



# **re:Search®NM User Guide for New Mexico**

**Release 2026.8.1**

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## Publishing History

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For assistance, contact Tyler Technologies through the following resources.

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|---------------|------------------------------------------------------------------------------------|
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# 1

## About re:Search®NM

re:Search®NM is a secure web portal that allows attorneys, self-represented litigants (SRLs), justice partners, and other registered users access to court records and documents across the state.

As a registered user, you have access to all of the functionality New Mexico users have become accustomed to, including new more advanced search options and additional features.

Because re:Search®NM is a browser-based application, you can access it from any personal computer or smart mobile device.

### Topics covered in this chapter

- ◆ Features and Functionality
- ◆ Frequently Asked Questions
- ◆ Availability of Court Records and Documents
- ◆ re:Search®NM Integration with the Court's Case Management System
- ◆ Tiered Case Access
- ◆ Case Access for Self-Represented Litigants

## Features and Functionality

This section describes the re:Search®NM features and functionality as of 10/1/2026.

|                                                                        |                                                                                                           |
|------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| <b>Statewide search across NM courts</b>                               | Yes. Single query.                                                                                        |
| <b>Full-text search inside documents (OCR)</b>                         | Yes. Search the actual text of filings, orders, motions, and exhibits.                                    |
| <b>Search by judge, attorney, party, case type, hearing</b>            | Full, with granular filters                                                                               |
| <b>Comprehensive Register of Actions view</b>                          | Yes, via Print Preview                                                                                    |
| <b>Saved searches</b>                                                  | Yes                                                                                                       |
| <b>Export search results (CSV)</b>                                     | Yes                                                                                                       |
| <b>Case alerts (notify me on activity in this case)</b>                | Yes                                                                                                       |
| <b>Name alerts (notify me when a party or attorney name appears)</b>   | Yes                                                                                                       |
| <b>Search alerts (notify me when new filings match a saved search)</b> | Yes                                                                                                       |
| <b>Automatic access to your own cases</b>                              | Yes. Attorneys, their staff, and self-represented litigants can see their cases, hearings, and documents. |
| <b>Organize cases into folders</b>                                     | Yes                                                                                                       |
| <b>Share a case or filing with a colleague</b>                         | Yes                                                                                                       |
| <b>Filter and download your case list (CSV)</b>                        | Yes                                                                                                       |
| <b>Accessibility</b>                                                   | Yes. Built for screen readers, keyboard navigation, and assistive technologies.                           |
| <b>Modern, mobile-friendly interface, single login</b>                 | Yes                                                                                                       |
| <b>Single sign-on with eFile &amp; Serve</b>                           | Yes                                                                                                       |

Figure 1.1 – Features and Functionality List

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## Frequently Asked Questions

The *Frequently Asked Questions* page of the website has answers to questions about re:Search®NM.

To display the *Frequently Asked Questions* page, click **FAQs** button at the top of the re:Search®NM window.

## Availability of Court Records and Documents

re:Search®NM allows you to search for and see case information across the state. Updates made to the case record by court staff or by electronic filings from attorneys should display in re:Search®NM within 15 minutes of the change, within the restrictions set forth by the New Mexico Supreme Court.

## re:Search®NM Integration with Court's Case Management System

re:Search®NM provides users with access to case information and documents across the state, because re:Search®NM can communicate directly with the Odyssey case management system (CMS).

- Certain tasks that are performed in the court's CMS are carried over into the re:Search®NM system automatically in 15-minute intervals. These include the following tasks:
  - Creating a new case
  - Accepting a new case through eFile & Serve™
  - Changing the status of a case
  - Sealing or expunging a case
  - Updating filings or documents on a case
  - Accepting new filings into the case through eFile & Serve™
  - Adding or changing parties or participants on a case
  - Payments made that update the financials on the case
  - Adding disposition data
  - Changing the security level on a case, filing, or document
  - Adding, changing, or removing an attorney on a case or marking a party as Pro Se
- In re:Search®NM, when a user requests a document to view, that document is accessed from the court's CMS, thus ensuring that the person is viewing the most recent version of that document.

## Tiered Case Access

Based on New Mexico Supreme Court Rules and Statutes, and on criteria set forth by the Judicial Technology Council's Online Access Subcommittee, users such as attorneys, justice partners, law enforcement, members of the press, and other identified users have been provided different levels of access to case information. The tiered access displays or restricts information by case type, case security, document security, and party security.

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## Case Access for Self-Represented Litigants

A self-represented litigant, also called a Pro Se party, is a party on a case who has chosen to represent themselves instead of using an attorney. Because a self-represented litigant is essentially serving as their own attorney, that person has the same privileged access to the case, including all associated filings and documents.

If you are a self-represented litigant and have applied for (and been approved for) access in re:Search®NM, the cases you have been approved for will be available in your account.

If you do not see a case on your *My Cases* page that you think should be there, contact the Judiciary's IT Support Desk ([support@nmcourts.gov](mailto:support@nmcourts.gov)).

# 2 Getting Started

## Topics covered in this chapter

- ◆ Registering and Activating Your Account
- ◆ Submitting an Application Form
- ◆ Signing In
- ◆ Signing Out
- ◆ Changing Your Password
- ◆ Resetting Your Password
- ◆ Session Timeouts
- ◆ Keyboard Navigation
- ◆ Support Information

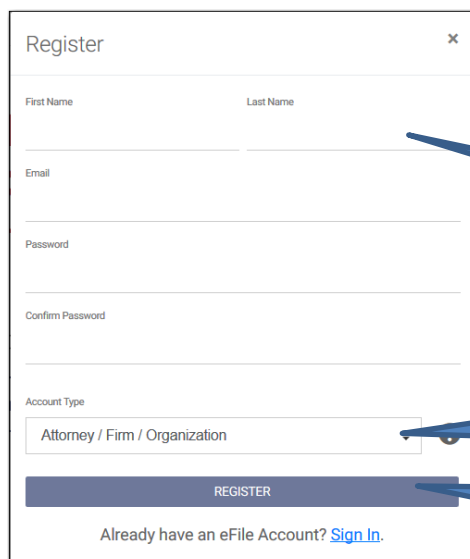
## Registering and Activating Your Account

Before a new user can access re:Search@NM, you must register and activate your account. When you sign in the first time after you activate your account, you will be asked for some additional information about yourself to complete the registration process.

**Note: Existing eFile & Serve™ filing attorneys should sign in to re:Search@NM with those same account credentials. Simply click the Sign In button, which will lead you through the remaining registration steps.**

All others will need to register first AND submit an application form to the Judiciary's IT Support Desk. The application process for each type of user can be found by clicking the **How to Get Access** button on the re:Search@NM web page.

3. Open your browser, and go to <https://researchnm.tylerhost.net/>
4. Click **Register** at the top of the page. The *Register* dialog box opens.



The screenshot shows a 'Register' dialog box with the following fields: First Name, Last Name, Email, Password, Confirm Password, and Account Type (a dropdown menu currently showing 'Attorney / Firm / Organization'). At the bottom is a 'REGISTER' button and a link that says 'Already have an eFile Account? [Sign In.](#)'

Callouts from blue boxes point to the form fields:

- A callout points to the First Name, Last Name, and Email fields with the text: "Enter your contact information".
- A callout points to the Account Type dropdown menu with the text: "Select the appropriate account type".
- A callout points to the REGISTER button with the text: "Click Register".

3. Type your name, email address, and password in the fields provided.

4. Select your account type from the **Account Type** drop-down list.

Figure 2.1 – Register Dialog Box

| Account Type                              | Description                                                                                                                                                                                                                                                                                                                                                                                                         |
|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Attorney</b>                           | <p>Select this option if you are one of the following:</p> <ul style="list-style-type: none"> <li>• An attorney in private practice</li> <li>• An attorney of a law firm or organization</li> </ul> <p><b>Note: As an attorney, you must be licensed and in good standing, and in possession of a Supreme Court CAID number. The contact information entered must match the contact information in Odyssey.</b></p> |
| <b>Self-Represented Litigant / Pro Se</b> | <p>Select this option if you are a self-represented litigant on a case.</p> <p><b>Note: A self-represented litigant (also called a Pro Se party) is a party on a case who has chosen to represent themselves instead of using an attorney.</b></p>                                                                                                                                                                  |
| <b>All Others</b>                         | <p>Select this option if you are Staff for an Attorney, a Justice Partner, an FBI Justice Partner, or a member of the Press.</p>                                                                                                                                                                                                                                                                                    |

- Click **Register**.  
re:Search@NM creates your account and sends you a confirmation email.
- Open your confirmation email, and click the **Activate Account** link.  
After you click the **Activate Account** link, re:Search@NM opens a new browser tab and displays an *Account Activated* dialog box.

## Account Activation Required

When you request access to re:Search@NM, you are required to verify your email address by clicking a link that was emailed to that address. Clicking this link activates your account.

If you attempt to sign in to re:Search@NM before you have activated your account, re:Search@NM redirects you to your location's eFile & Serve™ application, which displays the Account Activation Required message.

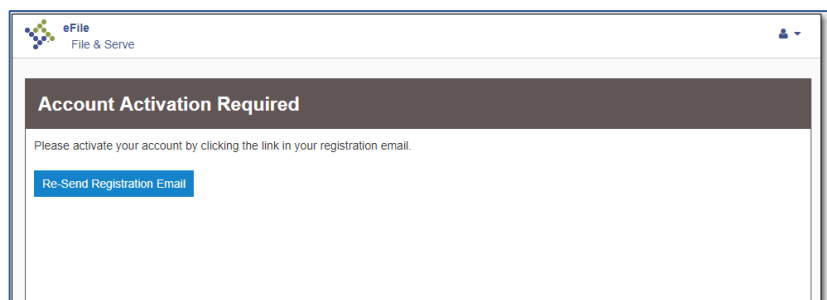


**Figure 2.2 – Activate Your Account Message**

As noted in the message, you must click the link in the registration email to activate your account. If you cannot locate the email, click **Resend Registration Email** to have a new email sent to you.

- Click **Sign In**.  
The *Sign In* page opens.
- Type your email address and password in the fields provided, and then click **Sign In**.  
The *Contact Information* page opens, and then a *Terms and Conditions* dialog box immediately opens on top of it.
- Click **Continue** on the *Terms and Conditions* dialog box to agree to the terms and conditions and close.  
The *Contact Information* page is displayed.

10. Complete the fields on the *Contact Information* page.

11. Do one of the following, depending on which button is displayed at the bottom of the *Contact Information* page:

- Click **Next** to continue with the registration process. re:Search@NM displays a list of roles and asks you to select the role that best describes you. Continue with the next step.
- Select the check box for the role that best describes you. You can select more than one role.
- If you select the Attorney role, re:Search@NM displays additional practice areas. Select one or more of the practice areas listed.
- Click **Continue**.

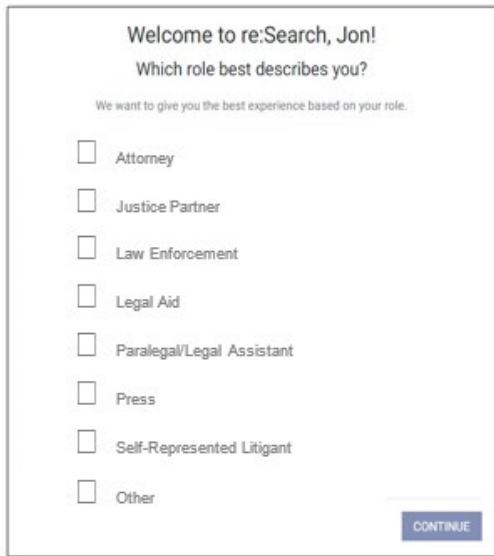


**Figure 2.3 – Role Selection Dialog Box**

Depending on the role you selected, the following results occur:

- If you selected any role other than the **Attorney** role, you have completed the self-registration process and can skip to the **Submitting an Application Form** section on page 15.

## Attorney Verification

Attorneys in good standing with the New Mexico Supreme Court are afforded attorney of record access and access to their cases in re:Search@NM. When you sign in to re:Search@NM as an attorney, re:Search@NM first verifies your Supreme Court CAID number and status by cross-referencing your email address and bar number with a list of active attorneys in the Odyssey database. If re:Search@NM confirms that you are still an active attorney, you are allowed to proceed with full attorney privileges.

If you selected the **Attorney** role, re:Search@NM will provide a tool for you to enter your Supreme Court CAID number to link your account to the cases on which you are the attorney of record.

← **Want Access to Your Cases?**

Jon, since you're an attorney, you can get access to your cases in re:Search where your attorney number appears.

Do you want to claim an attorney number and get access to your cases now?

This normally takes a few minutes.

**NO, NOT NOW** **YES, GET ACCESS TO YOUR CASES**

**Figure 2.4 – Want Access to Your Cases? Dialog Box**

12. Do one of the following:

- If you do not want to link your attorney number (you can always do this later), click **No, Not Now**. re:Search@NM then displays the *Dashboard*, and you can begin using re:Search@NM for Tier 1 cases. You have completed the self-registration process. re:Search@NM will display a welcome message with an introduction to re:Search@NM and a brief description of what you can do in re:Search@NM.
- If you want attorney of record access to your cases now, (this is recommended), click **Yes, Get Access to Your Cases**.

13. Enter your New Mexico Supreme Court CAID number in the Search by Name or Attorney Number field, (just the 5 digits, including any leading zeros, but no slash), and then click **Search**.

re:Search@NM looks for your name based on your CAID number in the list of active attorneys provided by the New Mexico Supreme Court. If you search by name (not recommended), it may display the name and attorney number for each possible match. If there are a lot of matches, use the **Next** and **Prev** buttons to locate your name in the search results.

← **Find Your Name**

Search by Name or Attorney Number **Search**

**Next**

**Figure 2.5 – Entering CAID Number on the Find Your Name Dialog Box**

14. Click your name to select it, and then click **Next**.

The *Confirm You Are This Attorney* page opens. This page prompts you to send a confirmation email to **the email address on record** to confirm that you are the selected attorney. Examine the displayed encrypted email address carefully to determine whether it is current.

**Note: If the displayed encrypted email address does not match your current email address, you will need to reach out to the New Mexico Supreme Court to have your Attorney Record updated. Until your attorney record is updated, you will have access only to Tier 1 cases, not your attorney of record cases.**

15. If the email address displayed is current, click **Send Confirmation Email**.

re:Search@NM displays a confirmation message, which states that a confirmation email has been sent to the **email address that you have on file with the New Mexico State Bar Association**.

16. When you receive the confirmation email, open it and click the link provided.

Your attorney account with re:Search@NM is now confirmed, and the re:Search@NM *Dashboard* is displayed. You are already signed in and can begin using re:Search@NM. Depending on your state and user role, re:Search@NM may display a welcome message with an introduction to re:Search@NM and a brief description of what you can do in re:Search@NM.

If re:Search@NM finds that you are no longer an active attorney, it displays the following message.

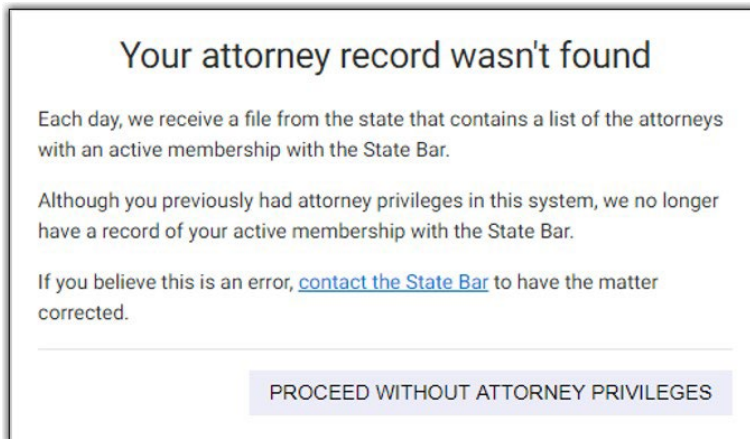


**Figure 2.6 – Your Attorney Record Wasn’t Found Message**

If you believe that this is a mistake, contact the Judiciary’s IT Support Desk to confirm your status in the Odyssey case management system. My may be required to contact the New Mexico Supreme Court to update your contact information.

## Submitting An Application Form

**NOTE: Attorneys do not need to submit an application form unless applying for Tier 2 access to children’s court delinquency cases.**

**All non-attorneys must submit an application form to gain access to re:Search@NM.**

17. For instructions, click the **How to Get Access** at the top of the page.

18. Select the **down arrow** next to the option that best suits your role:

A screenshot of a dropdown menu titled 'How to Get Access'. The menu is open, showing six options, each with a small question mark icon to its right and a downward-pointing chevron icon to its left. The options are: 'Attorneys and Pro Hac Vice', 'Attorney Staff', 'Justice Partner', 'FBI Justice Partner', 'Press', and 'Self-Represented Litigants'. The menu has a light grey background and a thin blue border.

**Figure 2.7 – How to Get Access Screen**

19. Click or hover to get the information you need and follow the instructions for your role.

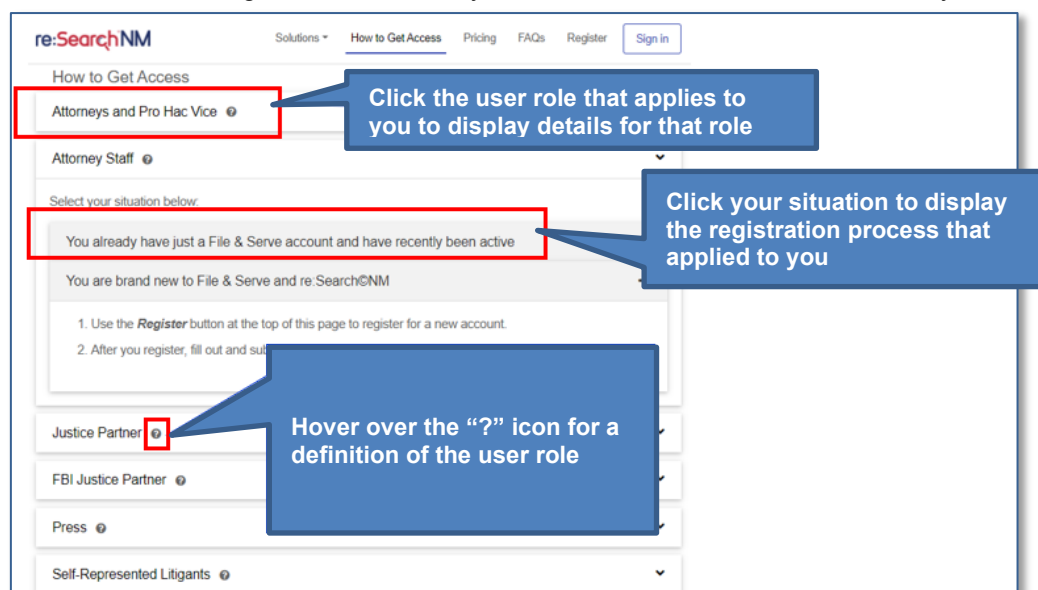


Figure 2.8 – How to Get Access Screen Detail

## Signing In

1. Open your browser, to access the re:Search@NM website at <https://researchnm.tylerhost.net>. The re:Search@NM website does not perform well on the Safari browser.
2. From the re:Search@NM home click **Sign In**.

The *Sign In* page opens.

3. Type your email address in the **Email** field as your user ID and password.

**Note:** If you forget your password, click *Forgot Password?* to reset your password.

**Note:** If you are an eFile & Serve™ user and you change your password in re:Search@NM, you have also changed it for eFile & Serve™.

4. Click **Sign In**.

Results:

- If you have signed in before and your account is in good standing, by default, the first page that is displayed is the *Dashboard*.
- If this is your first time to sign in, re:Search@NM needs to confirm your identity and activate your account. Refer to the “Registering and Activating Your Account” section for more information.

## Signing Out

When you are not actively using re:Search@NM, it is recommended that you properly sign out to prevent unauthorized use of your account.

To sign out:

1. On the omnibar at the top of the re:Search@NM window, click the Profile menu icon .
2. Click **Sign Out**.

---

## Changing Your Password

You can change your password at any time.

