

STATE OF NEW MEXICO
COUNTY OF _____
_____ JUDICIAL DISTRICT COURT

_____ ,

Plaintiff,

v.

No. D-____-CV-____-_____

_____ ,

Defendant(s).

NOTICE OF HEARING

A hearing in this case is set before the Honorable _____, District Court Judge
as follows:

1. Date of Hearing: _____
2. Time of Hearing: _____
3. Length of Hearing: _____
4. Place of Hearing: _____
5. Specific matter to be heard: _____

The Honorable _____

By _____
Judge, Secretary or Calendar Clerk

Parties Entitled to Notice:

Plaintiff's Attorney's Law Firm

Plaintiff's Attorney's Name

Law Firm Mailing Address

City, State, Zip Code

Telephone Number

Your Name (printed)

Your Mailing Address

City, State, Zip Code

Telephone number

DO NOT FILE—INSTRUCTIONS PAGE

Disclaimer: The contents of this *pro se* Notice of Hearing 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 email the Judge's office a Notice of Hearing form in a Word document format after briefing on your Motion is complete, and the Motion is ready to be set for hearing. You must also copy the Plaintiff's attorney on any correspondence that you send to the Judge's office.

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 Hearing (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 assigned Judge. You can look up who your Judge is by logging onto www.nmcourts.gov and looking up your foreclosure case either by your name or by your case number. You can also find out who your Judge is by looking on the front page of the Summons that you were served with.
3. Do not fill out Lines 1-4. The Judge's office will fill out those lines when they schedule a date and time for the hearing on your Motion.
4. On line 5, briefly describe what specific matter will be addressed at the hearing (for example: *Defendant's Motion for Leave to File an Amended Answer*)
5. Finally, write in your name and contact information, and also the name and contact information for the Plaintiff's attorney under the heading, "Parties Entitled to Notice." This tells the Court who to notify that a hearing is scheduled.
6. DO NOT FILE the Notice of Hearing. You should email the Notice of Hearing to the Judge's office along with your Motion Package. Your Motion Package includes: (1) Defendant's Motion, (2) Request for Hearing, (3) Plaintiff's Response to Motion, (4) Defendant's Reply to Plaintiff's Response, (5) Notice of Completion of Briefing, and (6) Notice of Hearing. You can find the email address for the Judge's office by visiting the Court's website. You must also copy the Plaintiff's attorney on any correspondence that you have with the Judge's office. You can typically find the Plaintiff's attorney's email address on the last page of the Complaint for Foreclosure.