

TABLE OF CONTENTS

1001-1 Scope, Application, Waiver of Rules, and Construction..... - 1 -

I. PETITION; FILING FEES; SCHEDULES; CONSOLIDATION; MOTION TO DISMISS

1002-1 Disclosure of Marital Status and Non-filing Spouse..... - 1 -

1005-1 Name of Non-Individual Debtor in Petition Caption - 1 -

1006-1 Installment Payment or Waiver of Filing Fee - 2 -

1007-1 Payment Advices - 2 -

1007-2 Statement of Social Security Number - 2 -

1009-1 Amendments to Schedules..... - 2 -

1015-1 Consolidation and Joint Administration..... - 3 -

1017-1 Motion to Convert or Dismiss a Chapter 11 Case..... - 3 -

1017-2 Voluntary Dismissal of Chapter 13 Case - 3 -

1017-3 Dismissal of Chapter 13 Case for Failure to Timely File a Plan or Statement of Current Monthly Income..... - 3 -

1074-1 Corporations and Other Entities - Representation by Attorney Required..... - 3 -

II. MEETINGS; EXAMINATIONS; TRUSTEE EXPENSE PAYMENTS; PROFESSIONAL COMPENSATION

2003-1 Adjourning § 341 Meetings..... - 3 -

2004-1 Examinations. - 4 -

2015-1 Trustee Payment of Routine Expenses - 4 -

2015-2 Trustee Deferral of Fees for Certain Estates - 4 -

2015-3 Disclosure of Compensation to Debtor’s Principals and Insiders in Chapter 11 Cases - 4 -

2016-1 Compensation of Professionals - 4 -

III. CLAIMS OBJECTIONS; PLAN CONFIRMATION; DISTRIBUTION

3001-1 Electronic Filing of Proofs of Claim and Transfers of Claims..... - 5 -

3007-1	Claims Objections.....	- 5 -
3015-1	Notice of Chapter 12 Confirmation Hearing.....	- 6 -
3015-2	Chapter 13 Plan and Confirmation.....	- 6 -
3015-3	Conduit Mortgage Payments in Chapter 13 Cases.....	- 6 -
3015-4	Arrearages in Chapter 13 Cases.....	- 8 -
3015-5	Post-Confirmation Modification of Chapter 13 Plan.....	- 8 -
3015-6	Application to Incur Non-Emergency New Debt in Chapter 13 Cases.....	- 8 -
3017-1	Notice of Confirmation Hearing in Chapter 11 Small Business Cases.....	- 9 -
3020-1	Chapter 11 Confirmation Hearing.....	- 9 -
3021-1	Pre-Confirmation Adequate Protection Payments in a Chapter 13 Case.....	- 9 -

IV. DEBTOR DUTIES AND BENEFITS

4001-1	Continuation or Imposition of Automatic Stay.....	- 10 -
4001-2	Declaration of Existence or Termination of Automatic Stay.....	- 10 -
4001-3	Cash Collateral.....	- 10 -
4002-1	Trustee Information Requests.....	- 11 -
4002-2	Documents to be Provided to the Chapter 12 or 13 Trustee.....	- 11 -
4002-4	Address of Debtor.....	- 11 -
4003-1	Exemptions.....	- 11 -
4004-1	Debtor Certification in Support of Chapter 13 Discharge.....	- 12 -
4004-2	Debtor Certification in Support of Chapter 12 Discharge.....	- 12 -
4008-1	Reaffirmation - Form and Content of Agreement.....	- 12 -

V. COURT; CLERK'S OFFICE

5003-1	Clerk - Maintenance of Files; New Procedures and Forms; Official Record.....	- 12 -
5005-1	Filer's Duty to Review Scanned Image.....	- 12 -
5005-2	Electronic Filing.....	- 13 -
5005-3	Pro Se Electronic Filing.....	- 13 -
5005-4	Pro Se Filing - General.....	- 13 -
5011-1	Withdrawal of Reference.....	- 13 -

5011-2	Abstention.....	- 13 -
5073-1	Cell Phones, Cameras, and Recording Devices.....	- 14 -
5077-1	Transcripts of Proceedings	- 14 -

VI. COLLECTION AND LIQUIDATION OF THE ESTATE

6004-1	Notice of Proposed Use, Sale, or Lease of Property.	- 14 -
6006-1	Motions to Assume or Reject Contracts and Leases	- 14 -
6007-1	Abandonment Coupled with Stay Relief.....	- 14 -

VII. ADVERSARY PROCEEDINGS/CONTESTED MATTERS

7007-1	Motion Practice in Adversary Proceedings (Except Summary Judgment Motions)...	- 14 -
7007-2	Sur-replies.....	- 14 -
7016-1	Pretrial Matters	- 15 -
7026-1	Discovery in Adversary Proceedings and Contested Matters	- 15 -
7030-1	Depositions in Adversary Proceedings and Contested Matters.....	- 15 -
7054-1	Taxing Costs in Adversary Proceedings and Contested Matters.....	- 16 -
7055-1	Default Judgment.....	- 17 -
7056-1	Summary Judgment	- 17 -
7067-1	Disbursement of Court Registry Funds	- 17 -

IX. GENERAL; ATTORNEYS; MOTION PRACTICE IN CONTESTED MATTERS

9003-1	Ex Parte Contact	- 17 -
9004-1	Contents of Notices	- 18 -
9004-2	Case Number	- 18 -
9006-1	Continuance.....	- 18 -
9009-1	Required Use of Certain Local Procedural Forms.....	- 18 -
9010-1	Attorneys - Admission to Practice.....	- 18 -
9010-2	Attorneys - Withdrawal and Substitution	- 19 -
9011-1	Contact Information; Signing Papers	- 20 -
9011-2	Rules of Professional Conduct	- 20 -

9013-1 Motion Practice in Contested Matters - General	- 20 -
9013-2 Motion Practice in Contested Matters - Automatic Stay	- 21 -
9015-1 Jury Trial.....	- 23 -
9019-1 Settlements and Agreed Orders	- 23 -
9019-2 Settlement of § 727 Adversary Proceeding by Dismissal	- 23 -
9019-3 Mediation.....	- 23 -
9021-1 Judgments and Orders	- 24 -
9027-1 Removal.....	- 24 -
9070-1 Exhibits.....	- 25 -

LOCAL RULES

Adopted November 15, 2014

and

Amended December 1, 2017, April 1, 2019, May 1, 2021, March 1, 2023, and December 1, 2025

1001-1 Scope, Application, Waiver of Rules, and Construction.

(a) **Citation; Abbreviations.** These rules shall be cited as NM LBR _____. “BR” or “Bankruptcy Rules” means the Federal Rules of Bankruptcy Procedure. “Code” means the United States Bankruptcy Code. “FRCP” means the Federal Rules of Civil Procedure. “NM LBR” means these local rules. References to “trustee” mean the case trustee or the standing trustee. The term “debtor” includes both debtors in a joint case.

(b) **Organization.** These rules are numbered consistent with the Judicial Conference Advisory Committee on Bankruptcy Rules’ Uniform Numbering System for Local Bankruptcy Rules (Revised May 2003 and January 2012).

(c) **Scope.** Pursuant to the Administrative Order of the United States District Court, Misc. No. 84-0324, dated March 19, 1992, and D.N.M.LR-Civ. 1.6, these rules govern procedure in all bankruptcy cases and proceedings in the United States Bankruptcy Court for the District of New Mexico.

(d) **Application; Waiver.** These rules govern all cases and adversary proceedings pending or filed on or after the effective date, unless the court orders otherwise. These rules may be waived by the court, prospectively or retroactively, to avoid injustice.

(e) **Construction.** These rules shall be construed consistently with the Code and Bankruptcy Rules, to secure the just, speedy, and efficient determination of cases and proceedings.

(f) **Effective Date.** The effective date of these rules is December 1, 2025. They supersede all previous local rules and orders adopting or amending local rules.

PART I. PETITION; FILING FEES; SCHEDULES; CONSOLIDATION; MOTION TO DISMISS

1002-1 Disclosure of Marital Status and Non-filing Spouse. When a voluntary case is commenced or an order for relief is entered in an involuntary case, an individual debtor shall file either 1) a certificate that he or she has no spouse; or 2) a statement disclosing the name, last known mailing address, and last four digits of the social security number (if known) of the non-filing spouse. In the latter case, the clerk shall send a notice of the case filing, the meeting of creditors, and certain deadlines to the non-filing spouse. *Note: Form NM LF 1002-1 was created by the clerk for compliance with this rule.*

1005-1 Name of Non-Individual Debtor in Petition Caption. If the debtor is a corporation, limited liability company, or other registered organization as defined in NMSA §55-9-102(A)(69), the petition and caption shall include the debtor’s current registered name, jurisdiction, and form

of organization (e.g. “XYZ, Inc., a New Mexico corporation”). If the debtor is not an individual or a registered organization, the petition and caption shall include the complete name of the debtor and, to the extent that the debtor exists under the laws of any jurisdiction, the jurisdiction and form of organization (e.g. “XYZ Partners, a New Mexico general partnership”).

