

## **COURT SELF-HELP/CONTACTS STATEWIDE**

### **First Judicial District Court:**

Self-Help Center Phone: 505-455-8146

Self-Help Email: [sfedselfhelp@nmcourts.gov](mailto:sfedselfhelp@nmcourts.gov).

Self-Help Center Hours: from Monday – Friday, 8 a.m.-12 noon and 1 p.m.-5 p.m.  
(excluding holidays)

Services Provided: The Clerk’s Office provides some forms and procedural information.  
There is also space to sit down and fill out the forms.

*Please be aware that there may not be forms for every purpose.*

There are two public access computers that have software to produce the Child Support Worksheets that must be attached to all cases that involve children under the age of 18. The computers may ONLY be used for the Child Support Worksheets. They do not have any other software, and do not have Internet access.

### **Second Judicial District Court:**

Self-Help Center Phones: 505-841-6702, 505-841-7579

Self-Help Email: [albdselfhelp@nmcourts.gov](mailto:albdselfhelp@nmcourts.gov)

Self-Help Center Hours: Monday – Friday, 9 a.m. – 4 p.m. (open during the lunch hour)

Services Provided: The Center has a self-help window open to customers for providing forms and procedural information. No appointments are taken; services are on a first-come first-served basis. The Center has a computer to produce the Child Support Worksheets and access the Court’s Website. Forms are provided at the window for free during the pandemic, and online fillable versions are available on the Court’s website.

### **Third Judicial District Court:**

Self-Help Center Phones: 575-528-8399, 575-528-8318

Self-Help Center Hours: Monday – Friday, 9 a.m. – 4 p.m.

Services Provided: No appointments are taken; services are on a first-come first-served basis. Staff provides general information (not legal advice) about representing yourself, what the court can and cannot do for you, and helps with brochures, court forms, and court form packets.

### **Fourth Judicial District Court:**

Las Vegas District Court Phone: 505-425-7281

Las Vegas District Court Hours: Monday – Friday, 8 a.m. – 4 p.m. (open during the noon hour)

Santa Rosa District Court Phone: 575-472-3888

Santa Rosa District Court Hours: Monday – Friday, 8 a.m. – 4 p.m. (open during the noon hour)

### **Fifth Judicial District Court:**

*No Self-Help Center but clerks will hand out papers and have SRLs complete the forms.*

Roswell District Court Clerk Phone: 575-622-2212

Roswell District Court Clerk Fax: 575-624-9510

Roswell District Court Hours: Monday – Friday, 8 a.m. - 12 noon, 1 p.m. - 5 p.m. (closed 12 noon-1 p.m.)

Carlsbad District Court Clerk Phone: 575-885-4740 Carlsbad District Court Fax: 575-887-7095

Carlsbad District Court Hours: Monday – Friday, 8 a.m. - 12 noon, 1 p.m. - 5 pm (closed 12 noon-1 p.m.)

Lovington District Court Clerk Phone: 575-396-8571  
Lovington District Court Fax: 575-396-2428  
Lovington District Court Hours: Monday – Friday, 8 a.m. - 12 noon, 1 p.m. - 5 p.m.  
(closed 12 noon-1 p.m.)

**Sixth Judicial District Court:**

*No self-help center but they provide SH guides and refer an attorney who is contracted with the Court as long as the person has an active case; call the Clerk's office to make the appointment.*

Grant County District Court Phone: 575-538-3250  
Grant County District Court Fax: 575-388-5439  
Grant County District Court Hours: 8 a.m. – 5 p.m.  
Luna County District Court Phone: 575-546-9611  
Luna County District Court Fax: 575-543-1605  
Luna County District Court Hours: 8 a.m. – 5 p.m.

**Seventh Judicial District Court:**

*No Self-Help Center but clerks will hand out papers and have SRLs complete the forms. They refer to the website.*

Catron County District Court Clerk Phone: 575-835-0050, Ext. 12  
Catron County District Court Clerk Fax: 575-838-5217  
Sierra County District Court Clerk Phone: 575-894-7167, Ext. 10  
Sierra County District Court Clerk Fax: 575-894-7168  
Socorro County District Court Clerk Phone: 575-835-0050, Ext. 12  
Socorro County District Court Clerk Fax: 575-838-5217  
Torrance County District Court Clerk Phone: 505-384-2974, Ext. 40  
Torrance County District Court Clerk Fax: 505-384-2229

**Eighth Judicial District Court:**

Self-Help Center Phone: 575-751-8634  
Self-Help Center Hours: Tuesday, Wednesday, Thursday, 11 a.m. - 3:30 p.m.  
Services Provided: Domestic Violence Forms for Filing, Samples of District Court Forms to Review for Purchase at the Clerk's Office, Review of Domestic Violence and Dissolution of Marriage Filings, District Court Procedures, General Legal Information, Brief Attorney Consultations (Dependent on attorney availability)  
Other services available at the Help Desk include two public access computers providing links to the NM Courts webpage, NM Interactive Legal Forms, DOD Records Request, Juror Questionnaire, and the Child Support Worksheet. These computers DO NOT have internet access for any other purposes. The Help Desk also has a semi-private conference room, where individuals can meet with an attorney for a free brief legal consultation. Please call in advance for dates and times when an attorney will be available; appointments will be limited and it is recommended to sign-up in advance.

