

**NEW MEXICO PUBLIC ACCESS
ON-LINE CREDIT/DEBIT CARD PAYMENT
(Metropolitan and Magistrate Courts)**

Payments of Fines and Fees owed to New Mexico Magistrate and Metropolitan courts can be made on-line using a Visa, Mastercard, or Discover credit or debit card. Payments can be made using any public or private computer, or a designated kiosk at most Magistrate courthouses.

A. ACCESS THE WEB PAGE

1. On a public or private computer, select web browser (eg: internet explorer, etc.)
 - a. Enter url address: <https://publicaccess.nmcourts.gov>
or
 - b. From NM Courts webpage www.nmcourts.gov Select link 'Pay Fines and/or Fees'
- Or,
2. On a designated court kiosk, select the Internet Explorer icon and click on 'NM Case Search & Electronic Payment'.



B. SEARCH FOR COURT LOCATION – Case Records

Leave the default at “All Courts” and click on ‘Case Search’ hyperlink



Case Records

Select a location

All Courts

[Case Search](#)
[Court Calendar](#)

OR: Use the drop-down arrow and scroll to select the court location in which the case was filed. Click on ‘Case Search’ hyperlink.



Case Records

Select a location

All Courts
Catron County Magistrate Court: Reserve
Catron County Magistrate Court: Quemado
Chaves County Magistrate Court: Roswell
Cibola County Magistrate Court: Grants
Colfax County Magistrate Court: Cimarron
Colfax County Magistrate Court: Raton
Colfax County Magistrate Court: Springer

C. CASE SEARCH

Cases filed in the selected court location are searched for most often by Case Number, Party Name, or Citation Number.

Use the 'Search By:' field drop-down arrow to select manner by which to search.

Case Search

(*) Required Fields

Search By:

Case: Number Cross Ref Number
*** Case Number:**

Case Status: All Open Closed

Date Filed: On or After and On or Before
(e.g. 11/12/1955)

Sort By

1. CASE NUMBER SEARCH –

- a. Select Search by CASE from the drop-down menu.
- a. Enter case number.
- b. Click on Search.

(*) Required Fields

Search By:

Case: Number Cross Ref Number
*** Case Number:**

Case Status: All Open Closed

Date Filed: On or After and On or Before
(e.g. 11/12/1955)

Sort By

2. NAME SEARCH -

- a. Select Search by PARTY from the drop-down Menu.
- b. Enter Last Name And First Name of Defendant.
Be sure to use the name by which the case was filed. For example, if case was filed as State vs. Gregory Smith, do not search on Greg Smith.
- c. The Soundex box can be used to help find cases in which a name has more than one way of being spelled. For example, searching on last name of Martinez will not bring up cases with last name of Martines.
- d. Click on Search.

Case Search

(*) Required Fields

Search By: Use Soundex

Party Information:

Name Business Other Agency Number

* Last Name * First Name Middle Name

Date of Birth: (e.g. 11/12/1955)

Case Status: All Open Closed

Date Filed: (e.g. 11/12/1955) On or After and On or Before

Sort By

3. CITATION NUMBER SEARCH -

- a. Select Search by CITATION from the drop-down menu.
- b. Enter the citation number.
- c. Click on Search.

(*) Required Fields

Search By:

Citation: * Citation Number

Case Status: All Open Closed

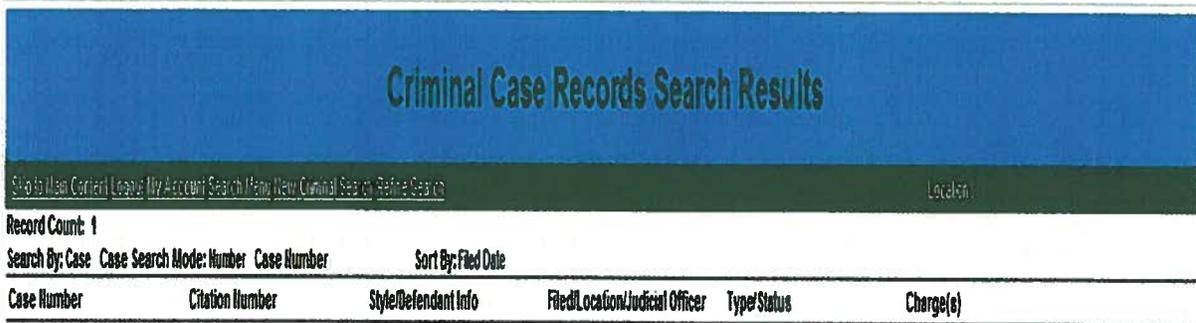
Date Filed: (e.g. 11/12/1955) On or After and On or Before

