

9-221A. Party's certificate of service.

[For use by parties in the Magistrate and Municipal Courts]

CERTIFICATE OF SERVICE

I hereby certify that on this _____ day of _____, _____ this notice was

[mailed by United States first class mail and addressed to]

Name: _____
Address: _____
City, State
and zip code: _____

[faxed by _____ (name of person who faxed document) to _____ (name of recipient). The transmission was reported as complete and without error. The time and date of the transmission was _____ [a.m.] [p.m.] on _____ (date).]

[e-mailed to _____ (name of party or attorney) who has agreed to receive e-mail at _____ (electronic mail address of recipient) which is on file with the clerk of the Supreme Court for service by electronic mail. The transmission was successful. The time and date of the transmission was _____ [a.m.] [p.m.] on _____ (date).]

[delivered to _____. (Specify how service by delivery was made. See Use Note for the methods service may be made using this alternative.)
_____.]

Signature of attorney

Date of signature

If this notice was served by a person other than an attorney, the following must also be completed and filed with the court:

AFFIDAVIT OF SERVICE

I declare under penalty of perjury that a copy of this paper was served by [mail] [fax] [electronic transmission] as described above on this _____ day of _____, _____.

Signature of person who made service

Subscribed and sworn to before me
this _____ day of _____, _____.

Judge, notary or other officer
authorized to administer oaths

Official title

USE NOTE

This form may be used in the magistrate and municipal courts to prepare a certificate or affidavit of service. Only the applicable parts should be used. If a paper is served by an attorney, a certificate of service is attached to the paper filed with the court. If a paper is served by any other party, an affidavit of service must be attached to the paper. *See* Rules 6-209 and 8-208 NMRA for service of papers after the citation or complaint.

[As adopted by Supreme Court Order No. 09-8300-037, effective November 16, 2009.]