1006-1 Installment Payment or Waiver of Filing Fee. An individual debtor seeking to pay the petition filing fee in installments shall file an application using the official form. An individual debtor seeking a waiver of the filing fee in a chapter 7 case shall file an application using the official form.

1007-1 Payment Advices. A debtor shall not file the payment advices described in BR 1007(b)(1)(E). Instead, a debtor shall provide copies of the payment advices to the trustee at least fourteen (14) days before the first date set for the meeting of creditors, and to the United States trustee not later than ten (10) days after service of a written request therefor. In addition, if a creditor requests in writing copies of such payment advices at least fourteen (14) days before the first date set for the meeting of creditors, the debtor shall provide them to the requesting creditor at the same time they are provided to the trustee.

1007-2 Statement of Social Security Number. An individual debtor who does not submit with the petition a verified statement of social security number (required by BR 1007(f)) shall do so promptly after the petition is filed, and shall also mail a copy of the statement to the trustee and all creditors and other parties in interest. Within two (2) days after such filing and mailing, the debtor shall file a certificate of compliance with this rule. Failure to file and serve the statement, or to file the certificate of compliance, may subject the debtor to sanctions, including dismissal of the case.
Note: Form NMLF 1007-2 was created by the clerk for compliance with this rule.

1009-1 Amendments to Schedules.

(a) **Form of Amended Schedules.** Unless the court orders otherwise, if a debtor amends a schedule, the amendment shall be designated as such. The amended schedule shall restate the entire schedule as amended, not merely the new or changed items. If an amended schedule affects the information on the Summary of Assets and Liabilities (Official Form 106Sum or Official Form 206Sum) the debtor shall amend the summary and attach it to the amended schedule.

(b) **Notice of Amendment.** The debtor shall file a notice of amendment specifying the amended or new information. The notice of amendment shall conform substantially to the local form. If schedule C is amended, NM LBR 4003-1(e) applies. *Note: Form NMLF 1009-1(b) was created by the clerk for compliance with this rule. Form NMLF 4003-1(e) was created for compliance with this rule and with NM LBR 4003(e) when Schedule C is amended.*

(c) **Amendment to Mailing List.** If schedules D, E/F, G, or H were not filed with the petition and they contain creditors or other parties in interest not included in the original mailing list, the debtor shall file an amendment to mailing list that identifies the name and address of each additional creditor or other party in interest.

(d) **Notice to Added Entities.** If a debtor files an amended schedule or an amendment to mailing list to add a creditor or other party in interest, the debtor shall contemporaneously serve notice of the bankruptcy case on the entity added. The notice shall conform substantially to the local form, and shall be filed in the case. *Note: Form NMLF 1009-1(d) was created by the clerk for compliance with this rule.*

1015-1 Consolidation and Joint Administration. A motion to consolidate or jointly administer two or more cases shall be heard by the judge assigned to the lowest numbered case.

1017-1 Motion to Convert or Dismiss a Chapter 11 Case. Before filing a motion to convert or dismiss a case pursuant to Code § 1112(b), the movant shall contact the courtroom deputy for the assigned judge to request a hearing. If the movant does not waive the 30-day period under Code § 1112(b)(3), this period will not begin to run until the movant has served notice of the hearing. Ordinarily, the motion will be set for a scheduling conference and then a final hearing. The movant shall file with the motion, and serve within two (2) days thereafter, a notice that includes the dates and times of any scheduling conference and the final hearing, and the deadline to object. The objection deadline shall be ten (10) days from the date of service of the notice. If the movant waives the 30-day period under Code § 1112(b)(3), the procedures in NM LBR 9013 shall apply instead.

1017-2 Voluntary Dismissal of Chapter 13 Case. A debtor's motion to dismiss a chapter 13 case under § 1307(b) requires notice to all electronic notice recipients, with a minimum five-day deadline to object.

1017-3 Dismissal of Chapter 13 Case for Failure to Timely File a Plan or Statement of Current Monthly Income. If a chapter 13 debtor fails to file a plan and/or a statement of current monthly income within fourteen (14) days of the petition or conversion date, the court will issue a notice of intent to dismiss the case for such failure, fixing a deadline for debtor to seek an extension, object to dismissal, or cure the deficiency. Unless the debtor timely files an extension motion, or an objection, or cures the deficiency by such deadline, the court will dismiss the case without further notice or a hearing.

1074-1 Corporations and Other Entities - Representation by Attorney Required. For all purposes except filing proofs of claim, reaffirmation agreements, requests for unclaimed funds, or participating in meetings of creditors, any entity other than an individual, including but not limited to a corporation, limited liability company, partnership, or trust, must be represented by an attorney authorized to practice before this court.

PART II. MEETINGS; EXAMINATIONS; TRUSTEE EXPENSE PAYMENTS; PROFESSIONAL COMPENSATION

2003-1 Adjourning § 341 Meetings. All requests to reschedule § 341 meetings must be made to the United States trustee in chapter 11 cases and to the trustee in chapter 7, 12, and 13 cases at least seven (7) days before the scheduled meeting. If the trustee agrees, the requesting party must immediately file and serve a notice to all creditors and parties in interest of the new meeting date and time, together with a certificate of service. The trustee may continue a § 341 meeting from

time to time by announcing the continuance(s) at the regularly scheduled meeting; no further notice is required, but the appropriate trustee must promptly make a docket entry in the case of the new meeting date and time.

2004-1 Examinations.

(a) ***Scheduling Examinations.*** Counsel shall confer about scheduling BR 2004 examinations before filing a motion seeking an order for examination. If the parties agree, they may submit an agreed order without a motion. Unless otherwise ordered, service of an order for examination shall be made at least seven (7) days before the scheduled examination. The time for responding to a motion or serving an order may be shortened by the court order or agreement of the parties.

(b) ***Examination Fees; Non-Filing of Transcripts.*** A court reporter must certify its fees in an examination transcript. Unless otherwise ordered, examination transcripts and certificates of completion of examinations shall not be filed.

2015-1 Trustee Payment of Routine Expenses. The trustee is authorized to pay routine, reasonable, and necessary administrative expenses, except for professional fees, of \$1,000 or less per expense, up to an aggregate of \$2,500. Neither notice to creditors nor a court order is required for such payments, provided the funds used are not a creditor's cash collateral or otherwise encumbered.

2015-2 Trustee Deferral of Fees for Certain Estates. If a trustee in a chapter 7 or 13 case does not have liquid funds available to pay the filing fee for an adversary proceeding, notice of removal, or a motion to convert or reopen a case, the fee may be deferred. The trustee shall pay the fee if and when estate funds become available. The trustee's signature on a motion to defer the fee shall constitute a sworn statement that there are insufficient funds in the estate to pay the fee. Upon filing the motion, the trustee shall submit an order permitting the fee to be deferred.

2015-3 Disclosure of Compensation to Debtor's Principals and Insiders in Chapter 11 Cases. On or before the date the schedules, statements and other documents required by BR 1007(b) must be filed, the debtor in possession shall file a notice of compensation. The notice of compensation shall disclose: 1) the post-petition compensation the debtor in possession intends to pay insiders as defined by Code § 101(31) from the petition date until confirmation; 2) the compensation the debtor in possession paid to each of those persons within the two-year period prior to the petition date; and 3) the source of such compensation. Unless the court orders otherwise, the debtor in possession shall serve the notice of compensation on all on all creditors, equity security holders, the United States trustee, and other parties in interest.

2016-1 Compensation of Professionals.

(a) ***Disclosure of Compensation of Debtor's Counsel in Chapter 7 and Chapter 13 Cases.*** Debtor's counsel in chapter 7 and chapter 13 cases must use NM LF 2030 to comply with § 329 and BR 2016(b).

(b) ***Disclosure of Compensation - Substituted Counsel.*** Substituted debtor's counsel in all cases must file a Rule 2016 statement within fourteen (14) days of the date representation commenced.

