

244 – Bernalillo County Metropolitan Court File Plan

This file plan was developed to be a guide for Bernalillo County Metropolitan Court employees. This guidance document was created to ensure consistent records classification and to provide agencies with other relevant record information. The final disposition authority resides in the Functional Records Retention and Disposition Schedule (FRRDS), 1.21.2 NMAC.

This file plan only list records series of program's specific to the Bernalillo County Metropolitan Court. For records series of a general administrative nature, refer to the General Administrative Records File Plan. For records of a financial nature, refer to the General Financial Records File Plan. For records of a personnel or medical nature, refer to the General Personnel/Medical Records File Plan.

244-001 STATISTICAL FILES:

Division/unit: Administration

Maintenance system: Chronological by date

Record series content: File may include worksheets, report copies, etc.

Classification: 1.21.2.118 NMAC, Reports - Statistical

File closure: Close of fiscal year in which created

[New - 03/31/2021]

244-002 SECURITY DAILY REPORTS:

Division/unit: Administration

Maintenance system: Chronological by date

Record series content: Shows date, time, incident, occurrence information, etc.

Classification: 1.21.2.136 NMAC, Safety, Security and Access

File closure: Close of fiscal year in which created

[New - 03/31/2021]

244-003 to 244-010

244-011 CIVIL CASE FILES:

Division/unit: Civil matters

Maintenance system: Alphabetical by case type, chronological by calendar year, numerical by case number

Record series content: Record of civil proceedings before the court. File may contain complaint, answer, judgment, pleadings to motion, orders, judges' case history notes, appeals, correspondence, etc.

Classification:

(A) **Cases with judgment entered.** 1.21.2.612 NMAC, Case Files - Lower Courts (Civil)

(B) **Cases dismissed.** 1.21.2.616 NMAC, Case Files - Dismissed

File closure:

(A) **Cases with judgment entered.** Date of judgment or date of full satisfaction of judgement, whichever is greater

(B) **Cases dismissed.** Date dismissed

[New - 03/31/2021]

244-012 CIVIL CASE DOCKET CARDS:

Division/unit: Civil matters

Maintenance system: Chronological by date of filing or action

Record series content: Record of documents and events in a civil case. Record may show plaintiff name and address, defendant name and address, judge, civil case number, case type, document type and date filed, name and address of attorney for plaintiff, name and address of attorney for defendant, etc.

Classification:

Classification:

(A) **Cases with judgment entered.** 1.21.2.612 NMAC, Case Files - Lower Courts (Civil)

(B) **Cases dismissed.** 1.21.2.616 NMAC, Case Files - Dismissed

File closure:

(A) **Cases with judgment entered.** Date of judgment or date of full satisfaction of judgement, whichever is greater

(B) **Cases dismissed.** Date dismissed

[New - 03/31/2021]

244-013 CIVIL CASE TAPE RECORDING OF PROCEEDINGS:

Division/unit: Civil matters

Maintenance system: Alphabetical by case type, chronological by calendar year, numerical by case number

Record series content: Recorded transcript of official proceedings.

Classification: 1.21.2.612 NMAC, Case Files - Lower Courts (Civil)

File closure: Date of final judgement

[New - 03/31/2021]

244-014 CIVIL CASE INQUIRY:

Division/unit: Civil matters

Maintenance system: Alphabetical by case type, chronological by calendar year, numerical case number

Record series content: Index of plaintiffs and defendants involved in civil matters. Record may show date, attorney case, case number, case type, amount of bond or judgement, plaintiff name, defendant name, judge, etc.

Classification: 1.21.2.110 NMAC, Logs

File closure: Close of calendar year in which created

[New - 03/31/2021]

244-015 CIVIL EXHIBITS AND DEPOSITIONS:

Division/unit: Civil matters

Maintenance system: Alpha-numerical by corresponding civil case file

Record series content: Materials introduced at trial as evidence in court cases. Materials may include documents, depositions, reports, etc.

