

**[NEW MATERIAL]**

4-211. Domestic relations cover sheet.

**DOMESTIC RELATIONS COVER SHEET<sup>1</sup>**  
*Type or print responses. Required for attorneys only.*  
*(Do not use in domestic violence cases.)*

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**THIS SECTION FOR OFFICIAL USE ONLY<sup>2</sup>**

Case number: \_\_\_\_\_ Assigned judge: \_\_\_\_\_ Free process: Y N

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**Information for court clerk's use.**

**A. Parties' names and petitioner's attorney information.**

**Petitioner's information**

Petitioner's name: \_\_\_\_\_  
Attorney's name: \_\_\_\_\_  
Attorney address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Zip code: \_\_\_\_\_  
Telephone: \_\_\_\_\_

Respondent's name: \_\_\_\_\_

**B. Case tracking (select codes from page 3)<sup>3</sup>**

Primary case type. (*Insert three letter code*) \_\_\_\_\_.  
Primary claim for relief (*cause of action*) (*Insert three letter code*) \_\_\_\_\_.  
Other claims for relief (*cause of action*) (*insert three letter codes*)<sup>4</sup>: \_\_\_\_\_.

**C. Type of pleading (mark only one)**

FIRST PLEADING for this party (*petition*)  
 RE-OPENED (*Post judgment decree, motions, petitions for enforcement or modification*)

**Information for judge's use. (mark all that apply)**

Has mediation or settlement facilitation been attempted? \_\_\_ Yes \_\_\_ No.  
Are there any pending or closed cases, including any domestic violence or children's court cases, involving the same parties or children? \_\_\_ Yes \_\_\_ No.

**END OF COVER SHEET. GO TO INFORMATION SHEET.<sup>5</sup>**

**NOTE TO CLERK: PLACE THE COVER SHEET IN THE COURT FILE.<sup>6</sup>**

**[NEW MATERIAL]**

1 *NOTE TO COURT CLERK: DO NOT FILE THE INFORMATION SHEET.<sup>6</sup>*  
2 **DOMESTIC RELATIONS INFORMATION SHEET**

3 Case number: \_\_\_\_\_ Assigned judge: \_\_\_\_\_  
4

5 The following information is required by New Mexico law and federal law for child support  
6 enforcement. The information also is needed to identify and monitor the case.  
7

8 **1. Information regarding petitioner and respondent.** *(Do not use an attorney's mailing*  
9 *address. Use a separate sheet if necessary.)*

10 <b>Petitioner</b>	<b>Respondent</b>
11 Name: _____	Name: _____
12 <i>(Last name, first, middle)</i>	<i>(Last name, first, middle)</i>
13 Other names <i>(e.g. maiden name)</i> : _____	Other names <i>(e.g. maiden name)</i> : _____
14 _____	_____
15 Address: _____	Address: _____
16 City: _____	City: _____
17 State: _____	State: _____
18 Zip code: _____	Zip code: _____
19 Date of birth: _____	Date of birth: _____
20 Social Security number <sup>7</sup> : _____	Social Security number <sup>7</sup> : _____
21 _____	_____
22	

23 **2. Parties' minor children.** *(Provide the date of birth and social security number for each*  
24 *minor child, if any. Use a separate sheet if necessary.)*

25 Name: _____	Name: _____
26 <i>(Last name, first, middle)</i>	<i>(Last name, first, middle)</i>
27 Date of birth: _____	Date of birth: _____
28 Social Security number: _____	Social Security number: _____
29 _____	_____
30	
31 Name: _____	Name: _____
32 <i>(Last name, first, middle)</i>	<i>(Last name, first, middle)</i>
33 Date of birth: _____	Date of birth: _____
34 Social Security number: _____	Social Security number: _____
35 _____	_____

36 Has any court made an order for child support? \_\_\_Yes \_\_\_No  
37 Has any court changed the amount of child support you requested? \_\_\_Yes \_\_\_No  
38 If you answered "Yes", to either question what state and what court issued the order?  
39 \_\_\_\_\_ State \_\_\_\_\_ Court.  
40

