

# SERVICE OF PROCESS ONLINE FILING HELP



NEW MEXICO SECRETARY OF STATE

*REVISED DECEMBER 2024*

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## INTRODUCTION

The NM Secretary of State filing system is SOS Enterprise (SOSE) and can be found at <https://enterprise.sos.nm.gov>. All Service of Process requests can be submitted and paid for online. PDF uploads are required for all documents to be served if the upload size meets the limits of the system. Otherwise, it is a print and mail submission. See instructions below.

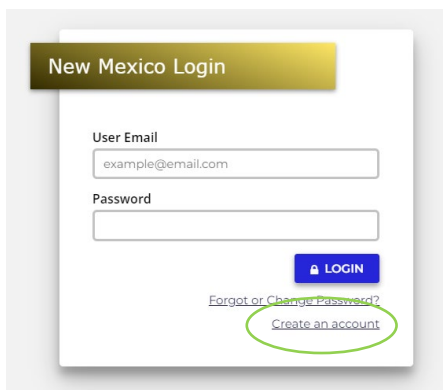
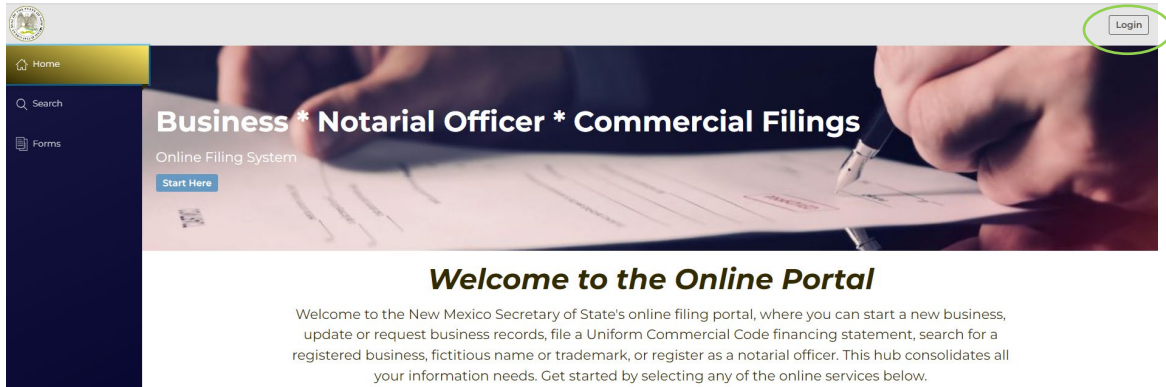
If you do not find the information you need in this help document, please email [business.services@sos.nm.gov](mailto:business.services@sos.nm.gov) with your specific question.

### General information

- **If more than one party is to be served, a separate request must be filed for each defendant.**
  - The service of process will be submitted and paid for online using this filing form. The documents to be served can be uploaded if the complaint is fewer than 30MB.
  - If the complaint exceeds 100 pages or 30MB, this form must be completed and paid for, and the request form and the documents to be served must be provided to the Secretary of State office for processing.
  - The status of the Service of Process is available in My Service of Process Work Queue. This will identify the status of the submitted Service of Process request, not the status of the service of Complaint.
  - The Certified Mail Return of Service notification will be sent directly to the Plaintiff's Attorney as listed on this form.
  - Because of the time sensitivity of the Service of Process required of the Secretary of State, incomplete or incorrect requests will be rejected and must be refiled including a new filing fee.
- **The status of the delivery of the Service of Process by the postal service must be verified using the Certified Mail number tracking function on USPS.com.**

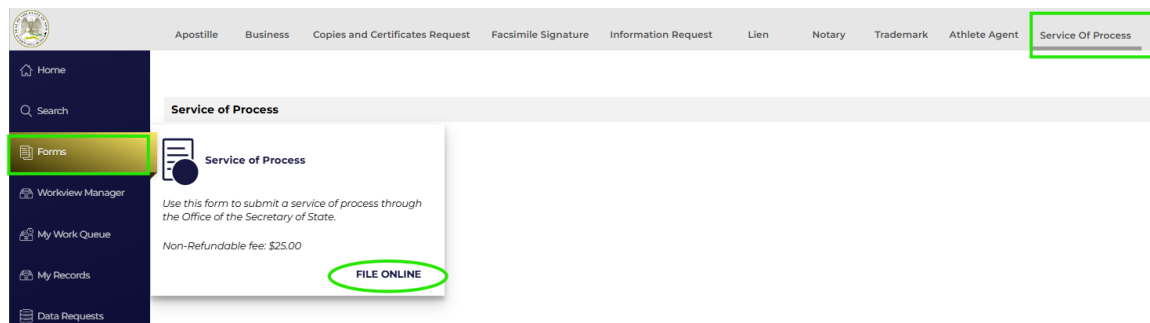
## SUBMIT A SERVICE OF PROCES REQUEST – DOCUMENT UPLOAD

1. Navigate to <https://enterprise.sos.nm.gov>
2. If you have an existing account, log in; if you do not, create an account:



*NOTE: The email address that is used as the login is where all notifications related to filings will be sent.*

1. Navigate to "Forms" in the sidebar and select Service of Process from the top Tab. Select Service of Process and click File Online:



2. Follow the instructions and filing wizard prompts to complete the filing.
3. The Complaint, Summons and optional Jury instructions can be uploaded to this form if the Complaint does not exceed 30MB.

Regarding the Complaint, identify the number size of the file:

- Exceeds 30 MB  
 Is less than 30 MB

Upload the complaint in PDF format. The document will be produced and served to the defendant as provided here.