(c) ***Applications for Compensation.*** Applications for interim or final compensation of professionals shall recite the number of the application (i.e., 1st, 2nd, 3rd and final) and be accompanied by detailed billing statements itemizing all services provided, the time spent on each service, the charge for the service, the identity and hourly rate of each service provider, all costs for which reimbursement is sought, and all taxes passed on to the debtor or estate. Applications shall list the total amounts of fees, costs, and taxes previously requested, awarded, or paid. *Note: Recommended Local Form NM LF 2016-13(a) was created for compliance with this rule for use in chapter 7 and chapter 13 cases.*

(d) ***Compensation of Subchapter V Trustees.*** Unless the court orders otherwise or the subchapter V trustee agrees to defer payment, the Debtor is authorized and directed to pay a subchapter V trustee, upon receipt of a monthly billing statement, 75% of billed fees and 100% of reimbursable costs and gross receipts tax. All interim payments, whether or not approved by interim court order, may be subject to disgorgement if the estate becomes administratively insolvent or if the payments exceed the amount finally allowed. All fees, costs, and gross receipts taxes are subject to court approval under Code §§ 328, 330 and 331. The subchapter V trustee shall file fee applications every six months or more frequently. Each application must be filed and noticed to creditors and other parties in interest within twenty-eight (28) days after the application period. Failure to comply with this deadline will result in the suspension of debtor's authority to make interim payments to the subchapter V trustee until the court rules on the late-filed fee application. Fee applications must contain a detailed statement showing services performed by the subchapter V trustee, compensation received, and compensation previously approved.

(e) ***Electronic Reporting to the United States trustee.*** Unless the court orders otherwise, any professional or other entity seeking fees, compensation, or reimbursement of expenses exceeding \$25,000 shall submit time and expense detail electronically to the United States trustee, in a format compatible with the United States trustee's software. The submissions shall comply with the United States trustee fee guidelines. This requirement is not applicable to final fee applications that exceed \$25,000 due only to previously approved interim fee applications.

PART III. CLAIMS OBJECTIONS; PLAN CONFIRMATION; DISTRIBUTION

3001-1 Electronic Filing of Proofs of Claim and Transfers of Claims. The electronic filing of a proof of claim or a transfer of claim with the clerk in accordance with the clerk's electronic filing procedures: 1) shall constitute the filing claimant's approved signature by law; and 2) shall constitute entry of the proof of claim or transfer of claim in the claims register pursuant to BR 5003.

3007-1 Claims Objections. Unless extended or shortened by the court, the time for filing a response to a claim objection shall be thirty (30) days from service of the objection and notice

thereof. The notice of the objection shall include the deadline to respond and shall state that if no response is timely filed the court may disallow the claim as requested in the objection without further notice or a hearing. If a response is timely filed, the party objecting to the claim shall contact the courtroom deputy for the assigned judge to request a hearing. If no response is timely filed, the party objecting to the claim may submit a proposed order, reciting the notice given and when the objection deadline expired.

3015-1 Notice of Chapter 12 Confirmation Hearing. A Chapter 12 debtor shall, within three (3) business days of filing the plan, contact the courtroom deputy for the assigned judge to request a final confirmation hearing and prepare, serve, and timely file a notice of the hearing.

3015-2 Chapter 13 Plan and Confirmation.

(a) ***Mandatory Form Chapter 13 Plan.*** Chapter 13 debtors must use the form Chapter 13 Plan adopted in this District. *Note: The mandatory form Chapter 13 Plan is NMLF 3015-2*

(b) ***Scheduling the Confirmation Hearing.*** The chapter 13 plan confirmation hearing will be scheduled by the court.

(c) ***Extension of Deadline to Object to the Plan - Trustees Only.*** The trustee and the United States trustee shall have an automatic extension of time to object to confirmation of a plan until fourteen (14) days after conclusion of the meeting of creditors.

(d) ***Motions and Service of Motions in Chapter 13 Plan.*** Unless the court for good cause orders otherwise, all preconfirmation motions must be included in the plan and all preconfirmation amended plans and not filed separately. The debtor must comply with the service requirements of BR 7004 and file a certificate of service specifying the method of service with respect to all motions in the plan and preconfirmation amended plans to which BR 9014 applies (*e.g.*, a motion to avoid a judicial lien or to value collateral).

(e) ***Notice of Objection Deadline and Confirmation Hearing.*** If both a plan and a confirmation hearing notice are filed with the petition, the clerk will include a copy of the plan and notice with the notice of the bankruptcy filing. In all other cases, the debtor shall serve on all creditors and other parties in interest a copy of the plan and the notice of objection deadline and confirmation hearing, and shall file a certificate of service within three (3) days thereafter. *Note: Forms NMLF 3015-2(e)A and 3015-2(e)B were created by the clerk for compliance with this rule.*

(f) ***Requirements for Confirmation.*** The debtor shall appear in person at any final hearing on plan confirmation, absent exigent circumstances or court approval. The debtor's failure to attend the final confirmation hearing may be grounds to dismiss the case.

3015-3 Conduit Mortgage Payments in Chapter 13 Cases.

(a) ***Definitions.*** "Conduit payment(s)" are post-petition Mortgage payments made by the debtor to the trustee for payment to the Mortgagee under a confirmed Chapter 13 plan. "Gap payment" means the first Mortgage payment that becomes due post-petition.

“Delinquent” means more than two months behind on principal and interest payments. “Mortgage” includes deeds of trust and is not limited to security interests in debtor’s principal residence. “Mortgagee” is the holder of a Mortgage.

(b) ***Required Conduit Payments; Gap Payment.*** Conduit payments are required if Debtor (i) was Delinquent on the petition date; (ii) becomes Delinquent before plan confirmation; or (iii) becomes Delinquent after plan confirmation. If debtor is making Conduit payments and the monthly Mortgage payment increases, debtor will increase the Conduit payment if and to the extent necessary to ensure plan feasibility. If debtor’s plan provides for Conduit payments, it must provide for treatment of the Gap payment.

(c) ***Affidavit Regarding Mortgage Payments.*** If the debtor’s plan proposes direct Mortgage payments instead of Conduit payments, Debtor must file with the plan an Affidavit Regarding Mortgage Payments demonstrating debtor’s eligibility. *Note: Form NM LF 3015-3(c) was created for compliance with this rule.*

(d) ***Trustee Duties.*** On plan confirmation, the trustee will make Conduit payments based on the Mortgagee’s allowed proof of claim and may make partial payments until the trustee receives sufficient funds to make full payments. Any notice filed pursuant to BR 3002.1(b) or (c) shall be treated as an amendment to the Mortgagee’s claim. The trustee is authorized to disburse Conduit payments in the adjusted amount as soon as practicable after the time to object expires without objection, or after resolution of any objection. The plan will be deemed modified to reflect the new payment amount. Any notice pursuant to BR 3002.1(b) filed and served more than twenty-one (21) days before the effective date of the new Mortgage payment will be deemed allowed if no objection is filed within twenty-one (21) days after service of the notice. Should any new Conduit payment render the plan infeasible, the trustee may file a motion to amend or modify the plan or to dismiss/convert the case.

(e) ***Mortgagee Duties.*** At least forty-five (45) days before any name or address change, the Mortgagee shall send the trustee a notification, using Official Form B2100A/B. Mortgagee shall apply all Mortgage payments received post-petition as provided under the plan. Even if such payments are placed in suspense, forbearance, or similar account, they will be deemed to have been applied to the Mortgage debt. If a confirmed plan is modified to require Conduit payments, Mortgagee must, within twenty-one (21) days after court approval of the modification, file a supplemental proof of claim stating, as of the approval date, the amount of the post-petition Mortgage payment and the amount of any post-petition delinquency.

(f) ***Plan Modification That Includes Conduit Payments.*** If the debtor seeks to modify a confirmed plan to include Conduit payments, the proposed plan modification must include the name and address of the Mortgagee, the street address of the mortgaged property,

when the trustee is to start making payments, and the amount and proposed treatment of any post-petition delinquency.

(g) **Application of Rule.** NM LBR 3015-3 and BR 3002.1 shall apply to all Mortgages.

3015-4 Arrearages in Chapter 13 Cases. On plan confirmation, any prepetition Mortgage arrearage provided for in the plan shall be deemed current, precluding the Mortgagee from charging late payments or other default-related fees and services. Upon the entry of a discharge order, the prepetition Mortgage arrearage paid under a confirmed chapter 13 plan shall be deemed cured unless the court orders otherwise or the Mortgagee timely files a BR 3002.1(g) statement to the contrary.