Classification: 1.21.2.617 NMAC, Exhibits

File closure: Date of final judgement

[New - 03/31/2021]

244-016 to 244-020

244-021 CRIMINAL CASE FILE:

Division/unit: Criminal

Maintenance system: Chronological by date

Record series content: File may include pre-trial service interview report, resetting notices, judge disqualification, judge recusal, counsel waiver, entry of appearance, motions, orders, notice of hearing, routing slips, rap sheet, pre-sentence report, driver history, affidavit and bench warrant, notice of failure to appear in court, school completion, probation payments, community service completion, probation

completion, sentencing notice, death certificate, verdict sheets, treatment center report and evaluation, correspondence, etc.

Classification:

(A) **Cases involving domestic violence or driving under the influence of liquor or drugs:**
1.21.2.615 NMAC, Case Files - Court of Record

(B) **All other cases:** 1.21.2.613 NMAC, Case Files - Lower Courts (Criminal)

File closure: Date case closed

[New - 03/31/2021]

244-022 CRIMINAL CASE FILE (TRAFFIC AND PARKING CASE FILE):

Division/unit: Criminal

Maintenance system: Chronological by date

Record series content: File may include bench warrant, driving record, citations, trial setting slip, affidavit and bench warrant request, criminal complaint, routing slip, etc.

Classification: 1.21.2.613 NMAC, Case Files - Lower Courts (Criminal)

File closure: Date case closed

[New - 03/31/2021]

244-023 CRIMINAL CASE LOG:

Division/unit: Criminal

Maintenance system: Chronological by date

Record series content: File may include criminal case number, defendant name, etc.

Classification: 1.21.2.110 NMAC, Logs

File closure: Close of fiscal year in which created

[New - 03/31/2021]

244-024 FELONY BOND LOG:

Division/unit: Criminal

Maintenance system: Chronological by date

Record series content: File may include person posting cash, cash, surety amount, defendant name, power number, fine, bonding person, metro court received, metro court account, district court received, date, etc.

Classification: 1.21.2.110 NMAC, Logs

File closure: Close of fiscal year in which created

[New - 03/31/2021]

244-025 METROPOLITAN COURT BOND LOG:

Division/unit: Criminal

Maintenance system: Chronological by date

Record series content: File may include court schedule, cut-off date, date bonded, defendant name, cash/surety amount, posted by, power number, metro/district court received, remarks, count, pre-trial service clerks initials, criminal case or arrest number, etc.

Classification: 1.21.2.110 NMAC, Logs

File closure: Close of fiscal year in which created

[New - 03/31/2021]

244-026 METROPOLITAN COURT RECORD REQUEST FORM:

Division/unit: Criminal

Maintenance system: Chronological by date

Record series content: File may include request date, defendants demographics, authorization to release information, requesting party name and signature, defendant's case history, contact name and signature, etc.

Classification: 1.21.2.520 NMAC, Records Custody

File closure: Date record provided

[New - 03/31/2021]

244-027 CASH BOND RETURN LOG:

Division/unit: Criminal

Maintenance system: Chronological by date

Record series content: File may include cashier, date, check number, bond number, docket/arrest number, check written to, fines, court cost, school fees, forfeitures, bond returned, total bond, end totals, state treasurers check number, voided, etc.

Classification: 1.21.2.110 NMAC, Logs

File closure: Close of fiscal year in which created

[New - 03/31/2021]

244-028 CRIMINAL TAPES, TRANSCRIPTS:

Division/unit: Criminal

Maintenance system: Chronological by date

Record series content: Audio recording, transcript of those cases for which Bernalillo County Metropolitan Court is a court of record (cases involving domestic violence or driving under the influence of liquor or drugs).