To change your password while logged in:

1. On the omnibar at the top of the *re:Search®NM* window, click the Profile menu .
2. Click **Change Password**.

The *Change Your Password* dialog box opens.

**Note: If you are signed in to *re:Search®NM* with your Odyssey® eFile & Serve™ account, you are prompted to access that software application to change your password.**

3. Type your new password in the **Password** field.
4. Retype your new password in the **Confirm Password** field.
5. Click **Change Password**.

A confirmation screen displays the following message:

Your password has been changed successfully.

## Resetting Your Password

If you have forgotten your password and cannot log in, you can reset your password by clicking the **Forgot Password?** link on the sign-in page.

To reset your password:

1. Open your browser, and go to the *re:Search®NM* website.
2. Click **Sign In**.
3. Click **Forgot Password?**.
4. Type the email address you provided during the registration process in the Email Address field, and then click **Next**.

**Note: If the system is unable to find your email address, an error message is displayed stating that no user is registered with that email address. Make sure you are using the email address that is registered with the New Mexico Bar Association and/or your eFile & Serve account.**

5. A password reset link has been sent to the email address associated with your account. Open the email, and click the link labeled click here to reset your password.
6. Type a new password in the **New Password** field.
7. Retype your new password in the **Repeat New Password** field.
8. Click **Change Password** to complete the process.

## Session Timeouts

To reduce the chances of unauthorized access to court records when you leave your workstation or mobile device unattended and unlocked for any reason, your *re:Search®NM* session will automatically expire if no activity is detected after a set number of minutes.

Before your session expires, *re:Search®NM* will display a message with a timer showing how long before your session expires. You can then choose to either sign out immediately or cancel the countdown and continue using *re:Search®NM*. If you do nothing, you will be signed out automatically when the countdown finishes.

## Keyboard Navigation

If you prefer to work from a PC (desktop or laptop), you can use a few keys on your keyboard to navigate through re:Search@NM as well as some keyboard shortcuts.

| Key or Key Combination | Description                                                                                                                                                                                                               |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>TAB</b>             | Press TAB to move forward between cards, fields, buttons, menus, and drop-down lists.                                                                                                                                     |
| <b>SHIFT+TAB</b>       | Press SHIFT and TAB together to move backward between cards, fields, buttons, menus, and drop-down lists.                                                                                                                 |
| <b>ENTER</b>           | Press ENTER to perform the following actions: <ul style="list-style-type: none"><li>• Open menus, drop-down lists, and links.</li><li>• Select options from menus or drop-down lists.</li><li>• Select buttons.</li></ul> |
| <b>SPACEBAR</b>        | Press SPACEBAR to select options, check boxes, or buttons.                                                                                                                                                                |

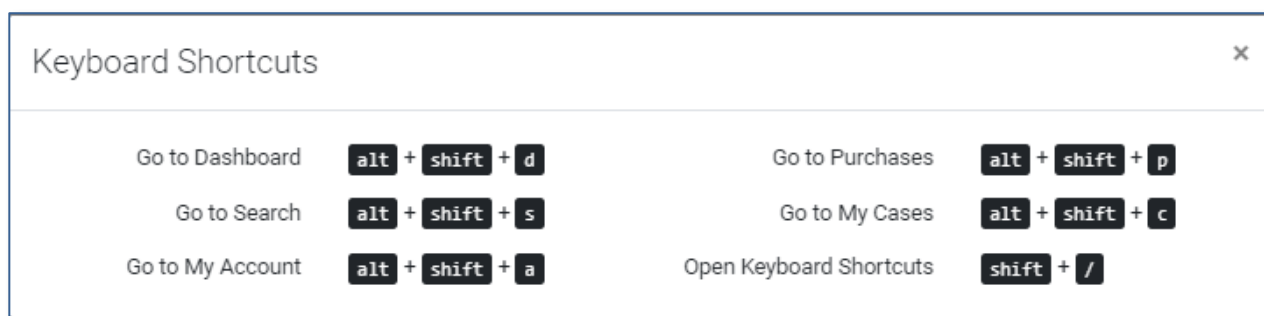


Figure 2.9 – Keyboard Shortcut Window

## Support Information

If you need assistance or want to learn more about re:Search@NM, the *Help* section is a good place to start.

If you are signed in, select **Help** from the Omnibar  to see four Help options to choose from.

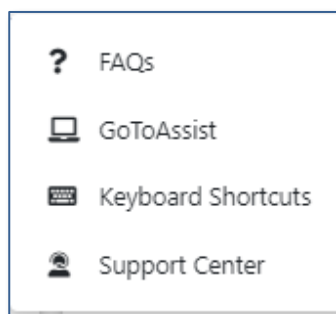


Figure 2.10 – Support Information Dialog Box

The *Support Information* dialog box includes the following information, which varies by state and user role.

| Option                                                         | Description                                                                                                                                                                                                                                                                   |
|----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>FAQs</b>                                                    | Click this link to display the <i>Frequently Asked Questions</i> page.                                                                                                                                                                                                        |
| <b>GoToAssist</b>                                              | Click this link to use Tyler's GoToAssist tool, which allows a Tyler customer support representative to see and, if necessary, remotely operate your computer. Use this option only if directed to do so by your Tyler customer support representative during a support call. |
| <b>Keyboard Shortcuts</b>                                      | Click this to show the keyboard shortcut keystrokes.                                                                                                                                                                                                                          |
| <b>Support Center</b>                                          | Click this link to access Tyler's Self-Service Support website.                                                                                                                                                                                                               |
| <b>Chat</b>                                                    | Click this link from the Support Center Contact Us page to start an online chat with a Tyler customer support representative for immediate assistance, available between Monday – Friday 8am -7pm CST.                                                                        |
| <b>Email</b>                                                   | Click this link on the Support Center Contact Us page to start an email addressed to Tyler customer support between Monday – Friday 8am -7pm CST.                                                                                                                             |
| <b>Phone</b>                                                   | Call 844-307-8720 to speak to a Tyler customer support representative between Monday – Friday 8am -7pm CST.                                                                                                                                                                   |
| <b>New Mexico's Judicial Information Division Service Desk</b> | Email <a href="mailto:support@nmcourts.gov">support@nmcourts.gov</a> or call 505-629-3291.                                                                                                                                                                                    |

# 3 re:Search®NM Home Page

## Topics covered in this chapter

### ◆ Home Page and Home Page Links

### ◆ How to Get Access Page

The re:Search®NM home page is the webpage you see when you first open the re:Search®NM website in a browser before you sign in. The home page provides a basic overview of re:Search®NM, including how it works and why you might want to consider using it. From the home page, you can also access additional information about re:Search®NM functionality and features, register as a new user, or sign in to re:Search®NM.

The following figure shows part of the re:Search®NM home page, and scrolling down on that page will reveal additional information about the product.

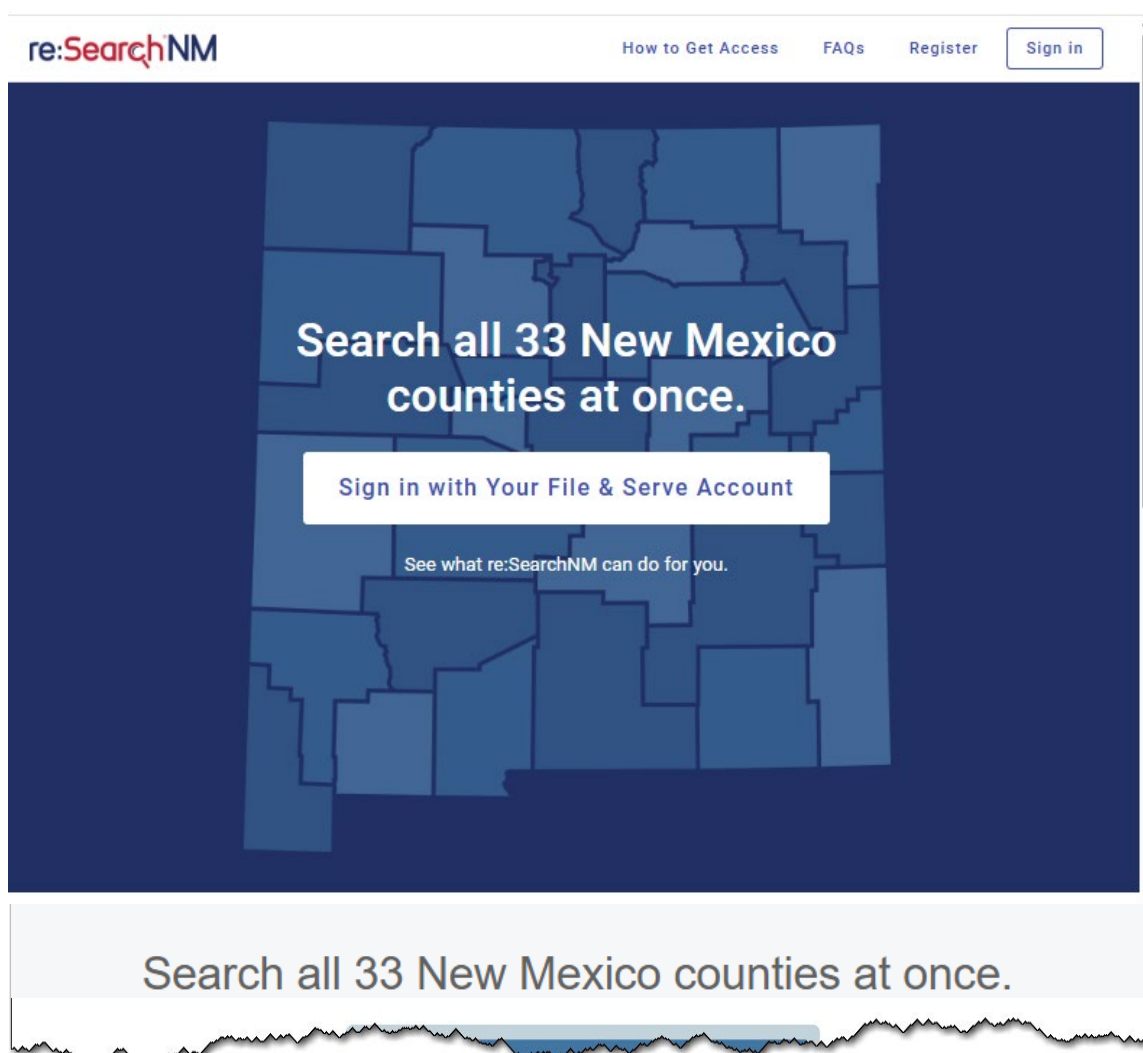


Figure 3.1 – Top Portion of the re:Search®NM Home Page

## Home Page Links

You can use the links on the home page to access additional information about re:Search@NM, register as a new user, sign in or sign out. When you view the home page on a small mobile device or resize your browser to make it smaller, the links along the top of the page move to the menu button ☰ to save room.

Before Login:

| Link                     | Description                                                                                                                                                 |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>How to Get Access</b> | Click this link to display the <i>How to Get Access</i> page, which tells you how to register for a new account depending on your role.                     |
| <b>FAQs</b>              | Click this link to display the <i>Frequently Asked Questions</i> page.                                                                                      |
| <b>Register</b>          | Click this link to begin the registration process.<br><b>Note: Judges follow a different registration process. Contact the Judiciary's IT Service Desk.</b> |
| <b>Sign In</b>           | If you are already a registered user, click this link to sign in to re:Search@NM. This link is only displayed if you are not signed in.                     |

## How to Get Access Page

The *How to Get Access* page describes the steps that each type of user of re:Search@NM should follow to register for a new account. This section is described in detail in Chapter 2.

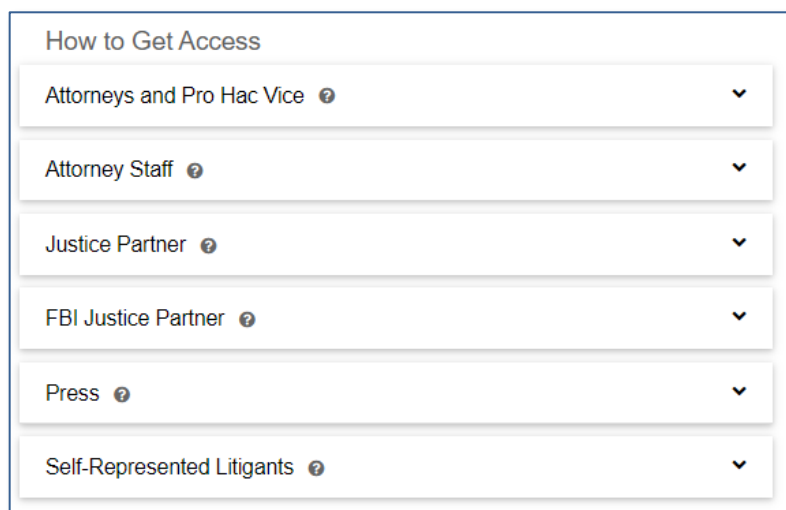


Figure 3.2 – How to Get Access Page

# 4 Omnibar and re:Search®NM Menu

The omnibar along the top of the *re:Search®NM* window displays the re:Search®NM logo (which also serves as a link to the *Dashboard*) and various menus and buttons. The re:Search®NM menu is displayed on a separate row below the omnibar.

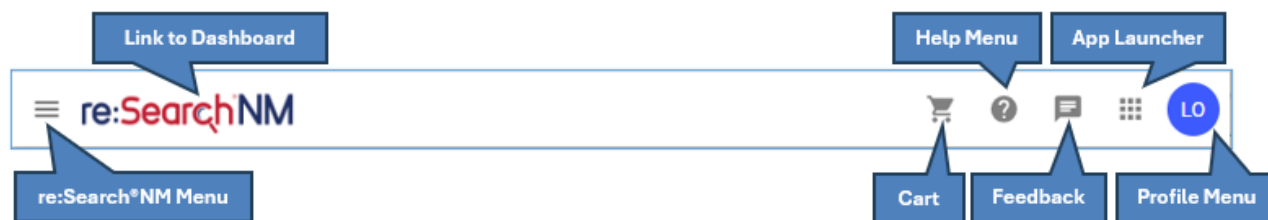
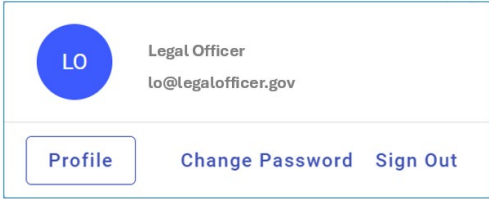


**Figure 4.1 – Omnibar Options and re:Search®NM Menu**

The following table describes the re:Search®NM menu and the menus and buttons on the omnibar.

| Menus and Icons                                                                     | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | Click the re:Search®NM logo to display or return to the <i>Dashboard</i> .<br>To save space, the logo changes to a smaller  logo when you view re:Search®NM on a mobile device or resize your browser window to make it smaller.                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|  | The Cart icon is for states that charge for documents. New Mexico does not charge for documents, so users will not need to use this option.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|  | Click this button to open the Help menu. The Help menu provides access to the following help options: <ul style="list-style-type: none"> <li>• <b>FAQs</b> - Click this option to display the <i>Frequently Asked Questions</i> page.</li> <li>• <b>GoToAssist</b> - Click this option to use Tyler's GoToAssist tool, which allows a Tyler customer support representative to see and, if necessary, remotely operate your computer. Use this option only if directed to do so by your Tyler customer support representative.</li> <li>• <b>Keyboard Shortcuts</b> - Click this option to see a display of the keyboard shortcuts that can be used in re:Search®NM.</li> <li>• <b>Support Center</b> – Click this option to navigate to the Tyler Technologies support center.</li> </ul> |
|  | <b>Feedback</b> - Click this option to provide feedback to Tyler Technologies. This option appears on the Help menu only when you view re:Search®NM on a mobile device. Otherwise, the Feedback button  is displayed directly on the omnibar.                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|  | <b>Application Launcher</b> - Click this button to open the Application Launcher, and then click the logo for your eFile & Serve™ application to open the application in a new browser tab.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

| Menus and Icons                                                                   | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p><b>Profile</b> - Click the button with your initials to display the Profile menu. The Profile menu displays your user name and email address, and includes links for changing your password and signing out.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|  | <p>Click this <b>Menu</b> button to display the re:Search@NM menu. The re:Search@NM menu includes the following options. Only those relevant to your user profile will display:</p> <ul style="list-style-type: none"> <li>• <b>Dashboard</b> - Opens the <i>Dashboard</i>.</li> <li>• <b>Search</b> - Opens the <i>Search</i> pages.</li> <li>• <b>Advanced Search</b> – Opens the <i>Advanced Search</i> page.</li> <li>• <b>My Cases</b> - Opens the <i>My Cases</i> page.</li> <li>• <b>My Hearings</b> - Opens the <i>My Hearings</i> page.</li> <li>• <b>Case Alerts</b> - Opens the <i>Case Alerts</i> page.</li> <li>• <b>Name Alerts</b> - Opens the <i>Name Alerts</i> page.</li> <li>• <b>Search Alerts</b> - Opens the <i>Search Alerts</i> page.</li> <li>• <b>Purchases</b> - Opens the <i>My Purchases</i> page – not for New Mexico users.</li> <li>• <b>My Account</b> - Opens the <i>My Account</i> page.</li> </ul> |

# 5 Dashboard

The *Dashboard* is comprised of a set of cards that display current information and provide access to related functionality. Some cards are available only to attorneys and pro se users, and more cards may be viewed by scrolling down the page.

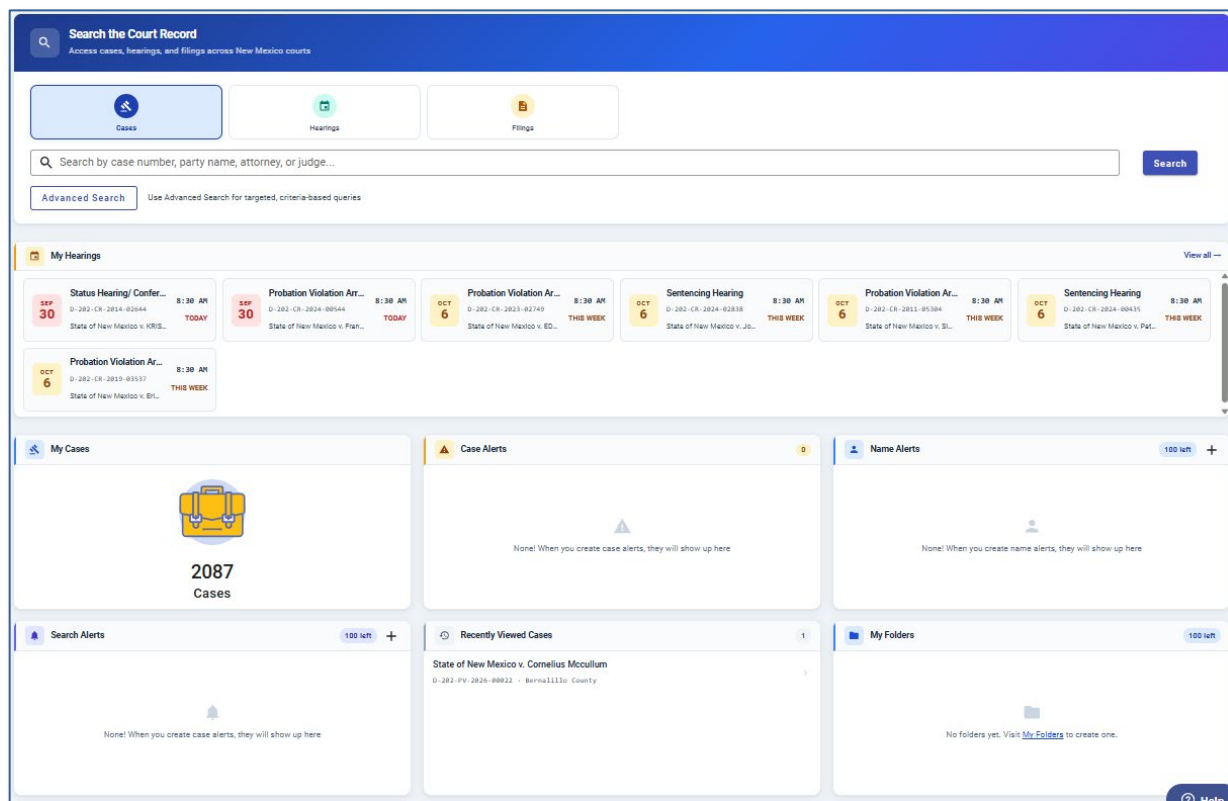


Figure 5.1 – Dashboard Example

**Note:** The appearance, position, and relative size of the menu options and cards vary based on the device you are using. For example, on a small mobile device, the cards are arranged vertically and are sized to fit a smaller screen. The screenshot shown here is from a full-sized monitor.

