

4A-101. Domestic relations cover sheet.

DOMESTIC RELATIONS COVER SHEET¹
Type or print responses. Required for attorneys only.
(Do not use in domestic violence cases.)

THIS SECTION FOR OFFICIAL USE ONLY²

Case number: _____ Assigned judge: _____ Free process: Y N

Information for court clerk's use.

A. Parties' names and petitioner's attorney information.

Petitioner's information

Petitioner's name: _____

Attorney's name: _____

Attorney address: _____

City: _____

State: _____

Zip code: _____

Telephone: _____

Respondent's name: _____

B. Case tracking (*select codes from page 3*)³

Primary case type (*Insert three letter code*) _____.

Primary claim for relief (*cause of action*) (*Insert three letter code*) _____.

Other claims for relief (*cause of action*) (*Insert three letter codes*)⁴: _____.

C. Type of pleading (*mark only one*)

___ FIRST PLEADING for this party (*petition*)

___ RE-OPENED (*Post judgment decree, motions, petitions for enforcement or modification*)

Information for judge's use (*mark all that apply*)

Has mediation or settlement facilitation been attempted? ___Yes ___No.

Are there any pending or closed cases, including any domestic violence or children's court cases, involving the same parties or children? ___Yes ___ No.

END OF COVER SHEET. GO TO INFORMATION SHEET.⁵

NOTE TO CLERK: PLACE THE COVER SHEET IN THE COURT FILE.⁶

NOTE TO COURT CLERK: DO NOT FILE THE INFORMATION SHEET.⁶

DOMESTIC RELATIONS INFORMATION SHEET

Case number: _____ Assigned judge: _____

The following information is required by New Mexico law and federal law for child support enforcement. The information also is needed to identify and monitor the case.

1. Information regarding petitioner and respondent. (*Do not use an attorney's mailing address. Use a separate sheet if necessary.*)

Petitioner

Respondent

Name: _____

Name: _____

(Last name, first, middle)

(Last name, first, middle)

Other names (e.g. maiden name):

Other names (e.g. maiden name):

Address: _____

Address: _____

City: _____

City: _____

State: _____

State: _____

Zip code: _____

Zip code: _____

Date of birth: _____

Date of birth: _____

Social Security number⁷: _____

Social Security number⁷: _____

2. Parties' minor children. (Provide the date of birth and social security number for *each* minor child, if any. Use a separate sheet if necessary.)

Name: _____

Name: _____

(Last name, first, middle)

(Last name, first, middle)

Date of birth: _____

Date of birth: _____

Social Security number: _____

Social Security number: _____

Name: _____

Name: _____

(Last name, first, middle)

(Last name, first, middle)

Date of birth: _____

Date of birth: _____

Social Security number: _____

Social Security number: _____

Has any court made an order for child support? ____Yes ____No

Has any court changed the amount of child support you requested? ____Yes ____No

If you answered "Yes" to either question, what state and what court issued the order?

_____ State _____ Court.

3. Request to limit access to information.

(Optional - complete only if applicable)

[] The [petitioner] [respondent] has reason to fear domestic violence or child abuse. For this reason, please limit access to information about the [petitioner] [respondent] in the Child Support & Paternity Case Registry to the extent possible. The [petitioner] [respondent] realizes that this request may make it more difficult to assist in collecting child support. The [petitioner] [respondent] understands that the other party and the public might still view information about this case under some circumstances.

I affirm that this request is legitimately made and not designed to harass or intimidate the other party or mislead the court.

END OF INFORMATION SHEET

NOTE TO ATTORNEYS: DO NOT SUBMIT INFORMATION BELOW THIS LINE TO THE CLERK.⁵

CLAIMS FOR RELIEF (CAUSES OF ACTION)

Select the primary case type, primary claim for relief and all other claims for relief from the following list. Primary case types are in bold print and are either underlined or appear in italics.

"Claims for relief" appear in regular lettering to the left and below each "primary case type". Write the appropriate codes in the appropriate blank spaces on the cover sheet.

| | PRIMARY CASE TYPE |
|---|------------------------------|
| <i>ESTABLISH DISSOLUTION -- MINOR CHILDREN</i> | <i>DDC</i> |
| ANNULMENT with custody | DAC |
| DIVORCE with custody | DDC |
| LEGAL SEPARATION with custody | DLC |
| NOT MARRIED with children | DNC |
| <i>ESTABLISH DISSOLUTION -- NO MINOR CHILD</i> | <i>DDN</i> |
| ANNULMENT no minor child | DAN |
| DIVORCE no minor child | DDN |
| LEGAL SEPARATION no minor child | DLN |
| NOT MARRIED no minor child | DNN |
| <i>ESTABLISH CUSTODY OR VISITATION</i> | <i>DCV</i> |
| PARENTAL CUSTODY OR VISITATION | DCV |
| GRANDPARENT VISITATION | DGC |