Classification: 1.21.2.613 NMAC, Case Files - Lower Courts (Criminal)

File closure: Date of final disposition of case

[New - 03/31/2021]

244-029 CRIMINAL EXHIBITS AND DEPOSITIONS:

Division/unit: Criminal

Maintenance system: Chronological by date

Record series content:

Classification: 1.21.2.617 NMAC, Exhibits

File closure: Date of final disposition of case

[New - 03/31/2021]

244-030 APPEARANCE BOND, M010:

Division/unit: Criminal

Maintenance system: No Chronological by date ne

Record series content: File may include case number, defendants name, bond information, bond conditions, cash deposit information, bond date, signature and address of defendant, signature and address of surety, approval signature of metropolitan judge, district court judge or designee, etc.

Classification: 1.21.2.613 NMAC, Case Files - Lower Courts (Criminal)

File closure: Date of final disposition of case

[New - 03/31/2021]

244-031 BAIL BOND, M011:

Division/unit: Criminal

Maintenance system: Chronological by date

Record series content: File may include case number, defendants name, bail bond information, bond conditions, bond date, signature and address of defendant, signature and address of surety, justification of sureties, notary public signature, approval signature of judge or authorized person, etc.

Classification: 1.21.2.613 NMAC, Case Files - Lower Courts (Criminal)

File closure: Date of final disposition of case

[New - 03/31/2021]

244-032 BOOKING REPORT:

Division/unit: Criminal

Maintenance system: Chronological by date

Record series content: File may include personal defendant information, charge and bond, arrest and booking, etc.

Classification: 1.21.2.613 NMAC, Case Files - Lower Courts (Criminal)

File closure: Date of final disposition of case

[New - 03/31/2021]

244-033 CASE NOTES, M-030:

Division/unit: Criminal

Maintenance system: Chronological by date

Record series content: File may include arraignment date, attorney, plea, bond, jury trial, advised of rights, probable cause, metropolitan judge signature, address update, case history, etc.

Classification: 1.21.2.613 NMAC, Case Files - Lower Courts (Criminal)

File closure: Date of final disposition of case

[New - 03/31/2021]

244-034 CRIMINAL COMPLAINT, M-001:

Division/unit: Criminal

Maintenance system: Chronological by date

Record series content: File may include arresting entity, arrest date, docket number, defendant name and address, arrest number, citation number, date of birth, social security number, date filed, charge, complainant or officer name, arresting officer statement and signature, criminal code references, notary public statement and signature, metropolitan court filing date and time, district attorney or law enforcement officer signature, etc.

Classification: 1.21.2.613 NMAC, Case Files - Lower Courts (Criminal)

File closure: Date of final disposition of case

[New - 03/31/2021]

244-035 DWI CITATION:

Division/unit: Criminal

Maintenance system: Chronological by date

Record series content: File may include citation number, county, city, abstract of record, driver information, vehicle information, conditions, citation information, court information, etc.

Classification: 1.21.2.613 NMAC, Case Files - Lower Courts (Criminal)

File closure: Date of final disposition of case

[New - 03/31/2021]

244-036 JUDGMENT AND SENTENCE, M-008:

Division/unit: Criminal

Maintenance system: Chronological by date

Record series content: File may include case number, defendant name, court date, plea, judgment, deferred sentence, costs, sentence date, metropolitan judge signature, etc.

Classification: 1.21.2.613 NMAC, Case Files - Lower Courts (Criminal)

File closure: Date of final disposition of case

[New - 03/31/2021]

244-037 PLEA AND DISPOSITION AGREEMENT, M-015:

Division/unit: Criminal

Maintenance system: Chronological by date

Record series content: File may include case number, defendant name, plea, terms, plea date, defendant signature, court date, defense counsel signature, district attorney signature, metropolitan or district court judge signature, etc.