3015-5 Post-Confirmation Modification of Chapter 13 Plan. If the debtor needs to modify a confirmed chapter 13 plan and the modification would not decrease amounts to be paid to any class of creditors, the debtor may submit to the trustee a proposed stipulated order approving the modification. Said modification must not extend the plan duration more than 3 months. If the trustee approves the stipulated order, it may be submitted to the court for entry without a motion for modification or notice to creditors. If the trustee does not approve the proposed stipulated order, the debtor may file an opposed motion for modification and give the required notice.

3015-6 Application to Incur Non-Emergency New Debt in Chapter 13 Cases.

- (a) **De Minimis Non-Mortgage Consumer Debt.** The debtor may incur non-mortgage consumer debt of less than \$1,000 in the aggregate in any calendar year without seeking approval of the trustee or the court.
- (b) **Non-Mortgage Consumer Debt with Approval Only by the Trustee.** The debtor may incur non-mortgage consumer debt with the trustee's approval but without court approval under the following procedure.
 - (1) **Application to Incur Debt.** If the debtor seeks to incur non-mortgage consumer debt that will not affect payments under the plan or the dividend to unsecured creditors, the debtor may submit to the trustee a written application for approval of such new debt. The debtor shall not file the application in the bankruptcy case.
 - (2) **Contents of the Application.** The application shall include: (i) proposed amended Schedules I and J in support of feasibility of the request, or a certified statement that either no changes in income/expenses have occurred since plan confirmation or Schedules I and J were filed within the previous 12 months; (ii) a description of the item to be purchased; (iii) if applicable, a description of the collateral securing the new debt; (iv) debtor's reasons for needing to incur the new debt; (v) the principal balance, interest rate, monthly payments, maturity date, and any other relevant financing terms for the new debt; and (vi) the debtor's

certification that the debt will not affect plan feasibility, payments under the plan, or the dividend to unsecured creditors.

(3) ***Trustee Approval.*** The trustee will give written notice to the debtor whether the application is approved or denied. If the trustee approves the application, within ten (10) days thereafter the debtor will file in the bankruptcy case a notice of the trustee's approval. The notice must disclose the item purchased, the amount of the new debt, the collateral securing the debt (if applicable), the amount of the monthly payments, and the maturity date.

(4) ***Trustee Denial or Untimely Review.*** If the trustee denies the application or does not notify the debtor of the trustee's decision within a reasonable time, debtor may file a motion to incur the proposed debt and give the required notice.

(c) ***Limitation on Subsequent Plan Modifications.*** The court will not approve a motion to modify a plan to reduce the plan payment or the dividend to unsecured creditors if such modification is necessitated in whole or in part by the new debt incurred and approved only by the trustee under the application process in this rule.

3017-1 Notice of Confirmation Hearing in Chapter 11 Small Business Cases. The debtor in a chapter 11 small business case (including a subchapter V case) shall, within three (3) business days after filing the plan and disclosure statement (or a plan in a subchapter V case), contact the courtroom deputy for the assigned judge to request a confirmation hearing.

3020-1 Chapter 11 Confirmation Hearing. Unless the court orders otherwise, in a chapter 11 case when the plan has been accepted by the requisite majorities and no objection to confirmation has been filed, the plan proponent may establish that the plan meets the applicable requirements of Code § 1129(a) by oral offer of proof, provided that any witness whose testimony is being proffered is present. A plan proponent making an oral offer of proof must file a written offer of proof in the form of an unsworn declaration authorized by 28 U.S.C. § 1746 in support of confirmation prior to the confirmation hearing.

3021-1 Pre-Confirmation Adequate Protection Payments in a Chapter 13 Case.

(a) ***Trustee to Function as Conduit.*** Adequate protection payments pursuant to Code § 1326(a)(1)(C) are deemed a component of the plan payments to the trustee. The trustee will function as a conduit to a creditor for any adequate protection payments set forth in the plan.

(c) ***Payments by the Trustee.*** If provided in a proposed chapter 13 plan, the trustee may disburse pre-confirmation payments under Code § 1326(a)(1)(C) without a separate court order. The payments may be made monthly from available funds until entry of a confirmation order. Unless the court orders otherwise, the payment amounts will be calculated as set forth in the proposed chapter 13 plan. The trustee will be paid the applicable percentage fee established by the United States trustee for all such payments.

PART IV. DEBTOR DUTIES AND BENEFITS

4001-1 Continuation or Imposition of Automatic Stay.

(a) **Contents of Motion.** Motions filed pursuant to Code §§ 362(c)(3)(B), (c)(4)(B), (h)(2), or (n)(2) shall include: 1) the prior case number(s) and filing court(s); 2) the dates and circumstances under which each prior case was dismissed; 3) whether a stay relief motion had been granted or was pending in a prior case at the time of dismissal; 4) the identity and mailing address of any attorney or pro se creditor who had appeared or filed a stay motion in a prior case; 5) whether any presumption of lack of good faith arises in the current case pursuant to Code § 362(c)(3)(C) or (4)(D) and, if so, the facts movant relies on to rebut the presumption; and 6) whether the debtor seeks to stay one or all creditors.

(b) **Deadline to File Motion.** A motion to continue or impose the stay shall be filed within seven (7) days of the petition date. Untimely motions may be denied after a hearing or *sua sponte*.

(c) **Requirement to Obtain Hearing and Objection Deadline.** Before filing a motion to continue or impose the stay, movant shall contact the courtroom deputy for the assigned judge to request a hearing and an objection deadline. Unless the court orders otherwise, the deadline to object shall be ten (10) days from the date the motion and notice are served. The notice shall state that if no objections are timely filed, the court may grant the relief requested without further notice or a hearing. Movant shall immediately serve the motion and notice.

4001-2 Declaration of Existence or Termination of Automatic Stay. Motions filed pursuant to Code §§ 362(c)(4)(A)(ii) or 362(j) shall set forth jurisdiction(s), case number(s), and dismissal date(s) of the prior case(s). If the prior case was in another district, the movant shall attach copies of the relevant court papers from the prior case. The movant shall file and serve the motion and a notice of the objection deadline on the debtor and the trustee, if any. The objection deadline shall be ten (10) days from the date of service of the notice. In a chapter 11 case, the motion and notice shall also be served on any creditors' committee or, if no committee has been appointed, on the creditors holding the 20 largest unsecured claims. If the movant seeks a declaration with respect to an act against property, the motion and notice shall also be served on all entities that claim an interest in the property, including all co-owners, lienholders, and taxing authorities.

4001-3 Cash Collateral. In addition to the requirements of BR 4001, unless the court orders otherwise, a motion to authorize use of cash collateral shall set forth 1) the existence and nature of any insider relationship between the debtor and the creditor(s) claiming an interest in cash collateral; 2) the nature and source of the cash collateral; 3) a cash flow projection for the period for which authorization is sought that includes projected revenue and a proposed line-item expense budget; 4) the estimated amounts the debtor owed the cash collateral claimant(s) on the petition date; and 5) a description of the collateral pledged to cash collateral claimant(s), the estimated value thereof, and the basis for the valuation.

4002-1 Trustee Information Requests. Within fourteen (14) days after service of a written request for information by a trustee pursuant to Code § 521(a)(3) or (a)(4), a debtor shall provide the requested information or file a written objection stating the grounds therefor, attaching a copy of the request. If the debtor objects, the debtor shall contact the courtroom deputy for the assigned judge to request a hearing, and then shall promptly give notice thereof to the trustee.

4002-2 Documents to be Provided to the Chapter 12 or 13 Trustee. In addition to documents required by BR 4002(b)(3), in a case under chapter 12 or 13 the debtor shall, at least seven (7) days before the first date set for the meeting of creditors, provide the trustee with the following documents, or else provide a written statement that the documents do not exist or are not in the debtor's possession or control: 1) documentation of debtor's current income, including income from employment, the operation of a business, disability and/or social security benefits, and any other sources; 2) a copy of the debtor's state income tax return for the most recent tax year ending before the petition date, with all schedules, attachments, and forms 1099, W-2, and K1; 3) if the case is filed before the debtor files a tax return for the immediate past calendar year, copies of all forms 1099, W-2, and K1 received by the debtor for the past tax year; and 4) proof of any insurance coverage on the estate's interest in mobile homes, vehicles, and improvements to real property.

4002-4 Address of Debtor. When a debtor's mailing or street address changes during the pendency of a case under any chapter, the debtor shall file the statement required by BR 4002(a)(5) within fourteen (14) days of the date of the change. *Note: Form NM LF 4002-4 was created by the clerk for compliance with this rule.*

4003-1 Exemptions.

