Steps to Make an Online NM Fines/Fees Payment

Open an internet browser and type in <u>nmcourts.gov</u>, go to "Pay Fines/Fees (see below).
 Please Note***You can only see the "Pay Fines/Fees" on the <u>nmcourts.gov</u> webpage if you are NOT on the Judiciary network.

NMCOURTS.Gov - The Judicial Branch of New Mexic	:0	🖻 Español (文 💿 🛕 A A	٩
NEW MEXICO COURTS The Judicial Branch of New Mexico	HOME FIND A COURT FIND A CASE	PAY FINESIFEES JURY E-FILING FOR ATTORNEYS CAREERS	IPRA ONESOURCE CONTACT US
NM COURTS COURT ADMINISTRATION SELF-HELP	SERVICES & PROGRAMS WATER RIGHTS ADJUDICATIO	N LANGUAGE ACCESS SERVICES COURT-APPOINTED ATTORNEYS	NEWS

- a. User will be redirected to <u>https://payments.lexisnexis.com/nm/aoc</u>
- 2. The online New Mexico Fines and Fees landing page will appear, click on the type of Court the payment is to be made at or if unsure, click "**Search All Courts**".

	New Mexico Fines and Fees	
Welcome to the New Mexico Courts Fines and Fees, hosted by LexisNexis VitalCheck Network Inc. website for securely making payments to the New Mexico Courts.	Instruction: Select Court Type and then select Court Location to make a payment. Appellate Courts	
	District Courts	
Contact Information	Metropolitan Court	
or fee, please contact the court directly, which is listed on the NM	Magistrate Courts	
Court directory https://www.nmcourts.gov/nm- courts/. You may also contact the New Mexico Judicial Service Desk at support@nmcourts.gov if you need assistance with the website.	Search All Courts	
NOTICE: If you have an active warrant or any other outstanding obligations with the Court, you must follow up with the court to resolve those issues. Your electronic payment will resolve only financial obligations. You must contact the court to verify compliance with any other court ordered conditions.		
Information obtained from this Internet site does not constitute the official record of the New Mexico Judiciary.		
CEXISNEXIS* RISK SOLUTIONS	Home Payment Solutions Contact Us Terms and Conditions Privacy Policy Privacy Privacy Policy Privacy P	
	Copyright © 2022 LexisNexis Risk Solutions. All rights reserved. (Page Last Update 04/18/2022 03:57 PM CDT) 29:110:10392/90.390 1:80.322	

3. Click on the "Dropdown Arrow" for a list of court names.



4. Click the Court where the payment is to be made at (Example: Alamogordo District or Roy Magistrate), and click "**Continue**".

Alamogordo District	
Albuquerque District	
Aztec District	
Bernalillo District	
Carlsbad District	
Carrizozo District	
Clayton District	

Roy Magistrate	-
Mora Magistrate	^
Moriarity Magistrate	
Portales Magistrate	
Raton Magistrate	
Reserve Magistrate	
Roswell Magistrate	
Roy Magistrate	
Ruidoso Magistrate	-

5. Click "Case Fines and Fees" if the payment being made is to be applied to a case

OR

if available, click "**Miscellaneous Payment**" if you are paying for costs that are not directly tied to a case. *Note: This should NOT be done without speaking to the Court first to see if additional forms or information is required.*

Case Fines and Fees

6. For "**Case Fines and Fees**" enter "**Case Number**" including all dashes and zeros, case number examples giving in the "**Instruction:**" section in **Blue**

 Instruction: Enter Case Number then click Continue. An example of a New Mexico court case number are as follows: S-1-SC-xxxxx for Supreme Court, A-1-CA-xxxxx for Appellate Court, D-424-CR-2010-xxxxx for District Court, T-4-TR-2010-xxxxx for Metropolitan Court or M-34-CV-2010-xxxxx for Magistrate Court 		
() INFO! * Indicates a required field		
Case Fines and Fees		
Case Number *	D-1215-CR-2021-00004	
Previous Page	Continue	

7. Case Number, Case Style and Party Name(s) is returned, select the "**Party Name**" and click "**Continue**"

i Instruction: Select the Party Name then click Continue.	
INFO! * Indicates a required field	
Case Fines and Fees	
Case Number	D-1215-CR-2021-00004
Case Style	State of New Mexico v. David A Sena
Party Name(s) *	
Previous Page	Continue