Classification: 1.21.2.613 NMAC, Case Files - Lower Courts (Criminal)

File closure: Date of final disposition of case

[New - 03/31/2021]

244-038 PLEA AND DISPOSITION AGREEMENT (FOR APPEAL):

Division/unit: Criminal

Maintenance system: Chronological by date

Record series content:

Classification: 1.21.2.613 NMAC, Case Files - Lower Courts (Criminal)

File closure: Date of final disposition of case

[New - 03/31/2021]

244-039 RELEASE ORDER - M-024:

Division/unit: Criminal

Maintenance system: Chronological by date

Record series content: File may include case number, arrest number, charges, defendant name, order, ordered to appear date, judge ordered to appear before, courtroom number, release date, defendant's signature and address, judge or designee signature, etc.

Classification: 1.21.2.613 NMAC, Case Files - Lower Courts (Criminal)

File closure: Date of final disposition of case

[New - 03/31/2021]

244-040 UNIFORM TRAFFIC CITATION:

Division/unit: Criminal

Maintenance system: Chronological by date

Record series content: File may include citation number, driver information, vehicle information, conditions, citation information, notice information, booked, signature, etc.

Classification: 1.21.2.613 NMAC, Case Files - Lower Courts (Criminal)

File closure: Date of final disposition of case

[New - 03/31/2021]

244-041 AFFIDAVIT AND BENCH WARRANT REQUEST:

Division/unit: Criminal

Maintenance system: Chronological by date

Record series content: File may include defendant name and address, docket number, date of birth, social security number, citation number, charges, request statement, compliance failure, source of information, affiants name, affiant's signature, affiants title, notary public statement, etc.

Classification: 1.21.2.613 NMAC, Case Files - Lower Courts (Criminal)

File closure: Date of final disposition of case

[New - 03/31/2021]

244-042 BENCH WARRANT:

Division/unit: Criminal

Maintenance system: Chronological by date

Record series content: File may include warrant number, citation number, charges, defendant name, date of birth, social security number, license number, order, compliance failure, judge's signature, bond type, date of issue, arrest information, arresting officer signature and title, etc.

Classification: 1.21.2.613 NMAC, Case Files - Lower Courts (Criminal)

File closure: Date of final disposition of case

[New - 03/31/2021]

244-043 CRIMINAL SUMMONS:

Division/unit: Criminal

Maintenance system: Chronological by date

Record series content: File may include summons number, defendants name and address, order, instructions, certificate of mailing, etc.

Classification: 1.21.2.613 NMAC, Case Files - Lower Courts (Criminal)

File closure: Date of final disposition of case

[New - 03/31/2021]

244-044 NOTICE OF FAILURE TO APPEAR IN COURT:

Division/unit: Criminal

Maintenance system: Chronological by date

Record series content: File may include name and address of court, reporting date, violators name, driver's license number, date of birth, social security number, citation number, violation number, court date, notes, etc.

Classification: 1.21.2.613 NMAC, Case Files - Lower Courts (Criminal)

File closure: Date of final disposition of case

[New - 03/31/2021]

244-045 to 244-060

244-061 JUROR SERVICE FILE:

Division/unit: Case setting

Maintenance system: Chronological by date

Record series content: File may include venire, juror summons, panel list, statistical report, juror list, etc.

Classification: 1.21.2.618 NMAC, Jury Management

File closure: Date file created

[New - 03/31/2021]

244-062 MASTER COURT CALENDAR:

Division/unit: Case setting

Maintenance system: Chronological by date

Record series content: File may include judge, date, time, court type, defendant name, charge, case number, attorney, cancellation information and charges, etc.

Classification: 1.21.2.611 NMAC, Calendars

File closure: Close of calendar year in which created

[New - 03/31/2021]

244-063 COURT CALENDAR, DAILY:

Division/unit: Case setting

Maintenance system: Chronological by date

Record series content: File may include judge, date, time, court type, defendant name, charge, case number, attorney, etc.