41 **END OF INFORMATION SHEET**

**[NEW MATERIAL]**

1 *NOTE TO ATTORNEYS: DO NOT SUBMIT INFORMATION BELOW THIS LINE TO THE*  
2 *CLERK.<sup>5</sup>*

3  
4 **CLAIMS FOR RELIEF (CAUSES OF ACTION)**

5  
6 Select the primary case type, primary claim for relief and all other claims for relief from the  
7 following list. Primary case types are in bold print and are either underlined or appear in italics.  
8 "Claims for relief" appear in regular lettering to the left and below each "primary case type".  
9 Write the appropriate codes in the appropriate blank spaces on the cover sheet.

			<b><u>PRIMARY CASE TYPE</u></b>
10			
11			
12			
13			
14	<b><i>ESTABLISH DISSOLUTION -- MINOR CHILDREN</i></b>		<b><i>DDC</i></b>
15	ANNULMENT with custody	DAC	
16	DIVORCE with custody	DDC	
17	LEGAL SEPARATION with custody	DLC	
18	NOT MARRIED with children	DNC	
19			
20	<b><i>ESTABLISH DISSOLUTION -- NO MINOR CHILD</i></b>		<b><i>DDN</i></b>
21	ANNULMENT no minor child	DAN	
22	DIVORCE no minor child	DDN	
23	LEGAL SEPARATION no minor child	DLN	
24	NOT MARRIED no minor child	DNN	
25			
26	<b><i>ESTABLISH CUSTODY OR VISITATION</i></b>		<b><i>DCV</i></b>
27	PARENTAL CUSTODY OR VISITATION	DCV	
28	GRANDPARENT VISITATION	DGC	
29	OTHER CUSTODY VISITATION	DOC	
30			
31	<b><i>ENFORCE - MODIFY CUSTODY, VISITATION OR SUPPORT</i></b>		<b><i>DDC</i></b>
32	ENFORCE INCOMING RECIPROCAL	EIR	
33	ENFORCE OUTGOING RECIPROCAL	EOR	
34	ENFORCE SUPPORT - private attorney	EPV	
35	ENFORCE SUPPORT - state attorney	EST	
36	MODIFY INCOMING RECIPROCAL	EIR	
37	MODIFY OUTGOING RECIPROCAL	EOR	
38	MODIFY SUPPORT - private attorney	EPV	
39	ENFORCE OR MODIFY PARENTAL CUSTODY	ECV	
40	ENFORCE OR MODIFY GRANDPARENT VISIT	EGC	
41	ENFORCE, MODIFY OTHER CUSTODY OR VISIT	EOC	
42			
43	<b><i>MISCELLANEOUS OR OTHER</i></b>		<b><i>DMS</i></b>
44	SECTION 40-4-7 PROPERTY DIVISION	DPD	
45	ENFORCE OR MODIFY PROPERTY DIV.	EPD	
46	MISC. DOMESTIC MATTERS	DMS	
47	ENFORCE - MODIFY MISC. DOM. REL. MATTER	EMS	
48			
49	<b><i>ESTABLISH PARENTAGE OR PATERNITY</i></b>		<b><i>DPA</i></b>

**DISTRICT COURT CIVIL  
4-211**

**Supreme Court Approved  
October 27, 1999  
Rev. 11/4/99**

**[NEW MATERIAL]**

<b>1</b>	ESTABLISH PARENTAGE OR PATERNITY	DPA	
<b>2</b>			
<b>3</b>	<b><i>CHILD SUPPORT</i></b>		<b><i>DCS</i></b>
<b>4</b>	CHILD SUPPORT - private attorney	DPV	
<b>5</b>	CHILD SUPPORT - state attorney	DST	
<b>6</b>			
<b>7</b>			
<b>8</b>			

[NEW MATERIAL]

USE NOTES

- 1  
2  
3 1. The Domestic Relations Cover Sheet and the Domestic Relations  
4 Information Sheet are not required in domestic violence,  
5 commitment, guardianship, probate or adoption actions; or if you are  
6 filing a pleading that does not change or add to the first pleading.  
7

8 In uncontested domestic relations matters, the parties may submit one  
9 set of documents with the initial pleading, and the documents need  
10 not be served.

