

Magistrate Court Request to View Court Records

This form has been created consistent with Rules 2-112 and 6-114 NMRA on Public Inspection and Sealing of Court Records. Anyone wishing to review a Court Case File on a litigation matter pending before the Court must complete this form and present a valid form of government issued photo identification to Court Personnel. Appropriate government issued photo identification includes the following: a valid New Mexico driver's license, a valid identification card issued by the State of New Mexico, a valid passport, a valid military identification card, a valid out-of-state driver's license, a valid out-of-state identification card, a valid Matricula Consular Identification Card, a valid identification badge for a District Attorney's Office, a valid law enforcement identification, or a valid criminal justice agency identification.

I _____ (Print Name) request on _____ (Today's Date) to view the following Court Case Files:

1. Case No. _____
2. Case No. _____
3. Case No. _____
4. Case No. _____

I represent that I am a (select all that apply to the Case File(s) that I am asking to review):

- Party Counsel of Record
- Attorney with Law Firm or State Agency that is Counsel of Record
_____ (Insert Name of Firm or Agency)
- Employee of Law Firm or State Agency that is Counsel of Record
_____ (Insert Name of Firm or Agency)
- Employee of Criminal Justice Agency (a local, state, tribal, or federal agency authorized by law to collect or use social security numbers, driver's license numbers, or dates of birth)
_____ (Insert Name of Agency)
- Member of the Public (which means I am not a Party, Counsel of Record, or an employee of Counsel of Record)

Signed By: _____

For Court Use Only

- Identification reviewed
- Verified on Court Case Management System that individual is Party or Counsel of Record
- Verified on Court Case Management System that agency is a Criminal Justice Agency
- File(s) provided on _____ (Date)

Received and Reviewed by: _____ (Court Personnel's Signature)

Use Note

This form should be provided to and completed by individuals who request to view a Court Case File and by the Court Personnel receiving that request.