

STATE OF NEW MEXICO
COUNTY OF _____
_____ JUDICIAL DISTRICT COURT

_____,
Plaintiff,

v.

No. D-____-CV-____-_____

_____,
Defendant(s).

NOTICE OF COMPLETION OF BRIEFING

COME NOW the Defendant(s) _____, *pro se*, and notifies the Court that briefing has been completed on Defendant's Motion _____ (*title of Motion*) filed on _____ day of _____, 20____.

Check those that apply:

_____ Plaintiff filed a Response to the Motion on the _____ day of _____, 20____.

_____ Defendant filed a Reply on the _____ day of _____, 20____.

_____ The deadline for Plaintiff's Response was the _____ day of _____, 20____,

and no Response to the Motion has been filed by Plaintiff.

Briefing is now complete, and the Motion is ripe for this Court's decision.

Respectfully submitted,

Signature

Name (printed)

Mailing address

City, State, Zip Code

Telephone number

Certificate of Service

I hereby certify that a copy of this Notice of Completion of Briefing was mailed/faxed/hand-delivered (*circle one*) to the attorney for the Plaintiff on _____.
month/day/year

Signature

DO NOT FILE—INSTRUCTIONS PAGE

Disclaimer: The contents of this *pro se* Notice of Completion of Briefing and instructions do not constitute legal advice. Foreclosure is a complicated area of law and it is strongly recommended that you contact a licensed NM attorney for advice about your specific case.

If you are not represented by an attorney and you file a Motion with the Court to ask the Court to do something (for example: to ask the Court for permission to file an Amended Answer) then you will need to file a Notice of Completion of Briefing when the briefing period on your Motion has ended.

The briefing period on a Motion is as follows: (1) A Motion and Request for Hearing is filed with the Court → (2) Party opposing the Motion has 18 days from the date the Motion was filed to file a Response brief to the Motion → (3) Party who filed the Motion has 18 days from the date the Response brief is filed to file their Reply brief to the Response → (4) When the Reply is filed, the Notice of Completion of Briefing is also filed to let the Court know that briefing on the Motion is complete. If the opposing party does not oppose the Motion or does not file a Response brief by the deadline, then you should file the Notice of Completion of Briefing letting the Court know that no Response was filed.

Filling out the Notice of Hearing:

1. Hand-write or type all of the information at the top of the first page of the Notice of Completion of Briefing (called the caption) exactly as it is written on the first page of the Complaint, being sure to notate the appropriate court, plaintiff and defendant names, and case number.
2. Next, write in the name of your name as the Defendant.
3. Next, write in the title of your Motion (for example: *Defendant's Motion for Leave to File an Amended Answer*) and the date that you filed your Motion with the Court.
4. Next, check the items that apply. If Plaintiff filed a Response to your Motion, then fill in the date that Plaintiff filed their Response. If you filed a Reply brief to the Plaintiff's Response, then fill in the date that you filed your Reply. If no Response was filed by the deadline (which is 18 days after you filed and mailed a copy of your Motion to the Plaintiff) then fill in the date that the Response was due and let the Court know that no Response was filed.
5. There is a Certificate of Service prepared at the bottom of your Notice of Completion of Briefing for your use. This certificate is a statement that you have mailed a copy of your Notice of Completion of Briefing to the Plaintiff's attorney. You should be sure to sign and date the Certificate of Service and mail out the copy of the Notice of Completion of Briefing on the date indicated on the certificate.
6. Make two copies of the *pro se* Notice of Completion of Briefing; take the original and two copies to the district court clerk for filing. The Clerk will stamp all three documents. The Clerk will keep the original and return the two copies to you. Mail one of the copies to the attorney for the Plaintiff and keep one for your records.