Sort By

D. CRIMINAL CASE RECORDS SEARCH RESULTS

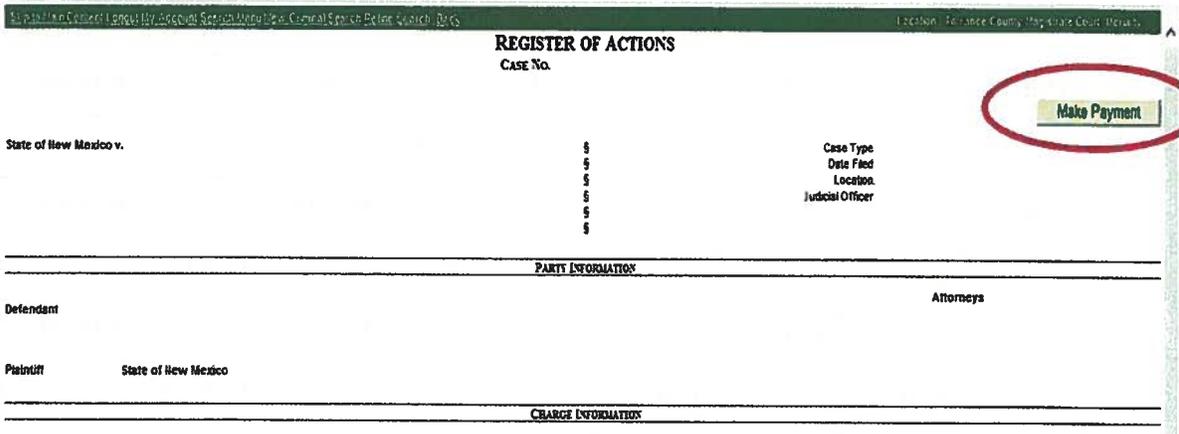
Case(s) which match the search criteria will display.

1. Select the correct case in which to make a payment by clicking on the correct case number hyperlink.
2. Multiple cases for a single defendant may appear, so be sure to review the information and verify the case in which a payment is to be made.



E. REGISTER OF ACTIONS gives more information regarding the case selected.

1. Review the information carefully and verify this is the case on which the payment is to be made.
2. There are MAKE PAYMENT boxes on the top right and bottom right corners of the window. Click on either of them to start the payment process.



F. CHECKOUT SUMMARY displays the total balance owed to the court on the selected case.

1. Verify that case number is correct.
2. Enter the amount being paid to the court.
****CAUTION:** Note that the **TOTAL AMOUNT OWED DEFAULTS** in the Payment Amount field. If a different amount is to be made, User must change the amount to the amount being paid by entering the amount to be paid in the Payment Amount field.

ADDITIONAL INFORMATION:

The minimum payment is \$15.00

User cannot enter an amount over what is owed.

3. Click on the CHECKOUT box to process the payment.

Checkout Summary

Description	Amount
Case Fees for Case #	
1 Turning Movements and Required Signals	
	Payment Plan Balance
	Current Due
	Past Due
	Total Due
	Payment Amount

G. PAYMENT INFORMATION

1. Verify the case number and amount before continuing.
2. Review the **TOTAL** amount to be charged on the card. This is the payment to the court in the amount entered on the previous screen **PLUS A PROCESSING FEE**.
3. If **TOTAL** amount is correct, enter all credit card information and click on the **CONTINUE** box.

Fees	Description	Amount
Case Fees for Case #		
	Processing Fee	
	Total	

Cardholder Information
 Enter the information as it appears on the Cardholder Account. The fields marked with a red asterisk (*) are required fields.

Card Type:

Card #:

Exp. Date: /

CVV Code: [CVV Help](#)

Name on Card:

Address Type: US Foreign

Address Line 1: Street address, P.O. box, company name, c/o

Address Line 2: Apartment, suite, unit, building, floor, etc.

City:

State:

ZIP Code:

User must fill out all required credit card information to continue.

Example: The total amount will be charged to credit card.

H. VERIFY BILLING INFORMATION

This is your last chance to review payment information before the payment is processed on the credit card.

1. Verify the case number.
2. Verify the amount of payment.
3. Verify the credit card information. If everything is correct click on the PROCESS PAYMENT box on the bottom right corner of the window.

Verify Billing Information

Fees	Description	Amount
Case Fees for Case #		
		Processing Fee
		Total

Please Note: The processing fee will appear as a separate transaction on your account.

Billing Detail

Card Type
Card #
Exp Date
CVV Code
Name on Card
Address Type
Address Line 1
Address Line 2
City
State
ZIP Code

Terms and Conditions
This is a confidential and secure site that does not disseminate confidential information to third parties. The effective date of the payment is the date that it is submitted. By selecting the Process Payment button you are authorizing the processing of this transaction.

[Back](#) [Process Payment](#)

I. PAYMENT CONFIRMATION.

This is your electronic e-receipt. (This is not the courts' Odyssey receipt) You may want to print this receipt for your records.

Payment Confirmation

Official Receipt
Please print this page for your records.

Total Amount Paid
Reference Number
Date

e-Pay

All payments can take up to 24 hours to post
Please check back later to confirm your payment has been properly applied.