## Dashboard Search Features

| Feature                       | Description                                                                                                                                                                                        |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Cases Filter Button</b>    | Use this button to filter the keyword entry by Cases.                                                                                                                                              |
| <b>Hearings Filter Button</b> | Use this button to filter the keyword entry by Hearings.                                                                                                                                           |
| <b>Filings Filter Button</b>  | Use this button to filter the keyword entry by Filings.                                                                                                                                            |
| <b>Keyword Text Field</b>     | Enter a case number, party name, judge name, attorney name, etc.                                                                                                                                   |
| <b>Search Button</b>          | After selecting a filter option and entering keywords, click Search. The results will display on the Basic Search Results page, where additional filters can be added (date range, location, etc.) |
| <b>Advanced Search Button</b> | Use this option for more complex search filter combinations.                                                                                                                                       |

## Dashboard Cards

| Card                                            | Description                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>My Hearings</b><br>(for Attorneys or Pro Se) | <p>This card is available to attorney or Pro Se users. It displays the start date and time, hearing type, case number, and case description for up to seven upcoming hearings associated with the user's cases. Canceled hearings are displayed in italic, strikethrough type.</p> <p>Click a hearing to open the associated Case Details screen.</p> <p>Click <b>View All Hearings</b> to see a list view of more than seven hearings.</p> |
| <b>My Cases</b><br>(for Attorneys or Pro Se)    | <p>This card is available to attorney or Pro Se users. It displays the number of cases on which you are an attorney or pro se. Click the card to open the <i>My Cases</i> page.</p>                                                                                                                                                                                                                                                         |
| <b>Case Alerts</b>                              | <p>This card displays case alerts you have set up.</p>                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Name Alerts</b>                              | <p>This card displays name alerts you have set up.</p>                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Search Alerts</b>                            | <p>This card displays search alerts you have set up.</p>                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Recently Viewed Cases</b>                    | <p>This card displays recently viewed cases for quick access. Click a case to open the <i>Case Details</i> page for that case.</p>                                                                                                                                                                                                                                                                                                          |
| <b>My Folders</b>                               | <p>This card displays the folders that you have created for holding specific cases that you want to access easily. Click a folder to open the folder, click <b>+</b> to create a new folder, or click <b>⋮</b> to rename or delete a folder.</p>                                                                                                                                                                                            |
| <b>Saved Searches</b>                           | <p>This card displays your previously saved searches. To perform a saved search, click the name of the saved search. The <i>Search</i> page will open and display the search results automatically.</p>                                                                                                                                                                                                                                     |

# 6 Searching for Cases, Filings, and Documents

## Topics covered in this chapter

- ◆ Basic Search Page
- ◆ Advanced Search Page

## Basic Search Page

The *Basic Search* page is where you can perform simple keyword searches, filtered searches, or any combination of searches to locate cases, filings, or hearings.

The screenshot shows the re:Search@NM Basic Search Page. A blue callout labeled "Keyword Search Field" points to the search input box containing "S-1-SC-364\*". Another blue callout labeled "Search Filters" points to the filters sidebar on the right. A red box highlights the search results table, which shows 4 results on page 1. The table has columns for Case Description, Case Number, Location, Case Type, Case Sub Type, and Case Filed. The results are for cases involving Lucero v. Sandoval, Cody R. v. Romero, New Mexico Legislative Cou..., and Jacquelyn R. v. Romero.

| Case Description              | Case Number  | Location      | Case Type              | Case Sub Type | Case Filed |
|-------------------------------|--------------|---------------|------------------------|---------------|------------|
| Lucero v. Sandoval            | S-1-SC-36474 | Supreme Court | Petition for Writ o... |               | 05/18/2017 |
| Cody R. v. Romero             | S-1-SC-36401 | Supreme Court | Petition for Writ o... |               | 04/11/2017 |
| New Mexico Legislative Cou... | S-1-SC-36422 | Supreme Court | Petition for Writ o... |               | 04/21/2017 |
| Jacquelyn R. v. Romero        | S-1-SC-36402 | Supreme Court | Petition for Writ o... |               | 04/11/2017 |

Figure 6.1 – Basic Search Page

**Note:** The searching capabilities of re:Search@NM do not require the dashes, capitalization, or leading zeros in order to return results on a search. For hints on how to formulate your search, go the Basic Search screen.

## Filter Using the Search By Buttons

Use the **Search By** radio buttons to select the type of search that you want to perform.

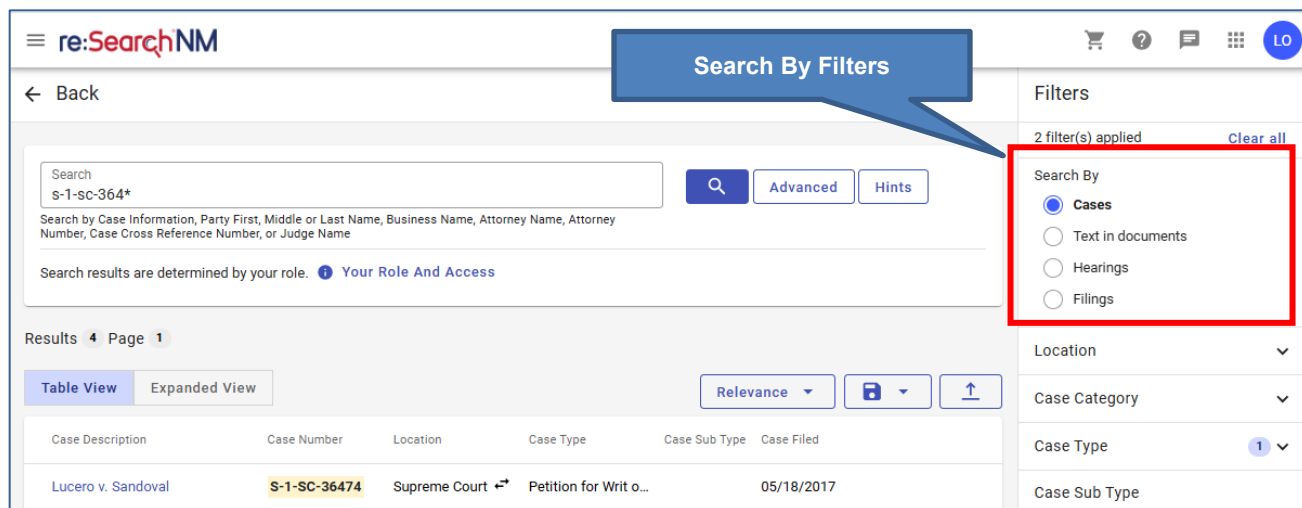


Figure 6.2 – Search By Filter Radio Buttons

| Radio Button | Description                                                |
|--------------|------------------------------------------------------------|
| Cases        | Click <b>Cases</b> to search for cases.                    |
| Text in Docs | Click <b>Text in Docs</b> to search for text in documents. |
| Hearings     | Click <b>Hearings</b> to search for hearings.              |
| Filings      | Click <b>Filings</b> to search for filings.                |

## Keyword Search Field

Use the **Search** field to perform simple keyword searches. Keywords can include any item of information associated with a case, party, attorney, or filing, such as a case number, party name, attorney name, attorney number, or location. You can use the **Search** field in conjunction with the filter options. For example, you may want to search for cases for a particular defendant and then use the filter options to narrow the results by location or case type.

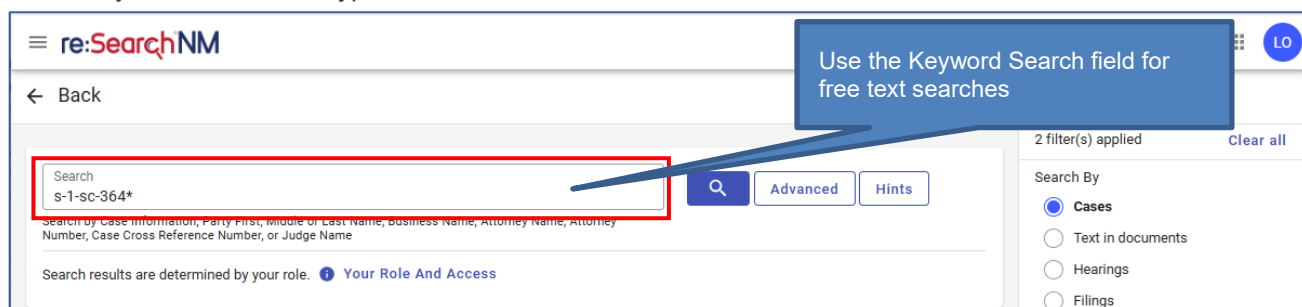


Figure 6.3 – Keyword Search Field

## Case Numbers with Hyphens (Dashes) or Leading Zeros

You do not need to enter the dashes or leading zeros when searching on a case number.

**Note:** Click the Hints icon to display a list of search operators.



**Figure 6.4 – Search Hints Dialog Box**

**Search Operators** - The **Search** field supports the following search operators.

| Operator | Example                | Description                                                                                                                                |
|----------|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| " "      | "D-202-CR-2009-99999"  | The results must contain exact matches.                                                                                                    |
| AND      | probate AND will       | The results must contain both "probate" and "will."                                                                                        |
| OR       | affidavit OR testimony | The results must contain either "affidavit" or "testimony," but not both.                                                                  |
| NOT      | civil NOT probate      | The results must contain "civil," but not "probate."                                                                                       |
| *        | Jon*                   | Use an asterisk (*) as a wildcard at the end of a search term. In this example, use "Jon*" to search for "Jon," "Jonathon," or "Jonathan." |
| "~n"     | "pay structure"~2      | Find matches that have "pay" and "structure" no more than two words apart. You must specify at least two keywords in quotation marks.      |

## Filter Options

The filter options listed on the right side of the *Basic Search* page can be applied before or after results are displayed. The available filter options are different for cases, text in documents, filings, and hearings categories.

After you select a filter option within a filter category, **Apply** and **Clear** buttons are displayed directly above the **Search** field within the filter category (not the **Search** field at the top of the **Search** page). Then, after you finish selecting your filter options, you can click **Apply** to apply the filter options, or you can click **Clear** to clear the filter options.

Use the Search field for free text keyword searches

Click **Clear** to clear all search criteria on all filters

Click the **Filter Heading** arrow to display or hide options for that filter

This area displays the selected filter options

Click **Clear** to remove selected filter option

After selecting filter option, click **Apply**

Click the X to clear the Search field

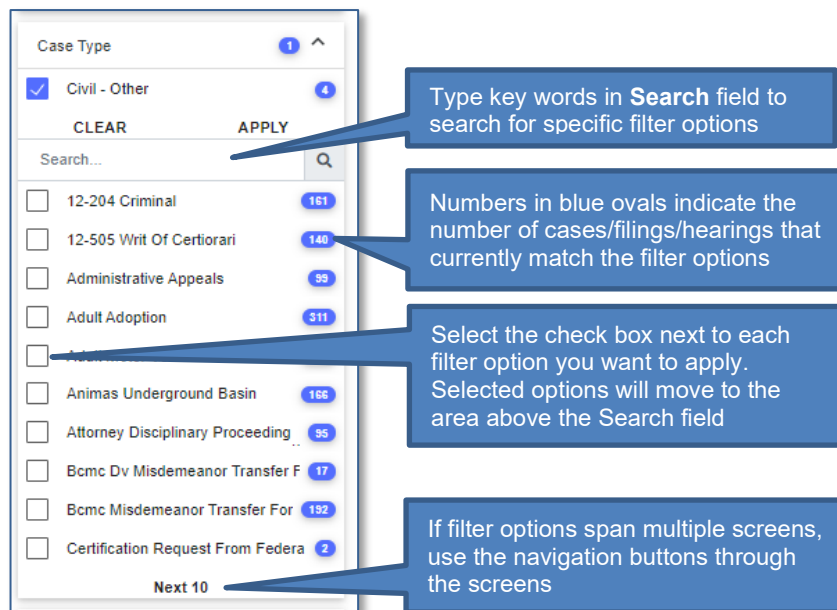


**Figure 6.5 – Filter Options for Cases**

If you cannot see the entire name of a filter option, simply hover your mouse pointer on the option, and re:Search@NM will display it in a tooltip as shown in the following screen shot.

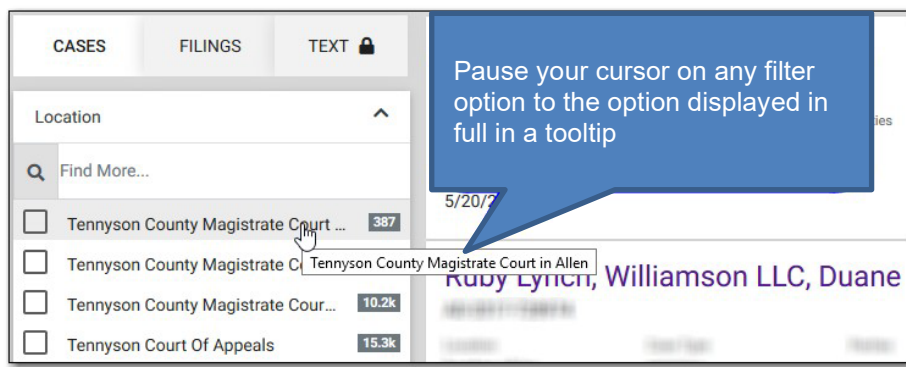


**Figure 6.6 – Tooltip for Filter Option**

When you select a filter option, the filter is applied automatically, unless the Apply button is displayed. In addition, the selected filter option moves to the top of the filter option list so that you can more easily review which options you have selected and clear any, if necessary.

| Option                        | Description                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>To filter by location:</b> | <p>a. Click the <b>Location</b> filter category to display the available locations.</p> <p>b. Select one or more locations, and then click <b>Apply</b>.</p> <p>If necessary, click <b>Next</b> and <b>Prev</b> to scroll through the available locations. You can also start typing the location in the <b>Find More</b> field and then select the location when it is displayed. Matching locations are displayed as you type.</p> |

| Option                                          | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>To filter by case category:</b>              | <p>a. Click the <b>Case Category</b> filter category to display the available case categories.</p> <p>b. Select one or more case categories, and then click <b>Apply</b>.</p> <p>If necessary, click <b>Next</b> and <b>Prev</b> to scroll through the available categories. You can also start typing the category in the <b>Find More</b> field and then select the category when it is displayed. Matching categories are displayed as you type.</p>                                                                                                                                                                                                                                                                                                                     |
| <b>To filter by case type:</b>                  | <p>a. Click the <b>Case Type</b> filter category to display the available case types.</p> <p>b. Select one or more case types, and then click <b>Apply</b>.</p> <p>If necessary, click <b>Next</b> and <b>Prev</b> to scroll through the available case types. You can also start typing the case type in the <b>Find More</b> field and then select the case type when it is displayed. Matching case types are displayed as you type.</p>                                                                                                                                                                                                                                                                                                                                 |
| <b>To filter by case sub type:</b>              | <p>a. Make sure the <b>Case Type</b> filter is set to Water.</p> <p>b. Select the water region that applies to your search.</p> <p>There are no other case types that utilize the case sub type filter.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>To filter by case status (Cases only):</b>   | <p>a. Click the <b>Case Status</b> filter category to display the available case statuses.</p> <p>b. Select one or more case statuses, and then click <b>Apply</b>.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>To filter by case filed date:</b>            | <p>a. Click the <b>Case Filed Date</b> filter category to display the predefined date ranges.</p> <p>b. Select one or more of the following predefined date ranges:</p> <ul style="list-style-type: none"> <li>• In The Last Year</li> <li>• In The Last Month</li> <li>• In The Last Week</li> <li>• Yesterday</li> <li>• Today</li> </ul> <p>c. Click <b>Apply</b>.</p> <p>To specify your own date range, perform the following steps:</p> <p>d. Click <b>Choose Dates</b>.</p> <p>e. Click <b>From Date</b>, and then select a beginning date from the calendar that is displayed.</p> <p>f. Click <b>To Date</b>, and then select an end date from the calendar that is displayed. To use the current date, leave this field blank.</p> <p>g. Click <b>Search</b>.</p> |
| <b>To filter by filing type (Filings only):</b> | <p>a. Click the <b>Filing</b> filter category to display the available filing types.</p> <p>b. Select one or more filing types, and then click <b>Apply</b>.</p> <p>If necessary, click <b>Next</b> and <b>Prev</b> to scroll through the available filing types. You can also start typing the filing type in the <b>Find More</b> field and then select the filing type when it is displayed. Matching filing types are displayed as you type.</p>                                                                                                                                                                                                                                                                                                                        |

| Option                                        | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>To filter by file date (Filings only):</b> | <ol style="list-style-type: none"> <li>Click the <b>File Date</b> filter category to display the predefined date ranges.</li> <li>Select one or more of the following predefined date ranges: <ul style="list-style-type: none"> <li>In The Last Year</li> <li>In The Last Month</li> <li>In The Last Week</li> <li>Yesterday</li> <li>Today</li> </ul> </li> <li>Click <b>Apply</b>.</li> </ol> <p>To specify your own date range, perform the following steps:</p> <ol style="list-style-type: none"> <li>Click <b>Choose Dates</b>.</li> <li>Click <b>From Date</b>, and then select a beginning date from the calendar that is displayed.</li> <li>Click <b>To Date</b>, and then select an end date from the calendar that is displayed. To use the current date, leave this field blank.</li> <li>Click <b>Search</b>.</li> </ol> |

## Search Results

Search results are displayed in the center of the *Basic Search* page in either a Table View or the Expanded View. Use the **Expanded View** button to toggle between the views.

The screenshot displays the re:SearchNM interface. At the top, there's a search bar with a 'Search' button and links to 'Advanced Search' and 'Hints'. Below the search bar, it says 'Search results are determined by your role. [Your Role And Access](#)'. The main results area shows 'Results 18 Page 1'. Below this, there are two buttons: 'Table View' (highlighted with a red box) and 'Expanded View'. To the right of these buttons are 'Case Filed Date - Newest', 'Saved Searches', and 'Export Results'. The results table has columns: Case Description, Case Number, Location, Case Type, Case Sub Type, and Case Filed. It lists three cases: American Civil Liberties Union v. State (S-1-SC-41428), State v. Denney (S-1-SC-40265), and Hammonds v. Rios (S-1-SC-40257). On the right sidebar, under 'Filters', it shows '3 filter(s) applied' and 'Clear all'. The filters include 'Search By' (Cases selected), 'Location' (1), 'Case Category', 'Case Type' (1), 'Case Sub Type', 'Case Status', and 'Case Filed Date'.