8. Amount Owed is returned, enter "Payment Amount" and click "Continue"

 Instruction Enter the amount to be paid, then select Continue 	
INFO! * Indicates a required field	
Case Fines and Fees	
Case Number	D-1215-CR-2021-00004
Case Style	State of New Mexico v. David A Sena
Party Name(s)	
Amount Owed	\$765.00
Payment Amount *	125.00
Previous Page	Continue

9. Review Case Number, Party Name and Payment Amount, then click "Continue"

OR

Click on "Add New Fee/Payment" to add additional payments in a single transaction.

	Product De	tails	
Product	Reference Field	Amount	Action
Case Fines and Fees	Case Number D-1215-CR- 2021-00004 Party Name(s)	125.00	
4			
Count			1
Agency sub-total \$125.00		\$125.00	

Add New Fee/Payment

Continue

10. Enter Billing and Credit Card information and click "Continue".

Please Note *** Once you hit the "Continue" button your credit card payment will be authorized by your Financial Institution. <u>DO NOT</u> click on the "Previous Page" button, refresh the page or use the browser back arrow after clicking the "Continue" button, as your credit card may be charged twice.

Instruction Select Address Type, enter Billing INFO! Non-refundable Service Fee in the	Address and Payment Type information t ne amount of 2.40% will be charged per	hen select Continue. payment.
Billing Address		Payment Information
Address Type		Payment Type
Domestic (US and O Mili Puerto Rico) (APO/	itary O International (including (FPO) Canada, Mexico)	Card
Billing First Name*		Card Number*
Billing Last Name*		Expiration Month*
Billing Zip Code*		Expiration Year*
Billing Address Line1*		Wo've provided this sample credit MeterCart Vise Discover
Billing Address Line2		card to assist you in finding the security code.
Billing City*		Cavetholdex Name Reference inserver of the second of the
Billing State*	AL	
E-mail*		
Confirm E-mail*		
Phone Number*	(999) 999-9999	I'M NOT A PODOT
Drovious Dago		

11. Check the box in the "**Payment Authorization**" section to authorize Payment Amount plus the 2.40% Service Fee.

Please Note*** Once you hit the "Pay Now" button your payment will be finalized. <u>DO NOT</u> refresh the page or use the browser back arrow after clicking the "Pay Now" button, as your credit card may be charged twice.

	Payment Amount Service Fee Total Amount	\$125.00 \$3.00 \$128.00
Billing Address		Payment Information
Billing First Name	John	Credit Card
Billing Last Name	Doe	Card Number ************************************
Billing Zip Code	87505	Exministen Data 12/2025
Billing Address Line1	1236 West Main Street	
Billing Address Line2		
Billing City	Santa Fe	Payment Authorization
Billing State	NM	Total Amount \$128.00
Billing Country	United States of America	Acknowledgment
E-mail	gdg@gmail.com	By checking this box, I am authorizing the Payment Amount
Phone Number	(555) 5555555	plus the 2.40% Service Fee.
Previous Page		Pay Now

Miscellaneous Payments

12. For "Miscellaneous Payment" select "Fee Type"; enter "Payor First Name"; "Payor Last Name"; enter "Payor Phone Number"; enter "Payor Email Address"; and enter a description of what is being purchased in the "Memo" field and click "Continue". You may also be required to enter a number in the "Quantity" field or the "Payment Amount" for postage.

Instruction: Select Fee Type, enter Payor information, Payment Amount (if required) and Quantity (if required) then select Continue. Please contact the court prior to making a miscellaneous payment.		
INFO! * Indicates a required field		
Miscellaneous Payment		
Fee Type *	Computer Copies	
Payor First Name *		
Pavor Last Name *	Certification and Seal	
	Computer Copies	
Payor Phone Number *	Exemplified Copies	
Payor Email Address	Microfilm Copy Fees	
	Photocopies	
Menio *	Tape/CD Duplication Fee	
Please type a description of what is being purchased. The following special characters are not allowed $\&$, $>$, and $<$		
Quantity *		
Previous Page	Continue	

(i) Instruction:

Select Fee Type, enter Payor information, Payment Amount (if required) and Quantity (if required) then select Continue. Please contact the court prior to making a miscellaneous payment.