(a) ***Claim of Exemption; Schedules.*** A debtor asserting a claim of exemption in personal property shall list the property in Schedule C, using the numbered categories and descriptions for that property set forth in Schedule A/B. If the individual and aggregate value of property included in items 6 through 13, and 50 in Schedule A/B does not exceed the value of such property claimed as exempt, then, unless the court orders otherwise, it shall be sufficient to describe such property in Schedules A/B and C generically by such categories and to set forth in Schedule C by category the total value of the claimed exempt property.

(b) ***Value of Property.*** The value of a claimed exemption shall be stated in dollar amounts on Schedule C. If the value of a claimed exemption is unknown or uncertain, the amount of the claimed exemption shall be stated as no more than the dollar amount of the maximum allowable exemption.

(c) ***Allowed Exemptions.*** Other than for property that may be exempted in an unlimited amount, an allowed exemption shall be limited to the dollar amount set forth on Schedule C as the value of the claimed exemption, notwithstanding any determination that the property has a greater value than the amount or value claimed as exempt.

(d) ***Future Proceeds.*** A claim of exemption of future proceeds of an unliquidated claim or cause of action shall include a description of the claim or cause of action.

(e) **Amendment.** In addition to complying with the requirements of NM LBR 1009-1, the debtor shall give notice of any amendment to Schedule C to all creditors and other parties in interest on the day of filing the amended schedule. The notice shall include the deadline to object to the amendment provided for in BR 4003(b). *Note: Form NM LF 4003-1(e) was created by the clerk for compliance with this rule and with NMLBR 1009-1(b).*

4004-1 Debtor Certification in Support of Chapter 13 Discharge. As soon as practicable after the chapter 13 trustee files a notice of completion of chapter 13 plan payments, the debtor shall file a certificate containing the information required by Code § 1302(d)(1)(C)(ii) and (iii) and Code §§ 1328(a) and (h). *Note: Form NM LF 4004-1 was created by the clerk for compliance with this rule.*

4004-2 Debtor Certification in Support of Chapter 12 Discharge. As soon as practicable after completion of chapter 12 plan payments, the debtor shall file certificate containing the information required by Code §§ 1202(c)(1)(C)(ii) and (iii) and Code §§ 1228 (a) and (f). *Note: Form NM LF 4004-2 was created for compliance with this rule.*

4008-1 Reaffirmation - Form and Content of Agreement. Reaffirmation agreements must follow Form 2400A/B ALT, Reaffirmation Documents, as revised from time to time. The Reaffirmation Agreement Cover Sheet, Official Form 427, is also required. All applicable parts of the reaffirmation agreement and cover sheet must be completed, and if the reaffirmation agreement concerns a secured debt, the security agreement must be attached. The court may disapprove any agreement that does not comply with this rule.

PART V. COURT; CLERK'S OFFICE

5003-1 Clerk - Maintenance of Files; New Procedures and Forms; Official Record.

(a) **Maintenance of Files.** The clerk of the bankruptcy court shall maintain the files of all bankruptcy cases and proceedings, whether assigned to a district judge or bankruptcy judge, except upon withdrawal of the reference.

(b) **Information from the Clerk.** The clerk may from time to time publish ministerial procedures, forms, and similar information, which will not be subject to the public notice and comment requirements for adoption of local rules.

(c) **Official Record.** The official document of record is the electronic document stored in the court's database.

5005-1 Filer's Duty to Review Scanned Image. The filer of a paper document shall review the scanned image of the document within fourteen (14) days after filing. If no corrections to the scanned image are requested by the filer within the fourteen-day (14-day) period, the image will stand as stored in the court's database. Filed paper documents are not retained.

5005-2 Electronic Filing.

(a) **Online Manual.** The clerk shall prepare and publish policies and procedures for electronic filing in an Online Manual, which the clerk may amend from time to time. These policies and procedures, which are exempt from the public notice and comment requirements for adoption of local rules, shall have the force of local rules. The Online Manual is available on the court's web page.

(b) **Signatures on Documents filed Electronically.** Any paper physically signed and filed electronically, or submitted in paper for filing and thereafter converted to an electronic document by the clerk, has the same force and effect as an original. Verified or certified papers filed electronically shall be treated for all purposes (both civil and criminal, including penalties for perjury) as if they had been physically signed and/or subscribed.

(c) **Security of Electronic Filing Account.** Each attorney, law firm, trustee, or other person that obtains a password for electronic filing is responsible for the account security and use. No attorney, law firm, trustee, or other person may knowingly permit or cause to permit an electronic filer's password to be used by anyone other than an authorized member, employee, or agent of the electronic filer's firm.

5005-3 Pro Se Electronic Filing. Unrepresented individuals may request permission from the court to file documents electronically in a particular case or adversary proceeding by filing an Application for Access to Pro Se Electronic Drop Box. *Note: NM LF 5005-3a and NM LF 5005-3b were created by the clerk for compliance with this rule.*

5005-4 Pro Se Filing - General. Except for proofs of claim and petitions filed using court-approved electronic filing procedures, all papers filed by unrepresented parties who have not been granted access to the pro se electronic drop box must be submitted to the clerk in paper unless the court, for good cause, authorizes an unrepresented party to submit papers for filing by alternate means.

5011-1 Withdrawal of Reference. A motion to withdraw the reference shall be filed in this court. Once a district court judge has been assigned, any subsequent papers relating to the motion shall be filed in this court and the district court.

5011-2 Abstention. A motion to abstain shall be deemed timely filed as follows:

(a) **Bankruptcy Case.** In a bankruptcy case, if filed within thirty (30) days after the conclusion of the meeting of creditors.

(b) **Adversary Proceeding.** In an adversary proceeding, if filed by the deadline to respond under BR 7012 or, if the proceeding was removed to the bankruptcy court, within twenty-one (21) days after the notice of removal was filed. If the motion to abstain is denied, the deadline to file an answer or other responsive pleading shall be extended until fourteen (14) days after entry of the denial order.

(c) **Contested Matter.** In a contested matter, if filed by the objection deadline for the contested matter. If the motion to abstain is denied, the deadline to object shall be extended until fourteen (14) days after the entry of the denial order.

5073-1 Cell Phones, Cameras, and Recording Devices. D.N.M.R.-Civ. 83.1 applies to the United States Bankruptcy Court for the District of New Mexico.

5077-1 Transcripts of Proceedings. A transcript of a court proceeding shall include the name of the entity who ordered the transcript.

PART VI. COLLECTION AND LIQUIDATION OF THE ESTATE

6004-1 Notice of Proposed Use, Sale, or Lease of Property. The moving party shall prepare and serve the notices required by BR 6004, unless the court orders otherwise.

6006-1 Motions to Assume or Reject Contracts and Leases. In addition to the persons entitled to notice under the Bankruptcy Code and Rules, notice of all motions related to executory contracts or unexpired leases shall be served on entities entitled to notice under the terms of the subject contracts or leases, and on all parties to such contracts or leases.

6007-1 Abandonment Coupled with Stay Relief. In an individual Chapter 7 or 13 case, a creditor seeking relief from the automatic stay with respect to a debtor's principal residence or personal vehicle may simultaneously request abandonment of that asset from the estate. Notice of the deadline to object to abandonment coupled with stay relief must be served on the debtor, debtor's counsel, the United States trustee, and the trustee.

PART VII. ADVERSARY PROCEEDINGS/CONTESTED MATTERS

7007-1 Motion Practice in Adversary Proceedings (Except Summary Judgment Motions). The movant shall determine whether a motion will be opposed. If the motion is opposed, it shall so state. If the movant has not obtained concurrence or opposition from the opposing part(ies), the motion shall recite the attempts made to do so. All motions except for unopposed motions filed in adversary proceedings shall be served on opposing parties. Responses shall be due within twenty-one (21) days after service. Optional replies shall be due within fourteen (14) days after service of the response. Briefs are optional unless otherwise ordered by the court. The court may grant the requested relief by default if no response is timely filed. The movant may obtain a hearing on a motion by contacting the courtroom deputy for the assigned judge. Hearings may either be preliminary or final, in the court's discretion, but shall be so described in the notice of hearing. This rule does not apply to motions for summary judgment (See NM LBR 7056).

7007-2 Sur-replies. Sur-replies require leave of the court. This rule applies to all motions governed by NM LBR 7007-1, NM LBR 7056-1, NM LBR 9013-1, and NM LBR 9013-2.

7016-1 Pretrial Matters

(a) ***Implied Consent.*** A party's failure to comply with BR 7008, BR 7012, or BR 9027 (requiring each party to state whether the party does or does not consent to the bankruptcy court entering final orders or judgment) constitutes implied consent.