Figure 6.7 – Search Results in Table View

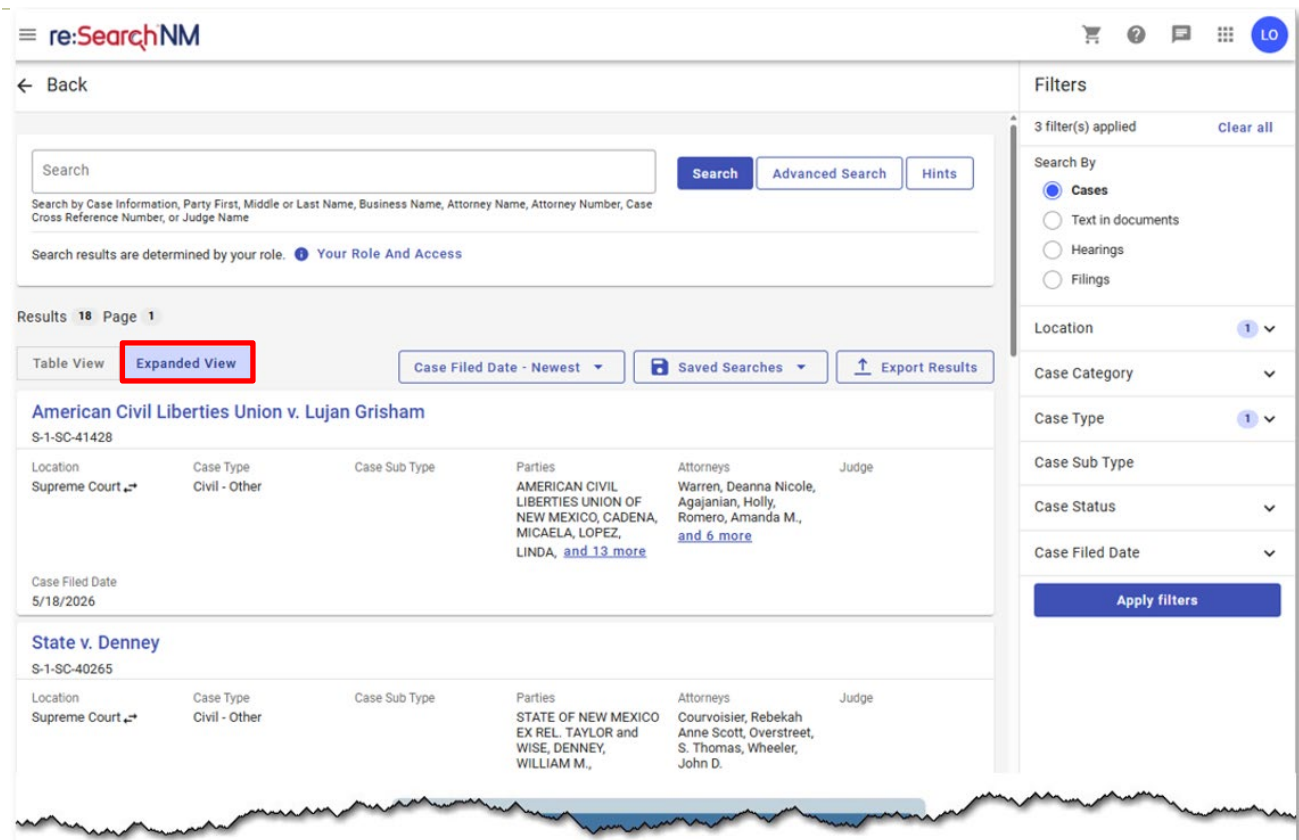


**Figure 6.8 – Search Results in Expanded View**

If re:Search@NM finds any matches, it displays them in the search results area. The search results may span across multiple pages.

When you select a filter option, the filter is applied automatically, unless the **Apply** button is displayed. In addition, the selected filter option moves to the top of the filter option list so that you can more easily review which options you have selected and clear any, if necessary.

**Note:** To clear a filter option, select it again. To clear all filter options for a particular filter category, click the **Clear** button that appears directly above the selections.

### Information Displayed for Cases, Filings, and Hearings

For cases, the following information, if available, is displayed for each case:

- Case title
- Case number
- Location
- Case type
- Parties
- Attorneys
- Judicial officer
- Case filed date

For filings, the following information, if available, is displayed for each filing:

- Filing type
- Case type
- Location
- Case number
- Case title
- Case filed date
- Filing filed date

**Note:** The case title is a hyperlink to the *Case Details* page in re:Search@NM.

### Search Results Navigation Buttons

If the search results span multiple pages, navigation buttons are displayed at the bottom of the page.

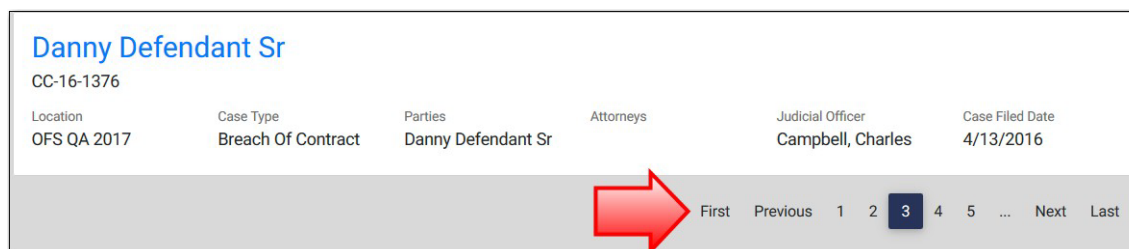


**Figure 6.9 – Search Results Navigation Buttons**

### Shortcut Menu for Case and Filing

If you want to open the *Case Details* page or the *Filing Details* page in a new browser tab or window, right-click the hyperlink to open the shortcut menu, and then select **Open link in new tab** or **Open link in new window**. Depending on your browser, other options may be available.



**Figure 6.10 – Shortcut Menu for Case and Filing Links**

### Viewed Links vs. Unviewed Links

After you click a case or filing link, the link changes from blue to purple. This is useful because when you return to the *Search* page, it tells you at a glance whether you previously viewed the case or filing. This functionality is available anywhere in re:Search@NM that lists cases.



**Figure 6.11 – Viewed Links vs. Unviewed Links**

**Note:** This functionality is not supported in the Microsoft® Internet Explorer® or Edge® browsers.

## Your Role and Access Button (for Attorneys and Pro Se only)

If you cannot find certain cases, filings, or documents, it may be because re:Search@NM cannot display them for you because of your user role or relation to the case. To learn more, click the **Your Role and Access** button to open a window with details about your user role and the level of access that your role allows you in re:Search@NM.

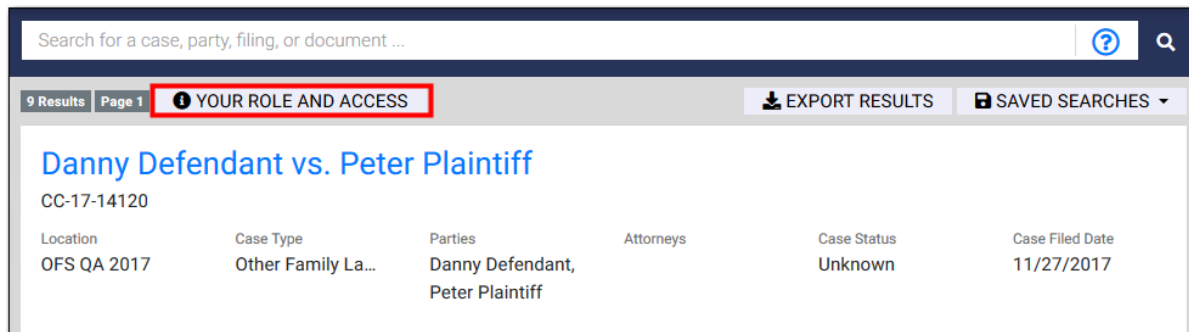


Figure 6.12 – Your Role and Access Button on Search Page

## Advanced Search Page

The *Advanced Search* page is where you can perform simple keyword searches, filtered searches, or any combination of searches to locate cases, filings.

The Advanced Search page can be accessed by clicking on the Advanced Search button from the Dashboard or from the Basic Search page.

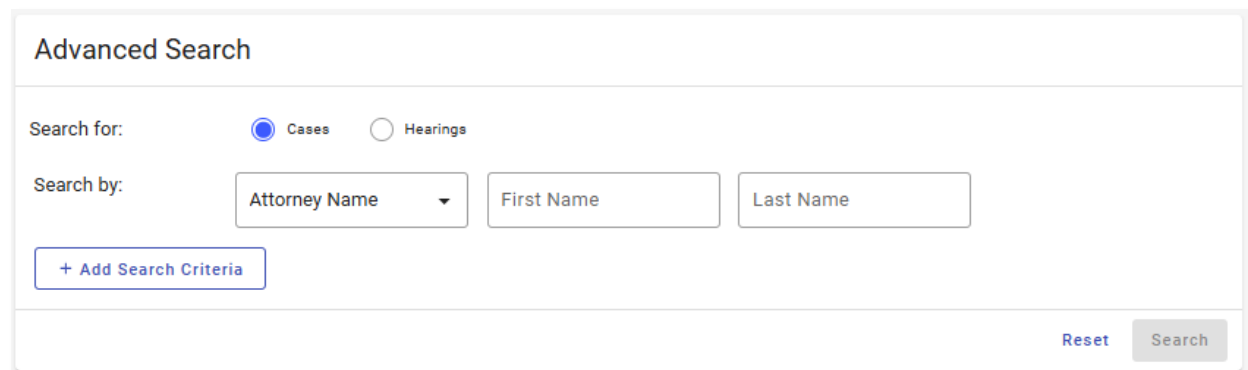


Figure 6.13 – Advanced Search Page

The *Search For* radio buttons allow the user to search by Cases or Hearings, based on the *Search By* selections.

## Search for Cases in Advanced Search

The *Advanced Search* page includes the following options.

| Option              | Description                                                                  |
|---------------------|------------------------------------------------------------------------------|
| Search for Cases    | Select the Cases radio button to restrict the search results to cases.       |
| Search for Hearings | Select the Hearings radio button to restrict the search results to hearings. |

| Option                                 | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Search by options for Cases:</b>    | <p>The options to search by include:</p> <ul style="list-style-type: none"> <li>• Attorney Name – enter exact First Name (middle initial) and Last Named</li> <li>• Attorney Number – NM Supreme Court approved CAID number</li> <li>• Business Name – free text entry</li> <li>• Case Category – from a dropdown list of four categories</li> <li>• Case Description – free text field for the title of the case</li> <li>• Case Filed Date – for the date the case was opened</li> <li>• Case Judge – select from the dropdown of active judges</li> <li>• Case Location – select from the dropdown list of court locations</li> <li>• Case Status – select from the dropdown list of case statuses</li> <li>• Case Number – free text field for the case number</li> <li>• Case Subtype – for selecting one of the three water case regions</li> <li>• Case Type – for selecting from a dropdown list of case types</li> <li>• Party – free text entry for First Name and Last Name; date picker for the Date of Birth and</li> </ul> |
| <b>Search by options for Hearings:</b> | <p>The options to search by include:</p> <ul style="list-style-type: none"> <li>• Case Category – from a dropdown list of four categories</li> <li>• Case Description – free text field for the title of the case</li> <li>• Case Filed Date – for the date the case was opened</li> <li>• Case Judge – select from the dropdown of active judges</li> <li>• Case Location – select from the dropdown list of court locations</li> <li>• Case Status – select from the dropdown list of case statuses</li> <li>• Case Number – free text field for the case number</li> <li>• Case Subtype – for selecting one of the three water case regions</li> <li>• Case Type – for selecting from a dropdown list of case types</li> <li>• Hearing Date – for the date(s) of the scheduled hearing</li> <li>• Hearing Type – select from dropdown of hearing types</li> </ul>                                                                                                                                                                     |
| <b>Search My Cases</b>                 | Use this field to search for specific cases. Search criteria can include any of the case details displayed on the page as well as an attorney name or number.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

After selecting the Cases or Hearings radio button and adding the first search criteria, click the Add Search Criteria button to select the next level of criteria to filter your search on (within the same Search For selection) using the And, Or, or Not search operators.

The screenshot displays the 'Advanced Search' interface. At the top, there are radio buttons for 'Cases' (selected) and 'Hearings'. Below this, the 'Search by:' section shows a list of criteria being added: 'Attorney Name' (with input fields for 'First Name: Meagan' and 'Last Name: Dorsey'), 'Case Location' (with a dropdown showing '2ND DISTRICT, 1ST DISTRICT'), 'Case Category' (with a dropdown showing 'CIVIL, CRIMINAL'), and 'Case Status' (with a dropdown showing 'CLOSED, ON APPEAL, CLOSED PENDING FINAL CLOSE AND DESTRUCTION, CLOSED CONSOLIDATED, CLOSED - MANDATE NEEDED, CLOSED'). Each criterion has a 'Select' button. To the right of the criteria list, a dropdown menu is open, showing the search operators: 'or' (highlighted), 'and', and 'not'. A blue arrow points from the 'or' operator in the dropdown to the 'or' button in the search criteria list.

**Figure 6.14 – Example of Stacking Search Criteria and Search Operators**

When criteria selections are complete, click **Search** button to see the results.

# 7 Case Details and Filing Details

## Topics covered in this chapter

- ◆ Case Details Screen
- ◆ Case Information Section
- ◆ Related Cases Section
- ◆ Charges Section
- ◆ Hearings Section
- ◆ Parties Section
- ◆ Events Section
- ◆ Financial Information Section
- ◆ Filing Search and Filing Section

## Case Details Screen

Clicking into a case from the case search results will open the *Case Details* page. The *Case Details* page displays key information about the case, the parties and attorneys connected to the case, and all related filings. Although it is not shown in the following example, charge and hearing information can also be displayed.

Case Information

Test eFile v Test eFile

D-101-CV-2009-99999

W

99 left

File Into

Case last refreshed: 8/12/26, 3:39 PM

|                 |                     |                     |               |                 |                   |
|-----------------|---------------------|---------------------|---------------|-----------------|-------------------|
| Location        | Case Category       | Case Type           | Case Sub Type | Case Filed Date | Judge             |
| Santa Fe County | Civil               | Miscellaneous Civil |               | 8/3/2009        | Ortiz, Raymond Z. |
| Case Status     | Closed (In Warrant) |                     |               |                 |                   |

Related Cases

No Related Cases found.

Parties

|           |             |                |           |
|-----------|-------------|----------------|-----------|
| Type      | Name        | Nickname/Alias | Attorneys |
| Applicant | Joe Schmoe  |                |           |
| Plaintiff | Test Test   |                |           |
| Defendant | Bobby Riggs |                |           |

Hearings

Figure 7.1 – Case Details Page

# Case Information Section

On both the search results page and the *Case Details* page, the **Case Information** section displays information about the case.

Case Information

Test eFile v Test eFile

D-101-CV-2009-99999

W

99 left

File Into

Case last refreshed: 8/12/26, 3:39 PM

Location

Santa Fe County

Case Category

Civil

Case Type

Miscellaneous Civil

Case Sub Type

Case Filed Date

8/3/2009

Judge

Ortiz, Raymond Z.

Case Status

Closed (In Warrant)

Figure 7.2 – Case Information Section on the Case Details Page

## Case Information Section Details and Options

The following fields and options are included in the **Case Information** section.

| Field/Option              | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Case Description</b>   | <p>The case description is the name or title or “case caption” of the case. On the <i>Filing Details</i> page, you can click the case description to display the <i>Case Details</i> page for the case. This link is available only on the <i>Filing Details</i> page.</p> <p><b>Note: If a case description is not available for any reason, re:Search®NM uses the case number for the case description.</b></p>                                                                                                                                     |
| <b>Case Number</b>        | The case number is the number assigned to the case by the court.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Location</b>           | The location is the court to which the case is assigned.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Case Category</b>      | <p>This field displays the case category. Depending on how cases are categorized in your location, categories may include the following:</p> <ul style="list-style-type: none"><li>• Appellate</li><li>• Criminal</li><li>• Civil</li><li>• Family</li><li>• Probate or Mental Health</li></ul>                                                                                                                                                                                                                                                       |
| <b>Case Type</b>          | The case type is the type of case within the case category.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Case Filed Date</b>    | The case-filed date is the date on which the case was filed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Interim Conditions</b> | <p>This field is used for displaying interim conditions on <u>criminal</u> cases. The <b>Conditions</b> field is displayed any time charges are linked to the case, even when no interim conditions have been added.</p> <p>If a <b>View</b> link is displayed in the <b>Conditions</b> field, interim conditions have been added to the case. Click the <b>View</b> link to display details about the interim conditions.</p> <p>If a hyphen (-) is displayed in the <b>Conditions</b> field, no interim conditions have been added to the case.</p> |

| Field/Option                                                                                                                                                                                                 | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Judge</b>                                                                                                                                                                                                 | <p>The judicial officer is the judge to whom the case is assigned.</p> <p>Click the judicial officer's name to open the Name Options menu. From the Name Options menu, you can do the following:</p> <ul style="list-style-type: none"> <li>Select <b>Search</b> to search for other cases or filings with the same judicial officer.</li> </ul> <p><b>Note: If a judge has not been assigned, this field is not displayed.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Case Status</b>                                                                                                                                                                                           | <p>The case status displays the Odyssey case status that has been designated by the court.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>W</b>                                                                                                                                                                                                     | <p>A red <b>W</b> indicates there is an active warrant on the case. When it is displayed in the Case Information section, it will also be displayed in the Parties section next to the Defendant it applies to.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                                                                                                                             | <p>A <b>Gavel</b> icon  is displayed when the case is sealed to some restricted users.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                                                                                                                             | <p>You can use this drop-down list to save the case to a folder on the <b>My Folders</b> card on the <i>Dashboard</i>. You can create a new folder at the same time by entering a folder name in the <b>New Folder Name</b> field. If you have already saved the case to a folder, the name of the folder is displayed, as shown in the following example:</p> <p> Family - Divorce ▼</p>                                                                                                                                                                                                                                                                                                                                                                                                          |
|  (case alert not set)<br> (case alert set) | <p>Click the <b>Case Alert</b> icon to set or remove a case alert. The Case Alert icon is white  when a case alert is not set, and the icon is dark  when a case alert is set.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                                                                                                                           | <p>Click the <b>Print View</b> icon  to display a “register of actions” view of the <i>Case Details</i> page that is optimized for printing. The print view opens in a new tab or browser window, depending on your browser.</p> <p><b>Note: When you view re:Search@NM on a small mobile device or resize your window to make it smaller, the Print View icon becomes the Print View option on the More Options menu ☰ to save space.</b></p>                                                                                                                                                                                                                                                                                                                                                   |
|                                                                                                                           | <p>Click the Share Case icon  to open the <i>Share Case</i> dialog box, and then choose one of the following options:</p> <ul style="list-style-type: none"> <li>Click <b>Copy</b> to copy a link to the <i>Case Details</i> page to your clipboard. You can then paste the link into any email, text message, spreadsheet, or other document that you choose.</li> <li>Click <b>Email</b> to start an email. The email will include a subject in the subject line and a link to the <i>Case Details</i> page in the body of the email. You can change the subject or modify the body of the email before sending it.</li> </ul> <p><b>Note: The recipient of this link will only be able to open it if they have a re:Search@NM account and have the same rights to view the case type.</b></p> |
|                                                                                                                           | <p>Attorneys who are New Mexico eFile &amp; Serve™ users can click this button to file into the current case. re:Search@NM will open eFile &amp; Serve™ and populate a new envelope with the case information for you complete and submit.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

## Filing into Cases

If you would like to e-file documents into existing cases, you can start the process in the **Case Information** section on either the *Case Details* page or the *Filing Details* page. re:Search®NM then directs you to your eFile & Serve™ account with a new envelope populated and ready for you to complete and submit.

**Note:** If you signed in to re:Search®NM with your Odyssey eFile & Serve credentials, re:Search®NM will open a new tab and sign you in to that account and then directly access the case.

## Related Cases Section

On the *Case Details* page, the **Related Cases** section displays cases that have been related to this case on the Odyssey case record.

The section will display:

- Case Filed Date
- Case Number
- Case Style
- Location
- Case Type
- Related Reason

| Related Cases <sup>2</sup> |                                       |                                       |                 |                                              |                             |
|----------------------------|---------------------------------------|---------------------------------------|-----------------|----------------------------------------------|-----------------------------|
| Case Filed ▼               | Number                                | Description                           | Location        | Case Type                                    | Related Reason              |
| 10/1/2019                  | <a href="#">S-1-BC-27982</a>          | <a href="#">State v. Bowker</a>       | Supreme Court   | Rule 12-502 Certiorari Proceeding - Criminal | Appealed - Court of Appeals |
| 11/18/2016                 | <a href="#">S-1-151-CR-2016-00632</a> | State of New Mexico v. LORETTA BOWKER | Santa Fe County | Felony Crimes Against Persons                | Appealed - District Court   |

**Figure 7.3 – Related Cases Section on Case Details Page**

If the user's account has rights to the related case type, they can click the **Case Title** link to open the case. If the user's account does not have rights to the related case type, clicking on the **Case Title** link will display a message indicating the case was not found.

