

KINSHIP / GUARDIANSHIP

MOTION/ORDER TO REVOKE KINSHIP GUARDIANSHIP

KINSHIP GUARDIANSHIP AND THE NEW MEXICO KINSHIP GUARDIANSHIP ACT

This information guide is general in nature and is not designed to give legal advice. The court does not guarantee the legal sufficiency of this information guide or that it meets your specific needs. Because the law is constantly changing, this guide may not be current. Therefore, you may wish to seek the advice and assistance of an attorney.

For basic information about representing yourself in District Court, and to read more about where to find New Mexico's laws and rules, see the *Representing Yourself – Basic Information* section of the Self-Help Guide. This document can be located under the Self-Help section at www.nmcourts.gov, or you may ask a clerk to provide you a copy.

In New Mexico, there are several laws that affect guardianship of a child. This section is about guardianship under the New Mexico Kinship Guardianship Act. You will find this Act at [Sections 40-10B-1 through 40-10B-15 NMSA 1978](#).

Since there are other laws that govern the care of a child, you may wish to talk to a lawyer to make sure this is the right procedure for your situation.

WHAT IS A KINSHIP GUARDIANSHIP?

When a parent has left a child in the care of an adult who is not the child's parent, that adult can ask the court to create a legal relationship between him/her and the child. This is called a kinship guardianship.

A kinship guardianship suspends most of the rights and duties of a child's parents and transfers those rights and duties to another adult, who then becomes the child's "legal guardian." There are some things the legal guardian cannot do, like agree to the child's adoption or take over any parental rights or duties that a court orders the parents to keep. Learn more at [Section 40-10B-13 NMSA 1978](#).

WHO CAN FILE A KINSHIP GUARDIANSHIP CASE?

An adult can file a kinship guardianship case if they are one of the following:

- The child's kinship caregiver - an adult (who is not the child's parent) with whom the child has been living for at least 90 days immediately before filing the kinship guardianship case. Learn more at [Sections 40-10B-3, 40-10B-5 and 40-10B-8 NMSA 1978](#).
- A caregiver (who is at least 21 years old) with whom the child has been living for 90 days immediately before filing the kinship guardianship case, **and** the child has asked that caregiver to be their legal guardian. This applies only if the child is at least 14 years old. Learn more at [Section 40-10B-5 NMSA 1978](#).
- A caregiver that the child's parent has chosen **in writing**. If both parents consent, there is no requirement that the child live with the caregiver for 90 days immediately before filing the kinship guardianship case. Learn more at [Section 40-10B-5 NMSA 1978](#).

HOW DO I BECOME A KINSHIP GUARDIAN?

To become a child's legal guardian, you must file a court case for kinship guardianship in the district court where the child lives or where the parent(s) live. Kinship guardianship forms are available on the New Mexico Supreme

Court's website at <https://nmsupremecourt.nmcourts.gov/> and on many of the district courts' websites. You can also check with your local district court to see if the court offers a packet of forms for kinship guardianship.

FORMS USED IN A KINSHIP GUARDIANSHIP COURT CASE

If you are starting a court case for kinship guardianship, use this form:

- [Form 4A-501 NMRA](#)– Petition to appoint kinship guardian(s)

If the parents agree to the kinship guardianship, **each** parent must fill out the following form:

- [Form 4A-505 NMRA](#) – Parental consent to appointment of kinship guardian and waiver of service of process

If there is CYFD involvement, and CYFD agrees with the proposed kinship guardianship, then CYFD's attorney must fill out the following form:

- [Form 4A-514 NMRA](#)– department consent to appointment of kinship guardian and waiver of service of process

If the parents do not agree to the kinship guardianship, fill out one of these for **each** parent:

- [Form 4-206](#) - Summons
- [Form 4A-511](#) - Order appointing kinship guardian(s)

Optional – If the child is 14 years old or older, he/she can fill out this form:

- [Form 4A-506](#) - Nomination of kinship guardian(s)

Courts also require a form that asks the judge to schedule a court date (called a "hearing"). You will have to provide the following forms:

- [Form 4-110 NMRA](#) – Request for hearing
- [Form 4-111 NMRA](#) – Notice of hearing

Ask your local district court for more information.

DO-IT-YOURSELF STEPS:

Step 1: Fill out the forms - choose the forms that fit your situation.

