

**PROCEDURE FOR FILING A MOTION**  
**Civil Cases**

1. Prepare a *Motion, Request for Hearing, and Notice of Hearing*. Make a copy of each form for each party entitled to notice and one (1) for the judge assigned to the case.

*Sort the documents according to title. The originals of each form should be placed on top of its copies, and then paper clipped together. For example: Place the original Motion on top with the stapled copies underneath, and paper-clip them together. Repeat the procedure for the Request for Hearing and Notice of Hearing.*

2. Prepare two (2) stamped and addressed business-size envelopes (#10 or 4 1/8" x 9 1/2) for each party entitled to notice (or their attorney if they have one) and one (1) envelope stamped and addressed to you. One envelope will be used by you to mail a copy of your motion to each other party. The other envelopes will be left at the court when you file your motion so that the *Notice of Hearing* can be mailed by the court.

*Note: A filing fee of \$132.00 is required if the case has been closed for more than ninety (90) days. The fee is payable in cash, money order, or cashier's check (made payable to the "District Court Clerk").*

4. Submit your documents, copies, and filing fee to the Civil Clerk's Office, first floor, Room #119, of the Bernalillo County Courthouse, located at 400 Lomas Blvd. NW, Albuquerque, NM between the hours of **10:00 A.M. - 2:00 P.M., Monday - Friday**. Contact the division at 841-7438 prior to filing to confirm hours.

5. The Clerk will file the original documents, endorse stamp your copies, and return your copies to you. Send endorsed copies of the *Motion, Request for Hearing, and Notice of Hearing* to each person entitled to notice, using one of the envelopes that you addressed to them.

The assigned judge's secretary will send a *Notice of Hearing* to all parties entitled to notice, using the envelopes that you provided. This notice will inform you of the date and the time of the hearing.

**PARTIES WHO MAY BE ENTITLED TO NOTICE**

- Petitioner(s)
- Respondent(s)
- Intervener(s)