## Charges Section

On the *Case Details* page, the **Charges** section for criminal cases will display:

- The Sequence Number
- The Offense Date
- The Charge Description
- The Statute Number (if available)
- The Degree
- The Disposition (if available)

| Charges <sup>1</sup> |              |                                    |                |                   |             |
|----------------------|--------------|------------------------------------|----------------|-------------------|-------------|
| Sequence ▲           | Offense Date | Charge                             | Statute Number | Degree            | Disposition |
| 1                    | 1/9/2019     | Conspiracy to Commit Armed Robbery |                | 3rd Degree Felony | -           |

**Figure 7.4 – Charges Section on the Case Details Page**

re:Search@NM can display up to 10 charges in the **Charges** section at one time. If more than 10 charges are linked to the case, navigation buttons are displayed to allow you to browse through the charges.

### Charges Section Details

The **Charges** section displays charge details in columns. The following details, when available, are displayed for each charge.

| Column/Option          | Description                                                                                                                                   |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Sequence Number</b> | This column displays the sequence number.                                                                                                     |
| <b>Offense Date</b>    | This column displays the date of the offense. Clicking the column heading sorts the charges in ascending or descending order by offense date. |
| <b>Charge</b>          | This column displays the charge description. Click the charge description to display the charge summary.                                      |
| <b>Statute</b>         | This column displays the statute number.                                                                                                      |
| <b>Degree</b>          | This column displays the offense degree for the charge.                                                                                       |
| <b>Disposition</b>     | This column displays the disposition for the charge.                                                                                          |

### Charge Summary Details Window

Clicking the charge description displays a summary of the charge. The Charge Summary dialog window has four tabs:

- Charge
- Plea
- Disposition
- Sentence

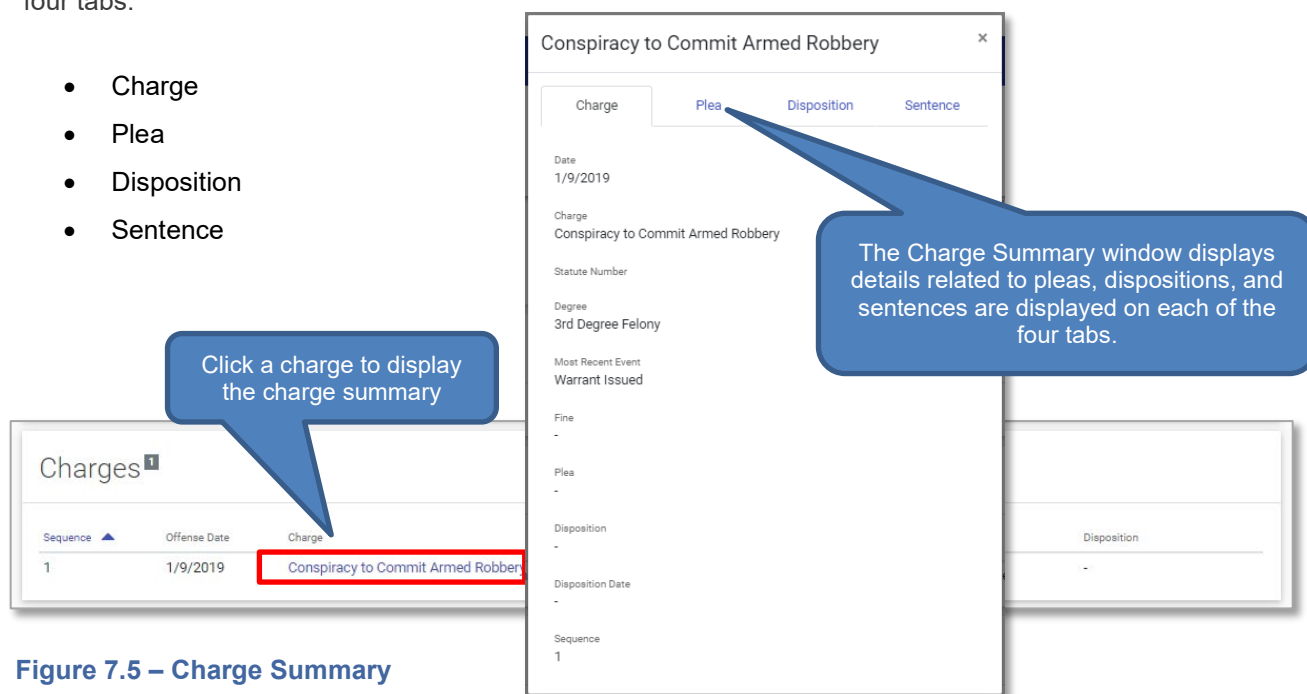


**Figure 7.5 – Charge Summary**

### Charge Summary Details—Charge Tab

When available, the following details are displayed on the **Charge** tab of the charge summary.

| Field         | Description                                                                         |
|---------------|-------------------------------------------------------------------------------------|
| <b>Date</b>   | This field displays the date when the offense was committed.                        |
| <b>Charge</b> | This field displays the charge brought against the defendant connected to the case. |

| Field                    | Description                                                                                              |
|--------------------------|----------------------------------------------------------------------------------------------------------|
| <b>Statute Number</b>    | This field displays the statute number for the charge.                                                   |
| <b>Degree</b>            | This field displays the degree of the charge.                                                            |
| <b>Most Recent Event</b> | This field displays the last docketable event (plea, disposition, sentence, etc.) entered on the charge. |
| <b>Fine</b>              | This field displays the applicable fine, if any.                                                         |
| <b>Plea</b>              | This field displays the plea entered on the charge.                                                      |
| <b>Disposition</b>       | This field displays the disposition entered on the charge.                                               |
| <b>Disposition Date</b>  | This field displays the date on which the disposition was entered on the charge.                         |
| <b>Sequence</b>          | This field displays the sequence number.                                                                 |

#### Charge Summary Details—Plea Tab

When available, the following details are displayed on the **Plea** tab of the charge summary.

| Field                           | Description                                                                                             |
|---------------------------------|---------------------------------------------------------------------------------------------------------|
| <b>Plea</b>                     | This field displays the plea entered on the charge.                                                     |
| <b>Plea Date</b>                | This field displays the date on which the plea was entered on the charge.                               |
| <b>Plea Judge</b>               | This field displays the name of the judge assigned to the case when the plea was entered on the charge. |
| <b>Jury Trial Demand Date</b>   | If applicable, this field displays the date on which the jury trial will be held.                       |
| <b>Speedy Trial Demand</b>      | If a speedy trial will be held for the defendant, this field displays the status of the speedy trial.   |
| <b>Speedy Trial Demand Date</b> | If applicable, this field displays the date on which the speedy trial will be held.                     |

#### Charge Summary Details—Disposition Tab

When available, the following details are displayed on the **Disposition** tab of the charge summary.

| Field                    | Description                                                                                                    |
|--------------------------|----------------------------------------------------------------------------------------------------------------|
| <b>Disposition</b>       | This field displays the disposition entered on the charge.                                                     |
| <b>Disposition Date</b>  | This field displays the date on which the disposition was entered on the charge.                               |
| <b>Disposition Judge</b> | This field displays the name of the judge assigned to the case when the disposition was entered on the charge. |

#### Charge Summary Details—Sentence Tab

When available, the following details are displayed on the **Sentence** tab of the charge summary.

| Field                | Description                                                                   |
|----------------------|-------------------------------------------------------------------------------|
| <b>Sentence</b>      | This field displays the sentence entered on the charge.                       |
| <b>Sentence Date</b> | This field displays the date on which the sentence was entered on the charge. |

| Field                 | Description                                                                                                                                                                                                             |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Sentence Judge</b> | This field displays the name of the judge assigned to the case when the sentence was entered on the charge.                                                                                                             |
| <b>Confinement</b>    | This field displays the conditions entered in Odyssey. If there is data, the header will be blue and a dropdown arrow will display on the right. If no data has been entered in Odyssey, the header will be grey.       |
| <b>Probation</b>      | This field displays the probation data entered in Odyssey. If there is data, the header will be blue and a dropdown arrow will display on the right. If no data has been entered in Odyssey, the header will be grey.   |
| <b>Fee Totals</b>     | This field displays the fee transactions entered in Odyssey. If there is data, the header will be blue and a dropdown arrow will display on the right. If no data has been entered in Odyssey, the header will be grey. |
| <b>Condition</b>      | This field displays the conditions entered in Odyssey. If there is data, the header will be blue and a dropdown arrow will display on the right. If no data has been entered in Odyssey, the header will be grey.       |

## Hearings Section

On the *Case Details* page, the **Hearings** section lists all hearings associated with the case (past, present, and future). If no hearings are associated with the case, the **Hearings** section will be blank.

re:Search@NM can display up to 10 hearings in the **Hearings** section at one time. If more than 10 hearings are associated with the case, navigation buttons are displayed to allow you to browse through the hearings.

| Hearings 16 Page 1                                                                                    |            |                                               |                   |                              |                 |
|-------------------------------------------------------------------------------------------------------|------------|-----------------------------------------------|-------------------|------------------------------|-----------------|
| Start Date                                                                                            | Start Time | Hearing Type                                  | Judge Name        | Location                     | Result          |
| 3/26/2019                                                                                             | 4:00 PM    | <a href="#">Announcement</a>                  | Barton, Robert R. | 22nd Judicial District Court |                 |
| 3/25/2019                                                                                             | 8:00 AM    | <a href="#">All Hearings</a>                  | Zimmer, Shelly    |                              |                 |
| 3/21/2019                                                                                             | 9:00 AM    | <a href="#">Plea of True</a>                  | Barton, Robert R. | 22nd Judicial District Court | Agreed Pass     |
| 3/20/2019                                                                                             | 10:00 AM   | <a href="#">Announcement</a>                  | Cable, Andrew W.  |                              | Court Acquitted |
| 3/20/2019                                                                                             | 9:00 AM    | <a href="#">Annulment Hearing</a>             |                   |                              |                 |
| 3/20/2019                                                                                             | 9:00 AM    | <a href="#">Jury Trial</a>                    | Barton, Robert R. |                              |                 |
| 3/19/2019                                                                                             | 9:00 AM    | <a href="#">Annulment Hearing</a>             |                   |                              | Agreed Pass     |
| 2/19/2019                                                                                             | 3:00 PM    | <a href="#">Motion To Dismiss</a>             |                   |                              |                 |
| 2/19/2019                                                                                             | 2:00 PM    | <a href="#">Hearing On Motion For Recusal</a> |                   |                              |                 |
| 2/19/2019                                                                                             | 11:00 AM   | <a href="#">Motion</a>                        | Zimmer, Shelly    |                              |                 |
| <div> <div>Previous</div> <div>1</div> <div>2</div> <div>Next</div> </div> <div>Page Navigation</div> |            |                                               |                   |                              |                 |

Figure 7.6 – Hearings Section on Case Details Page

Clicking the hearing type hyperlink displays a summary of the hearing.

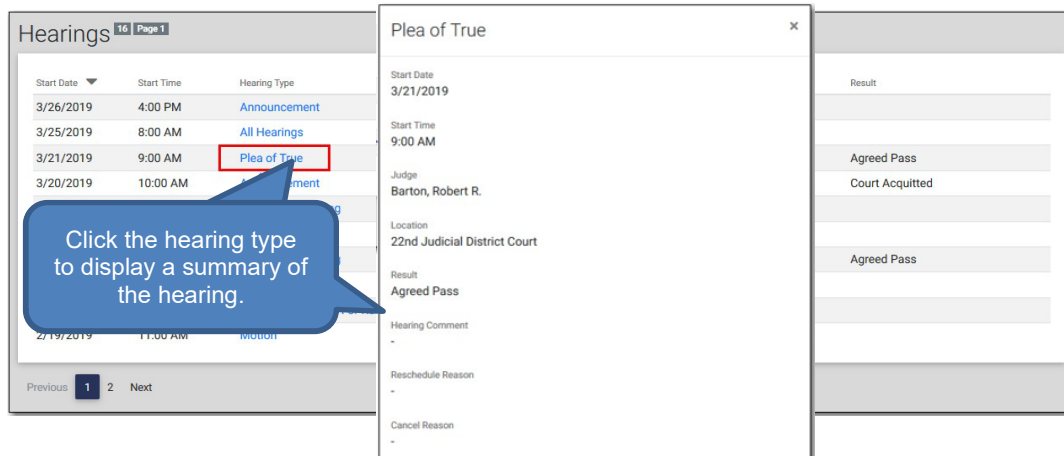


**Figure 7.7 – Hearing Summary**

### Hearings Section Details

The **Hearings** section displays hearing details in columns. The following details, when available, are displayed for each hearing.

| Column/Option       | Description                                                                                                                                                  |
|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Date/Time</b>    | This column displays the start date and time for the hearing. Clicking the column heading sorts the hearings in ascending or descending order by start date. |
| <b>Hearing Type</b> | This column displays the hearing type. Click the hearing type to display the hearing summary.                                                                |
| <b>Judge Name</b>   | This column displays the name of the presiding judge.                                                                                                        |
| <b>Location</b>     | This column displays the court location if one has been entered in Odyssey.                                                                                  |
| <b>Result</b>       | This column displays the hearing result or the cancel reason.                                                                                                |

### Hearing Summary Details

Click on the hearing type to display the Hearing Summary. When available, the following details are displayed on the hearing summary.

| Field                    | Description                                                            |
|--------------------------|------------------------------------------------------------------------|
| <b>Hearing Type</b>      | The hearing type is displayed at the top of the summary.               |
| <b>Start Date</b>        | This field displays the date of the hearing.                           |
| <b>Start Time</b>        | This field displays the time when the hearing starts.                  |
| <b>Judge</b>             | This field displays the name of the presiding judge.                   |
| <b>Location</b>          | This field displays the hearing location if one is entered in Odyssey. |
| <b>Result</b>            | This field displays the hearing result.                                |
| <b>Hearing Comment</b>   | If hearing comments are available, they are displayed in this field.   |
| <b>Reschedule Reason</b> | If the hearing was rescheduled, this field displays the reason.        |
| <b>Cancel Reason</b>     | If the hearing was canceled, this field displays the reason.           |

## Parties Section

On the *Case Details* page, the **Parties** section lists all unrestricted and unhidden parties, participants, and attorneys connected to the case.

| Parties <sup>4</sup>                  |                                                                                                    |                |                     |
|---------------------------------------|----------------------------------------------------------------------------------------------------|----------------|---------------------|
| Type                                  | Name                                                                                               | Nickname/Alias | Attorneys           |
| Plaintiff                             | State Of New Mexico ▾                                                                              |                | Joey D. Moya ▾      |
| Defendant                             | Test Test <b>W</b> ▾                                                                               |                |                     |
| Entitled to Notice/View               | SUZANNE WINSOR ▾                                                                                   |                | Pro Se              |
| Family Advocacy Program Social Worker | Suzanne Winsor  ▾ |                | Social WorkerTest ▾ |

**Figure 7.8 – Parties Section on Case Details Page**

### Parties Section Details and Options

The following fields and options are included for each party in the **Parties** section.

| Field/Option                                                                        | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Type</b>                                                                         | This field identifies the party's relationship to the case.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Name</b>                                                                         | <p>This field displays the name of the party. Click the name to open the Name Options menu. From the Name Options menu, you can do the following:</p> <ul style="list-style-type: none"> <li>Select <b>Party Case History</b> to see other cases this party is connected to.</li> <li>Select <b>Name Alert</b> to set a name alert. When you set a name alert, re:Search@NM notifies you by email whenever that name is added to a case.</li> <li>Select <b>Search</b> to search for the party's other cases or filings.</li> </ul>                                                                                                                                                               |
| <b>W</b>                                                                            | A party with an active warrant in the case will display the Warrant icon <b>W</b> next to the party name.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|  | For users with higher access, a Gavel icon  next to a party indicates that the party is marked as restricted for some users.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Nickname/Alias</b>                                                               | If the party has a case party alias, it will display in this column.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Attorneys</b>                                                                    | <p>This field displays the name of the attorney who represents the party. Click the name to open the Name Options menu. From the Name Options menu, you can do the following:</p> <ul style="list-style-type: none"> <li>Select <b>Name Alert</b> to set a name alert. When you set a name alert, re:Search@NM notifies you by email whenever that name is added to a case.</li> <li>Select <b>Search</b> to search for other cases or filings with that attorney.</li> </ul> <p>The Name Options menu also displays the attorney's Supreme Court approved CAID number.</p> <p>If the party is representing themselves, and has been marked Pro Se in Odyssey, then Pro Se will display here.</p> |

## Searching for Cases and Filings with Matching Party, Attorney, or Judge

While in the *Case Details* view, you can use the **Parties** section of the *Case Details* page to generate a list of other cases and filings for a particular party, attorney, or judge.

To search for other cases and filings with the same party or attorney:

1. Access the *Case Details* page for the case.

**Note:** If you are currently viewing the *Filing Details* page for a related filing, click **View Case** to access the *Case Details* page.

2. In the **Parties** section, do one of the following:
  - To search for a party's other cases and filings, click the party's name in the **Name** column to open the Name Options menu, and then click **Search**.
  - To search for an attorney's other cases and filings, click the attorney's name in the **Attorneys** column to open the Name Options menu, and then click **Search**.
  - re:Search@NM opens a new browser tab and displays all cases with a matching party or attorney.

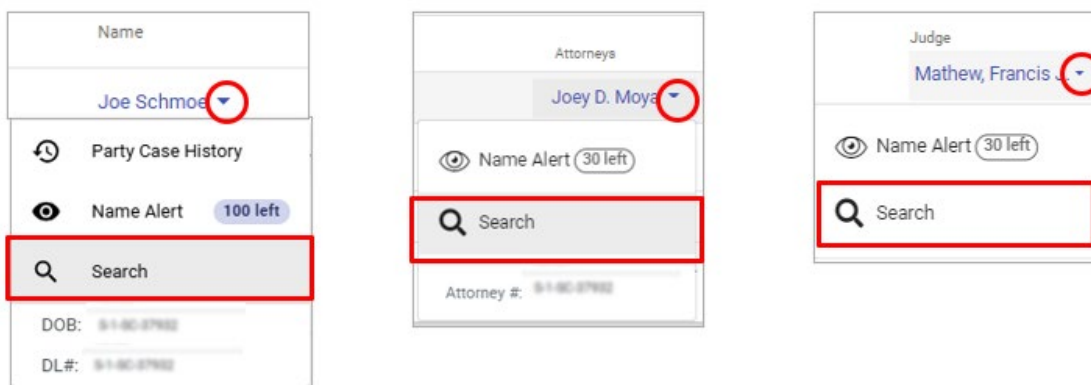


**Figure 7.9 – Parties Section Search on Party, Attorney, or Judge**

3. If you want to see a list of filings with a matching party or attorney, from the search results, click the **Filings** “search by” radio button. re:Search@NM now displays all filings with the matching party or attorney from your original party search.
4. Click any case or filing in the search results to view details for that case or filing.

## Events (Filings) Section

For New Mexico, the terms “events” and “filings” can be used interchangeably. Within re:Search@NM, events are grouped and displayed in the *Case Details* view of the case.

On the *Case Details* page, the **Events** section displays information about all docketable events for a case. The number of events in the case is displayed next to the word “**Events**” on the section heading.