**Do not send hard copies to the Secretary of State if uploaded here.**

**Upload Summons\***

 Select a file to upload (.pdf)

**Upload Complaint\***

*Provide the complaint in its entirety. If the PDF file exceeds 30MB, you must submit this request and provide the documents to the Secretary of State in hard copy.*

 Select a file to upload (.pdf)

**Does the Plaintiff desire to upload the Jury Demand? (Optional)**

- Yes  
 No

4. There is no need to send anything to the Secretary of State office if the documents are uploaded. They will be printed and served.
5. See [Reviewing the Status of Service of Process Request](#) below.

## SUBMIT A SERVICE OF PROCESS REQUEST – MAILED OR DELIVERED TO SECRETARY OF STATE

### General information

- **If more than one party is to be served, a separate request must be filed for each defendant.**
  - The service of process will be submitted and paid for online using this filing form.
  - When submitting documents to be served (not via upload) this form must be completed and paid for, and the request form and the documents to be served must be provided to the Secretary of State office for processing.
  - The status of the Service of Process is available in My Service of Process Work Queue. This will identify the status of the submitted Service of Process request, not the status of the service of Complaint.
  - The Certified Mail Return of Service notification will be sent directly to the Plaintiff's Attorney as listed on this form.
  - Because of the time sensitivity of the Service of Process required of the Secretary of State, incomplete or incorrect requests will be rejected and must be refiled including a new filing fee.
- **The status of the delivery of the Service of Process by the postal service must be verified using the Certified Mail number tracking function on USPS.com.**

1. Navigate to <https://enterprise.sos.nm.gov>
2. If you have an existing account, log in; if you do not, create an account:

Home

Search

Forms

Business \* Notarial Officer \* Commercial Filings

Online Filing System

Start Here

### Welcome to the Online Portal

Welcome to the New Mexico Secretary of State's online filing portal, where you can start a new business, update or request business records, file a Uniform Commercial Code financing statement, search for a registered business, fictitious name or trademark, or register as a notarial officer. This hub consolidates all your information needs. Get started by selecting any of the online services below.

Login

**New Mexico Login**

User Email  
example@email.com

Password

**LOGIN**

[Forgot or Change Password?](#)  
[Create an account](#)

*NOTE: The email address that is used as the login is where all notifications related to filings will be sent.*

3. Navigate to “Forms” in the sidebar and select Service of Process from the top Tab. Select Service of Process and click File Online:

Apostille Business Copies and Certificates Request Facsimile Signature Information Request Lien Notary Trademark Athlete Agent **Service Of Process**

Home Search **Forms** Workview Manager My Work Queue My Records Data Requests

**Service of Process**

Use this form to submit a service of process through the Office of the Secretary of State.

Non-Refundable fee: \$25.00

**FILE ONLINE**

4. Follow the filing instructions and wizard prompts, indicating that the complaint exceeds 30MB.

**Regarding the Complaint, identify the number size of the file:**

Exceeds 30 MB  
 Is less than 30 MB

**Because the complaint exceeds the upload limit, you must complete this form, print the request form and submit it along with the documents to be served to the Secretary of State office.**

5. Complete the form in its entirety, submit and pay online.
6. Once paid, the form must be printed and sent to the Secretary of State office within 5 business days.

**NOTE: If the documents to be served are not received in office within 5 business days, the request will be rejected, and the documents will be destroyed; they will not be returned.**

7. To view and print the request form, navigate to My Service of Process Work Queue and select the filing that is in Status *Pending Print and Mail*. Click on the Actions icon *View Downloads*.

Service Of Process

My Service Of Process Work Queue

Form Information	File Number	Status	Status Date	Submission Date	Reference	Actions
Attorney One Pending	000000032	Pending Print and Mail	2/04/2024	12/04/2024	Requestor One	

- Click on the available download called *Service of Process*. The file will download to your computer.

Attorney One  
Pending

Available Downloads:

- Service of Process  
12/04/2024
- Receipt Detail  
12/04/2024

- Print the request form. Ensure that the bar code is cleanly printed and complete.

STATE OF NEW MEXICO  
Secretary of State  
325 Don Gaspar, Suite 300  
Santa Fe, New Mexico 87501  
**SERVICE OF PROCESS**  
\$25 filing fee



- Send the printed form with the documents to be served to the Secretary of State's office either via mail or in person *within 5 business days* from the date submitted online.



## REVIEWING THE STATUS OF SERVICE OF PROCESS REQUEST

You can check the status of the Service of Process Request from the My Service of Process Work Queue when logged into your account.

1. Navigate to <https://enterprise.sos.nm.gov>
2. Log into your account.
3. Navigate to My Work Queue in the side bar and Service of Process in the top tab.
4. A list of your records that are in progress or have been completed will show in the grid. The status of the filing is available to view.

Form Information	File Number	Status	Status Date	Submission Date	Reference	Actions
Attorney One Delivered	000000032	Approved	12/05/2024	12/05/2024	Requestor One	 

5. If you prepared the form online and have not yet printed it and submitted it to the Secretary of State's office, the status will be "Pending Print and Mail." It will remain in this status until it is received by the Secretary of State.
6. If you submitted the form online and uploaded the documents to be served, the status will be "Pending Review" until it is processed by the Secretary of State.
7. Once processed, a confirmation letter will be sent to the Requestor as entered on the request form. This is the only communication you will receive from the Secretary of State, unless the request is rejected, in which case an email communication will be sent.
8. If rejected, a new request and filing fee are required.