

1 **LR3-117. “Package” procedure.**

2 [Related Statewide Rules 1-007.1, 1-100, and 5-120 NMRA]

3 At the expiration of all responsive times under Rules 1-007.1 and 5-120 NMRA, if a party
4 is seeking a hearing, the movant shall submit to the assigned judge a copy of a request for hearing
5 (after filing the request with the clerk of the court). The submission of the request for hearing
6 alerts the court that the motion is ripe for decision. Not less than ten (10) days before a scheduled
7 hearing on the motion, the moving party shall submit a copy of the motion, any response, and any
8 reply, as a complete package. The package shall be submitted in electronic form to the judge’s
9 proposed text email address, in hard copy form, or in both, depending on the presiding judge’s
10 preference. Each judge’s delivery preference for the form of the package and delivery instructions
11 for the delivery of the physical package will be listed on the court’s website. Copies of the package
12 submission must be served on all parties and the service must be indicated on the
13 transmittal. Failure to comply with this rule may result in a hearing being cancelled by the judge
14 without further notice.

15 [Adopted by Supreme Court Order No. S-1-RCR-2024-00057, effective for all cases pending or
16 filed on or after March 13, 2026.]