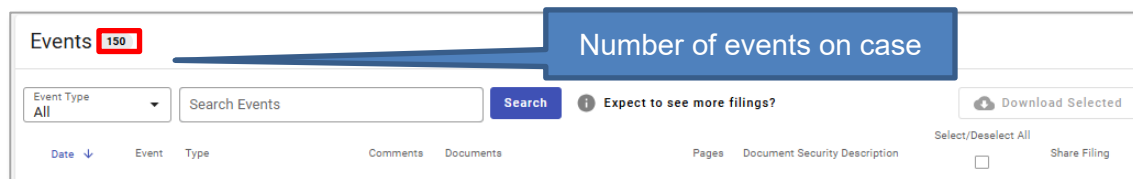
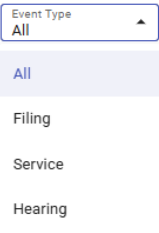
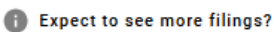


**Figure 7.10 – Events Section on Case Details Page**

## Sort Order and Search Options

On the *Case Details* page, you can change the order in which the events are listed, and you can search for a specific event.

| Field/Option                                                                                                            | Description                                                                                                                                                                                                                                                  |
|-------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Event Type</b><br>                  | In situations where there are many events that span multiple pages, use the Event Type filter to display only Filing events, only Service events, only Hearing events, or All.                                                                               |
| <b>Sort Order</b><br>                  | The Sort Order option will display the sort order you can change it to. If the down arrow is displayed, it means the sort is currently from newest to oldest. If the up arrow is displayed, the sort is currently from oldest to newest.                     |
| <b>Search in Events</b><br>            | Use this field to search through the events attached to the case. Search criteria can include a filing code or description or a document file name or description.                                                                                           |
| <b>Expect To See More Filings?</b><br> | Click this button to display the <i>Expect to See More Filings?</i> dialog box, which lists reasons why you might not see all of the filings on the case. If necessary, you can use this dialog box to send feedback to Tyler Technologies customer support. |
| <b>Select/Deselect All</b><br>       | Click this button to select or deselect all documents on the case. Use the checkbox on the right side of each event to individually select documents to download. Downloading documents is free in re:Search@NM.                                             |
| <b>Download Selected</b><br>         | After making your selection, click this button to download all of the selected documents to your PC.                                                                                                                                                         |

## Financial Information Section

The last section at the bottom of the screen shows the current financial state on the case. This section includes:

- The party responsible for the financial transactions
- The total financial assessment for the case
- The total payments and credits to date
- Any balance due
- All financial transactions including date, type, receipt number, the party, and the amount

**Note: The Financial Information section does not display Bonds Posted and/or Refunded.**

| Financial Information                |              |               |                           |           |
|--------------------------------------|--------------|---------------|---------------------------|-----------|
| Party: - Velocity Investments LLC    |              |               |                           |           |
| Total Financial Assessment: \$132.00 |              |               |                           |           |
| Total Payments and Credits: \$132.00 |              |               |                           |           |
| <b>Balance Due: \$0.00</b>           |              |               |                           |           |
| Date ↑                               | Transaction  | Receipt #     | Payment Made on Behalf Of | Amount    |
| 1/14/2026                            | Charge       |               | Velocity Investments LLC  | \$132.00  |
| 1/14/2026                            | Payment      | SFED-2026-306 | Velocity Investments LLC  | -\$132.00 |
| 2/5/2026                             | Disbursement |               | Velocity Investments LLC  | \$0.00    |

Figure 7.11 – Financial Information Section on Case Details Page

## Filing Search

From the search results of a Filing Search, clicking into a filing will open the *Filing Details* page. The *Filing Details* page displays key information about the case and just one filing beneath the Case Information section.

Case Information

Test eFile v Test eFile

D-101-CV-2009-99999

W

99 left

File Into

Case last refreshed: 8/12/26, 3:39 PM

Location

Santa Fe County

Case Category

Civil

Case Type

Miscellaneous Civil

Case Sub Type

Case Filed Date

8/3/2009

Judge

Ortiz, Raymond Z.

Case Status

Closed (In Warrant)

Filing

Date

6/25/2026

Event

Filing

Type

ACKNOWLEDGEMENT

Comments

Test Ken Th...

Documents

Prod Sample NM Acknowled...

Pages

1

Document Security Description

E-Filed Document

Figure 7.12 – Filing Details Page

### Filing Section Details and Options

The following fields and options are included.

| Field/Option | Description                                                                                                                  |
|--------------|------------------------------------------------------------------------------------------------------------------------------|
| <b>Date</b>  | The date is the filing date on which the document was filed into the case.                                                   |
| <b>Event</b> | The Event indicates whether this is a Filing or a Hearing, or any other type of event displayed chronologically in the case. |

| Field/Option                         | Description                                                                                                                                 |
|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Type</b>                          | The document type, which is typically the Event the document is attached to.                                                                |
| <b>Comments</b>                      | If comments were entered on the Event by the court, these will display here.                                                                |
| <b>Documents</b>                     | The document name will display.                                                                                                             |
| <b>Pages</b>                         | This field displays the length of the document.                                                                                             |
| <b>Document Security Description</b> | This column displays the Document Security assigned by the court.                                                                           |
| <b>Share Filing</b><br>➔             | Clicking the Share Filing arrow will display a direct URL to copy and email to a re:Search@NM user who has the same profile and privileges. |

## Viewing Documents

On the *Case Details* page and the *Filing Details* page, you can open documents that you have rights to view.

Documents are viewable, depending on your re:Search@NM user profile, your relationship to the case, your jurisdiction, or any combination of these factors as determined by the New Mexico Supreme Court. In some instances, a document may not be available because it has been marked as confidential or sealed by the state or a judge's order. If you have rights to view the document, it will display an active hyperlink that will download the file to your device when you click it. Documents that are not linked or related to an event in the case are not displayed or accessible in re:Search@NM.

To view documents:

1. Access the *Case Details* page for the case with the documents that you want to view.
2. Click on the document name hyperlink to download it to your device.

Depending on the file type, your browser, and the type of PC or device that you are using, the document opens in a new browser tab, opens in a new window, or is downloaded to your PC or device and then opens. If the document does not open automatically, check your Downloads folder.

If a document has been sealed by the court for any reason, and you do not have rights to view it, the event will show "Document is hidden". Clicking on the ? icon will display the Document is Hidden dialog window:

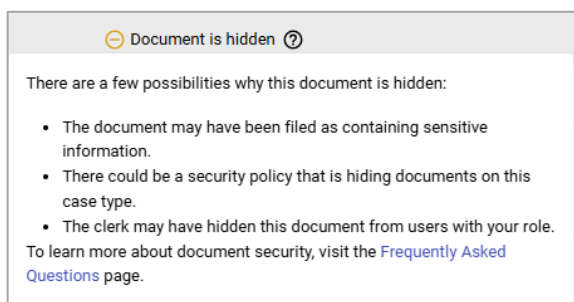


**Figure 7.13 – Sealed Document Explanation**

# 8 My Cases

If you are an Attorney or Pro Se, the *My Cases* card on the Dashboard displays the total number of cases on which you are the Attorney of Record (AOR) or Pro Se (self-represented litigant with approved access to the case). By clicking on the card, the *My Cases* page displays your cases displayed as a list. You can also access the *My Cases* page by selecting **My Cases** from the re:Search@NM menu .



Figure 8.1 – My Cases Card on the Dashboard

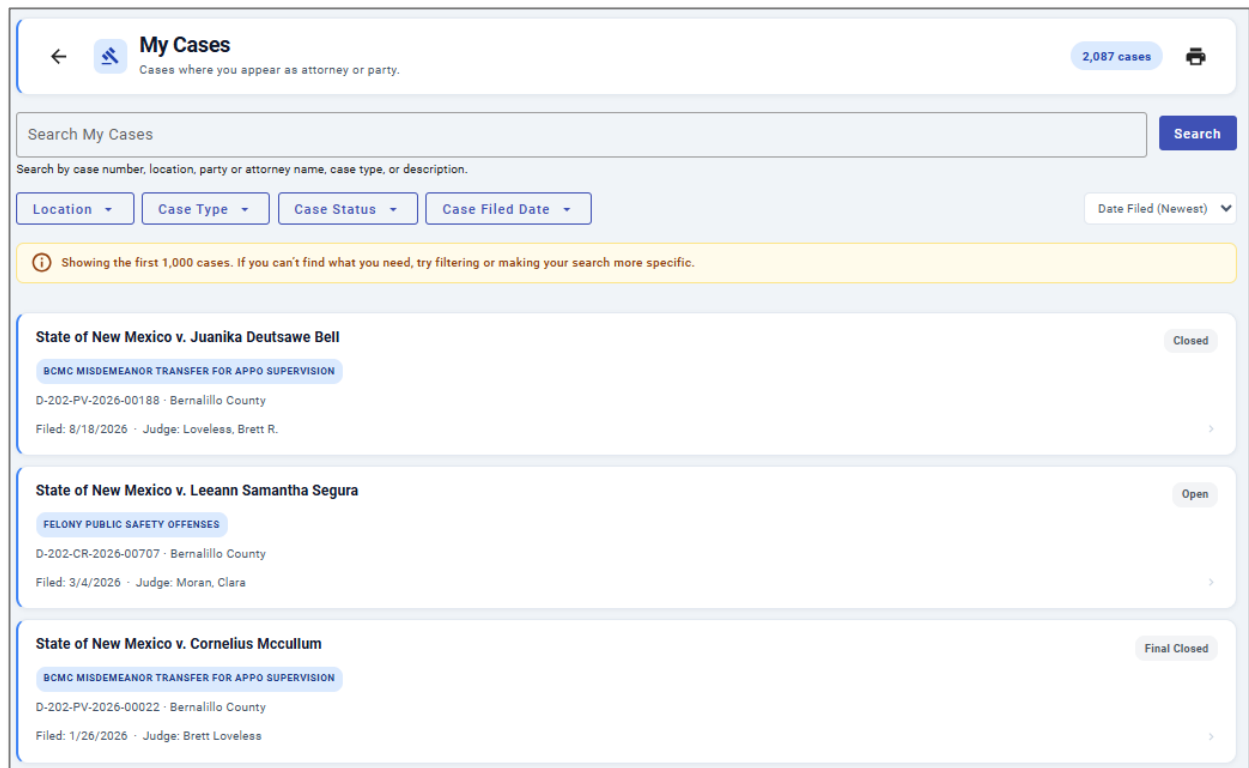


Figure 8.2 – My Cases Page

Cases are initially listed in chronological order by file date (the newest cases are listed first). The results can be in displayed in reverse date order by clicking on the Date Filed (Newest) down arrow.

## My Cases Page Details

The *My Cases* page displays the following:

| Column                        | Description                                                                                                                                                                                                                                                                           |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Keyword Search Field</b>   | Type keywords into this field and click search within your case list.                                                                                                                                                                                                                 |
| <b>Location Filter</b>        | Use the Location dropdown to filter your case list by court location.                                                                                                                                                                                                                 |
| <b>Case Type Filter</b>       | Use the Case Type dropdown to filter your case list by case type.                                                                                                                                                                                                                     |
| <b>Case Status Filter</b>     | Use the Case Status dropdown to filter your case list by case status.                                                                                                                                                                                                                 |
| <b>Case Filed Date Filter</b> | Use the Case Filed Date dropdown to filter your case list by filing date.                                                                                                                                                                                                             |
| <b>Case Description</b>       | <p>The case description is the name or title of the case. Click the case description to display the <i>Case Details</i> page for the case.</p> <p><b>Note: If a case description is not available for any reason, re:Search@NM uses the case number for the case description.</b></p> |
| <b>Case Type</b>              | The case type is the type of case within the case category.                                                                                                                                                                                                                           |
| <b>Case Number</b>            | The case number is the number assigned to the case by the court.                                                                                                                                                                                                                      |
| <b>Location</b>               | The location is the court to which the case is assigned.                                                                                                                                                                                                                              |
| <b>Filed Date</b>             | The case-filed date is the date on which the case was filed.                                                                                                                                                                                                                          |
| <b>Case Judge</b>             | The judge assigned to the case.                                                                                                                                                                                                                                                       |
| <b>Case Status</b>            | The current Odyssey case status. The case status is automatically updated when changes are made in Odyssey.                                                                                                                                                                           |

## My Cases Page Options

The *My Cases* page includes the following options.

| Option                                       | Description                                                                                                                                                                                                                |
|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>View Case Details</b>                     | Click any case description hyperlink to open the <i>Case Details</i> page for that case.                                                                                                                                   |
| <b>Search My Cases</b>                       | Use this field to search for specific cases. Search criteria can include any of the case details displayed on the page as well as an attorney name or number.                                                              |
| <b>Filters</b>                               | <p>Use the filter options to reduce and focus the results in the list. Options include:</p> <ul style="list-style-type: none"><li>• Location</li><li>• Case Type</li><li>• Case Status</li><li>• Case Filed Date</li></ul> |
| <b>Expect to see more cases?</b>             | If you do not see all of your cases, click this link to open a help article that explains why your case may not be listed and what you should do to correct this problem.                                                  |
| <b>First, Previous, 1, 2,..., Next, Last</b> | Use these navigation buttons to browse through your list of cases.                                                                                                                                                         |

# 9 My Hearings

For Attorneys and Pro Se, the *My Hearings* page displays all of your upcoming hearings. You can access the *My Hearings* page by selecting **My Hearings** from the re:Search@NM menu  or by clicking **View All Hearings** hyperlink at the upper right of the **My Hearings** card on the *Dashboard*.

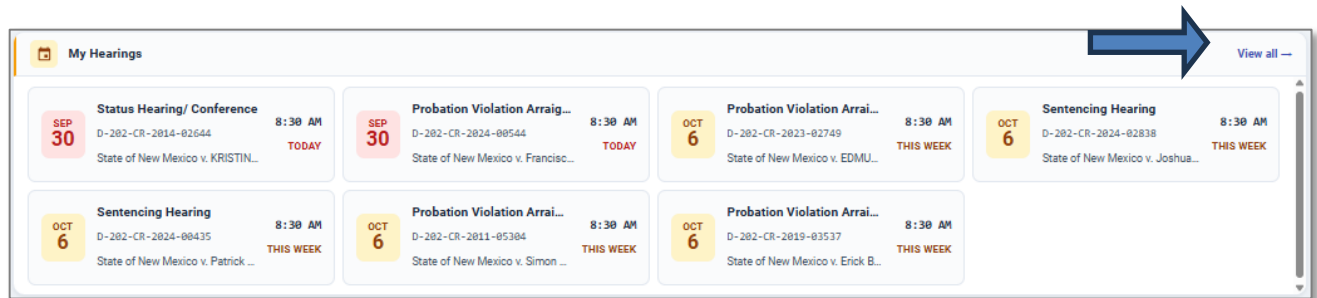


Figure 9.1 – My Hearings Card on Dashboard

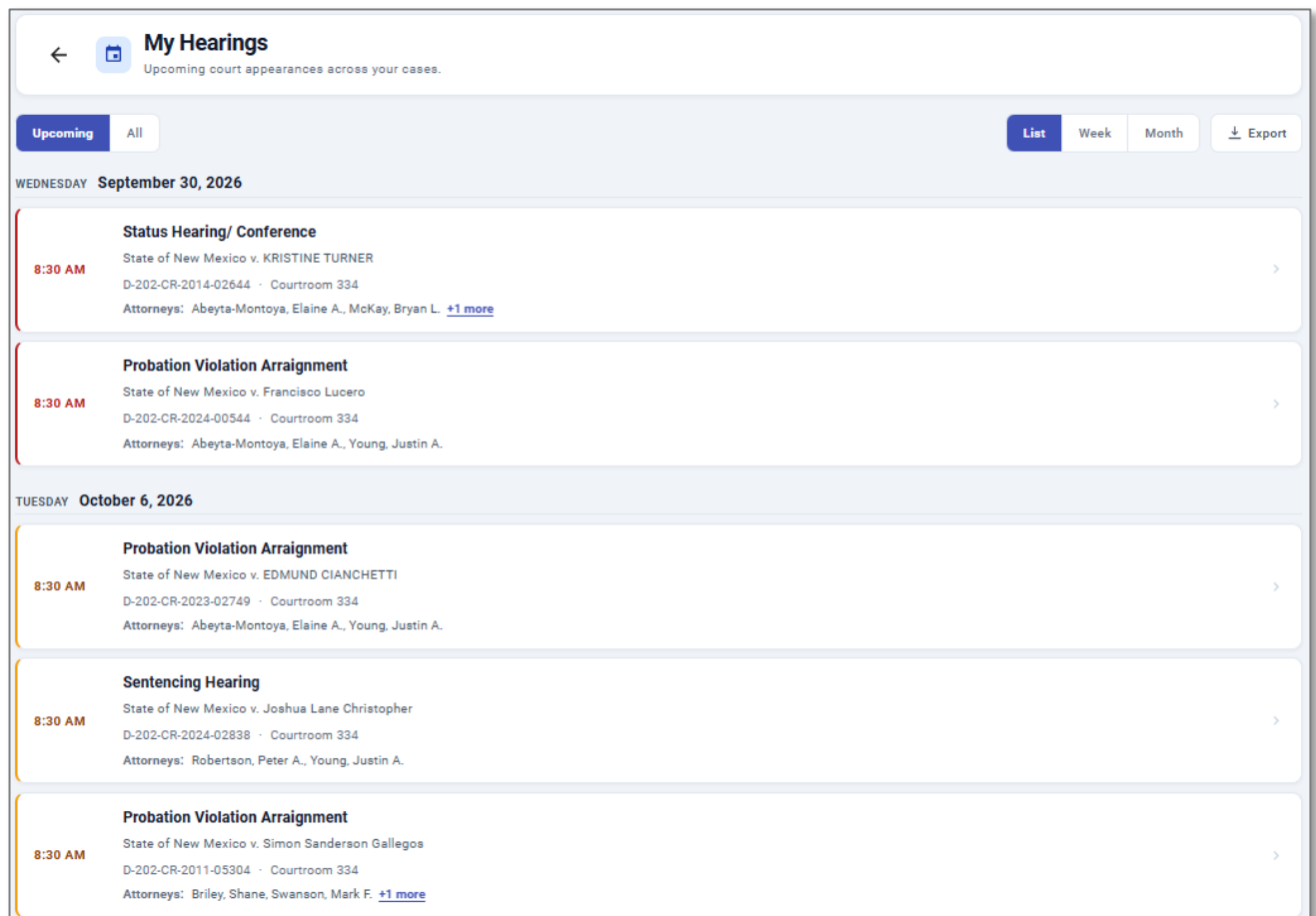


Figure 9.2 – My Hearings Page

Hearings are initially displayed in a List format in chronological order by hearing date on the My Hearings page.

## My Hearings Page Details

The *My Hearings* page displays the following information for each case.

| Column           | Description                                                            |
|------------------|------------------------------------------------------------------------|
| Date             | The hearings are group sequentially by date.                           |
| Time             | The hearing time is displayed in red on the left of each hearing card. |
| Hearing Type     | The hearing type is displayed in bold at the top of each hearing card. |
| Case Description | The case description is the name or title of the case.                 |
| Case Number      | The case number is the number assigned to the case by the court.       |
| Hearing Location | The hearing location is the courtroom assigned for the hearing.        |
| Attorney         | The attorneys representing the case are displayed on the hearing card. |

## My Hearings Page Options

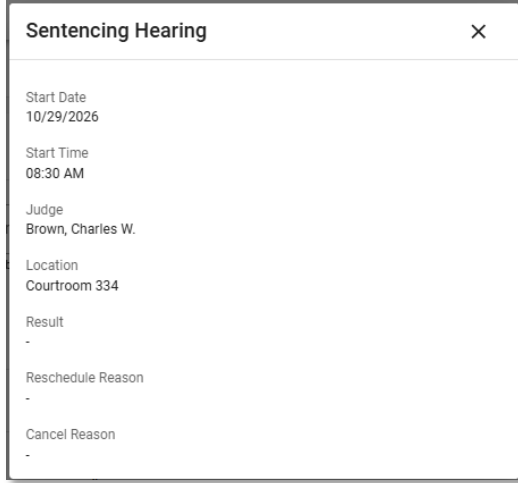
The *My Hearings* page includes the following options.

| Option                                | Description                                                                                                                                                         |
|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Display in List                       | By default, the upcoming hearings will display in a list format.                                                                                                    |
| Display by Week                       | Clicking the Week tab on the upper right of the screen will change to a week calendar format.                                                                       |
| Display by Month                      | Clicking the Month tab on the upper right of the screen will change to a month calendar format.                                                                     |
| Export                                | Clicking the Export option from the List view or calendar view will download a .ics file.                                                                           |
| Search by Attorney                    | From the Week or Month calendar view, type the attorney's name or CAID number into the Attorney keyword field.                                                      |
| Search by Case                        | From the Week or Month calendar view, type the case number or description into the Case keyword field.                                                              |
| Search by Case Location               | From the Week or Month calendar view, the Case Location will default to "All locations". Use the Case Location dropdown to narrow the results to certain locations. |
| Search by Hearing Type                | From the Week or Month calendar view, use the Hearing Type dropdown to narrow the results.                                                                          |
| View Case Details                     | Click the hearing card from the Dashboard, from the list view, or from the calendar view will open the Case Details page for the case.                              |
| View Hearing Summary                  | From the Case Details view, click the hearing type hyperlink to display the hearing summary.                                                                        |
| First, Previous, 1, 2,..., Next, Last | Use the navigation buttons at the bottom of the page to browse through the list of hearings.                                                                        |

---

## Hearing Summary

Clicking the Hearing Type hyperlink from the Case Details view opens the Hearing Summary dialog window.