Classification: 1.21.2.611 NMAC, Calendars
File closure: Close of calendar year in which created
[New - 03/31/2021]

244-064 DRIVING HISTORY:

Division/unit: Case setting

Maintenance system: Chronological by date

Record series content: File may include date, time, license number, date issued, driver name and address, eye color, height, sex, date of birth, license status, renewal status, DWI status, expiration date, eligibility date, class of license, violation date and code, court date, points, citation number, fine amount, county code, date posted, etc.

Classification: 1.21.2.613 NMAC, Case Files - Lower Courts (Criminal)

File closure: Date of final disposition of case
[New - 03/31/2021]

244-065 to 244-070

244-071 SUPERVISED RELEASE CASE FILE:

Division/unit: Pre-trial services

Maintenance system: Chronological by date

Record series content: File may include pre-trial service intake report for felony, felony presentation worksheet, metropolitan court criminal history sheet, APD rap sheet, FBI rap sheet, proof of employment, contact sheet, progress report and notes, police incident report, treatment program report, authorization for release of information, supervised release contract, etc.

Classification: 1.21.2.613 NMAC, Case Files - Lower Courts (Criminal)

File closure: Date of final disposition of case
[New - 03/31/2021]

244-072 INTERSTATE IDENTIFICATION INDEX RESPONSE SHEET:

Division/unit: Pre-trial services

Maintenance system: Chronological by date

Record series content: File may include FBI number, state identification number, requesting entity, date requested, originating agency identification number, call directing code, defendant's demographics and criminal history, etc.

Classification: 1.21.2.613 NMAC, Case Files - Lower Courts (Criminal)

File closure: Close of month in which requested
[New - 03/31/2021]

244-073 MUG SHOT FILE (NO SHOW FILE):

Division/unit: Pre-trial services

Maintenance system: Chronological by date

Record series content: File may include name, date of birth, social security number, aliases, etc.

Classification: 1.21.2.613 NMAC, Case Files - Lower Courts (Criminal)

File closure: Date of last entry
[New - 03/31/2021]

244-074 PRE-TRIAL SERVICES INTERVIEW REPORT:

Division/unit: Pre-trial services

Maintenance system: Chronological by date

Record series content: File may include charges, defendant demographics, residence, family ties, employment information, financial statement, criminal record, verified information, recommendation,

defendant signature and date, judge signature and date, record of violations, recommendation basis, records of activities associated with pre-trial release, attorney, etc.

Classification: 1.21.2.613 NMAC, Case Files - Lower Courts (Criminal)

File closure: Date of final disposition of case

[New - 03/31/2021]

244-075 to 244-080

244-081 CRIMINAL CASE FILE (TRAFFIC AND PARKING CASE FILE):

Division/unit: Violations

Maintenance system: Chronological by date

Record series content: File may include affidavit for bench warrant, bench warrant, criminal summons, uniform traffic citation, citation for ordinance violation, notice of failure to appear in court, notice of hearing, routing slip, etc.

Classification: 1.21.2.613 NMAC, Case Files - Lower Courts (Criminal)

File closure: Date of final disposition of case

[New - 03/31/2021]

244-082 REVOCATION FILE:

Division/unit: Violations

Maintenance system: Chronological by date

Record series content: File may include uniform traffic citation, notice of failure to appear in court, notice of hearing, notes, etc.

Classification: 1.21.2.613 NMAC, Case Files - Lower Courts (Criminal)

File closure: Close of calendar year in which citation paid or closed

[New - 03/31/2021]

244-083 PARKING CITATION, 244.205:

Division/unit: Violations

Maintenance system: Chronological by date

Record series content: File may include license number, license year, state of license, make, type of vehicle, color, time and date of violation, location of violation, ordinance and section number of violation, officer's signature, man number, etc.

Classification: 1.21.2.930 NMAC, Citation Management

File closure: Date of violation

[New - 03/31/2021]

244-084 DEPOSIT WORK SHEET:

Division/unit: Violations

Maintenance system: Chronological by date

Record series content: File may include date, time, register amount by account, deposit totals, initials, etc.

