4-208. Notice and acknowledgment of receipt of summons and complaint.

[For use with Rules 2-202 and 3-202 NMRA]

STATE OF NEW MEXICO
_____ (COURT)
_____ (COUNTY)
_____, Plaintiff
v. No. _____
_____, Defendant

NOTICE AND ACKNOWLEDGMENT OF RECEIPT OF SUMMONS AND COMPLAINT

TO: _____

ADDRESS: _____

The enclosed summons, complaint, answer form, two copies of this notice and acknowledgment of receipt of summons and a postage prepaid return envelope are served pursuant to the rules of civil procedure.

You must sign and date the receipt. If you are served on behalf of a corporation, unincorporated association (including a partnership) or other entity, you must indicate under your signature your relationship, position or title. If you are served on behalf of another person and you are authorized to receive process, you must indicate under your signature your relationship, position or title.

You must complete and return one copy of the completed form to the sender within twenty (20) days of the date upon which this notice was mailed. This date appears below. If you fail to complete and return this form to the sender within twenty (20) days plus three (3) days for mailing as provided by Rule 2-104 NMRA, you may be required to pay any expenses incurred in serving a summons and complaint in any other manner permitted by law. It must be received by the sender within [~~twenty-three (23)~~] twenty (20) days, plus three (3) days for mailing as provided by Rule 2-104 NMRA, from the date it was mailed to you.

A stamped and addressed envelope has been included with this notice. You may use this envelope to return this form to the sender.

In addition to completing this form and returning it to the sender, you must also answer the complaint and file an answer with the court within [~~twenty three (23)~~] twenty (20) days, plus three (3) days for mailing as provided by Rule 2-104 NMRA, from the date this notice was mailed to you. This date appears below. An answer form has been included with this notice for your use. If an answer is not filed with the court a default judgment may be granted for the relief demanded in the complaint.

I declare, under penalty of perjury, that the complaint, an answer form, two copies of this notice and acknowledgment of receipt of summons and complaint and a postage prepaid return envelope were mailed on the _____ day of _____, _____ from _____ *(place of mailing).*

_____
Signature of person mailing

_____
Date of signature

RECEIPT OF SUMMONS AND COMPLAINT

I received a copy of the summons and complaint.

I understand that a judgment may be entered against me (or the party on whose behalf I received service) if I do not file an answer to the complaint with the court [~~twenty~~ ~~three (23)~~] twenty (20) days, plus three (3) days for mailing as provided by Rule 2-104 NMRA, from the date this notice was mailed to me.

_____
Signature of defendant
or defendant's attorney

_____
Position or title

_____
Date of signature

(To be completed prior to filing with the clerk of the court. Proof of service is required for each party.)

AFFIDAVIT OF SERVICE

I declare under penalty of perjury that a copy of the complaint, an answer form, two copies of this notice and acknowledgment of receipt of summons and complaint and a postage prepaid return envelope were served by mail on the following persons or entities on this _____ day of _____, _____:

(1)_____
(Name of party)
_____
(Address)

(2)_____
(Name of party)
_____
(Address)

_____
Signature of person mailing pleadings

_____
Date of signature

Subscribed and sworn to
before me this _____
day of _____, _____

_____
Judge, notary or other officer authorized to administer oaths

_____
Official title

[As amended, effective January 1, 1993; September 2, 1997; as amended by Supreme Court Order No. S-1-RCR-2026-00233, effective for all cases pending or filed on or after December 31, 2026.]