(b) ***Pretrial Orders in Adversary Proceedings.*** Pretrial orders shall substantially conform to the form promulgated by the judge assigned to the adversary proceeding, unless the court orders otherwise. Any party who does not cooperate in preparing the joint pretrial order in a timely manner may be subject to sanctions, including preclusion from calling witnesses or submitting exhibits at trial.

7026-1 Discovery in Adversary Proceedings and Contested Matters.

(a) ***Application of FRCP 26.*** Unless the court orders otherwise, FRCP 26(a), 26(d)(1), and 26(f) shall not apply in contested matters or adversary proceedings.

(b) ***Format.*** The proponent of written discovery shall give the recipient a copy of the discovery requests in Word format. Responses shall include a restatement of each interrogatory or request. Each interrogatory or request shall be numbered sequentially across sets, e.g., first set, numbered 1-5; second set, numbered 6-10; etc.

(c) ***Filing Discovery Documents.*** Discovery requests and responses shall not be filed in the bankruptcy case or an adversary proceeding except in connection with a motion to compel, for a protective order, or for discovery sanctions. Certificates of service of discovery requests and responses, and of deposition notices, shall be filed within a reasonable time after service.

7030-1 Depositions in Adversary Proceedings and Contested Matters.

(a) ***Notices of Deposition.*** Counsel shall confer about the scheduling of depositions before serving deposition notices. Unless otherwise agreed by the parties or ordered by the court, notices of deposition shall be served at least ten (10) days before the scheduled deposition.

(b) ***Non-appearance.*** Failure of a deponent to appear at the time and place designated may result in sanctions pursuant to BR 7037 or 9016, unless a motion for protective order and a notice of non-appearance are served at least three (3) days before the scheduled deposition. Frivolous motions or motions filed for dilatory purposes may also result in sanctions.

(c) ***Deposition Fees.*** A court reporter must certify in a deposition transcript the reporter's fees for the deposition.

(d) ***Depositions Not Filed.*** Unless the court orders otherwise, deposition transcripts and certificates of completion of depositions shall not be filed.

7054-1 Taxing Costs in Adversary Proceedings and Contested Matters.

(a) ***Motion to Tax Costs; Bill of Costs.*** Within fourteen (14) days after entry of a final judgment or order, a party may file and serve upon all adverse parties a motion to tax costs. The motion shall include a bill of costs verified pursuant to 28 U.S.C. § 1924 that itemizes the costs claimed under 28 U.S.C. § 1920. Copies of receipts, billings, and payments shall be attached to the bill of costs.

(b) ***Objections.*** Notice of a motion to tax costs shall give adverse parties fourteen (14) days to file and serve objections.

(c) ***Taxation by Clerk.*** Unless otherwise ordered, the clerk will tax costs without a hearing if no objections are timely filed. A request for court review of the clerk's action must be filed within fourteen (14) days after entry of the clerk's order taxing costs.

(d) ***Allowable Costs.***

(1) ***Transcripts.*** The cost of an original trial or hearing transcript is taxable when authorized by the court before transcription. The reporter's charge for the original or a copy of a deposition transcript is taxable when the transcript was reasonably necessary to the litigation, as determined by the court.

(2) ***Fact and Expert Witness Costs.*** Witness fees, mileage, and subsistence costs are taxable if the witness testified at trial, or at a deposition found reasonably necessary to the litigation. The request to tax witness costs shall separate fees, mileage, and subsistence costs. A testifying party may not receive witness fees, mileage, or subsistence costs, so no such expenses can be taxed. An expert witness fee is not taxable unless the court appointed the expert and approved the fee. Witness fees, mileage, and subsistence costs for an expert witness not appointed by the court are taxable the same as, and subject to the same restrictions as, lay witnesses fees, mileage, and subsistence costs.

(3) ***Interpreter and Translator Fees.*** An interpreter's fee is taxable if the interpreted witness's costs are taxable. A translator's fee is taxable if the translated documents were admitted into evidence.

(4) ***Document Copies.*** The cost of copying exhibits is taxable when the exhibits are requested by the court or admitted into evidence. The cost of copying 8" x 10" or smaller photographs is taxable if the photographs are admitted into evidence. The following costs are not taxable unless the court orders otherwise: the cost of copying photographs larger than 8" x 10"; the cost of charts or models; and the cost of compiling summaries, computations, or statistical comparisons.

(5) ***Jury Costs.*** All jury costs, mileage, and allowances for subsistence are taxed equally to all parties when a jury trial is settled or otherwise disposed of in advance of trial or during trial but prior to verdict. No assessment will be made if the clerk is notified of the settlement before noon on the business day before the action is set for trial or if good cause is shown.

7055-1 Default Judgment. A party seeking a default judgment in an adversary proceeding must file a combined motion for clerk's entry of default and for default judgment. The motion must be served in accordance with BR 7005 on the defendant against whom the judgment is sought. *Note:* See the Online Manual for suggested instructions and procedures.

7056-1 Summary Judgment.

(a) **Summary Judgment Motion.** A summary judgment motion and/or supporting memoranda shall contain a concise supporting legal argument, with citations to legal authority as necessary, together with a concise statement of all material facts movant contends are not in genuine dispute. The facts shall be numbered and shall refer with particularity to the portions of the record relied upon. The court may summarily deny any motion that does not comply with this rule.

(b) **Response.** A response to the motion shall contain a concise statement of the material facts the respondent contends are in genuine dispute. Each such fact shall be numbered, shall refer with particularity to the portions of the record relied upon, and shall state the number of the movant's alleged fact that is disputed. The response may set forth other additional facts that the non-moving party contends are material to the resolution of the motion. Each additional fact must be lettered and must refer with particularity to the portions of the record relied upon.

(c) **Response and Reply Deadlines.** The deadline to respond to a summary judgment motion is twenty-one (21) days after service. The deadline for an optional reply in support of a motion for summary judgment is fourteen (14) days after service of the response.

7067-1 Disbursement of Court Registry Funds.

(a) **General.** The clerk shall not disburse funds deposited with the court without an order setting forth the name and address of each payee and the amount of principal and interest (if any) to which each payee is entitled, or a means for ascertaining the same.

(b) **Payment by the Clerk.** Funds generally will be disbursed about fourteen (14) days after the date of the court order unless otherwise ordered by the court. The clerk shall not disburse funds to a payee until a tax identification or social security number for the payee has been received.

(c) **Fees.** All funds deposited with the court and invested as registry funds will be assessed a charge of 10% of the interest income earned. Fees may be deducted periodically without further order and will not be subject to any subsequent exceptions or adjustments by directive of the Administrative Office of the United States Courts.

PART IX. GENERAL; ATTORNEYS; MOTION PRACTICE IN CONTESTED MATTERS

9003-1 Ex Parte Contact. Unless the court orders otherwise, a party shall not transmit to a judge any communication regarding relief sought. This rule does not preclude *ex parte* submission of orders for entry. A communication regarding relief sought directed to a judge or the clerk may be

filed in the case or proceeding. The court is not required to take any action on the communication unless it has been filed of record and a party requests a hearing, moves to strike, or otherwise properly brings the matter before the court.

9004-1 Contents of Notices. If relief may be granted “after notice and hearing” as defined in Code § 102, and unless otherwise specifically provided in these rules, a notice shall contain the title of the motion or application, the date the motion or application was filed, and, unless a copy of the motion or application is served with the notice, an adequate summary of the relief requested. The notice shall state that if no objections are timely filed, the court may grant the relief requested without further notice or a hearing. The notice must be on a separate paper from the motion.

9004-2 Case Number. Every paper filed after the petition shall include the year, the case number, the initial of the assigned judge, and the chapter number of the case. e.g., 24-12345-j7 or 24-19999-t13.

9006-1 Continuance. A motion to continue a hearing based solely on the agreement of the parties will not automatically be granted.

9009-1 Required Use of Certain Local Procedural Forms. All local procedural forms designated by the clerk as “required” must be used. The clerk will publish a list of the required forms, together with the forms themselves, on the court’s website “Forms” pages.

9010-1 Attorneys - Admission to Practice.

(a) ***Admission to Practice.*** Except as provided below, admission to practice before this court is governed by the local rules of the United States District Court for the District of New Mexico.

(b) ***Membership in Bar of this Court.*** An attorney admitted to practice before the United States District Court for the District of New Mexico is a member of the bar of this court.

