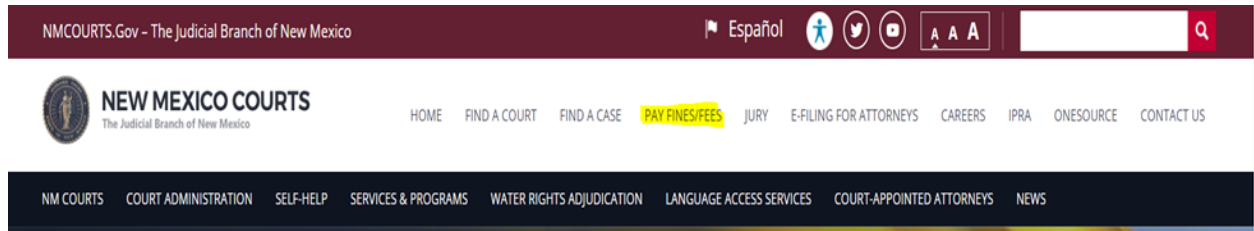
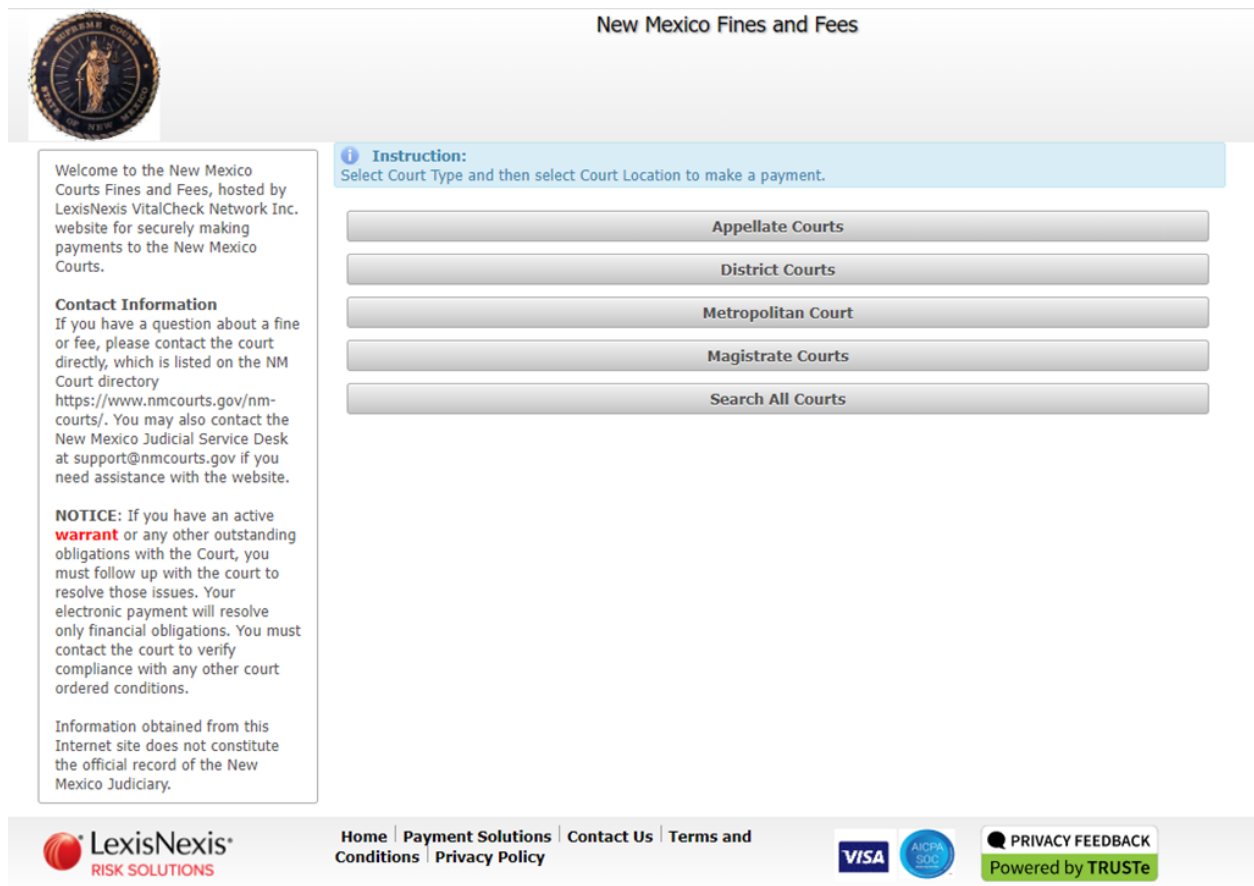


