

# Administrative Office of the Courts

Appendix 89

Supreme Court of New Mexico

Arthur W. Pepin, Director  
Jeff A. Varela, Deputy Director  
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Magistrate Court Division



237 Don Gaspar, Room 25  
Santa Fe, NM 87501  
(505) 827-4800  
(505) 827-4824 (fax)  
www.nmcourts.com

September 12, 2007

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Dear Sirs:

Enclosed please find State of New Mexico Purchase Document # 06-692-000000 to be used for records destruction services at the Magistrate Court in Somewhere, New Mexico. The Magistrate Court is located at 1234 ABC Street, Somewhere, New Mexico, 88000. Their telephone number is (505) 555-1234. Your contact at the court will be the chief clerk, Ms. Chief Clerk.

Currently, the court has a 64 gallon bin ready for collection and destruction and would like to have a 64 gallon bin left at the court for future destruction.

Please contact me at your earliest convenience at (505) 827-4830 or via e-mail at [aocdgp@nmcourts.com](mailto:aocdgp@nmcourts.com) to confirm the approximate date and time you will be arriving in Somewhere so I can notify the court. When destruction has been completed, please forward the Certification of Destruction to my attention at:

Administrative Office of the Courts  
Attn: David Pacheco  
237 Don Caspar, Room 25  
Santa Fe, New Mexico 87501-2178

Please be advised that all requests for records destruction will come from my office and all certifications of destruction completion must be returned to my office. If at anytime you are contacted directly by a court to schedule destruction, please refer them to the Administrative Office of the Courts so we can obtain a valid purchase document prior to utilizing your services. Destruction services will only be authorized after you receive a written request and purchase document from this office.

If you should have any questions regarding our request for records destruction services, please contact my office at (505) 827-4830.

Thank you.

David Pacheco  
Fiscal Services Division