



## NEW MEXICO ADMINISTRATIVE HEARINGS OFFICE

1220 S. St. Francis Drive, Room #269 | P.O. Box 6400, Santa Fe, NM 87502

Phone: (505) 827-0358 | Fax: (505) 827-0500

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TO: Scheduling Unit, Administrative Hearings Office  
[Scheduling.Unit@state.nm.us](mailto:Scheduling.Unit@state.nm.us)

DATE: \_\_\_\_\_

FROM: \_\_\_\_\_

### **Hearing Information**

Name: \_\_\_\_\_

Type of Hearing: \_\_\_\_\_

### **ENTRY OF APPEARANCE**

I represent \_\_\_\_\_ in the above matter. I will accept service of all notices and other document related to this matter on their behalf.

I am requesting a hearing before the Administrative Hearings Office on behalf of my client.

My client already requested a hearing before the Administrative Hearings Office or the Motor Vehicle Division requested a hearing involving my client.

Sincerely,

\_\_\_\_\_  
Attorney's Name:  
Mailing Address:

Telephone/Fax Number:  
Email Address: