

Administrative Office of the Courts

Supreme Court of New Mexico

Arthur W. Pepin, Director



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Judicial Information Division (JID)

Mark a Party as Pro Se
Standard Operating Procedure
Version 1.0
Updated: 1/2018

Mark a Party as Pro Se

COURT / DEPARTMENT / DIVISION

Supreme Court, Court of Appeals, District Court, Magistrate Court, and Metropolitan Court

USER

Court staff entering Party and Attorney information in Odyssey

PURPOSE

To mark a party Pro Se in Odyssey. If a party or participant is representing him or herself, they are considered a Pro Se litigant.

NAVIGATION

In Odyssey, locate the case and navigate to the Parties tab of the case

STEPS

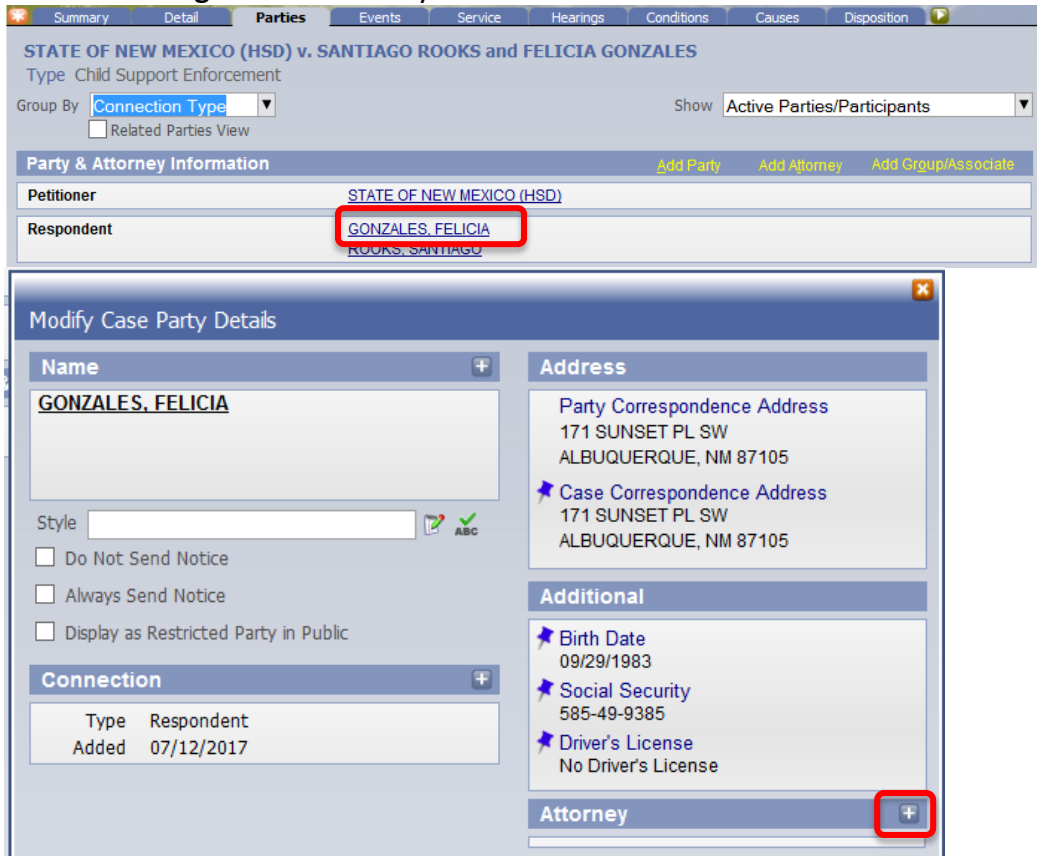
1. Go to the Add Attorney dialog box; there are three ways to get to the Add Attorney dialog box:
 - a. On the Parties tab, right-click on the **blue name hyperlink** of the party to select **Add Attorney** from the drop down menu



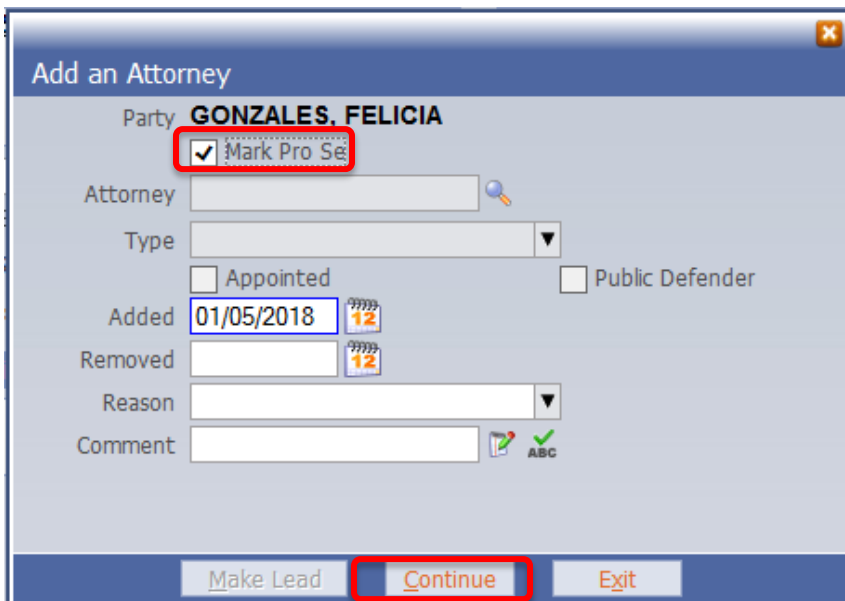
- b. On the Parties tab, left-click on the **yellow Add Attorney hyperlink** in the Party & Attorney Information header and then **select the Party** from the list



- c. On the Parties tab, left-click on the **blue name hyperlink** of the party to open the **Modify Case Party Details** screen and then in the Modify Party Details screen, click on the **+ sign** in the Attorney header



2. In the Add an Attorney dialog box, check the **Mark Pro Se** checkbox
3. **DO NOT** enter anything in the Attorney field
4. Click **Continue**



5. The **Modify Case Party Details** screen will update with the new Pro Se Attorney connection
6. Click **Continue**

Modify Case Party Details

Name +

GONZALES, FELICIA

Style

Do Not Send Notice

Always Send Notice

Display as Restricted Party in Public

Connection +

Type	Respondent
Added	07/12/2017

Address

Party Correspondence Address
171 SUNSET PL SW
ALBUQUERQUE, NM 87105

Case Correspondence Address
171 SUNSET PL SW
ALBUQUERQUE, NM 87105

Additional

Birth Date
09/29/1983

Social Security
585-49-9385

Driver's License
No Driver's License

Attorney +

★ Pro Se

Continue **Exit**

7. The **Parties** tab will update with the new Pro Se Attorney connection
8. **Save** the case

Summary Detail **Parties** Events Service Hearings Conditions Causes Disposition

STATE OF NEW MEXICO (HSD) v. SANTIAGO ROOKS and FELICIA GONZALES

Type Child Support Enforcement

Group By **Connection Type** Show **Active Parties/Participants**

Related Parties View

Party & Attorney Information [Add Party](#) [Add Attorney](#) [Add Group/Associate](#)

Party	Attorney
Petitioner	STATE OF NEW MEXICO (HSD)
Respondent	GONZALES, FELICIA ROOKS, SANTIAGO ★ <u>Pro Se</u>