**Sentencing Hearing** ×

Start Date  
10/29/2026

Start Time  
08:30 AM

Judge  
Brown, Charles W.

Location  
Courtroom 334

Result  
-

Reschedule Reason  
-

Cancel Reason  
-

**Figure 9.3 – Hearing Summary Dialog Window**

| Column                   | Description                                                                       |
|--------------------------|-----------------------------------------------------------------------------------|
| <b>Start Date</b>        | This section displays the start date for the hearing.                             |
| <b>Start Time</b>        | This section displays the start time for the hearing.                             |
| <b>Judge</b>             | This section displays the Hearing Judge name.                                     |
| <b>Location</b>          | This section displays the courtroom/hearing room name and number.                 |
| <b>Result</b>            | If a hearing result has been entered in Odyssey, it will display in this section. |
| <b>Reschedule Reason</b> | If the hearing was rescheduled, the reason entered in Odyssey will display.       |
| <b>Cancel Reason</b>     | If the hearing was cancelled, the reason entered in Odyssey will display.         |

# 10 Advanced Features

## Topics covered in this chapter

- ◆ Saving Searches
- ◆ Search Alerts
- ◆ Case Alerts
- ◆ Name Alerts
- ◆ My Folders
- ◆ Text in Document Searching

## Saving Searches

If you perform the same searches over and over, you can save a search so that you do not have to reenter the same search criteria each time you perform the search.

To save a search:

1. Once you are satisfied with the results of your search, click **Saved Searches** from the Search Results screen.
2. Type a name for the search in the **New Name** field.

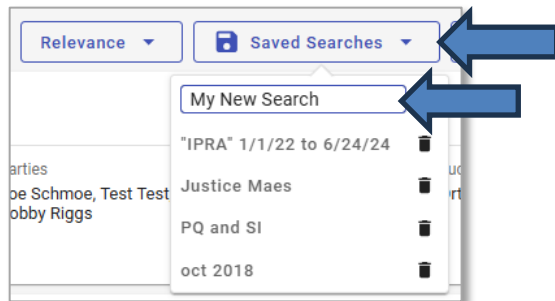


Figure 10.1 – New Name Field for Saved Search

3. Either click  the disk icon or press ENTER to save.

The search will then display both in the **Saved Searches** dropdown list and on the **Saved Searches** card on the *Dashboard* under the name you specified.

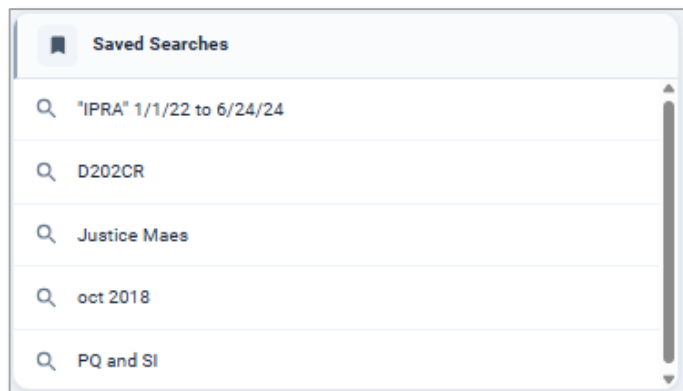


Figure 10.2 – Saved Searches Card

## Applying Saved Searches

Once you have saved a search, you can initiate that search from either the Dashboard or the Search page. To apply a saved search:

| Option                     | Description                                                                                                                                                                                                                                       |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| On the Dashboard:          | Click the saved search in the <b>Saved Search</b> card on the <i>Dashboard</i> .                                                                                                                                                                  |
| On the <b>Search</b> page: | <ol style="list-style-type: none"><li>1. Access the <i>Search</i> page either by clicking the <b>Search</b> card on the <i>Dashboard</i> or by clicking <b>Search</b> on the re:Search@NM menu.</li><li>2. Click <b>Saved Searches</b>.</li></ol> |

The saved search is performed automatically.

## Deleting Saved Searches

If you no longer need a saved search, you can easily delete it.

To delete a saved search:

1. Access the *Search* page either by clicking the **Search** card on the *Dashboard* or by clicking **Search** on the re:Search@NM menu .
2. Click **Saved Searches**.
3. Click  next to the saved search that you want to delete, and the saved search is removed.

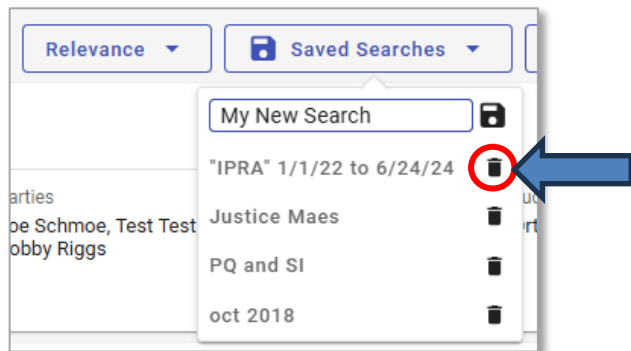


Figure 10.3 – Deleting a Saved Search

## Search Alerts

re:Search@NM allows you to create search alerts for cases, filings, and documents. When you create a search alert, re:Search@NM notifies you by email whenever any case, filing, or document that matches your specified search criteria is added to re:Search@NM.

The *Search Alerts* page lists all of the search alerts that you have added. You can access the *Search Alerts* Page either from the *Search Alerts* card on the Dashboard, or from the re:Search@NM menu . Both options will open the *Search Alerts* page.

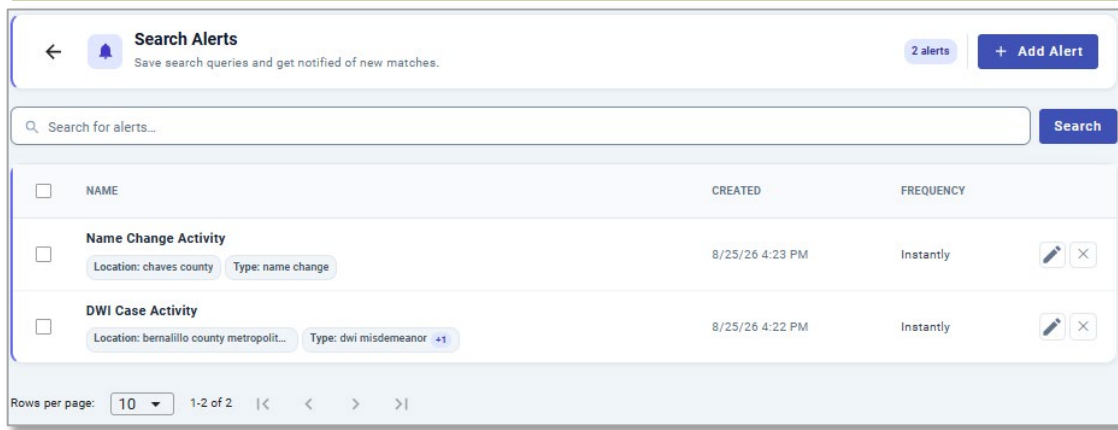


**Figure 10.4 – Search Alerts Page**

### Search Alerts Page Options

The *Search Alerts* page includes the following options.

| Option                                                                             | Description                                                                                                                                                                                                                                                |
|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Search Alerts</b>                                                               | To search for a specific search alert, type the full or partial name in the <b>Search Alerts</b> field, and then click <b>Search</b> or press ENTER. The page refreshes to display matching search alerts. Alternate spellings are included in the search. |
| <b>Add Search Alert</b>                                                            | Click this button to set a new search alert.                                                                                                                                                                                                               |
|   | Click this icon to view or edit details about the search alert.                                                                                                                                                                                            |
|  | Click this icon to remove a search alert.                                                                                                                                                                                                                  |
| <b>First, Previous, 1, 2,..., Next, Last</b>                                       | Use these navigation buttons to browse through your search alerts.                                                                                                                                                                                         |

## Adding and Editing Search Alerts

You can add a new search alert or edit an existing search alert at any time. To add or edit a search alert:

1. Access the *Search Alerts* page from the *Search Alerts* card on the Dashboard or by the re:Search@NM menu .
2. Do one of the following:
  - To add a new search alert, click the **Add Search Alert** button.
  - To edit an existing search alert, click the Edit icon  on the row for the search alert that you want to edit. The *Add Search Alert* or *Edit Search Alert* page opens.
3. Complete or update the fields.
4. Click **Save**.

## Search Alert Fields

Use the *Add/Edit Search Alert* page that opens in the right side panel to specify the search criteria for the search alert.

**Figure 10.5 – Edit Search Alert Page**

**Note:** Except for the Name field and the Delivery fields, all fields are optional.

The *Add/Edit Search Alert* page includes the following fields.

| Area or Field               | Description                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Alert Name</b>           | Type a name for the search alert.                                                                                                                                                                                                                                                                                                                                   |
| <b>Delivery Frequency</b>   | Use the <b>Delivery Frequency</b> drop-down list to select when or how often you want to receive notifications. Depending on the frequency that you select, additional fields for the day and time will be displayed. Select one option: <ul style="list-style-type: none"> <li>Instantly</li> <li>Once A Day</li> <li>Once A Week</li> <li>Once A Month</li> </ul> |
| <b>Delivery Day Of Week</b> | <b>Note: This drop-down list is displayed when you select Once a Week from the Delivery Frequency drop-down list.</b><br>Select the day of the week that you want to receive notifications.                                                                                                                                                                         |
| <b>Delivery Day</b>         | <b>Note: This drop-down list is displayed when you select Once A Month from the Delivery Frequency drop-down list.</b><br>Select the day of the month that you want to receive notifications.                                                                                                                                                                       |
| <b>Delivery Time</b>        | <b>Note: This drop-down list is displayed when you select Once A Day, Once A Week, or Once A Month from the Delivery Frequency drop-down list.</b><br>Select the time of day that you want to receive notifications.                                                                                                                                                |
| <b>Location</b>             | Click <b>Select Locations</b> to select one or more court locations to include in the search criteria. If you do not select any locations, re:Search@NM will consider all locations.                                                                                                                                                                                |
| <b>Case Categories</b>      | Click <b>Select Categories</b> to select one or more case categories to include in the search criteria.                                                                                                                                                                                                                                                             |
| <b>Case Types</b>           | Click <b>Select Case Types</b> to select one or more case types to include in the search criteria.                                                                                                                                                                                                                                                                  |

| Area or Field                         | Description                                                                                                                                          |
|---------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Case Sub Types</b>                 | Click <b>Select Case Sub Types</b> to select one or more case sub types to include in the search criteria. New Mexico only has Water case sub types. |
| <b>Judge Name(s)</b>                  | If you want to associate the search alert with specific judges, type their names in this field. Separate the names with commas.                      |
| <b>Party Name(s)</b>                  | If you want to associate the search alert with specific parties or participants, type their names in this field. Separate the names with commas.     |
| <b>Attorney Name(s)</b>               | If you want to associate the search alert with specific attorneys, type their names in this field. Separate the names with commas.                   |
| <b>Filing Code Must Contain</b>       | Use this field to include filing codes or filing descriptions in the search alert. Separate the filing codes or filing descriptions with commas.     |
| <b>Text in Documents Must Contain</b> | If alert is related to specific text in documents, add that information using this field.                                                            |

## Removing Search Alerts

You can remove a search alert at any time.

1. Access the *Search Alerts* page from the *Search Alerts* card on the Dashboard, or from the re:Search@NM menu .
2. On the row for the search alert that you want to remove, click the Remove icon .

A confirmation message opens, asking you to confirm that you want to remove the search alert.

3. Click **Remove**.

The search alert is removed from the *Search Alerts* page.

## Case Alerts

re:Search@NM allows you to set an alert on a case. When you set an alert on a case, re:Search@NM sends you an email whenever someone files into the case or whenever a hearing is scheduled for the case. The email includes the case description and number, the location, details about the filing or hearing, and a link to the case.

The Case Alert icon  or  is used as follows to set or remove a case alert and to indicate whether a case alert is currently set:

- The Case Alert icon appears white  when a case alert is not currently set on the case. To set a case alert, click the icon.
- The Case Alert icon appears dark  when a case alert is set on the case. To remove a case alert, click the icon.

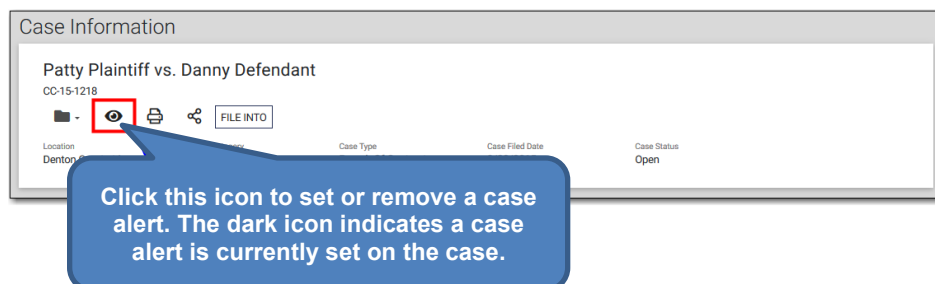


Figure 10.6 – Case Alert Icon on Case Details Page

The Case Alert icon  or  is available on the following pages in re:Search@NM:

- *Case Alerts* page
- *My Cases* page
- *Case Details* page for a case
- *Filing Details* page for a filing

## Case Alerts Page

The *Case Alerts* page lists all of the cases on which you have set case alerts. You can access the *Case Alerts* page from the *Case Alerts* card on the Dashboard, or from the re:Search@NM menu .

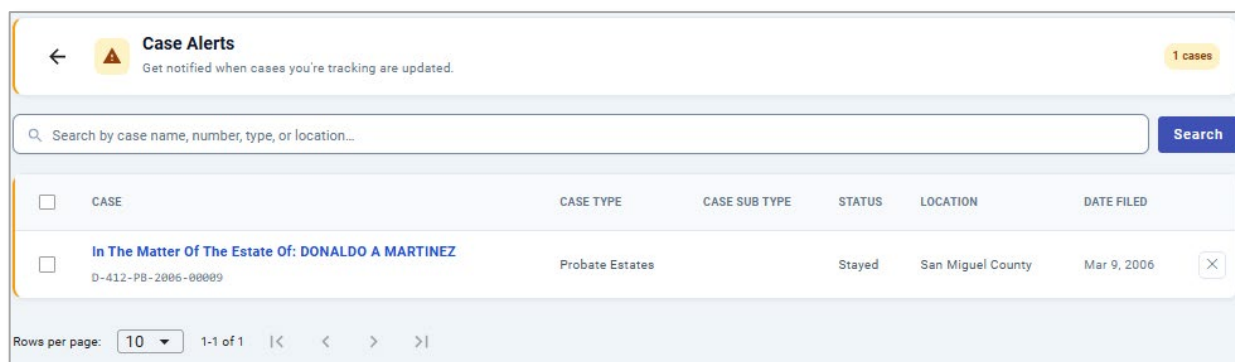


**Figure 10.7 – Case Alerts Page**

### Case Alerts Page Details

The *Case Alerts* page displays the following information for each case alert.

| Column                  | Description                                                                                                                                                                                                                                                                |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Case Description</b> | The case description is the name or title of the case. Click the case description to display the <i>Case Details</i> page for the case.<br><b>Note: If a case description is not available for any reason, re:Search@NM uses the case number for the case description.</b> |
| <b>Case Number</b>      | The case number is the number assigned to the case by the court.                                                                                                                                                                                                           |
| <b>Case Type</b>        | The case type is the type of case within the case category.                                                                                                                                                                                                                |
| <b>Case Sub Type</b>    | The case sub type is one of these.                                                                                                                                                                                                                                         |
| <b>Case Status</b>      | The case status as indicated by the court.                                                                                                                                                                                                                                 |
| <b>Location</b>         | The location is the court to which the case is assigned.                                                                                                                                                                                                                   |
| <b>Date Filed</b>       | The date that the case was opened.                                                                                                                                                                                                                                         |
| <b>Remove Alert</b>     | The X on the right side of the alert row.                                                                                                                                                                                                                                  |

## Case Alerts Page Options

The *Case Alerts* page includes the following options.

| Option                                      | Description                                                                                                      |
|---------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| <b>Search Case Alerts</b>                   | To search for a specific case, enter search criteria in the keyword search field, and then click <b>Search</b> . |
| <b>View Case Details</b>                    | Click a case description hyperlink to open the <i>Case Details</i> page for that case.                           |
| <b>Select Alert Checkbox</b>                | Check the box for each row to utilize the batch <b>Remove Selected</b> button.                                   |
| <b>Delete Alert X</b>                       | Click on the X to delete a single alert row.                                                                     |
| <b>First, Previous, 1, 2,...,Next, Last</b> | Use the navigation buttons to browse through your case alerts.                                                   |

## Setting a Case Alert

If you would like re:Search@NM to notify you by email whenever someone files into a particular case, you can set a case alert on that case.

You can use one of the following methods to set a case alert.

| Option                                                   | Steps                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| To use the <i>Case Details</i> page to set a case alert: | <ol style="list-style-type: none"><li>1. Access the <i>Case Details</i> page for the case.</li><li>2. In the <b>Case Information</b> section, click the white Case Alert icon .</li></ol>                                                                                                                                                                                                                                                                                  |
| To use the <i>My Cases</i> page to set a case alert:     | <ol style="list-style-type: none"><li>1. Access the <i>My Cases</i> page from the dashboard or by using the re:Search@NM menu .</li><li>2. Click on the slider icon  to enable a case alert for each case you want to watch.</li><li>3. The slider will change to blue when active .</li></ol> |

The icon on the Case Details page changes to a dark Case Alert icon  to indicate that you set a case alert on the case.

## Removing a Case Alert

You can remove a case alert from a case at any time using one of the following methods:

| Option                                                      | Steps                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| To use the <i>Case Alerts</i> page to remove a case alert:  | <ol style="list-style-type: none"><li>1. Access the <i>Case Alerts</i> page from the dashboard or from the re:Search@NM menu .</li><li>2. Locate the case.</li><li>3. Click on the blue slider icon .</li><li>4. When disabled, the slider icon will turn grey .</li></ol> |
| To use the <i>Case Details</i> page to remove a case alert: | <ol style="list-style-type: none"><li>1. Access the <i>Case Details</i> page for the case.</li><li>2. In the <b>Case Information</b> section, click the dark Case Alert icon . The icon changes to a white Case Alert icon .</li></ol>                                                                                                                         |

| Option                                                  | Steps                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| To use the <i>My Cases</i> page to remove a case alert: | <ol style="list-style-type: none"> <li>1. Access the <i>My Cases</i> page from the dashboard or from the re:Search@NM menu .</li> <li>2. Locate the case.</li> <li>3. Click on the blue slider icon .</li> <li>4. When disabled, the slider icon will turn grey .</li> </ol> |

## Name Alerts

re:Search@NM allows you to set an alert on the name of a party, attorney, or judicial officer.