11  
12 In all other contested domestic relations cases each attorney  
13 representing a petitioner in a contested case must submit both the  
14 cover sheet and the information sheet and serve a blank copy of the  
15 information sheet on the respondent. Respondents must submit the  
16 completed information sheet with their first responsive pleading.  
17

18 The information submitted on these forms does not replace or  
19 supplement the filing and service of pleadings or other papers  
20 required by law. These forms, approved by the Supreme Court of  
21 New Mexico, are required to initiate domestic relations cases and are  
22 used by the courts for case management.  
23

24 Forms are available from the court clerks and the NMRA. Electronic  
25 copies may be obtained from the Supreme Court's internet site  
26 ([www.technet.nm.net/menu/sup-ct.htm](http://www.technet.nm.net/menu/sup-ct.htm)) and New Mexico Law on  
27 Disc. If re-keying the form it must appear substantially in the same  
28 format as the Supreme Court approved form. Type or print only. If  
29 using a word processing system, please print your answers in bold.  
30

- 31 2. The information contained in the "official use only" section of the  
32 domestic relations cover sheet including the case number and  
33 assigned judge, and free process information will be filled in by the  
34 court clerk. The court clerk will also fill in the case number and  
35 assigned judge information requested on the Domestic Relations  
36 Information Sheet.  
37

- 38 3. The identification of case types, primary and other claims for relief is  
39 for court data keeping purposes only and is not binding for any  
40 purpose. There is no wrong answer as long as the codes are taken  
41 from the attached list of codes. Insert the code for the primary case  
42 type (e.g. DVC for custody or visitation) and the primary claim for  
43 relief (e.g. DGC for grandparent visitation) using the codes listed on  
44 page three (3) of the cover sheet. It is possible for the case type and  
45 case codes to be the same. Please insert both. For statistical  
46 purposes, you can list only one primary case type and one primary  
47 claim or cause of action.  
48

- 49 4. Other claims for relief. If you have other claims, type or print the

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1 codes for those claims as indicated.  
2

- 3 5. The cover sheet is to be submitted to the clerk on one page. Unless  
4 there are more than four children, the information sheet is to be  
5 submitted on a single page. The clerk will key-enter the information  
6 on the cover sheet and place it in the court file. Only the cover sheet  
7 will be filed. The clerk will key-enter the information on the  
8 information sheet. The information sheet will not be filed in the court  
9 file.  
10  
11 6. Please print and include the "notes" to the clerk on the form  
12 submitted to the clerk.  
13  
14 7. If the party has more than one social security number, please include  
15 it. Pursuant to Sections 27-1-10 and 27-1-11 NMSA 1978 and  
16 federal law, each party must submit the social security number of each  
17 party as well as the name, date of birth and social security number for  
18 each minor child. This information will be provided to the State Case  
19 Registry and, upon request, to child support enforcement agencies.  
20 The parties' addresses and social security numbers are also used to  
21 accurately identify and track court users, obtain feedback from court  
22 users on a periodic basis and to issue process in contempt  
23 proceedings. Addresses provided on this page will not be made a part  
24 of the public record unless that party is or becomes self represented.  
25

26 [Approved, effective November 1, 1999 until November 1, 2000.]

27 DBD::DB2::st execute failed: [IBM][CLI Driver][DB2/6000] SQL0530N The insert or update  
28 value of the FOREIGN KEY "DBUSER.BILLDETAIL.SQL980508102800170" is not equal to  
29 any value of the parent key of the parent table. SQLSTATE=23503  
30