

Entering Your CAID Number in the File and Serve System

The new e-file system will no longer accept your bar number. Instead of a bar number you must use the Supreme Court-assigned CAID number. If you do not use the CAID number, your first pleadings in the new system will not be entered into the record. Please modify your account as soon as possible and enter your CAID number into the bar number field.

HOW TO ENTER IN YOUR CAID INTO THE NEW SYSTEM:

Step 1: Log on here into this system. (Please note you must be the Firm Administrator to do this)

Step 2: Click on the attorney tab. This is under the user/firm settings.

Step 3: Click on the attorney name.

Step 4: Change the attorney number to be the CAID number. (Don't forget to enter in the whole number without the \.) (e.g. 85\024 should be entered as 85024)

Step 5: Click Save Changes.

If you don't know the CAID number, please visit this link to lookup your CAID:

<http://nmsupremecourt.nmcourts.gov/caid/>

When you log into the new system, please check your CAID update and remember that your firm's administrator will have to update your credit card information since it was not carried over into the new File and Serve system.