When you set a name alert, re:Search@NM notifies you by email whenever the name is added to a case. The email includes the case description and number and a link to the case.

The *Name Alerts* page lists all of the names on which you have set an alert. You can access the *Name Alerts* page from the *Name Alerts* card on the Dashboard, or from the re:Search@NM menu .

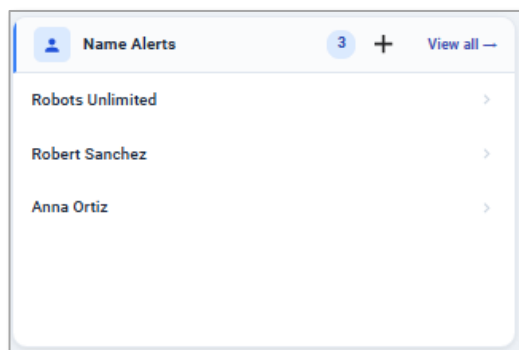


Figure 10.8 – Name Alerts Card

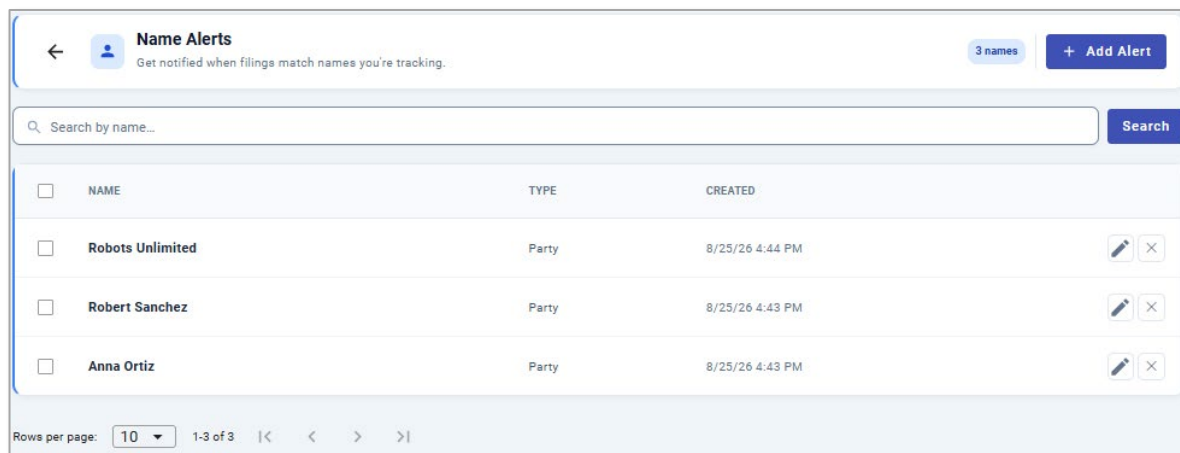


Figure 10.9 – Name Alerts Page

The *Name Alerts* page includes the following options.

| Option                    | Description                                                                                                                                                                                                                 |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Search Name Alerts</b> | To search for a specific name, type a full or partial name in the keyword field, and then click <b>Search</b> or press ENTER. The page refreshes to display matching names. Alternate spellings are included in the search. |

| Option                                                                            | Steps                                                                                                |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| <b>Add Alert</b>                                                                  | Click this button to open the <i>Name Alert</i> dialog panel to set a new name alert.                |
|  | Click the Edit icon to view or edit details about the name alert, including any alternate spellings. |
| <b>Select Alert Checkbox</b>                                                      | Check the box for each row to utilize the batch <b>Remove Selected</b> button.                       |
| <b>Delete Alert X</b>                                                             | Click on the X to delete a single alert row.                                                         |
| <b>First, Previous, 1, 2,...,Next, Last</b>                                       | Use the navigation buttons to browse through your case alerts.                                       |

## Adding a Name Alert

If you would like re:Search@NM to notify you by email whenever someone adds a specific party, attorney, or judicial officer to a case, you can create an alert for the name. The name can be a person's name or the name of a business or law firm. Use one of the following options to add a new name alert:

| Option                                                                                                                                                                  | Steps                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| To add a name alert from the <i>Name Alerts</i> page:                                                                                                                   | <ol style="list-style-type: none"> <li>1. Access the <i>Name Alerts</i> page from the re:Search@NM menu .</li> <li>2. Click <b>Add Name Alert</b>.<br/>The <i>Name Alert</i> dialog box opens.</li> <li>3. Complete the fields.</li> <li>4. Click <b>Save</b>.</li> </ol>                                                                                                                                                                        |
| To add a name alert from the <i>Case Details</i> page for a case:                                                                                                       | <ol style="list-style-type: none"> <li>1. Access the <i>Case Details</i> page for the case.</li> <li>2. Click the name of the party, attorney, or judicial officer to open the Name Options menu, and then click <b>Name Alert</b>.<br/>The <i>Name Alert</i> dialog box opens with the name of the party, attorney, or judicial officer already displayed in the <b>Name</b> field and the appropriate type selected in the <b>Type</b> drop-down list.</li> <li>3. Complete the fields.</li> <li>4. Click <b>Save</b>.</li> </ol> |
| To add a name alert from the <i>Filing Details</i> page for a filing:<br><br><b>Note: This option works only if you are adding a name alert for a judicial officer.</b> | <ol style="list-style-type: none"> <li>1. Access the <i>Filing Details</i> page for the case.</li> <li>2. Click the name of the judicial officer to open the Name Options menu, and then click <b>Name Alert</b>.<br/>The <i>Name Alert</i> dialog box opens with the name of the judicial officer already displayed in the <b>Name</b> field and the value <b>Judge</b> selected in the <b>Type</b> drop-down list.</li> <li>3. Complete the fields.</li> <li>4. Click <b>Save</b>.</li> </ol>                                     |

## Name Alert Fields

Use the *Name Alert* dialog box to add or edit a name alert.

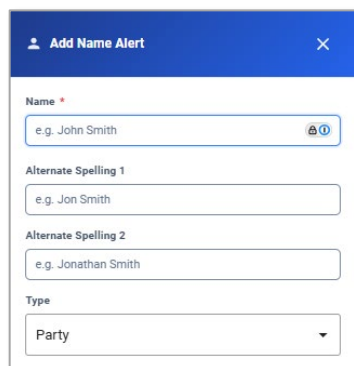


Figure 10.10 – Name Alert Dialog Box

The *Name Alert* dialog box includes the following fields.

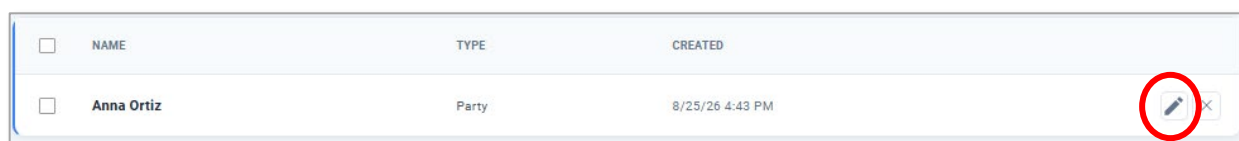
| Field                                                 | Description                                                                                                                                                                                                                  |
|-------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name</b>                                           | Type the name of the party, attorney, or judicial officer. If you selected the name from the <i>Case Details</i> page, the name is already displayed. The name can be a person's name or the name of a business or law firm. |
| <b>Alternate Spelling 1/<br/>Alternate Spelling 2</b> | Use these fields to enter alternate spellings or known misspellings of the name entered in the <b>Name</b> field. These fields are optional.                                                                                 |
| <b>Type</b>                                           | Select whether you are setting a name alert for a party, an attorney, or a judge.                                                                                                                                            |

## Editing a Name Alert

You can edit details about an existing name alert at any time.

To edit details for a name alert:

1. Access the *Name Alerts* page from the re:Search@NM menu .
2. On the row for the name alert that you want to edit, click the Edit icon .



| <input type="checkbox"/> | NAME       | TYPE  | CREATED         |                                                                                                                                                                         |
|--------------------------|------------|-------|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Anna Ortiz | Party | 8/25/26 4:43 PM |   |

Figure 10.11 – Edit Icon on Name Alerts Page

The *Name Alert* dialog box opens.

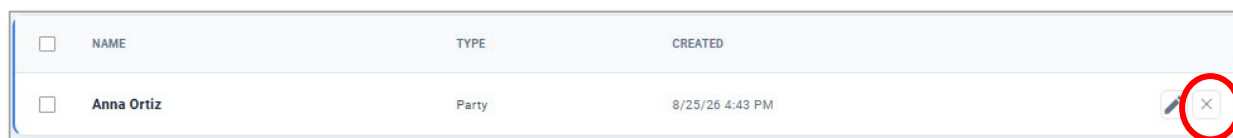
3. Update the fields as required.
4. Click **Save**.  
Your changes to the name alert are saved.

## Removing a Name Alert

You can remove a name alert at any time.

To remove a name alert:

1. Access the *Name Alerts* page from the re:Search@NM menu .
2. On the row for the name alert that you want to remove, click the **X** to remove.



| <input type="checkbox"/> | NAME       | TYPE  | CREATED         |                                                                                                                                                                             |
|--------------------------|------------|-------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Anna Ortiz | Party | 8/25/26 4:43 PM |   |

Figure 10.12 – Remove Icon on Name Alerts Page

A confirmation message opens, asking you to confirm that you want to remove the name alert.

3. Click **Remove**.

The name alert is removed from the *Name Alerts* page.

## My Folders

You can create personalized folders to help organize your cases and provide quick access to those cases.

Folders are arranged in alphabetical order on the **My Folders** card on the *Dashboard*.



Figure 10.13 – My Folders Card

The following options are available on the **My Folders** card.

| Option                                                                                          | Description                                       |
|-------------------------------------------------------------------------------------------------|---------------------------------------------------|
|  Folder Name | Click the folder name to open a folder.           |
| 3                                                                                               | Counter showing how many cases are in the folder. |
| <a href="#">View all →</a>                                                                      | Click this button to see the My Folders page.     |

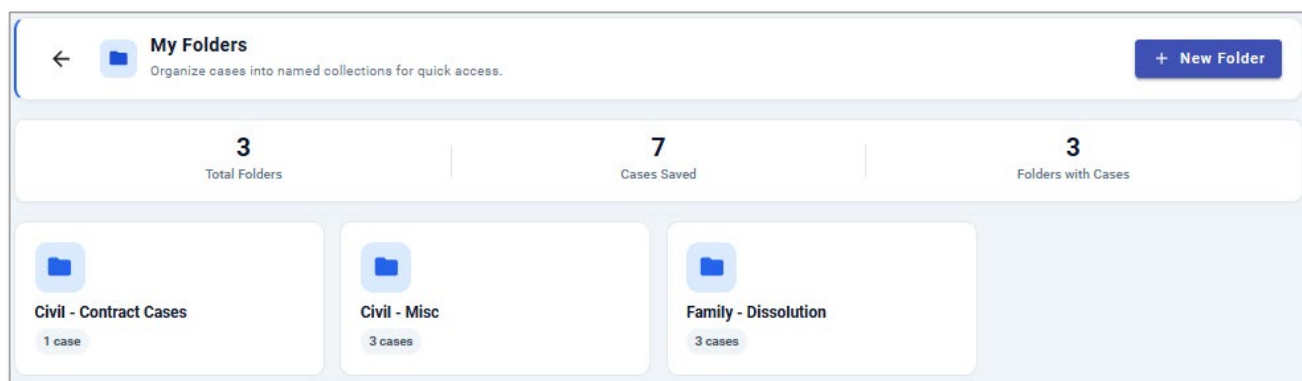


Figure 10.14 – My Folders Page

## Adding a Folder

Click on View All on the My Folders card.

**Note:** You can also create a new folder from the *Case Detail* page or the *Filing Detail* page. Refer to the “Adding Cases to Folders” for more information.

To add a folder from the My Folders page:

1. Click the + New Folder button.
2. Type a name for the folder in the New Folder Name field.
3. Press the Save Folder button.

The new folder is now displayed on the **My Folders** card.

## Renaming a Folder

You can rename a folder on the **My Folders** card on the *Dashboard*.

To rename a folder:

1. From the My Folders card on the Dashboard, hover over the folder that you want to rename.
2. Click the Edit icon .
3. Change or overwrite the folder name.
4. Press the Save Changes button.

The folder is displayed with the new name on the **My Folders** card.

## Deleting a Folder

If you no longer need a folder, you can easily delete it.

To delete a folder:

1. On the My Folders page, hover over the folder that you want to delete.
2. Click the Trash icon .

A message is displayed, letting you know the deletion cannot be undone.

3. Click the **Delete** button.

The folder is removed from the **My Folders** page and card.

## Adding Cases to Folders

You can add cases to folders from the **Case Information** section on the *Case Details* page or the *Filing Details* page.

To add a case to a folder:

1. Access the *Case Details* page for the case, or access the *Filing Details* page for one of the filings for the case.
2. Do one of the following:

| Option                                                      | Description                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| To save the case to an existing folder:                     | <ol style="list-style-type: none"><li>a. In the <b>Case Information</b> section, click the Folder icon .</li><li>b. Select an existing folder from the list of folders.</li></ol>                                                                                                                                     |
| To create a new folder and save the case to the new folder: | <ol style="list-style-type: none"><li>a. In the <b>Case Information</b> section, click the Folder icon .</li><li>b. Type the folder name in the <b>New Folder Name</b> field.</li><li>c. Either click , or press ENTER.</li></ol> |

The case is now saved in the folder you selected or created, and the **Save to Folder** button is replaced with the name of the folder.

## Removing Cases from Folders

You can remove a case from a folder using either the folder itself or the **Case Information** section on the *Case Details* page or the *Filing Details* page.

To remove a case from a folder:

1. Choose one of the following options to remove a case from a folder:

| Option                                                                                                                           | Description                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>To remove a case from a folder on the My Folders page:</b>                                                                    | <ol style="list-style-type: none"><li>a. On the <b>My Folders</b> page, click the folder containing the case.</li><li>b. In the side panel that displays all of the cases in the folder, click the <b>X</b> next to the case that you want to remove.</li></ol>                                                                                                                               |
| <b>To remove a case from a folder by using the Case Information section on the Case Details page or the Filing Details page:</b> | <ol style="list-style-type: none"><li>a. Access the <i>Case Details</i> page for the case, or access the <i>Filing Details</i> page for one of the filings for the case.</li><li>b. In the <b>Case Information</b> section, click the down arrow next to the Folder icon, which currently shows the name of the folder in which the case is saved. Click <b>Remove from folder</b>.</li></ol> |

## Text In Document Searching

On the *Basic Search* page, you can search for text within documents by entering keywords in the **Search** field. You can also select filter options to narrow the search results.

To search for text in documents:

1. Access the *Basic Search* page either by clicking the **Search** button on the *Dashboard* or by clicking **Search** on the re:Search@NM menu .
2. Select the **Text in Documents** radio button on the right-side panel.
3. From the side panel, select the filters for your search to reduce the number of results that will return.
4. Type your search criteria in the keyword **Search** field, and then press ENTER or click the **Search** button.
5. Any document you have rights to view will display in the search results.
6. If not already applied, you can apply the Location, Case Category, Case Type, Date Range, or File Date to drill down.

If re:Search@NM finds any matches, it displays them in the search results area. For each match, re:Search@NM displays the filing details, the document, the matching text (highlighted in yellow), and the surrounding text to give it some context. Note that re:Search@NM will show only the first five matches within a document.

**Note:** The **Search** field supports **Boolean searches**, which can be useful when you are trying to narrow down your search results. Click the **Search Help** icon  to display descriptions of the available Boolean search operators.

# 11 View Profile

This chapter describes the *Profile* page and provides instructions for maintaining your account.

**Note:** Procedures for managing your password are provided in the “Getting Started” chapter.

## View Profile

The View Profile dialog window provides:

- Access to the user’s Profile Page
- Access to change their re:Search@NM/eFile & Serve™ password
- The Sign Out link

Hovering over the colored circle with the user’s initial in it will display “View Profile”

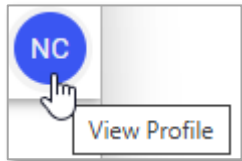


**Figure 11.1 – View Profile Icon**

To Access the Profile Page, click on the colored circle to display the Profile dialog window, and then click on the Profile button

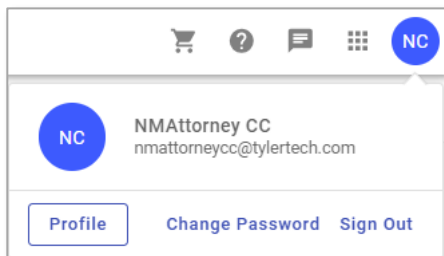


**Figure 11.2 – Profile Dialog Window**

The options available on the *Profile* page vary by user role and location.

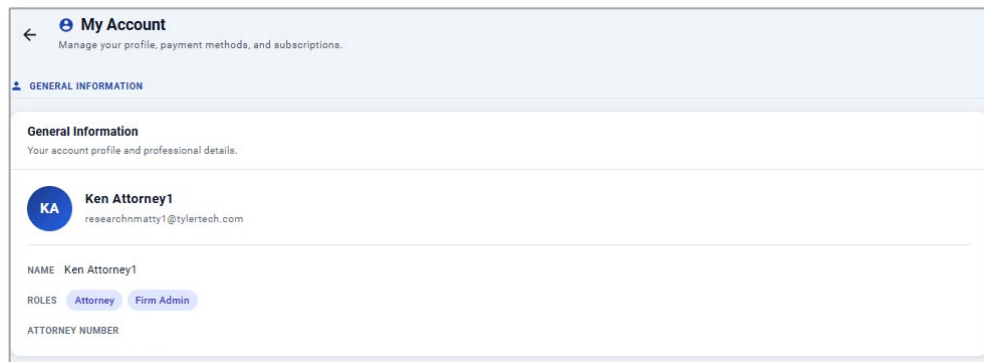


**Figure 11.3 – My Account Page**

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## My Account Page

The **My Account** section on the *Profile* page provides basic information about you.

| Field                       | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name</b>                 | This field identifies the email address associated with your both your re:Search®NM and eFile & Serve™ accounts.                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Roles</b>                | This field lists your assigned user roles, as identified by the court. Your roles determine which tasks you can perform and the type of information you can view.                                                                                                                                                                                                                                                                                                                           |
| <b>Attorney Number</b>      | If you are an attorney, this field displays your New Mexico Supreme Court CAID number.                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Link Attorney Number</b> | <p>If you are an attorney and your account is not linked to your CAID number yet, this field is displayed in place of the <b>Attorney Number</b> field. If you wish to link your account to your attorney number, click the <b>Link</b> button, and follow the prompts to complete the attorney onboarding process.</p> <p><b>Note: If you are an attorney and your account is not linked to your attorney number, you will not have attorney of record privileges in re:Search®NM.</b></p> |

## My Payment Methods Section

The **My Payment Methods** section on the *My Account* is a hard-coded option in the software application that New Mexico does not use.

# 12 Purchases

The Purchases Page, accessed via the menu  icon in the upper left of the window is a hard-coded option in the software application that New Mexico does not use.

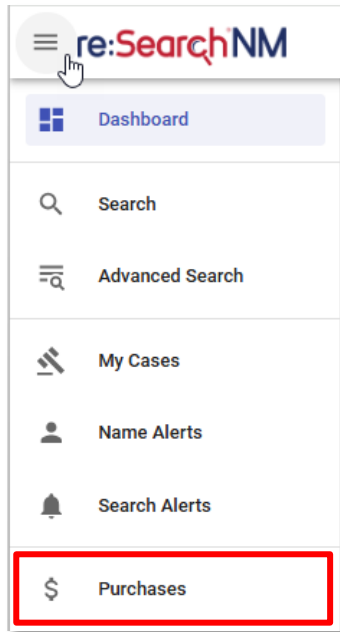


Figure 12.1 – Purchases Option on Menu Dropdown