Classification: 1.21.2.110 NMAC, Logs

File closure: Close of fiscal year in which created

[New - 03/31/2021]

244-085 DAILY TRANSACTION LOG:

Division/unit: Violations

Maintenance system: Chronological by date

Record series content: File may include register number, cashier, start transaction number, end transaction number, time, keys, cash drawer, personal box, cash box, time in, time out, bank, etc.

Classification: 1.21.2.110 NMAC, Logs
File closure: Close of fiscal year in which created
[New - 03/31/2021]

244-086 CIVIL DIVISION PETTY CASH LOG:

Division/unit: Violations
Maintenance system: Chronological by date
Record series content: File may include date, time, amount given, amount received, amount returned, initials, etc.
Classification: 1.21.2.309 NMAC, Ledgers
File closure: Close of fiscal year in which created
[New - 03/31/2021]

244-087 CRIMINAL DIVISION PETTY CASH LOG:

Division/unit: Violations
Maintenance system: Chronological by date
Record series content: File may include date, time, amount given, amount received, amount returned, initials, etc.
Classification: 1.21.2.309 NMAC, Ledgers
File closure: Close of fiscal year in which created
[New - 03/31/2021]

244-088 UNIFORM TRAFFIC CITATION, MVD-110.15 (CRIMINAL CASE FILE):

Division/unit: Violations
Maintenance system: Chronological by date
Record series content: File may include name, address, phone number, drivers license number, CDL endorsement, state license issued, year license expires, date of birth, age, sex, height, social security number, license plate, color and year of vehicle, make, model, type, violation, statute, ordinance, date of violation, time of violation, location, essential facts, officers name and id number, name, address and date to appear in court, defendants signature, etc.
Classification:
 (A) Payable citation: 1.21.2.930 NMAC, Citation Management
 (B) Mandatory court citation: 1.21.2.613 NMAC, Case Files - Lower Courts (Criminal)
 (C) Failure to appear citation: 1.21.2.613 NMAC, Case Files - Lower Courts (Criminal)
File closure:
 (A) Payable citation: Close of fiscal year in which citation paid
 (B) Mandatory court citation: Date of final disposition of case
 (C) Failure to appear citation: Date of final disposition of case

[New - 03/31/2021]

244-089 CITATION FOR ORDINANCE VIOLATION, P161104 (CRIMINAL CASE FILE):

Division/unit: Violations
Maintenance system: Chronological by date
Record series content: File may include name, address, phone number, age, place of employment and phone number, sex, race, date of birth, height, weight, social security number, drivers license number, time and date of violation, ordinance or section number of violation, common name of offense, location of offense, officer signature, man number, district number, division and shift of officer, date and time issued, defendants signature, notification to appear, etc.
Classification:
 (A) Paid: 1.21.2.930 NMAC, Citation Management

(B) Unpaid: 1.21.2.613 NMAC, Case Files - Lower Courts (Criminal)

File closure:

(A) Paid: Close of fiscal year in which citation paid

(B) Unpaid: Date of final disposition of case

[New - 03/31/2021]

244-090 AFFIDAVIT AND BENCH WARRANT REQUEST:

Division/unit: Violations

Maintenance system: Chronological by date

Record series content: File may include defendants name and address, docket number, date of birth, social security number, citation number, charges, compliance failure, source of information, affiants name, affiant's signature and title, notary public, statement, etc.

Classification: 1.21.2.613 NMAC, Case Files - Lower Courts (Criminal)

File closure: Date of final disposition of case

[New - 03/31/2021]

244-091 BENCH WARRANT, DAILY:

Division/unit: Violations

Maintenance system: Chronological by date

Record series content: File may include agency involved, defendants name, address, date of birth, social security number, license number, citation number, case number, charges, order to arrest, reason for warrant, bond amount, date of warrant, judges name and signature, return information and signature, etc.