Step 2: File the forms - take the original and 3 copies of all documents to the clerk's office for filing. Check with your local district court for the filing fee. You may also ask the clerk about having the filing fee, or part of the filing fee, waived. Once the forms are filed, the court keeps the originals, stamps the copies and gives them back to you. One copy is for you and one copy is for each parent.

Step 3: Serve your court papers - **each** parent must receive a copy of your court papers. This is called "serving" your court papers. For more information about serving kinship guardianship papers, see **Sections 40-10B-6 and 45-1-401 NMSA 1978**. Even if you do not know where to find one or both parents, each parent still has to be served with your court papers. Please note that **you** do not serve these court papers on each parent. It is your job, however, to arrange for someone else to do this for you. In some circumstances, you may have to ask the court for permission to publish a notice in the newspaper. Please see [Rule 1-004 NMRA](#) carefully for more details.

Step 4: Go to your hearing - you will get a notice with your court date in the mail. Bring any documents that support your case. If you have any witnesses, make sure they attend the hearing.

HOW LONG BEFORE I GET A HEARING?

You should get a hearing on the petition between 30 and 90 days from when you filed the guardianship. If you also request a temporary guardianship, you should have a hearing on that request within 20 days of filing it.

I THINK THIS IS AN EMERGENCY - CAN I GET GUARDIANSHIP RIGHT AWAY?

Under certain circumstances you may be able to file for guardianship on an emergency basis. You may file a motion to appoint temporary kinship guardian at the same time as, or at any time after, you file the petition to appoint kinship guardian. The judge may grant the motion for temporary guardianship with or without a hearing. Use all the forms listed in "How Do I Become a Kinship Guardian" **plus:**

- [Form 4A-509 NMRA](#) - Motion to appoint temporary kinship guardian(s)
- [Form 4A-510 NMRA](#) - Order appointing temporary kinship guardian(s)

I HAVE BEEN SERVED WITH A PETITION FOR KINSHIP GUARDIANSHIP— HOW DO I TALK TO THE JUDGE ABOUT IT?

You cannot talk to the judge until you go to the court hearing, but you can file a response to the petition within 30 days after service of the petition. Learn more at [Rule 1-012 NMRA](#). Currently, there is not a New Mexico Supreme Court approved form available for a response to a kinship guardianship petition. However, you can answer each paragraph in the petition. Check with your local district court to see if the court offers a form.

If you do not file a response to the petition within 30 days, a "Judgment by Default" may be entered against you. Learn more at [Rule 1-055 NMRA](#).

CAN I CANCEL THE KINSHIP GUARDIANSHIP?

Canceling the guardianship is called "revoking" the guardianship. You will have to prove to the judge that circumstances have changed and that revoking the guardianship is in the best interests of the child. If you believe that it is time to revoke the guardianship, use this form:

- [Form 4A-512 NMRA](#) – Motion to revoke kinship guardianship

You must serve your motion on the guardians and other parent. One thing is very important - **you** do not serve these court papers; your job is to arrange for someone else to do this for you.

You will again have to submit a request for hearing. See [Form 4-110 NMRA](#).

LETTERS OF GUARDIANSHIP TO BE ISSUED AFTER ORDER APPOINTING KINSHIP GUARDIAN(S) FILED WITH COURT:

After the Court sends you a file-stamped copy of the Order Appointing Kinship Guardian(s), you must take a file-stamped copy of the Order Appointing Kinship Guardian(s) along with

- [Form 4A-516 NMRA](#) Letters of Guardianship

to the clerk's office to be issued by the district court clerk. Pre-fill the case caption information on [Form 4A-516 NMRA](#) Letters of Guardianship and take the original and two (2) extra copies to the district court clerk's office when you go to have the [Form 4A-512 NMRA](#) Letters of Guardianship issued. The district court clerk will keep one (1) of the [Form 4A-512 NMRA](#) Letters of Guardianship and return the other two (2) issued [Form 4A-512 NMRA](#) Letters of Guardianship to you after they are issued by the district court clerk.

4A-517. Kinship guardianship information sheet.

KINSHIP GUARDIANSHIP INFORMATION SHEET.

