

Introduction

The District Court Administrative Procedures Manual provides an overview for performing administrative duties in the processing of civil and criminal actions. The manual is divided into sections for each substantive case category, for example, domestic matters (DM), criminal (CR), juvenile delinquent (JR), etc. Each section includes the following types of chapters: a clerical procedures chapter, a corresponding chapter on FACTS™ procedures, and if appropriate, a section may also have a forms addendum. The chapters on clerical procedures provide a synopsis of the tasks necessary to process a case. The FACTS™ procedures chapters provide step-by-step instructions for completing the FACTS™ screens. The forms addenda contain hyperlinks to the Supreme Court Law Library. The following sections outline the conventions used in the manual:

- [NAVIGATING ADOBE ACROBAT READER](#)
- [CLERICAL PROCEDURES CHAPTERS](#)
- [FACTS™ PROCEDURES CHAPTERS](#)



CAUTION | INTRODUCTION

- Please read the introduction in its entirety prior to using the manual.
- Please note that courts can differ in the way administrative tasks are performed, for example, some districts will issue a summons for a mental health case and others will not.
- When in doubt about a procedure, ask your supervisor and follow your in-house procedure.

Definitions

Adobe Acrobat

A suite of programs developed by Adobe Systems, Inc. for creating and distributing electronic documents. Programs in the suite allow you to create a Portable Document Format (PDF) file for a document. You can then distribute the PDF file electronically to people who view the document with the Acrobat Reader. The Acrobat Reader is the best known component of the Acrobat suite and is freely distributed.

People viewing a PDF file (or document) with the Acrobat reader see the document with the exact layout intended by the author. This is its main advantage over other electronic formats such as HTML, where the layout can vary depending on the software being used.

conventions

An established technique, practice, or device (as in literature or the theater).

interface

An interface is a set of commands or menus through which a user communicates with a program. A command-driven interface is one in which you enter commands. A menu-driven interface is one in which you select command choices from various menus displayed on the screen.

GUI (graphical user interface)

A program interface that takes advantage of a computer's graphics abilities to make it easier to use.

hyperlink

An element in an electronic document that links to another place in the same document or to an entirely different document. Typically, you click on the hyperlink to follow the link.

populate

Data that FACTS™ automatically enters as a result of data entry or programming.

Section 1-1: Navigating Adobe Acrobat Reader

TOOLBAR

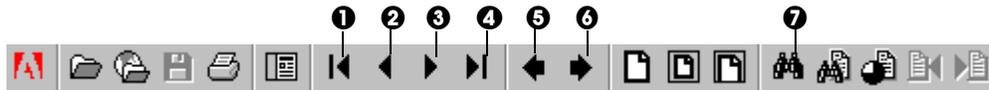


Figure 1-1.1: Toolbar

❶	First Page	Navigates to first page
❷	Previous Page	Navigates to previous page
❸	Next Page	Navigates to next page
❹	Last Page	Navigates to last page
❺	Back button	Navigates back to last place
❻	Forward button	Navigates forward
❼	Find	Brings up find dialog box that can search for words

BOOKMARKS

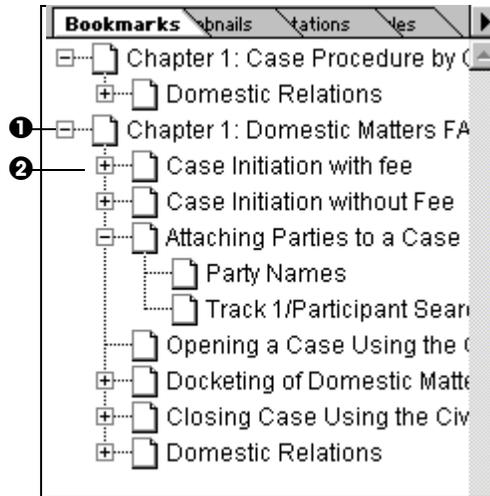


Figure 1-1.2: Bookmarks

❶	Minus	Click on the minus to contract the list of bookmarks.
❷	Plus	Click on the plus sign to expand the list of bookmarks you see
❸		<ul style="list-style-type: none"> You can click on a bookmark to go to the highlighted section, or highlight the bookmarks with the arrow keys and press ENTER.



Section 1-2: Clerical Procedures Chapters

The clerical procedures chapters provide a synopsis of the tasks necessary to process a case. The first box in each chapter contains subtopics that the chapter will cover. See (FIGURE: 1-2.1). The blue items bulleted are hyperlinks that will take you to the specified section in the manual.

In the domestic relations section you will learn the clerical procedures for the following:

- ❶ • [DISSOLUTION OF MARRIAGE](#)

Figure 1-2.1: Hyperlinks

❶	Hyperlink	Click to go to the section specified.
---	------------------	---------------------------------------

ICONS

This manual uses the five icons listed below to denote information. For an explanation of the icons, please read the information that follows:

1		CLERICAL DUTIES ICON
2		CAUTION BOX ICON
3	\$\$\$	MONEY SYMBOL ICON
4		TIME LIMIT ICON
5		SECOND JUDICIAL DISTRICT ICON

Figure 1-2.2: Icons

Clerical Duties Icon

The mouse/keyboard icon indicates clerical duties. The duties will be listed in sequential order, see (FIGURE: 1-2.3).

