

re:Search[®]NM Quick-Reference Guide

re:Search[®] 2021.2 or Later

Getting Started

re:Search[®]NM provides access Odyssey case information to registered users.

1. Access the re:Search[®]NM website:

<https://researchnm.tylerhost.net>

2. Attorneys with File & Serve accounts can click **Sign In** and use their File & Serve credentials to log in.

Those without File & Serve accounts click the **Register** button.

If you need help registering or signing in, you can reach Tyler Support by email or phone:

- Email: research.support@tylertech.com
- Phone: 844-307-8720

After you sign in, click the Help icon (?) for additional support options.

Searching

Note: Your re:Search[®]NM account is restricted by the online policies outlined on the New Mexico Judiciary's website, and all search results will reflect those restrictions.

To search for cases, filings, or documents:

1. The **Search** card on the *Dashboard* will display these options:
 - **Quick Search** option for typing in a case number or name.
 - **Search** (🔍) icon for accessing the *Basic Search* screen
 - **Advanced Search** option for accessing additional search features.

- The **Quick Search** option will direct you to the results screen
- The **Basic Search** option will take you to the *Search* screen where you can choose to search by **Cases**, **Hearings**, or **Filings** (some options are by subscription only.)

2. To search by keyword, type your search criteria in the **Search** field, and then press ENTER or click the Search icon (🔍).

3. Use the filter options on the left side of the *Search* page to filter the cases, filings, or hearings that are currently displayed in the results.

4. Once you find the cases, filings, documents, or hearings that you want, you can do any of the following:
 - Click the **case description** to open the *Case Details* page for the case or the *Filing Details* page for the filing.
 - Click the **hearing type** to open a dialog box that has details for that specific hearing.
 - Click **SAVED SEARCHES** (🔍) to save your search to use again later (with subscription.)

Advanced Searching

To perform an advanced search for cases and hearings, click the Advanced Search button on the Search card on the Dashboard, or from the Search page click Advanced Search button to the right of the Search field.

Note: It does not matter which option you click because they all lead to the same advanced search.

1. To perform an advanced search, click **Advanced** to the right of the **Search** field.

2. Click the radio button for **Cases** to search for cases, or **Hearings** to search for hearings.
3. Select an option from the **Search By** drop-down list.

4. Complete the necessary information in the resulting text fields or dialog boxes.
5. To add additional criteria to your search, click **Add** and then click **And**, **Or**, or **Not** to refine your request. Click **Remove** to clear the added criteria.

Note: You can use an asterisk (*) to use the wildcard. This works for the judge's name, as well as for the first and last names for the attorney and party.

6. After completing the necessary information, perform one of the following steps.

Option	Step
To search for cases or hearings	Click Search .
To reset the filters and results	Click Reset .

7. When the search results are displayed, you can select an option from the **Sort By** drop-down list to sort the list by the newest case filed date, the oldest case filed date, or the case number.

8. Once you find the cases or hearings that you want, you can do any of the following:

- Click the case description to open the case's Case Details page for the case.
- Click the hearing type to open a dialog box that has details for the hearing.

Case Details Page

Note: Your re:Search@NM account is restricted by the online policies outlined on the New Mexico Judiciary's website, and all search results will reflect those restrictions.

The *Case Details* page is where you can see information on a case, including the following:

- Case information, such as the case number, type, location, judge, and status
- Related cases
- Charges, interim conditions, judgments, pleas, and dispositions on criminal cases
- Parties, participants, attorneys, and judicial officers, if available
- Hearings, if available
- Filings and documents
- Financial history of fees and fines

From the *Case Details* page, you can do the following:

- Click to display the printable case summary.
- Click to capture the URL so you can send a text or an email of the case to another re:Search@NM user with the same re:Search@NM role as yours.
- Click to file into the case if you have a File & Serve account.
- Click the name of a party, attorney, or judicial officer to search for the person's other cases.
- Click the name of a party, attorney, or judicial officer to set a name alert on that person (with subscription.)
- Click to save the case to a folder (with subscription.)
- Click to set a case alert (with subscription.)