NOTE TO CLERK: DO NOT FILE THE INFORMATION SHEET *Type or print responses. Use only for kinship guardianship cases.*

1. Petitioner's attorney information. *(Complete only if Petitioner has an attorney.)*

Petitioner's name: _____
Attorney's name: _____
Attorney's address: _____
City: _____
State: _____
Zip code: _____
Telephone: _____
Email address: _____

2. Information regarding Petitioner(s) and Respondent(s). There may be multiple petitioners and respondents. Fill out the information for each petitioner and respondent. *(Do not use an attorney's mailing address. Use a separate sheet if necessary.)*

Petitioner 1

Name: _____
(Last name, first, middle) *(Last name, first, middle)*
Other names *(e.g., maiden name)*: _____

Petitioner 2 (if applicable)

Name: _____ *(Last name, first, middle)*
Other names *(e.g., maiden name)*: _____

Address: _____	Address: _____
City: _____	City: _____
State: _____	State: _____
Zip code: _____	Zip code: _____
Email address: _____	Email address: _____
Date of birth: _____	Date of birth: _____
Social Security number: _____	Social Security number: _____

Respondent 1

Name: _____
(Last name, first, middle) *(Last name, first, middle)*
Other names *(e.g., maiden name)*: _____

Respondent 2

Name: _____
(Last name, first, middle) *(Last name, first, middle)* Other names *(e.g., maiden name)*: _____

Address: _____	Address: _____
City: _____	City: _____
State: _____	State: _____
Zip code: _____	Zip code: _____
Email address: _____	Email address: _____
Date of birth: _____	Date of birth: _____

Social Security number: _____ Social Security number: _____ **Respondent**
3 (if applicable) Respondent 4 (if applicable)

Name: _____ Name: _____
(Last name, first, middle) (Last name, first, middle) Other names (e.g., maiden name):
Other names (e.g., maiden name):

Address: _____ Address: _____
City: _____ City: _____
State: _____ State: _____
Zip code: _____ Zip code: _____
Email address: _____ Email address: _____
Date of birth: _____ Date of birth: _____
Social Security number: _____ Social Security number: _____

3. **Minor children.** (Provide the date of birth and social security number for each minor child. Use a separate sheet if necessary.)

Name: _____ Name: _____
(Last name, first, middle) (Last name, first, middle)
Date of birth: _____ Date of birth: _____
Social Security number: _____ Social Security number: _____

Name: _____ Name: _____
(Last name, first, middle) (Last name, first, middle)
Date of birth: _____ Date of birth: _____
Social Security number: _____ Social Security number: _____

Name: _____ Name: _____
(Last name, first, middle) (Last name, first, middle)
Date of birth: _____ Date of birth: _____
Social Security number: _____ Social Security number: _____

[Adopted by Supreme Court Order No. 22-8300-020, effective for all pleadings and papers filed on or after December 31, 2022.]

STATE OF NEW MEXICO
COUNTY OF DONA ANA
THIRD JUDICIAL DISTRICT

☐ STATE OF NEW MEXICO/HCA, (✓ if Petitioner or Intervenor)

_____, Petitioner,
(print first, middle and last name)

Case No. _____

v.

Judge: _____

_____, Respondent.
(print first, middle and last name)

CERTIFICATE OF RE-OPEN STATUS

Pursuant to Rule 1-099 NMRA, I certify that:

NO FILING FEE IS REQUIRED BECAUSE:

- ☐ Pending or filed within 90 days of the disposition.
- ☐ Requesting action which may be performed by the clerk of the court or seeking to correct a mistake in the Judgement or record filed; or a motion accompanied by a signed stipulated order disposing of issue(s)
- ☐ I am seeking only enforcement of a child support order.

FILING FEE OF \$137.00 IS DUE BECAUSE:

- ☐ I am seeking post decree relief in addition to or other than enforcement of a prior child support order.
- ☐ I am requesting judicial action 90 days or more after final disposition of the case and not within the categories described in Rule 1-099 NMRA.

Respectfully submitted,

(SIGN YOUR NAME)

(PRINT YOUR NAME)

(YOUR MAILING ADDRESS)

(CITY/STATE/ZIP)

(YOUR TELEPHONE)

4A-512. Motion to revoke kinship guardianship.

STATE OF NEW MEXICO
COUNTY OF DONA ANA
THIRD JUDICIAL DISTRICT

_____, Petitioner(s)

No. _____

IN THE MATTER OF THE KINSHIP GUARDIANSHIP OF

_____,¹ (a) Child(ren) (*use initials only*), and concerning

_____, Respondent #1,

_____, Respondent #2.

MOTION TO REVOKE KINSHIP GUARDIANSHIP

COME(S) NOW [Respondent] [Kinship Guardian] [Other] (*circle one*), _____
(*name*) pro se, and respectfully requests that this court revoke the
kinship guardianship of _____ (*name(s) of child(ren)*). As
grounds for this motion, movant states the following:

