of this order, a party may file a motion requesting a hearing to dissolve this order. If the court finds the motion was frivolous or was not filed in good faith it may assess the party filing the motion with costs and attorney fees. [Approved, effective November 1, 2000 until November 1, 2001; approved, effective November 1, 2002; 4A-112 recompiled and amended as 4A-201 by Supreme Court Order No. 13-8300-010, effective for all pleadings and papers filed on or after May 31, 2013, in all cases pending or filed on or after May 31, 2013; as amended by Supreme Court Order No. 17-8300-017, effective for all pleadings and papers filed on or after December 31, 2017.]

Committee commentary. — This form deviates from the forms used by some judicial districts, however, the changes are necessary to comply with due process requirements. *See* Rules 1-121 and 1-066(B) NMRA.