24-102.1. Registration statements.

A. Deadlines; content.

(1) Within three (3) months of admission to practice in this state, and, thereafter, on or before January 1 of every year, every attorney admitted to practice in this state shall submit to the state bar a registration statement setting forth the following:

(a) the attorney’s address of record;

(b) the street address where client files or other materials related to the attorney’s practice are located;

(c) the attorney’s telephone number of record;

(d) the attorney’s email address of record; and

(e) such other information as the Supreme Court may from time to time direct.

(2) The attorney’s “address of record” and “email address of record” are the attorney’s official addresses for service of notices, pleadings, papers, and information. An “address of record” is a public record and upon request will be provided to any member of the public. The attorney may also maintain a separate address with the state bar for purposes of publications of the state bar and solicitations.

(3) In addition to the annual registration statement, every attorney shall file a supplemental statement with the state bar showing any change in the information previously submitted within thirty (30) days of such change. Upon the request of any attorney providing a street address under the provisions of this rule that is not the “address of record,” the street address shall not be disclosed to any member of the public.
The attorney’s “email address of record” may be used in the Supreme Court’s electronic filing system in accordance with Rule 12-307.2 NMRA for the electronic service of any documents filed in the Supreme Court under the Rules Governing Discipline.

B. **Reporting to the Supreme Court.** The state bar shall be responsible for providing the clerk of the Supreme Court with the registration statement information in Subparagraphs (1) and (3) of Paragraph A of this rule, which shall be used by the clerk of the Supreme Court to update the attorney’s contact information in the Supreme Court’s official roll of attorneys.

[Adopted by Supreme Court Order No. 21-8300-030, effective December 31, 2021.]