INFO! * Indicates a required field		
Miscellaneous Payment		
Fee Type *	Computer Copies	
Payor First Name *	John	
Payor Last Name *	Doe	
Payor Phone Number *	(505) 555-5555	
Payor Email Address	gdg@gmail.com	
Memo *	To mail document	
Please type a description of what is being p	urchased. The following special characters are not allowed & , $>$, and <	
Quantity *	10	
Previous Page	Continue	

(i) Instruction: Select Fee Type, enter Payor information, Payment Amount (if required) and Quantity (if required) then select Continue. Please contact the court prior to making a miscellaneous payment.

INFO! * Indicates a required field				
Miscellaneous Payment				
Fee Type *	Postage			
Payor First Name *	John			
Payor Last Name *	Doe			
Payor Phone Number *	(505) 555-5555			
Payor Email Address	gdg@gmail.com			
Memo *	To mail document			
Please type a description of what is being purchased. The following special characters are not allowed & , > , and <				
Payment Amount	\$3.25			
Previous Page	Continue			

13. Confirm payment information is correct and click "Continue"

Instruction:

Verify information on the page is correct, then select Continue.			
Miscellaneous Payment			
Fee Туре	Computer Copies		
Payor First Name	John		
Payor Last Name	Doe		
Payor Phone Number	505-555-5555		
Payor Email Address	gdg@gmail.com		
Memo	To mail document		
Quantity	10		
Payment Amount	\$10.00		
Previous Page	Continue		

14. Review Case Number, Party Name and Payment Amount, then click "Continue"

OR

Click on "Add New Fee/Payment" to add additional payments in a single transaction.

Instruction To add a new fee or payment to your cart, select Add New Fee/Payment or select Continue to checkout.						
Product Details						
Product	Refere	ence Field	Amount	Action		
Miscellaneous Payment	Fee DESC	Computer Copies	10.00	Ĩ		
4						
Count				1		
Agency sub-total				\$10.00		

15. Enter Billing and Credit Card information and click "Continue".

Please Note *** Once you hit the "Continue" button your credit card payment will be authorized by your Financial Institution. <u>DO NOT</u> click on the "Previous Page" button, refresh the page or use the browser back arrow after clicking the "Continue" button, as your credit card may be charged twice.

Instruction elect Address Type, enter Billing Address and Payment Type information then select Continue. INFO! Non-refundable Service Fee in the amount of 2.40% will be charged per payment.				
Billing Address		Payment Information		
Address Type		Payment Type		
Domestic (US and O Mili Puerto Rico) (APO/	itary O International (including (FPO) Canada, Mexico)	Card		
Billing First Name*		Card Number*		
Billing Last Name*		Expiration Month*		
Billing Zip Code*		Expiration Year*		
Billing Address Line1*		Wolvo provided this comple gradit		
Billing Address Line2		card to assist you in finding the security code.		
Billing City*		Cavetholdex Name Reference inserver of the second of the		
Billing State*	AL			
E-mail*				
Confirm E-mail*				
Phone Number*	(999) 999-9999	I'M NOT A PODOT		
Drovious Dago				

16. Check the box in the "**Payment Authorization**" section to authorize Payment Amount plus the 2.40% Service Fee.

Please Note*** Once you hit the "Pay Now" button your payment will be finalized. <u>DO NOT</u> refresh the page or use the browser back arrow after clicking the "Pay Now" button, as your credit card may be charged twice.

	Payment Amount Service Fee Total Amount	\$125.00 \$3.00 \$128.00
Billing Address		Payment Information
Billing First Name	John	Credit Card
Billing Last Name	Doe	Card Number ************************************
Billing Zip Code	87505	Explicition Data 12/2025
Billing Address Line1	1236 West Main Street	
Billing Address Line2		
Billing City	Santa Fe	Payment Authorization
Billing State	NM	Total Amount \$128.00
Billing Country	United States of America	Acknowledgment
E-mail	gdg@gmail.com	By checking this box, I am authorizing the Payment Amount
Phone Number	(555) 5555555	plus the 2.40% Service Fee.
Previous Page		Pay Now