

Twelfth Judicial District Court

Otero County
1000 New York Avenue
Alamogordo, NM 88310
(575) 437-7310, Ext. 110
Fax: 575) 812-5090
E-Mail: aladresearch@nmcourts.gov



Lincoln County
P.O. Box 725
Carrizozo, NM 88301
(575) 648-2432
Fax: (575) 648-2581
E-Mail: caidresearch@nmcourts.gov

RECORDS REQUEST

Name of Requesting Party: _____ Date: _____

Mailing Address: _____

Phone: _____ E-Mail: _____

DESCRIPTION OF RECORDS:

Case Information

Plaintiff: _____ Defendant: _____

Case No.: _____ Year Case Filed: _____

Case Type (Criminal, Divorce, Name Change, etc.): _____

For Documents (Orders, Judgments, Final Decrees, etc.)

Check if you would like to receive a copy of the entire court case file (if you check this box, you do not need to identify the documents and dates below).

Title of Document: _____

Date Filed: _____ Copy Certified Exemplified

Title of Document: _____

Date Filed: _____ Copy Certified Exemplified

Title of Document: _____

Date Filed: _____ Copy Certified Exemplified

For Audio Recordings

Check Format: FTR (Requires FREE FTR Player) CD player music

Purpose of Hearing (e.g. Trial): _____ Date of Hearing: _____

Purpose of Hearing: _____ Date of Hearing: _____

Purpose of Hearing: _____ Date of Hearing: _____

Costs	For Court Use Only:		
	Description	Quantity	Cost
Copies – 0.35 per page	No. of Pages		
Certified Copy – \$0.35 per page, plus \$1.50 certification fee per document	Certifications		
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CD for Audio Recordings – \$4.00 per CD (one CD per hearing)	CDs		
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