Steps to Make an Online NM Fines/Fees Payment

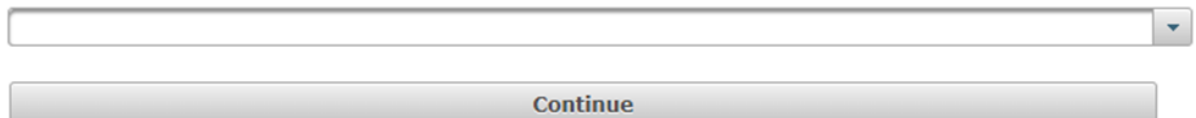
1. Open an internet browser and type in nmcourts.gov, go to “Pay Fines/Fees (see below). **Please Note*****You can only see the “Pay Fines/Fees” on the nmcourts.gov webpage if you are **NOT** on the Judiciary network.



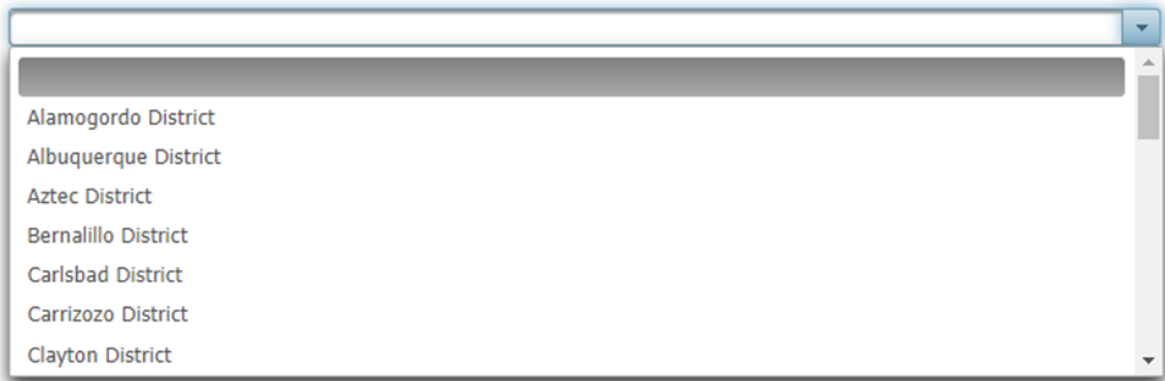
- a. User will be redirected to <https://payments.lexisnexis.com/nm/aoc>
2. The online New Mexico Fines and Fees landing page will appear, click on the type of Court the payment is to be made at or if unsure, click “**Search All Courts**”.



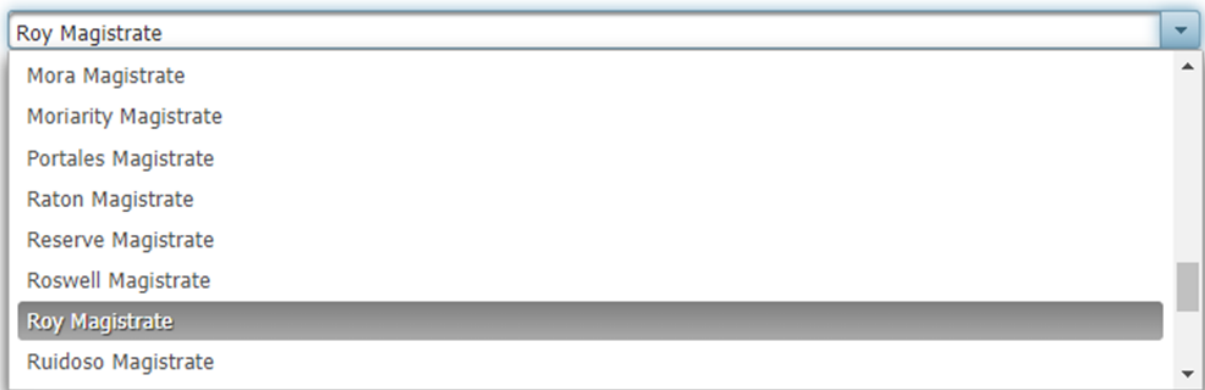
3. Click on the “**Dropdown Arrow**” for a list of court names.