(c) ***Admission Pro Hac Vice.*** An attorney who is not a member of the bar of this court may not appear in this court unless admitted *pro hac vice*, except for the purpose of filing proofs of claim or requests for unclaimed funds, preparing reaffirmation agreements, or for participating in meetings of creditors. An attorney who is not a member of the bar of this court but who is a member in good standing of the bar of any state, of any territory of the United States, of the District of Columbia or of any federal court may file a motion to be admitted *pro hac vice*, which shall contain the statement that the attorney has read and is familiar with these rules.

(d) ***Association With Member of the Bar Not Required.*** Except as provided in section (e), an attorney who is not a member of the bar of this court is not required to associate with a member of the bar of this court, provided, however, that in any case or proceeding in which the court deems it necessary for the purpose of appearance, ready availability, familiarity with local procedures, or otherwise in the interest of expediting disposition of the case or proceeding, the court may require an attorney admitted *pro hac vice* to associate with a resident member of the bar of this court.

(e) ***Association by Debtor's Counsel With a Resident Member of the Bar.*** Unless the court orders otherwise, an attorney who is not a member of the bar of this court and who is representing a debtor in a bankruptcy case pending before the court must associate with a member of the bar of this court who resides in New Mexico. This rule does not apply to adversary proceedings. A nonmember attorney may commence a case without associated resident counsel only if, on the petition date, the attorney files a motion for admission pro hac vice that includes a request to appear without resident counsel, and promptly submits an order to the court granting the motion. The motion shall be served on the United States Trustee and the trustee, if any. The court may grant or deny the motion without further notice or hearing. This rule does not apply to adversary proceedings.

9010-2 Attorneys - Withdrawal and Substitution.

(a) ***Withdrawal and Substitution.*** Unless withdrawal of an attorney is accompanied by a substitution of counsel filed of record that recites the client's consent, with mailing address, telephone number, and e-mail address, if any, of the substituted attorney, an attorney must file a motion seeking an order to withdraw in any case or adversary proceeding.

(b) ***Motion to Withdraw With Client's Consent.*** If the attorney has obtained the written consent of the client, the consent must be filed with the motion, and the attorney must submit a proposed order to the court showing the mailing address, telephone number, and e-mail address, if any, of the self-represented individual. The court may grant the motion without notice. If the motion is granted, the withdrawing attorney must give prompt notice of the entry of the order to the client and to all other parties or their attorneys. An attorney representing a governmental unit is not required to obtain a client's signature to withdraw under this provision.

(c) ***Withdrawal Without Client's Consent.*** If the attorney has not obtained the written consent of the client, the motion to withdraw must show reasons therefor. The notice thereof must specify a 14-day objection deadline, which shall run from the date of service of the motion and notice, and be served on the client, any trustee, and such other parties as the court may direct. The motion to withdraw must be accompanied by a certificate of the moving attorney that either the client has been notified in writing of the status of the case or proceeding, including the dates and times of any scheduled court proceedings, pending compliance with any existing court orders, and, if applicable, the need to comply with NM LBR 9010-1; or else that the client cannot be located or for whatever other reason cannot be notified of the pendency of the motion and the status of the case or proceeding.

(d) ***Order of Withdrawal.*** If no objections are timely filed, the attorney may submit an order permitting the attorney's withdrawal. If an objection is timely filed, the attorney shall contact the courtroom deputy for the assigned judge to request a hearing and give notice to the objecting party. The order authorizing the withdrawal of the attorney shall show the mailing address, telephone number, and e-mail address, if any, of the self-represented individual.

(e) ***Death or Removal of an Attorney.*** When an attorney dies or ceases to act as an attorney under circumstances not otherwise provided herein, the clerk shall notify a party

represented by the attorney of the need to appear in person in any further matters or, if applicable, to comply with NM LBR 9010-1. If another attorney does not enter an appearance within twenty-one (21) days from the date of service of the notice, then, if the debtor is an individual, the action shall proceed with the individual appearing pro se; otherwise, the action shall proceed but the non-individual party may not appear on its own behalf and shall be deemed unrepresented until a new attorney enters an appearance.

9011-1 Contact Information; Signing Papers.

(a) **Contact Information.** All attorneys and pro se parties shall ensure that all filed papers include their name, address, telephone number, and email address below their signature line. Attorneys shall promptly update any changes to their contact information through PACER. Pro se parties must file of record a notice of any changes to their contact information in each case or adversary proceeding in which they are a party.

(b) **Signatures.** The court will treat a reproduced signature on any document filed with the court as an original signature. Verified or certified papers filed electronically shall be treated for all purposes (both civil and criminal, including penalties for perjury) as if they had been physically signed and/or subscribed. An attorney shall not file a paper requiring a person's signature without obtaining the person's handwritten wet ink signature before filing. The court does not accept digitally signed documents.

9011-2 Rules of Professional Conduct. The Rules of Professional Conduct adopted by the Supreme Court of the State of New Mexico apply except as otherwise provided by local rule or by court order. Counsel appearing before the court must comply with the section for lawyers of "A Creed of Professionalism of the New Mexico Bench and Bar."

9013-1 Motion Practice in Contested Matters - General.

(a) **Form of Motions.** The title of a motion shall describe the relief sought.

(b) **Opposed Motions.** Unless applicable statutes or rules require notice to some or all creditors or the court orders otherwise, a movant shall determine whether a motion will be opposed by the party(ies) affected. If the motion is opposed, it shall so state. If the movant has not obtained concurrence or opposition from the affected party(ies), the motion shall recite the attempts made to do so. Movant shall not assume that the nature of the motion obviates the need to seek concurrence.

(c) **Unopposed Motions.** Except as otherwise provided in LBR 9013-2(c)(vi), an agreed order approved by all parties who would otherwise be entitled to notice of the motion may be submitted to the court without filing the motion unless the motion requires payment of a fee.

(d) **Notice of Deadline to Object.** For opposed motions and motions requiring notice to some or all creditors, the movant shall file and serve a notice of the motion that complies with NM LBR 9004-1. The notice shall state that if no objections are timely filed, the court may enter an order granting the motion without further notice or a hearing. Unless otherwise provided by the Bankruptcy Rules or these rules or unless extended or shortened by order of the court, the objection

deadline shall be twenty-one (21) days from the date of service. The deadline to file an optional reply is fourteen (14) days after service of the objection. *Note: see recommended NM LF 2002.*

(e) ***Procedure If No Party Objects.*** If no objection is timely filed, the movant shall promptly submit to the court via the court's electronic filing system a proposed form of order, reciting the notice given, specifying the method of service in compliance with BR 7004 if applicable (including to whose attention the motion and notice were mailed and whether service was made by certified mail, if BR 7004(b)(3) or (h) applies), and reciting the date of expiration of the time to object, in lieu of the default procedure set forth in BR 7055. This rule does not apply to pro se parties.

(f) ***Procedure if a Party Objects.*** If an objection is timely filed, the movant shall contact the courtroom deputy for the assigned judge to request a hearing. The movant thereafter shall promptly file and serve notice of the hearing.

(g) ***Alternative Procedure.*** As an alternative to the procedures outlined above, the movant may obtain a preliminary hearing date and time on an opposed motion by contacting the courtroom deputy for the assigned judge, and serve notice of the motion and hearing. Under this alternative, no objection deadline is set; a party in interest may either file an objection before the hearing or appear at the hearing and object. With court permission, the movant may also obtain from the courtroom deputy a final hearing date and time, and serve notice of both hearings as directed by the court.

(h) ***Motions Generally Set for Preliminary Hearing.*** Motions will generally be set for preliminary hearing unless otherwise directed by the court. Except for hearings held pursuant to BR 4001(b)(2) or 4001(c)(2), testimony and exhibits ordinarily will not be received at preliminary hearings. Counsel shall confer prior to the preliminary hearing and be prepared to advise the court of the likelihood of settlement, the disputed and undisputed facts, their legal theories, anticipated discovery, witnesses, exhibits, and the estimated duration of a final hearing.

(i) ***Briefs.*** Unless the court orders otherwise, or as required for motions for summary judgment pursuant to NM LBR 7056-1, briefs or supporting points with citations or authorities need not be submitted with a motion.

(j) ***Certificate of Service.*** A certificate of service shall be filed for all motions and notices within a reasonable time after service. The certificate of service may be part of the motion or notice or a separate document. *Note: see recommended NM LF 9014.*

9013-2 Motion Practice in Contested Matters - Automatic Stay.