Classification: 1.21.2.613 NMAC, Case Files - Lower Courts (Criminal)

File closure: Date of final disposition of case

[New - 03/31/2021]

244-092 CRIMINAL SUMMONS, DAILY:

Division/unit: Violations

Maintenance system: Chronological by date

Record series content: File may include defendants name, address, TR number, statute number and common name of offense, misdemeanor citation number, where defendant must appear at, what day and time, how summons was served, date of summons, judges name, certificate of mailing, with clerks signature and date mailed, etc.

Classification: 1.21.2.613 NMAC, Case Files - Lower Courts (Criminal)

File closure: Date of final disposition of case

[New - 03/31/2021]

244-093 TLOG DATA EDIT AND LIST (CASE, CITATION PAYMENT RECEIPT REGISTER) DAILY, MTR-210:

Division/unit: Violations

Maintenance system: Chronological by date

Record series content: File may include register number, salesperson, transaction number, transaction date, time, citation number, amount paid, type, message, total, description, errors, etc.

Classification: 1.21.2.310 NMAC, Reports - Accounting

File closure: Date audit report released

[New - 03/31/2021]

244-094 RV-7 EXCEPTION REPORT, DAILY:

Division/unit: Violations

Maintenance system: Chronological by date

Record series content: File may include run date, name, date of birth, social security number, license number, citation number, violation date, action, exception, etc.

Classification: 1.21.2.116 NMAC, Reports - General

File closure: Date generated

[New - 03/31/2021]

244-095 to 244-100

244-101 PROBATION FILE:

Division/unit: Adult probation

Maintenance system: Chronological by date

Record series content: File may include probation cost conversion or waiver sheet routing slip, probation cost payment coupon acknowledgment cards, criminal summons copy, affidavit and bench warrant request, judgment and sentence order, probation contract, release of information form, treatment reports, pre-sentence reports, worksheet, police report, rap sheet request, card or rap sheet, probation record card copy, contact log, correspondence etc.

Classification: 1.21.2.619 NMAC, Probation Files

File closure: Date file closed

Confidentiality: (14-6-1, NMSA 1978).

[New - 03/31/2021]

244-102 PROBATION INTAKE SHEET:

Division/unit: Adult probation

Maintenance system: Chronological by date

Record series content: File may include probation number, defendant name, date of birth, social security number, docket number, court date, order type, charges, judge, appointment date and time, probation officer initials, etc.

Classification: 1.21.2.110 NMAC, Logs

File closure: Date of last entry

[New - 03/31/2021]

244-103 APPOINTMENT SHEET, DAILY:

Division/unit: Adult probation

Maintenance system: Chronological by date

Record series content: File may include probation officer, appointment date and time, defendant name, notes, etc.

Classification: 1.21.2.102 NMAC, Calendars and Schedules

File closure: Date of appointment

[New - 03/31/2021]

244-104 PROBATION COSTS CONVERSION OR WAIVER SHEET:

Division/unit: Adult probation

Maintenance system: Chronological by date

Record series content: File may include date, defendants name, criminal case number, probation costs waived, converted into community service, total hours, probation officer approved, defendants signature, etc.

Classification: 1.21.2.613 NMAC, Case Files - Lower Courts (Criminal)

File closure: Date file created

[New - 03/31/2021]

244-105 PROBATION COST PAYMENT COUPON ACKNOWLEDGMENT CARD:

Division/unit: Adult probation

Maintenance system: Chronological by date

Record series content: File may include acknowledgment of receipt, defendant's signature, date, action to be taken, instructions, defendant's name, case number, etc.