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



A screenshot of a dropdown menu with a scroll bar on the right. The menu is open, showing a list of court districts. The items listed are: Alamogordo District, Albuquerque District, Aztec District, Bernalillo District, Carlsbad District, Carrizozo District, and Clayton District. The top of the menu is currently blank.



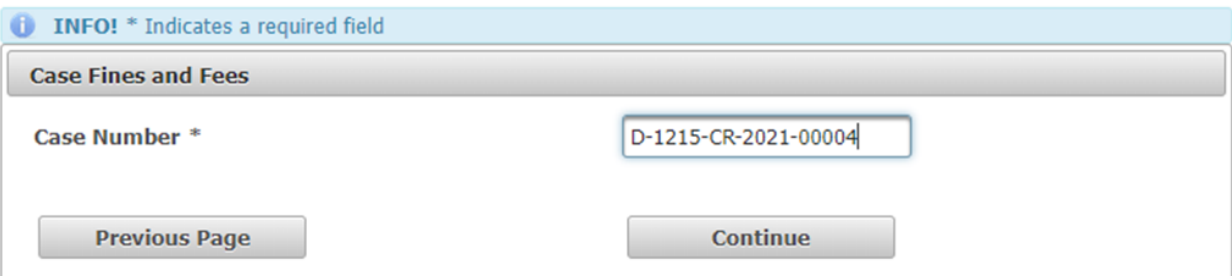
A screenshot of a dropdown menu with a scroll bar on the right. The menu is open, showing a list of magistrates. The items listed are: Mora Magistrate, Moriarity Magistrate, Portales Magistrate, Raton Magistrate, Reserve Magistrate, Roswell Magistrate, Roy Magistrate (which is highlighted with a grey background), and Ruidoso Magistrate. The top of the menu shows 'Roy 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**

i 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-xxxxxx for Metropolitan Court or M-34-CV-2010-xxxxx for Magistrate Court



A screenshot of a web form titled "Case Fines and Fees". At the top, there is an "INFO!" icon and the text "* Indicates a required field". Below this, the form has a section for "Case Number *". A text input field contains the value "D-1215-CR-2021-00004". At the bottom of the form, there are two buttons: "Previous Page" on the left and "Continue" on the right.

- Case Number, Case Style and Party Name(s) is returned, select the **“Party Name”** and click **“Continue”**

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) * [Redacted]

- 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): [Redacted]
 Amount Owed: \$765.00
 Payment Amount *

- 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 | Reference Field | Amount | Action |
| Case Fines and Fees | Case Number: D-1215-CR-2021-00004 Party Name(s): [Redacted] | 125.00 | |
| Count | | | 1 |
| Agency sub-total | | | \$125.00 |

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. **DO NOT** 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 Address and Payment Type information then select Continue.

INFO!
A non-refundable Service Fee in the amount of 2.40% will be charged per payment.

| Billing Address | Payment Information |
|--|--|
| <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Address Type</p> <p> <input checked="" type="radio"/> Domestic (US and Puerto Rico) <input type="radio"/> Military (APO/FPO) <input type="radio"/> International (including Canada, Mexico) </p> </div> <p>Billing First Name* <input type="text"/></p> <p>Billing Last Name* <input type="text"/></p> <p>Billing Zip Code* <input type="text"/></p> <p>Billing Address Line1* <input type="text"/></p> <p>Billing Address Line2 <input type="text"/></p> <p>Billing City* <input type="text"/></p> <p>Billing State* <input type="text" value="AL"/></p> <p>E-mail* <input type="text"/></p> <p>Confirm E-mail* <input type="text"/></p> <p>Phone Number* <input type="text" value="(999) 999-9999"/></p> | <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Payment Type</p> <p><input checked="" type="radio"/> Card</p> </div> <p>Card Number* <input type="text"/></p> <p>Expiration Month* <input type="text"/></p> <p>Expiration Year* <input type="text"/></p> <p>Security Code* <input type="text"/></p> <p>We've provided this sample credit card to assist you in finding the security code.</p> <div style="text-align: center;">  <p>MasterCard, Visa, Discover</p> </div> <p style="text-align: right; margin-right: 20px;">3-digit security code</p> <div style="text-align: center; margin-top: 20px;"> <input type="checkbox"/> I'm not a robot  </div> |
| <input type="button" value="Previous Page"/> | <input type="button" value="Continue"/> |

