



NEW MEXICO COURTS

The Judicial Branch of New Mexico

Public Records Request Form (For Incarcerated Individuals)

This form is for people in prison or jail who want to request a copy of court records under the New Mexico Inspection of Public Records Act (IPRA), NMSA 1978, § 14-2-1 *et seq.* To get the records you are looking for, please fill out this form as completely as possible. You do not have to use this form. If you do not clearly list the records you want, the form may be sent back to you for more information.

1. Requester (person seeking records) Information

Full Name: _____ Inmate Number: _____

Facility Name: _____

Mailing Address for Facility (Include Address, City, State, and Zip Code):

2. Case Information for Requested Court Case Records

Court Case Number: _____

Names of Parties: _____ versus _____

Name of Court (a list of New Mexico courts is provided below):

3. Specific Records Requested

List exactly which court filings or records you are requesting (for example: "Complaint filed on [date]," "Judgment entered on [date]").

4. Preferred Format of Records (Check One)

☐ - Paper Copies

☐ - Electronic Copies

5. Fees for Copies

You may have to pay for copies of court records. The cost changes depending on the kind of record, where it is, and how you get it. After the records custodian receives your request, the records custodian will let you know what the cost is for the requested records and how you may pay for the records. If payment is required, records will be sent once payment is received.

Signature: _____ Date: _____

Completed forms should be mailed to one of the following records custodians depending upon which court you are seeking records from:

Judicial District or Other Court	Courts within Judicial District	Case Filing Prefix	Records Custodian Mailing Address
First Judicial District	District Court - Los Alamos County	D-132	First Judicial District Court Attn: Records Custodian P.O. Box 2268 Santa Fe, NM 87504
	District Court - Rio Arriba County (Tierra Amarilla)	D-117	
	District Court - Santa Fe County	D-101	
	Magistrate Court - Los Alamos County	M-33	
	Magistrate Court - Rio Arriba County (Chama)	M-191	
	Magistrate Court - Rio Arriba County (Española)	M-43	
	Magistrate Court - Santa Fe County	M-49	
Second Judicial District	District Court – Bernalillo County	D-202	Second Judicial District Court Attn: Records Custodian P.O. Box 488 Albuquerque, NM 87103
Third Judicial District	District Court - Dona Ana County	D-307	Third Judicial District Court Attn: Records Custodian 201 W. Picacho Ave. Las Cruces, NM 88005
	Magistrate Court - Dona Ana County (Anthony)	M-15	
	Magistrate Court - Dona Ana County (Hatch)	M-16	
	Magistrate Court - Dona Ana County (Las Cruces)	M-14	
Fourth Judicial District	District Court - Guadalupe County (Santa Rosa)	D-424	Fourth Judicial District Court Attn: Records Custodian 496 West National Ave Las Vegas, NM 87701
	District Court - Mora County (Mora)	D-430	
	District Court - San Miguel County (Las Vegas)	D-412	
	Magistrate Court - Guadalupe County (Santa Rosa)	M-21	
	Magistrate Court - Mora County (Mora)	M-37	
	Magistrate Court - San Miguel County (Las Vegas)	M-48	
Fifth Judicial District	District Court - Chaves County (Roswell)	D-504	Fifth Judicial District Court Attn: Records Custodian P.O. Box 1776 Roswell, NM 88202
	District Court - Eddy County (Carlsbad)	D-503	
	District Court - Lea County (Lovington)	D-506	
	Magistrate Court - Eddy County (Artesia)	M-18	
	Magistrate Court - Eddy County (Carlsbad)	M-17	
	Magistrate Court - Lea County (Eunice)	M-29	