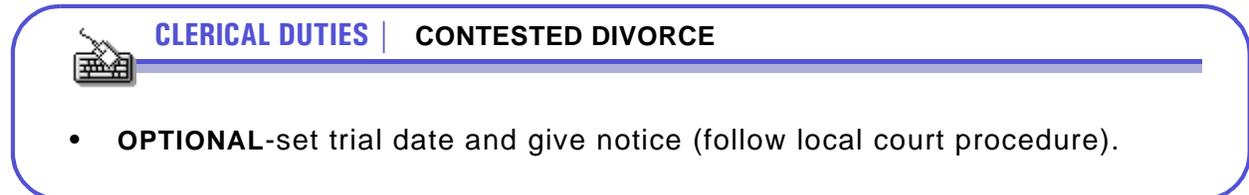


Figure 1-2.3: Clerical Duties Box

Caution Box Icon

The caution symbol will provide warning or cautionary information. See (FIGURE: 1-2.4).



Figure 1-2.4: Caution Box

Money Symbol Icon

\$\$\$-Three dollar signs indicate that a money or a financial transaction is involved.

Time Limit Icon

The calendar page icon indicates time limit considerations. See (FIGURE: 1-2.5)

 **TIME LIMIT | ANSWER**

A respondent has to answer within:

- **30 DAYS** after service of process, or
- before the time specified on the notice of suit, or
- within the time specified by the Petitioner’s waiver.

Figure 1-2.5: Time Limit Icon

Second Judicial District Icon

There is a special icon for the Second Judicial District. The Second, because of its case volume, has different procedures under specific circumstances. If a procedure differs in the Second, the manual will note the difference with the Second Judicial District icon. See (FIGURE: 1-2.6)

2

SECOND | DO NOT SEARCH / TRACK 2

- Do not search; click the create button.
- After clicking, FACTS™ defaults to the New Participant edit screen, **TRACK 2**.
- **Skip the section on Track 1**; it does not apply to the Second Judicial District.

Figure 1-2.6: Second Judicial District Icon



Section 1-3: Citation Format

The manual uses the following citation formats:

Forms	<ul style="list-style-type: none"> • Children’s Court Forms: CHILDREN’S COURT FORM 10-___ NMRA • Civil Forms: CIVIL FORM 4-___ NMRA • Criminal Forms: CRIMINAL FORM 9-___ NMRA • Domestic Relations Forms: DOMESTIC RELATION FORM 4A-___ NMRA

Rules	RULE __-__ NMRA
Citations	NMSA 1978, § __-__-__

Please note throughout the that manual uppercase blue text denotes a hyperlink, for example, [NMSA 1978, § 45-1-303](#). Clicking on a hyperlink with a citation reference will take you to the New Mexico Supreme Court Law Library website where you may research the statute.



Section 1-4: Hyperlinks

You can navigate through the manual via hyperlinks. The following list discusses the types of links used:

- Bookmarks work as hyperlinks.
- Menu bar
 - The Statutes link will take you to the website for the New Mexico Supreme Court Law Library.
 - The Glossary link will take you to Findlaw’s legal dictionary. You can enter a word to be looked up.
 - The TOC link will take you to the table of contents.
 - The Index link will take you to the index.
- **BLUE TEXT**-With the exception of text in flowcharts, uppercase blue text indicates a hyperlink. You can access the statutes via the New Mexico Supreme Court Law Library website. Click on the “Statutes” link to access the New Mexico Statutes Annotated.
- Table of Contents-All the entries in the table of contents function as links as well.
- Cross-References function as links. Instructions for using cross-reference links follow.

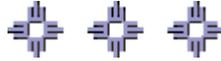
Cross Reference Example


CLERICAL DUTIES | DISSOLUTION OF MARRIAGE (CONTINUED)

1. Docketing.
 - Attach Parties to Case,
 - See [ATTACH PARTIES TO CASE](#).

Figure 1-4.1: Step-by-step FACTS™ procedures

❶	Step-by-step FACTS™ procedures	Click on the blue hyperlink after “See” to go to step-by-step FACTS™ procedures.
---	---------------------------------------	--



Section 1-5: FACTS™ Procedures Chapters

The chapters for FACTS™ procedures provide step-by-step instructions for completing FACTS™ screens. Please read the cautionary note below prior to working in FACTS™.



CAUTION | FACTS™ FIELDS

- FACTS™ is **NOT** a fully functional Graphical User Interface (GUI) application.
- Fields that will result in a pop-up screen (a new screen) turn blue when the cursor is inside them. Press **ENTER** to go to the pop-up screen.
- If you need to bypass a field that leads to a pop-up screen **TAB**, otherwise **ENTER** through fields.
- **DO NOT SKIP FIELDS** and click on a button, such as, the SAVE button.
- Skipping fields and clicking can result in **CORRUPTED INFORMATION**.

The following conventions are used for detailed FACTS™ procedures:

- If a field is shaded lilac, **ENTER** through. See [\(FIGURE: 1-5.1\)](#).

1			2		3			4		5
Crt	Loc	Cat	Case No.	Case Title	Type	J. Area	Jdg	Party	Num	Part. ID
D	0307	DM		SMITH US SMITH	DDN			PT	001	

Type	Enter Case Type from CASE TYPE LIST .
J. Area.	
Jdg.	FACTS™ automatically assigns a judge.
Party	Enter party type (new cases will be PT for Petitioner).
Num	Party Number will be assigned automatically.
PART ID.	Press ENTER . The following screen will pop up:

Figure 1-5.1: Detailed instructions example

