

Procedure: Opening a Civil Case in District Court

**** The Bernalillo County Metropolitan Court is a small claims court and has jurisdiction within the county boundaries over all civil actions in which the amount claimed is under \$10,000 (without interest and costs). If you are filing for money due to you (no property) and the amount is less than \$10,000, it may be beneficial to file in the Metropolitan Court. ****

1. Prepare a Complaint, Summons, and Court-Annexed Arbitration Certification.
2. Make two (2) copies of each form.
3. Submit the original forms, copies, and filing fee to the Civil Clerk's Office (Room #119), Second Judicial District Court, 400 Lomas Blvd. NW, Albuquerque, NM between the hours of 8 AM and 4 PM, Monday – Friday. Contact the division at 841-7438 prior to filing to confirm hours.

NOTE: The filing fee is \$132.00 and is non-refundable. The fee is payable by cash, credit/debit card, money order, or cashier's check made payable to the "District Court Clerk" (no personal checks or American Express accepted). If you cannot afford to pay the filing fee, you can complete an Application for Free Process and Affidavit of Indigency.

4. Serve the defendant(s) with an endorsed copy of each form filed. (See Rule 1-004 NMRA).