Judicial District or Other Court	Courts within Judicial District	Case Filing Prefix	Records Custodian Mailing Address
	Magistrate Court - Lea County (Hobbs)	M-26	
	Magistrate Court - Lea County (Jal)	M-27	
	Magistrate Court - Lea County (Lovington)	M-25	
	Magistrate Court - Chaves County (Roswell)	M-7	
Sixth Judicial District	District Court - Grant County (Silver City)	D-608	Sixth Judicial District Court Attn: Records Custodian 855 South Platinum Avenue Deming, NM 88030
	District Court - Hidalgo County (Lordsburg)	D-623	
	District Court - Luna County (Deming)	D-619	
	Magistrate Court - Grant County Div. I (Silver City)	M-19	
	Magistrate Court - Grant County Div. II (Bayard)	M-20	
	Magistrate Court - Hidalgo County (Lordsburg)	M-24	
	Magistrate Court - Luna County (Deming)	M-34	
Seventh Judicial District	District Court - Catron County (Reserve)	D-728	Seventh Judicial District Court Attn: Records Custodian P.O. Drawer 1129 Socorro, NM 87801
	District Court - Sierra County (T or C)	D-721	
	District Court - Socorro County	D-725	
	District Court - Torrance County (Moriarty)	D-722	
	Magistrate Court - Catron County (Reserve)	M-5	
	Magistrate Court - Sierra County (Truth or Consequences)	M-51	
	Magistrate Court - Socorro County	M-52	
	Magistrate Court - Torrance County (Moriarty)	M-56	
Eighth Judicial District	District - Colfax County (Raton)	D-809	Eighth Judicial District Court Attn: Records Custodian 105 Albright St., Suite N Taos, NM 87571
	District - Taos County	D-820	
	District - Union County (Clayton)	D-818	
	Magistrate - Union County (Clayton)	M-58	
	Magistrate - Colfax County (Raton)	M-9	
	Magistrate - Colfax County (Springer)	M-10	
	Magistrate - Taos County	M-53	
Ninth Judicial District	District Court - Curry County (Clovis)	D-905	Ninth Judicial District Court Attn: Records Custodian

Judicial District or Other Court	Courts within Judicial District	Case Filing Prefix	Records Custodian Mailing Address
	District Court - Roosevelt County (Portales)	D-911	700 N. Main St., Suite 11 Clovis, NM 88101
	Magistrate Court - Curry County (Clovis)	M-12	
	Magistrate Court - Roosevelt County (Portales)	M-44	
Tenth Judicial District	District Court - DeBaca County (Ft. Sumner)	D-1027	Tenth Judicial District Court Attn: Records Custodian P.O. Box 1067 Tucumcari, NM 88401
	District Court - Harding County (Mosquero)	D-1031	
	District Court - Quay County (Tucumcari)	D-1010	
	Magistrate Court - De Baca County (Fort Sumner)	M-13	
	Magistrate Court - Harding County (Roy)	M-23	
	Magistrate Court - Quay County (Tucumcari)	M-40	
Eleventh Judicial District	District Court - San Juan County (Aztec)	D-1116	Eleventh Judicial District Court Attn: Records Custodian 851 Andrea Drive Farmington, NM 87401
	District Court – San Juan County (Farmington)	D-1116	
	District Court - McKinley County (Gallup)	D-1113	
	Magistrate Court - McKinley County (Gallup)	M-35	
	Magistrate Court - San Juan County (Aztec)	M-147	
	Magistrate Court - San Juan County (Farmington)	M-47	
Twelfth Judicial District	District Court - Lincoln County (Carrizozo)	D-1226	Twelfth Judicial District Court Attn: Records Custodian 1000 New York Ave. Alamogordo, NM 88310
	District Court - Otero County (Alamogordo)	D-1215	
	Magistrate Court - Lincoln County (Carrizozo)	M-30	
	Magistrate Court - Lincoln County (Ruidoso)	M-32	
	Magistrate Court - Otero County (Alamogordo)	M-38	
Thirteenth Judicial District	District Court - Cibola County (Grants)	D-1333	Thirteenth Judicial District Court Attn: Records Custodian P.O. Box 600 Bernalillo, NM 87004
	District Court - Sandoval County (Bernalillo)	D-1329	
	District Court - Valencia County (Los Lunas)	D-1314	
	Magistrate Court - Cibola County (Grants)	M-61	
	Magistrate Court - Sandoval County (Bernalillo)	M-45	

Judicial District or Other Court	Courts within Judicial District	Case Filing Prefix	Records Custodian Mailing Address
	Magistrate Court - Sandoval County (Cuba)	M-46	
	Magistrate Court - Valencia County (Belen)	M-60	
	Magistrate Court - Valencia County (Los Lunas)	M-59	
Bernalillo County Metropolitan Court	Bernalillo County Metropolitan Court	T-4	Bernalillo County Metropolitan Court Attn: Records Custodian 401 Lomas Blvd. NW Albuquerque, New Mexico 87102
N.M. Court of Appeals	N.M. Court of Appeals	A-1-CA	Court of Appeals Attn: Records Custodian P.O. Box 2008 Santa Fe, NM 87504
N.M. Supreme Court	N.M. Supreme Court	S-1-SC	Supreme Court Attn: Records Custodian P.O. Box 848 Santa Fe, NM 87504
N.M. Administrative Office of the Courts	N.M. Administrative Office of the Courts	Not Applicable	Administrative Office of the Courts Attn: Records Custodian 202 E. Marcy St. Santa Fe, NM 87501