



Supreme Court of New Mexico

CHIEF JUSTICE
BARBARA J. VIGIL
JUSTICES
PETRA JIMENEZ MAES
EDWARD L. CHÁVEZ
CHARLES W. DANIELS
JUDITH K. NAKAMURA

P.O. BOX 848
SANTA FE, NEW MEXICO
87504-0848

CHIEF CLERK
JOEY D. MOYA, ESQ.
(505) 827-4860 FAX (505) 827-4837

December 30, 2015

RE: District Court Self Help Guide

Dear Chief Judges and Court Executive Officers:

On behalf of the Supreme Court of New Mexico, I am pleased to announce that the Court has approved publication and distribution of the District Court Self Help Guide (Guide). You may access the Guide, in both English and Spanish versions, at http://www.nmcourts.gov/cgi/prose_lib/.

District courts shall provide copies of the Guide to the public, in English and in Spanish, at no charge and should also include a link to the Guide on the district court's website. Courts may also elect to distribute individual informational sections of the Guide. However, in doing so, you must include the section entitled, "Representing Yourself - Basic Information" along with any individual section of the Guide. While distribution of the Guide is mandatory, it is not exclusive; you may of course continue to provide additional informational materials to self-represented litigants.

The Guide is the result of the dedicated and thorough work of a joint subcommittee of the New Mexico Judicial Translation Project and the New Mexico Access to Justice Commission. The subcommittee will review the Guide annually and release updated versions as necessary. Please direct any questions regarding the Guide or suggestions for its improvement to the Clerk of the Supreme Court, Joey Moya, at supjdm@nmcourts.gov.

Statewide distribution of the District Court Self-Help Guide will help to ensure that litigants have access to a consistent source of information; and that all litigants, including those who are self-represented or who may not be proficient in English, are afforded equal access to our courts. Thank you for your cooperation in this endeavor.

Very truly yours,

A handwritten signature in blue ink that reads "Barbara J. Vigil".

Barbara Vigil
Chief Justice

Jaey D. Maya

Chief Clerk of the Supreme Court
of the State of New Mexico

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IN THE SUPREME COURT OF THE STATE OF NEW MEXICO

December 30, 2015

NO. 15-8500

**IN THE MATTER OF THE
APPROVAL OF A STATEWIDE
DISTRICT COURT SELF HELP GUIDE**

ORDER

WHEREAS, this matter came on for consideration upon joint recommendation of the New Mexico Judicial Translation Project Team (NMJTPT) and the New Mexico Commission on Access to Justice (ATJ Commission) to adopt a District Court Self Help Guide (the Guide) for use statewide;

WHEREAS, the Guide was developed by a joint subcommittee of the NMJTPT and ATJ Commission as a means for ensuring that litigants have access to a consistent source of information and that all litigants, including those who are self-represented or who may not be proficient in English, are afforded equal access to state district courts in New Mexico; and

WHEREAS, in light of the foregoing, and the Court having considered the joint recommendation and being otherwise sufficiently advised, Chief Justice

Joey D. Moya

Chief Clerk of the Supreme Court
of the State of New Mexico

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Barbara J. Vigil, Justice Petra Jimenez Maes, Justice Edward L. Chávez, Justice Charles W. Daniels, and Justice Judith K. Nakamura concurring;

NOW, THEREFORE, IT IS ORDERED that the recommendation of the New Mexico Judicial Translation Project Team and the New Mexico Commission on Access to Justice is APPROVED and the District Court Self Help Guide is ADOPTED for statewide use and distribution by the Administrative Office of the Courts and all state district courts in New Mexico;

IT IS FURTHER ORDERED that the Guide shall be made available in English and Spanish versions by the Administrative Office of the Courts and all state district courts;

IT IS FURTHER ORDERED that the Administrative Office of the Courts shall post electronic versions of the Guide on the New Mexico Judiciary website and all district courts that have a website shall include links on their respective websites to the electronic versions of the Guide;

IT IS FURTHER ORDERED that, in addition to providing electronic public access to the Guide on the New Mexico Judiciary website and on individual district court websites without charge, all district courts shall also make hard copies of the Guide available to the public upon request and at no

Joey D. Moya

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charge;

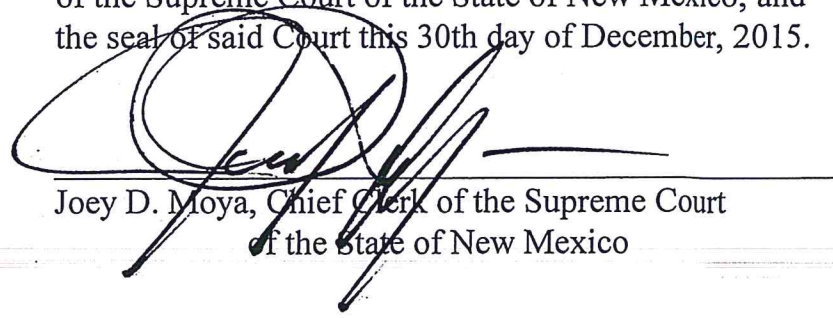
IT IS FURTHER ORDERED that if the district courts elect to distribute individual sections of the Guide to members of the public as appropriate to their individual circumstances in lieu of distributing the entire guide, the district courts shall ensure that the section of the Guide entitled "Representing Yourself - Basic Information" is included with any other individual sections of the Guide that may be distributed to the public;

IT IS FURTHER ORDERED that the joint subcommittee of the NMJTPT and ATJ Commission shall review the guide on an annual basis and recommend proposed updates, as necessary, to the NMJTPT and ATJ Commission for approval by this Court.

IT IS SO ORDERED.

WITNESS, Honorable Barbara J. Vigil, Chief Justice of the Supreme Court of the State of New Mexico, and the seal of said Court this 30th day of December, 2015.

(SEAL)



Joey D. Moya, Chief Clerk of the Supreme Court
of the State of New Mexico