

**4A-101. 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>**

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

**DOMESTIC RELATIONS INFORMATION SHEET**

Case number: \_\_\_\_\_ Assigned judge: \_\_\_\_\_

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

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

**Petitioner**

**Respondent**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

(Last name, first, middle)

(Last name, first, middle)

Other names (e.g. maiden name):

Other names (e.g. maiden name):

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

State: \_\_\_\_\_

Zip code: \_\_\_\_\_

Zip code: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Social Security number<sup>7</sup>: \_\_\_\_\_

Social Security number<sup>7</sup>: \_\_\_\_\_

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

Name: \_\_\_\_\_

Name: \_\_\_\_\_

(Last name, first, middle)

(Last name, first, middle)

Date of birth: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Social Security number: \_\_\_\_\_

Social Security number: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

(Last name, first, middle)

(Last name, first, middle)

Date of birth: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Social Security number: \_\_\_\_\_

Social Security number: \_\_\_\_\_

Has any court made an order for child support? \_\_\_\_Yes \_\_\_\_No

Has any court changed the amount of child support you requested? \_\_\_\_Yes \_\_\_\_No

If you answered "Yes" to either question, what state and what court issued the order?

\_\_\_\_\_ State \_\_\_\_\_ Court.

**3. Request to limit access to information.**

*(Optional - complete only if applicable)*

[ ] The [petitioner] [respondent] has reason to fear domestic violence or child abuse. For this reason, please limit access to information about the [petitioner] [respondent] in the Child Support & Paternity Case Registry to the extent possible. The [petitioner] [respondent] realizes that this request may make it more difficult to assist in collecting child support. The [petitioner] [respondent] understands that the other party and the public might still view information about this case under some circumstances.

I affirm that this request is legitimately made and not designed to harass or intimidate the other party or mislead the court.

**END OF INFORMATION SHEET**

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

## **CLAIMS FOR RELIEF (CAUSES OF ACTION)**

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

	<b>PRIMARY CASE TYPE</b>
<b><i>ESTABLISH DISSOLUTION -- MINOR CHILDREN</i></b>	<b><i>DDC</i></b>
ANNULMENT with custody	DAC
DIVORCE with custody	DDC
LEGAL SEPARATION with custody	DLC
NOT MARRIED with children	DNC
<b><i>ESTABLISH DISSOLUTION -- NO MINOR CHILD</i></b>	<b><i>DDN</i></b>
ANNULMENT no minor child	DAN
DIVORCE no minor child	DDN
LEGAL SEPARATION no minor child	DLN
NOT MARRIED no minor child	DNN
<b><i>ESTABLISH CUSTODY OR VISITATION</i></b>	<b><i>DCV</i></b>
PARENTAL CUSTODY OR VISITATION	DCV
GRANDPARENT VISITATION	DGC

OTHER CUSTODY VISITATION	DOC	
<b><i>ENFORCE - MODIFY CUSTODY, VISITATION OR SUPPORT</i></b>		<b><i>DDC</i></b>
ENFORCE INCOMING RECIPROCAL	EIR	
ENFORCE OUTGOING RECIPROCAL	EOR	
ENFORCE SUPPORT - private attorney	EPV	
ENFORCE SUPPORT - state attorney	EST	
MODIFY INCOMING RECIPROCAL	EIR	
MODIFY OUTGOING RECIPROCAL	EOR	
MODIFY SUPPORT - private attorney	EPV	
ENFORCE OR MODIFY PARENTAL CUSTODY	ECV	
ENFORCE OR MODIFY GRANDPARENT VISIT	EGC	
ENFORCE, MODIFY OTHER CUSTODY OR VISIT	EOC	
<b><i>MISCELLANEOUS OR OTHER</i></b>		<b><i>DMS</i></b>
SECTION 40-4-7 PROPERTY DIVISION	DPD	
ENFORCE OR MODIFY PROPERTY DIV.	EPD	
MISC. DOMESTIC MATTERS	DMS	
ENFORCE - MODIFY MISC. DOM. REL. MATTER	EMS	
<b><i>ESTABLISH PARENTAGE OR PATERNITY</i></b>		<b><i>DPA</i></b>
ESTABLISH PARENTAGE OR PATERNITY	DPA	
<b><i>CHILD SUPPORT</i></b>		<b><i>DCS</i></b>

CHILD SUPPORT - private attorney

DPV

CHILD SUPPORT - state attorney

DST

## USE NOTES

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

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

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

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

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

2. The information contained in the "official use only" section of the domestic relations cover sheet including the case number and assigned judge, and free process information will be filled in by the court clerk. The court clerk will also fill in the case number and assigned judge information requested on the Domestic Relations Information Sheet.
3. The identification of case types, primary and other claims for relief is for court data keeping purposes only and is not binding for any purpose. There is no wrong answer as long as the codes are taken from the attached list of codes. Insert the code for the primary case type (e.g. DVC for custody or visitation) and the primary claim for relief (e.g. DGC for grandparent visitation) using the codes listed on page three (3) of the



cover sheet. It is possible for the case type and case codes to be the same. Please insert both. For statistical purposes, you can list only one primary case type and one primary claim or cause of action.

4. Other claims for relief. If you have other claims, type or print the codes for those claims as indicated.
5. The cover sheet is to be submitted to the clerk on one page. Unless there are more than four children, the information sheet is to be submitted on a single page. The clerk will key-enter the information on the cover sheet and place it in the court file. Only the cover sheet will be filed. The clerk will key-enter the information on the information sheet. The information sheet will not be filed in the court file.
6. Please print and include the "notes" to the clerk on the form submitted to the clerk.
7. If the party has more than one social security number, please include it. Pursuant to Sections 27-1-10 and 27-1-11 NMSA 1978 and federal law, each party must submit the social security number of each party as well as the name, date of birth and social security number for each minor child. This information will be provided to the State Case Registry and, upon request, to child support enforcement agencies. The parties' addresses and social security numbers are also used to accurately identify and track court users, obtain feedback from court users on a periodic basis and to issue process in contempt proceedings. Addresses provided on this page will not be made a part of the public record unless that party is or becomes self represented.
8. The Child Support & Paternity Case Registry is a required, nationwide database of child support and paternity orders. Access to registry information is strictly limited to court and child support administrative personnel. Requesting that your registry information be "nondisclosed" does not prevent authorized parties from reviewing the information. Rather, it alerts courts and child support administrative personnel to act with caution when viewing your information. However, be aware that requesting "nondisclosure" of registry information does not limit access to your official district court case file which is a public record. If you are concerned about such access, ask your lawyer, or the court clerk if you do not have a lawyer, about ways in which the court may restrict access to your court file.

[Provisionally approved as 4-211 NMRA, effective November 1, 1999 until November 1, 2000; approved, as amended, effective November 1, 2000; recompiled to 4A-101 NMRA.]