1. The court has jurisdiction under the Kinship Guardianship Act, Sections 40-10B-1 to -15 NMSA 1978.

2. The name, year of birth, and age of the minor child(ren) are as follows:

Child's name

Birth year

Age

3. Kinship guardian(s), _____ (*name(s) of kinship guardian(s)*), were appointed on _____ (*date*).

4. The circumstances have changed as follows (*describe what has changed and why the guardianship should be revoked*): _____

5. A transition plan is attached to this motion. A transition plan must be attached to this motion or the judge may not grant this motion.²

6. It is in the child(ren)'s best interests to revoke the guardianship.

7. ☐ I have contacted the other parties and they
☐ agree with this motion;
☐ do not agree with this motion; or
☐ did not respond after I asked them if they agreed or disagreed with this motion;
OR
☐ I have not contacted the other parties.

WHEREFORE, Movant(s) respectfully request(s) that the court, after a hearing, grant the Motion to Revoke Kinship Guardianship.

Respectfully submitted by:

Signature

Printed name

Address

Phone number and email address

VERIFICATION OF SERVICE

I affirm under penalty of perjury under the laws of the State of New Mexico that on _____ (date), I (check the applicable item below and fill in all information)

- ☐ mailed a copy of this motion by United States mail, postage prepaid, to:

Name: _____

Mailing address: _____

City, state, and zip code: _____;

- ☐ delivered a copy of this motion to _____ (the other party or the other party's attorney); or

- ☐ emailed a copy of this motion to _____ (the other party or the other party's attorney) using the following email address: _____. The time and date of the email was _____ (a.m) (p.m) on _____ (date).

Signature of person who made service

Date of signature

USE NOTES

1. Insert the initials of each child listed in the Petition to Appoint Kinship Guardian(s).
2. Describe the plan for moving the child(ren) from the kinship guardians to the parent. Include information about how quickly the move will occur and how the child(ren)'s needs will be met like school, doctor(s), activities, and visits with the kinship guardians.

[Provisionally approved, effective August 15, 2003 until August 31, 2004; approved, effective January 20, 2005; 4-991 recompiled and amended as 4A-512 by Supreme Court Order No. 16-8300-020, effective for all pleadings and papers filed on or after December 31, 2016; as amended by Supreme Court Order No. 22-8300-020, effective for all pleadings and papers filed on or after December 31, 2022; as amended by Supreme Court Order No. S-1-RCR-2023-00052, effective for all cases pending or filed on or after December 31, 2024.]

4A-513. Order revoking kinship guardianship.

STATE OF NEW MEXICO
COUNTY OF DONA ANA
THIRD JUDICIAL DISTRICT

_____, Petitioner(s)

No. _____

IN THE MATTER OF THE KINSHIP GUARDIANSHIP OF

_____,¹ (a) Child(ren) (*use initials only*), and concerning

_____, Respondent #1,

_____, Respondent #2.

ORDER REVOKING KINSHIP GUARDIANSHIP

THIS MATTER having come before the court on (*insert date*) _____ regarding _____'s Motion to Revoke Kinship Guardianship of the minor child(ren) and the court being sufficiently advised, **FINDS:**

1. The court has jurisdiction under the Kinship Guardianship Act, Sections 40-10B-1 to -15 NMSA 1978.

2. The name, year child was born, and age of the minor child(ren) are as

Child's name

Birth year

Age

3. Kinship guardian(s), _____ (*name(s) of kinship guardian(s)*), were appointed by this court on _____ (*date*).

4. The guardianship should be revoked for the following reasons: _____

WHEREFORE IT IS ORDERED:

1. The Order Appointing Kinship Guardianship of _____ (*name(s) of child(ren)*) is hereby revoked.

2. The parental rights of _____ (*names of Respondent(s)*) are hereby restored.

3. Other: _____

[] This case is dismissed with prejudice.

District Court Judge

Submitted by:

USE NOTES

1. Insert the initials of each child listed in the Petition to Appoint Kinship Guardian(s).

[Adopted by Supreme Court Order No. 16-8300-020, effective for all pleadings and papers filed on or after December 31, 2016; as amended by Supreme Court Order No. 22-8300-020, effective for all pleadings and papers filed on or after December 31, 2022; as amended by Supreme Court Order No. S-1-RCR-2023-00052, effective for all cases pending or filed on or after December 31, 2024.]

STATE OF NEW MEXICO
COUNTY OF DONA ANA
THIRD JUDICIAL DISTRICT

_____, Petitioner,
(print first, middle and last name)

Case No. _____

v.