Additional Case Details

Anywhere you see blue linked text, you can click to open dialog boxes with additional details for the following:

- Interim conditions
- Related cases (within your role)
- Charges
- Hearings
- Document downloads

Free Documents

From the *Case Details* page, if a document is in the Odyssey database *and is available to your role*, you can click the blue link in the Documents column to either open the document in a new tab or download the document into your computer's Downloads folder to open from there.

TIF documents will require that you set your PC's default app by file type to Windows Photo Viewer:



In New Mexico, some documents are sealed from public view. However, documents that are unsealed and are available to a user's role can be downloaded.

Subscription Features

re:Search@NM provides all of the online access functionality that New Mexico users have come to expect. Some additional features have also been developed for subscription users.

Subscription users can do the following:

- Click to save the case to a folder.
- Click to set a case alert.
- Click the drop-down list next to the name of a party, judicial officer, or attorney to select Name Alert.



To upgrade your account from the free basic version to a subscription level, navigate to the re:SearchNM menu and then click **My Account** → **Add a Payment Method** → **Add/Change Subscription**.

See the *Pricing* page on the re:SearchNM website for more information.

Case Alerts

You can set an alert on a case. When you set a case alert, re:Search sends you an email whenever a new filing or hearing (if available) is added to the case.

To set a case alert, click the Case Alert icon at the top of the *Case Details* page or any other page on which cases are displayed. The Case Alert icon turns dark to indicate that you set an alert on the case.

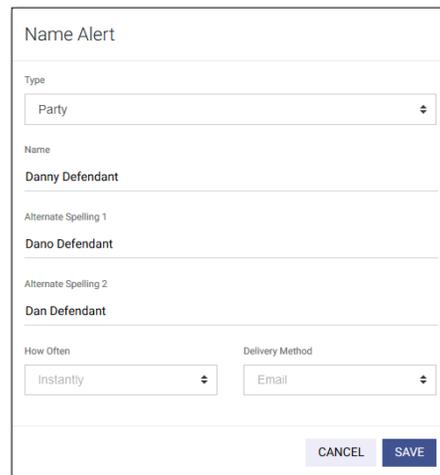


To see all cases on which you have set case alerts, access the *Case Alerts* page from the re:Search menu .

Name Alerts

You can set alerts on parties, attorneys, and judicial officers to be notified when they are added to cases.

To set a name alert, click the name on the *Case Details* page to open the Name Options menu, and then click **Name Alert** to open the *Name Alert* dialog box. Complete the fields, and click **Save**.



Search Alerts

You can define search alerts using the same criteria available on the *Search* page. re:Search then continuously monitors all case and filing activity and sends you an email when it finds a match.

To define and manage your search alerts, access the *Search Alerts* page from the re:Search menu (☰).



You can define search alerts using the same criteria available on the *Search* page. re:Search then continuously monitors all case and filing activity and sends you an email when it finds a match.

Trouble-Shooting

Are you an Attorney of Record who is not seeing your case in the My Cases briefcase?

- Send an email to support@nmcourts.gov to check whether you are entered correctly on the case and that your attorney record in Odyssey is up to date.

Are you a user who is expecting to see a certain case type based on your role and you are not?

- Send an email to support@nmcourts.gov to check verify the role you were approved for is the role linked to your account.

Are you a user who should have access to sealed documents, but does not?

- Send an email to support@nmcourts.gov to verify the role you have been approved for has sealed document access, and the document is marked correctly in Odyssey.

Were you expecting to see recent activity in a case you have access to, but it's not there?

- Use the Case Refresh option at the top of the Case Details screen to pull in recent data.

Are you getting a message when first logging in that says you need to contact an administrator?

- Send an email to support@nmcourts.gov to verify your account has been activated.

Are you an attorney who is having trouble linking your attorney number to your re:SearchNM account?

- Send an email to support@nmcourts.gov to verify your attorney record in Odyssey is up to date.

Are you an attorney who is not seeing all of your hearings returning on a search?

- Use the Case Refresh option at the top of the Case Details screen to resync the link to your attorney record. If this does not resolve the issue, send an email to support@nmcourts.gov for assistance.