| | | |
|---|-----|-------------------|
| OTHER CUSTODY VISITATION | DOC | |
| <i>ENFORCE - MODIFY CUSTODY, VISITATION OR SUPPORT</i> | | <i>DDC</i> |
| ENFORCE INCOMING RECIPROCAL | EIR | |
| ENFORCE OUTGOING RECIPROCAL | EOR | |
| ENFORCE SUPPORT - private attorney | EPV | |
| ENFORCE SUPPORT - state attorney | EST | |
| MODIFY INCOMING RECIPROCAL | EIR | |
| MODIFY OUTGOING RECIPROCAL | EOR | |
| MODIFY SUPPORT - private attorney | EPV | |
| ENFORCE OR MODIFY PARENTAL CUSTODY | ECV | |
| ENFORCE OR MODIFY GRANDPARENT VISIT | EGC | |
| ENFORCE, MODIFY OTHER CUSTODY OR VISIT | EOC | |
| <i>MISCELLANEOUS OR OTHER</i> | | <i>DMS</i> |
| SECTION 40-4-7 PROPERTY DIVISION | DPD | |
| ENFORCE OR MODIFY PROPERTY DIV. | EPD | |
| MISC. DOMESTIC MATTERS | DMS | |
| ENFORCE - MODIFY MISC. DOM. REL. MATTER | EMS | |
| <i>ESTABLISH PARENTAGE OR PATERNITY</i> | | <i>DPA</i> |
| ESTABLISH PARENTAGE OR PATERNITY | DPA | |
| <i>CHILD SUPPORT</i> | | <i>DCS</i> |

CHILD SUPPORT - private attorney

DPV

CHILD SUPPORT - state attorney

DST

USE NOTES

1. The Domestic Relations Cover Sheet and the Domestic Relations Information Sheet are not required in domestic violence, commitment, guardianship, probate or adoption actions; or if you are filing a pleading that does not change or add to the first pleading.

In uncontested domestic relations matters, the parties may submit one set of documents with the initial pleading, and the documents need not be served.

In all other contested domestic relations cases each attorney representing a petitioner in a contested case must submit both the cover sheet and the information sheet and serve a blank copy of the information sheet on the respondent. Respondents must submit the completed information sheet with their first responsive pleading.

The information submitted on these forms does not replace or supplement the filing and service of pleadings or other papers required by law. These forms, approved by the Supreme Court of New Mexico, are required to initiate domestic relations cases and are used by the courts for case management.

Forms are available from the court clerks and the NMRA. Electronic copies may be obtained from the Supreme Court's internet site (www.supremecourt.nm.org) and New Mexico Law on Disc. If re-keying the form it must appear substantially in the same format as the Supreme Court approved form. Type or print only. If using a word processing system, please print your answers in bold.

2. The information contained in the "official use only" section of the domestic relations cover sheet including the case number and assigned judge, and free process information will be filled in by the court clerk. The court clerk will also fill in the case number and assigned judge information requested on the Domestic Relations Information Sheet.
3. The identification of case types, primary and other claims for relief is for court data keeping purposes only and is not binding for any purpose. There is no wrong answer as long as the codes are taken from the attached list of codes. Insert the code for the primary case type (e.g. DVC for custody or visitation) and the primary claim for relief (e.g. DGC for grandparent visitation) using the codes listed on page three (3) of the

cover sheet. It is possible for the case type and case codes to be the same. Please insert both. For statistical purposes, you can list only one primary case type and one primary claim or cause of action.

4. Other claims for relief. If you have other claims, type or print the codes for those claims as indicated.
5. The cover sheet is to be submitted to the clerk on one page. Unless there are more than four children, the information sheet is to be submitted on a single page. The clerk will key-enter the information on the cover sheet and place it in the court file. Only the cover sheet will be filed. The clerk will key-enter the information on the information sheet. The information sheet will not be filed in the court file.
6. Please print and include the "notes" to the clerk on the form submitted to the clerk.
7. If the party has more than one social security number, please include it. Pursuant to Sections 27-1-10 and 27-1-11 NMSA 1978 and federal law, each party must submit the social security number of each party as well as the name, date of birth and social security number for each minor child. This information will be provided to the State Case Registry and, upon request, to child support enforcement agencies. The parties' addresses and social security numbers are also used to accurately identify and track court users, obtain feedback from court users on a periodic basis and to issue process in contempt proceedings. Addresses provided on this page will not be made a part of the public record unless that party is or becomes self represented.
8. The Child Support & Paternity Case Registry is a required, nationwide database of child support and paternity orders. Access to registry information is strictly limited to court and child support administrative personnel. Requesting that your registry information be "nondisclosed" does not prevent authorized parties from reviewing the information. Rather, it alerts courts and child support administrative personnel to act with caution when viewing your information. However, be aware that requesting "nondisclosure" of registry information does not limit access to your official district court case file which is a public record. If you are concerned about such access, ask your lawyer, or the court clerk if you do not have a lawyer, about ways in which the court may restrict access to your court file.

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