Judge: _____

_____, Respondent.
(print first, middle and last name)

REQUEST FOR SETTING

Specific matters to be heard: **MOTION TO REVOKE KINSHIP GUARDIANSHIP**

Time requested for hearing (*check one*): ☐ 15 minutes ☐ 30 minutes ☐ other _____

Any hearing presently set in this matter (*check one*): ☐ NO ☐ YES (When? _____)

I request interpretation services (check on): ☐ NO ☐ YES

If yes, please describe what you need: _____

Requested by (*check one*) ☐ PETITIONER ☐ RESPONDENT

Below provide names, mailing addresses and telephone numbers of parties who need to be notified of the hearing - attach a list if necessary.

	Respondent	Respondent	CYFD (If Necessary)
(Name)			
(Address)			
(City/State/Zip)			
(Telephone)			

I hereby certify that I have caused a copy of this Request for Setting to be [mailed] [delivered] to the above persons on the _____ day of _____, 20_____.

(SIGN YOUR NAME)

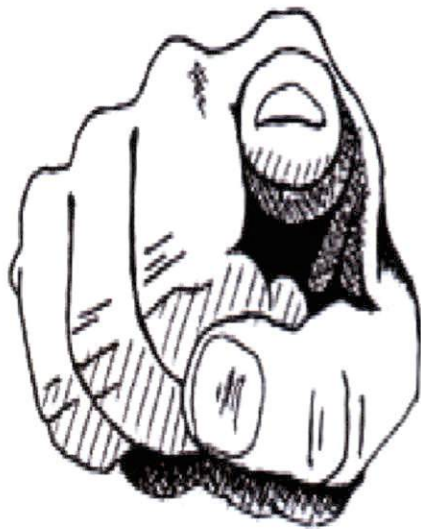
(PRINT YOUR NAME) _____

(YOUR MAILING ADDRESS) _____

(CITY/STATE/ZIP) _____

(YOUR TELEPHONE) _____

Giving Legal Notice



YOU . . . must legally notify each party in your court case that you have reopened your case and that you have filed a motion.

A copy of all your paperwork must be delivered to each party.

YOU . . . must file proof with the court that you did this.

The "Affidavit" form in this packet is your proof.

The court **DOES NOT** do this for you.

1. LEGAL NOTICE BY PERSONAL SERVICE

If you **KNOW** where the respondent lives, works, lives, or can be found



THIS IS OKAY

A friend or family member (must be over 18) delivers a copy of all the paperwork to them.



THIS IS BETTER

A process server delivers a copy of all the paperwork to them.

2. LEGAL NOTICE BY MAIL

If you have a good mailing address for the Other party



The postman delivers a copy of all the paperwork to them.

They must sign the green card. Restricting delivery to them helps.

3. LEGAL NOTICE BY PUBLICATION

If you **DON'T** know where the respondent works, lives, or can be found



You can publish a notice in the newspaper **BUT** you have to ask the court's permission to do this.

Your case will **NOT** move forward unless you legally notify each respondent that you filed a petition against them. You may want to see a lawyer for advice.

This information sheet only highlights the 3 most common ways to serve the respondent. For details, see the New Mexico Rules of Civil Procedure

☐ STATE OF NEW MEXICO/HSD, (**v** if Petitioner or Intervenor)

_____, Respondent.

AFFIDAVIT OF SERVICE

STATE OF NEW MEXICO }
 }ss.
COUNTY OF _____ }

I, the undersigned, of lawful age, being first duly sworn, on oath say that I am over the age of 18 and not a party to this lawsuit. I also state:

1. I personally served a copy of the following: (✓ check each box that applies)

- ☐ Summons
 - ☐ Certificate to Reopen
 - ☐ Petition
 - ☐ Domestic Relations Info. Sheet
 - ☐ Temporary Domestic Order
 - ☐ Motion to Establish Custody/Timesharing
 - ☐ Order for Parent Education
 - ☐ Motion for *temporary* Custody/Timesharing
 - ☐ Request for Hearing/Setting
 - ☐ Motion: _____

2. WHO I served (first & last name): _____

WHERE I served (Address): _____

(City/State/Zip): _____

WHEN I served (mm/dd/yyyy): _____

(SIGN YOUR NAME) _____

(PRINT YOUR NAME) _____

Subscribed & sworn to before me by Affiant on _____, 20____

Notary Public
My commission expires: _____