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. **DO NOT** 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 | \$125.00 |
| Service Fee | \$3.00 |
| Total Amount | \$128.00 |

| Billing Address | Payment Information |
|--|--|
| <p>Billing First Name: John</p> <p>Billing Last Name: Doe</p> <p>Billing Zip Code: 87505</p> <p>Billing Address Line1: 1236 West Main Street</p> <p>Billing Address Line2:</p> <p>Billing City: Santa Fe</p> <p>Billing State: NM</p> <p>Billing Country: United States of America</p> <p>E-mail: gdg@gmail.com</p> <p>Phone Number: (555) 5555555</p> | <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Credit Card</p> <p>Card Number: ***** (MASTERCARD)</p> <p>Expiration Date: 12/2025</p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Payment Authorization</p> <p>Total Amount: \$128.00</p> <p>Acknowledgment</p> <p><input checked="" type="checkbox"/> By checking this box, I am authorizing the Payment Amount plus the 2.40% Service Fee.</p> </div> |
| <input type="button" value="Previous Page"/> | <input type="button" value="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.

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.

i INFO! * Indicates a required field

Miscellaneous Payment

Fee Type *

Payor First Name *

Payor Last Name *

Payor Phone Number *

Payor Email Address

Memo *
Please type a description of what is being purchased. The following special characters are not allowed & , > , and <

Quantity *

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.

i 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 purchased. 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.

i 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"

i Instruction:
Verify information on the page is correct, then select Continue.

| 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 |
| Quantity | 10 |
| Payment Amount | \$10.00 |

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.

i Instruction
To add a new fee or payment to your cart, select Add New Fee/Payment or select Continue to checkout.

| Product Details | | | |
|-----------------------|--------------------------|--------|--------|
| Product | Reference Field | Amount | Action |
| Miscellaneous Payment | Fee DESC Computer Copies | 10.00 | |



| | |
|------------------|---------|
| 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. **DO NOT** 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 Address and Payment Type information then select Continue.

INFO!
A non-refundable Service Fee in the amount of 2.40% will be charged per payment.

| Billing Address | Payment Information |
|--|--|
| <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Address Type</p> <p> <input checked="" type="radio"/> Domestic (US and Puerto Rico) <input type="radio"/> Military (APO/FPO) <input type="radio"/> International (including Canada, Mexico) </p> </div> <p>Billing First Name* <input type="text"/></p> <p>Billing Last Name* <input type="text"/></p> <p>Billing Zip Code* <input type="text"/></p> <p>Billing Address Line1* <input type="text"/></p> <p>Billing Address Line2 <input type="text"/></p> <p>Billing City* <input type="text"/></p> <p>Billing State* <input type="text" value="AL"/></p> <p>E-mail* <input type="text"/></p> <p>Confirm E-mail* <input type="text"/></p> <p>Phone Number* <input type="text" value="(999) 999-9999"/></p> | <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Payment Type</p> <p><input checked="" type="radio"/> Card</p> </div> <p>Card Number* <input type="text"/></p> <p>Expiration Month* <input type="text"/></p> <p>Expiration Year* <input type="text"/></p> <p>Security Code* <input type="text"/></p> <p>We've provided this sample credit card to assist you in finding the security code.</p> <div style="text-align: center;">  <p>MasterCard, Visa, Discover</p> </div> <p style="text-align: right; margin-right: 20px;">3-digit security code</p> <div style="text-align: center; margin-top: 20px;"> <input type="checkbox"/> I'm not a robot  </div> |
| <input type="button" value="Previous Page"/> | <input type="button" value="Continue"/> |

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. **DO NOT** 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 | \$125.00 |
| Service Fee | \$3.00 |
| Total Amount | \$128.00 |

| Billing Address | Payment Information |
|--|--|
| <p>Billing First Name John</p> <p>Billing Last Name Doe</p> <p>Billing Zip Code 87505</p> <p>Billing Address Line1 1236 West Main Street</p> <p>Billing Address Line2</p> <p>Billing City Santa Fe</p> <p>Billing State NM</p> <p>Billing Country United States of America</p> <p>E-mail gdg@gmail.com</p> <p>Phone Number (555) 555555</p> | <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Credit Card</p> <p>Card Number ***** (MASTERCARD)</p> <p>Expiration Date 12/2025</p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Payment Authorization</p> <p>Total Amount \$128.00</p> <p>Acknowledgment</p> <p><input checked="" type="checkbox"/> By checking this box, I am authorizing the Payment Amount plus the 2.40% Service Fee.</p> </div> |
| <input type="button" value="Previous Page"/> | <input type="button" value="Pay Now"/> |