(a) ***Contents of Stay Relief Motion.*** A motion for relief from the automatic stay shall be designated as such. A motion shall include: 1) a description of any collateral (including for real property both a street address and a legal description); 2) any interest claimed therein and the means of perfection; 3) if relevant, the estimated value and the basis therefor; 4) the amount of any claim, including principal, interest, attorney's fees, the *per diem* interest accrual, and any other

amounts; 5) the amount of any other interests secured by such collateral, if known, and movant's belief as to lien priority; and 6) alleged grounds for stay relief.

(b) **Insurance.** If the movant alleges that its collateral is not properly insured, the motion shall describe the specific deficiencies so the debtor or trustee can remedy the problem. If the debtor or trustee does not obtain sufficient insurance or refute the allegation by the preliminary hearing, the court may modify the stay without further notice or hearing.

(c) **Stay Relief Motions in Chapter 7 and 13.**

(i) **Opposed Motions.** The movant shall attempt to ascertain before filing a stay relief motion whether it is opposed by either the debtor or the trustee. If the motion is opposed or the movant is unable to determine opposition, the motion shall so state.

(ii) **Notice of Objection Deadline.** The movant shall file and serve a notice that complies with NM LBR 9004-1. Unless altered by court order, the objection deadline shall be twenty-one (21) days from service of the notice.

(iii) **Procedure If No Objection.** If no objections are timely filed, the movant shall promptly submit to the court a proposed form of order. Ordinarily, the form of order found on the court's General Chambers' Procedures web page should be used.

(iv) **Procedure if an Objection is Filed.** If an objection is timely filed, the movant shall contact the courtroom deputy for the assigned judge to request a hearing. The movant thereafter shall promptly file and serve notice of the hearing.

(v) **Alternative Procedure.** If the motion is opposed, as an alternative procedure the movant may obtain a preliminary hearing on the motion by contacting the courtroom deputy for the assigned judge, and may serve notice of the motion and the hearing. No objection deadline would be set, so a party could either file an objection before the hearing or appear at the hearing and object.

(vi) **Stipulated Stay Relief.** If the debtor, trustee, and movant agree, the court may enter a stipulated order granting relief from the stay, submitted without a motion.

(vii) **Automatic Termination Period.** The termination provisions of Code § 362(e) shall not commence until notice of the preliminary hearing has been served, or notice of the final hearing has been served (if the final hearing is not preceded by a preliminary hearing), so long as the movant is given the opportunity for a preliminary or final hearing to be held within thirty (30) days after service of the notice or within such other time fixed by the court in accordance with Code § 362(e).

(viii) **Stopping Chapter 13 Plan Payments to Secured Creditors after Stay Relief.** Unless the court orders otherwise, once a stay relief order becomes final and unconditionally permits a creditor to proceed with foreclosure or repossess its collateral, the chapter 13 trustee shall stop making payments on the creditor's secured claim. If the chapter 13

trustee receives notice of the order fewer than seven (7) days before a monthly plan distribution, the chapter 13 trustee may make that scheduled payment to the secured creditor and thereafter cease payment.

(d) ***Stay Relief Motions in Chapter 11.*** The procedures in Chapter 11 cases shall be the same as set forth above, except as follows:

(i) ***Opposed Motions.*** Before filing a stay relief motion, the movant shall contact the courtroom deputy for the assigned judge to request a preliminary hearing or, with court permission, a final hearing in lieu of, or in addition to, the preliminary hearing. The movant shall file and serve notice of the motion, the deadline to object (normally twenty-one (21) days, unless the court orders otherwise), and the hearing(s).

(ii) ***Agreed Stay Relief or Adequate Protection.*** Unless the court directs otherwise, the movant shall file and serve notice of a motion to approve an agreement under BR 4001(d) on any party holding or claiming an interest in the subject property; the United States trustee; counsel who have entered an appearance in the case; and the parties listed in BR 4001(d)(1)(C).

9015-1 Jury Trial. If a party demands a jury the court shall, pursuant to BR 9015(b), set a deadline to consent to the court conducting a jury trial. If all parties do not timely consent, the court will preside over pretrial matters only. When the proceeding is ready for trial the court will so certify to the district court, and will submit a proposed order withdrawing the reference.

9019-1 Settlements and Agreed Orders. Unless the court determines otherwise, a hearing will not be vacated due to settlement unless an order resolving the matter or vacating the hearing is submitted before the hearing and the judge's office is notified by telephone. Otherwise, counsel shall appear at the hearing to apprise the court of the settlement.

9019-2 Settlement of § 727 Adversary Proceeding by Dismissal. If the proposed settlement of an adversary proceeding includes dismissal of a claim for relief under one or more of the provisions of § 727(a), the plaintiff must file a motion in the related bankruptcy case to approve dismissal of the § 727(a) claim(s) and serve the motion on all parties on the mailing list together with a notice of the deadline to object.

9019-3 Mediation.

(a) ***Appointment Order.*** The court may appoint another available active or recall status United States Bankruptcy Judge from any judicial district to act as mediator to assist in possible resolution of disputes through mediation. The details regarding the appoint of a particular settlement judge will be specified in a mediation order.

(b) ***Process for Appointment.*** If the parties request judge-assigned mediation, the court will contact the potential mediation judge (directly or through court staff) to confirm that such judge is willing and able to serve as mediator.

(c) **Judicial Immunity and Other Protections.** Any active or recall status bankruptcy judge appointed as mediator will be so appointed because of a judicial position as, and to act in the specific capacity as, a United States Bankruptcy Judge. By serving as a mediator, such judge performs judicial duties. Accordingly, such judge and all persons assisting a mediation judge will have full, unqualified, judicial immunity, as well as all other privileges, immunities, and protections of a United States Bankruptcy Judge and judiciary employees, regarding any matter arising from or related to such judge's role as mediator.

(d) **Waiver.** All parties participating in the mediation process will automatically:

(i) Waive and be unable to assert any claims or causes of action against the mediation judge or any court employees assisting with the mediation process that arise from or relate to the mediation process; and

(ii) Except as may be required by otherwise applicable disclosure law, waive and be unable to seek to compel from the mediation judge or from any court employees assisting with the mediation process any oral or written testimony, document production (including, without limitation, regarding any records, reports, summaries, notes, communications, or other documents received or made by the mediation judge or any court employees while serving in such capacity), or other participation whatsoever in any litigation, judicial arbitral, or other proceeding of any kind.

The mediator judge may, in his or her sole discretion, require that the parties sign an agreement memorializing the above understandings before agreeing to serve as mediator.

(e) **Disqualification.** No judge may serve as mediator if that judge would be disqualified (i) under 28 U.S.C. § 144 if that judge were a district judge presiding over the matter or proceeding, or (ii) under 28 U.S.C. § 455 if that judge were a justice, judge, or other judicial officer presiding over the matter or proceeding, in each case unless the parties consent in writing after disclosure.

(f) **Non-judge mediators.** The court may appoint a mediator who is not an active or recall status United States Bankruptcy Judge (a "non-judge appointed mediator") to act as mediator to assist in possible resolution of disputes through mediation. A non-judge appointed mediator shall have quasi-judicial immunity to the maximum extent permitted by law. The provisions of subsection (d) apply to all parties participating in mediation by a non-judge appointed mediator.

9021-1 Judgments and Orders. A judgment or order shall identify the motion or application upon which it is based and shall set out the relief granted. A party directed to prepare a judgment or order shall submit a proposed form promptly and shall sign it to certify the facts recited therein. Unless otherwise ordered, the form of a judgment or order shall be approved by all parties appearing in the matter, and shall list the names, addresses, telephone numbers, and e-mail addresses, if known, of all attorneys and others entitled to notice of entry thereof.

9027-1 Removal. To comply with BR 9027, and in accordance with the automatic referral by the district court to the bankruptcy court (*see* Misc. No. 84-0234 (D.N.M. July 18, 1984)) a notice of removal must be filed with the bankruptcy court and be served on all parties to the

removed action. The certificate of service of the notice of removal shall list the names and addresses of all parties to the removed action. *Note: See Online Manual for removal procedures.*

9070-1 Exhibits. Unless the court orders otherwise, parties shall provide all opposing parties with a set of exhibits (by email is sufficient) and shall provide the court with three sets of exhibits (one for the witness, one for the law clerk, and one for the judge) at or prior to a final evidentiary hearing. Unless the court orders otherwise, the court will retain an official set of exhibits submitted at a trial or final hearing for thirty (30) days after the final disposition of each matter for which exhibits have been submitted. The parties have thirty (30) days after the final disposition of each matter to retrieve the exhibits submitted on that matter. Exhibits not retrieved within that period may be destroyed.