**Ninth Judicial District Court:**

*No Self-Help Center but clerks will hand out papers and have SRLs complete the forms. They refer to the website.*

Curry County District Court Phone: 575-742-7500  
Curry County District Court Hours: Monday- Friday, 8 a.m.-4 p.m.  
Roosevelt County District Court Phone: 575-359-6920  
Roosevelt County District Court Hours: Monday- Friday, 8 a.m.-4 p.m.

**Tenth Judicial District Court:**

*No Self-help center, but host a teleclinic with an attorney from New Mexico Legal Aid's Volunteer Attorney Program. Refer Albuquerque Metro/2<sup>nd</sup> Dist. Ct.*

Quay County District Court Phone: 575-461-2764

Quay County District Court Fax: 575-461-4498

Quay County District Court Hours: 8 a.m.-12 noon and 1 p.m.-5 p.m. (Closed during Lunch Hour)

DeBaca County District Court Phone: 575-355- 2896

DeBaca County District Court Fax: 575-355- 2899

DeBaca County District Court Hours: 8 a.m.-12 noon and 1 p.m.-4:30 p.m.

**Eleventh Judicial District Court:**

Gallup District Court Clerk Phone: 505-863-6816

Gallup District Court Hours: Monday-Friday, 8 a.m. – 12 noon and 1-5 p.m.

*Refer to monthly attorney advice teleclinics, 3<sup>rd</sup> Wednesday of every month*

Farmington District Court Clerk Phone: 505-326-2256

Farmington District Court Hours: Monday-Friday, 8 a.m. - 12 noon and 1-5 p.m.

*Refer to monthly attorney advice teleclinics, generally, 3<sup>rd</sup> Tuesday of every month*

**Twelfth Judicial District Court:**

Alamogordo Self-Help Center Phone: 575-437-7310, ext. 146 or 147

Carrizozo Self-Help Center Phone: 575-437-7310, ext. 146 or 147

Self-Help Center Hours: Monday – Friday, 8 a.m.-5 p.m.,

Self Help Center Hours in Lincoln County: the third Tuesday of the month by appointment only. (Ruidoso Magistrate Court building)

Services Provided: The Self-Help Center provides direction to court forms, flow charts and procedural information (not legal advice) about representing yourself in District and Magistrate court. The Self-Help Center also maintains a community and legal resource list to help customers find additional assistance both in their community and throughout New Mexico.

All forms on the District Court's website can be printed for free as well as purchased at the clerk's office. There is a table located next to the Center to sit down and fill out forms. All services are on a first-come first-served basis.

**Thirteenth Judicial District Court:**

*No Self-Help Center but clerks will hand out papers and have SRLs complete the forms. They refer to the website.*

Cibola District Court Phone: 505-287-8831

Cibola District Court email: [gradcounter@nmcourts.gov](mailto:gradcounter@nmcourts.gov)

Sandoval District Court Phone: 505-867-2376

Sandoval District Court Email: [berdissuedocs@nmcourts.gov](mailto:berdissuedocs@nmcourts.gov)

Valencia District Court Phone: 505-865-2400

Valencia District Court Email: [lludissuedocs@nmcourts.gov](mailto:lludissuedocs@nmcourts.gov)

\*Email addresses for SRLs to email documents that don't require filing fee, not for questions

**Bernalillo County Metropolitan Court:**

Self-Help Center Phone: 505-841-9817

Self-Help Center Hours: Monday – Friday, 8:30 a.m. – 4:30 p.m.

Services Provided: The Bernalillo County Metropolitan Self-Help Center services include information, forms, community, and legal resources for small claims, landlord/tenant matters, parking and traffic citations. The Center has a public computer and printer with access to fillable forms.

**United States Bankruptcy Court (District of New Mexico):**

Self-Help Center Phone: 505-415-7999, option 1

Self-Help Center Hours: Monday – Friday, 8:30 a.m. – 4 p.m.

Location: 3rd Floor, Pete V. Domenici United States Courthouse, 333 Lomas Blvd. NW, Suite 360, Albuquerque, NM