Classification: 1.21.2.613 NMAC, Case Files - Lower Courts (Criminal)

File closure: Date file created

[New - 03/31/2021]

244-106 PROBATION COST LEDGER SHEET:

Division/unit: Adult probation

Maintenance system: Chronological by date

Record series content: File may include date, case number, defendant's name, date of birth, social security number, total probation costs, number of payments, probation start date, probation end date, probation officer, payment number, due date, amount owed, amount paid, date received, clerk's initials, etc.

Classification: 1.21.2.613 NMAC, Case Files - Lower Courts (Criminal)

File closure: Date of final disposition of case

[New - 03/31/2021]

244-107 NOTICE OF CLEARANCE FOR FAILURE TO APPEAR IN COURT:

Division/unit: Adult probation

Maintenance system: Chronological by date

Record series content: File may include name and address of court reporting date, visitor's name, driver's license number, date of birth, social security number, citation number, violation date, court date, court notes, etc.

Classification: 1.21.2.613 NMAC, Case Files - Lower Courts (Criminal)

File closure: Date of final disposition of case

[New - 03/31/2021]

244-108 AFFIDAVIT AND BENCH WARRANT REQUEST:

Division/unit: Adult probation

Maintenance system: Chronological by date

Record series content: File may include defendant's name and address, docket number, date of birth, social security number, citation number, charges compliance failure, source of information, affiant's name and signature, affiant's title, notary public seal, etc.

Classification: 1.21.2.613 NMAC, Case Files - Lower Courts (Criminal)

File closure: Date of final disposition of case

[New - 03/31/2021]

244-109 BENCH WARRANT:

Division/unit: Adult probation

Maintenance system: Chronological by date

Record series content: File may include defendant's name and address, criminal case number, citation number, charges, date of birth, social security number, order, compliance failure, judge's signature, bond, date of issue, arresting officer information, arresting officer signature and title, etc.

Classification: 1.21.2.613 NMAC, Case Files - Lower Courts (Criminal)

File closure: Date of final disposition of case

[New - 03/31/2021]

244-110 CRIMINAL SUMMONS, COPY:

Division/unit: Adult probation

Maintenance system: Chronological by date

Record series content: File may include defendants name and address, criminal case number, non-compliance information, order, non-response consequences, certificate of mailing, court signature, title, date, etc.

Classification: 1.21.2.615 NMAC, Case Files - Court of Record

File closure: Date of final disposition of case

[New - 03/31/2021]

244-111 to 244-120

244-121 ECS PROGRAM FILE:

Division/unit: Educational and community services

Maintenance system: Alphabetical by program type then client name

Record series content: Record of sentenced referrals to education and community service. File may contain the following program information: Needs answer sheet; community service incident reports, release of information consent form; defendant treatment progress reports; alcohol and drug screening reports; medical statements (excusals); educational and service program or community service placement entity information; etc.

Classification: 1.21.2.613 NMAC, Case Files - Lower Courts (Criminal)

File closure: Date of final disposition of case

Confidentiality: Some information may be confidential per Article six NMSA 1978 (health and hospital records); Part II of Title 42 of the Code of Federal Regulations (CFR) governing confidential and/or privileged information of alcohol and drug abuse patient records, or any other applicable statute, administrative rule, case law decision or confidentiality agreement.

[New - 03/31/2021]

244-122 NON-PROFIT AGENCY SIGN IN/OUT FORM:

Division/unit: Educational and community services

Maintenance system: Alphabetical by defendant name then by program name

Record series content: Form is used by non-profit community service entities to report compliance of community service hours by participants (defendants). Form shows community service program name; agency name, supervisor name and phone number; address; client name; docket number; program participation date; start time; end time; hours worked; client's initials; agency contact initials; etc.

Classification: 1.21.2.613 NMAC, Case Files - Lower Courts (Criminal)

File closure: Date of final disposition of case

[New - 03/31/2021]

244-123 PROGRAM ATTENDANCE ROSTER:

Division/unit: Educational and community services

Maintenance system: Chronological by fiscal year

Record series content: Listing of defendants scheduled for educational or community service that is provided to program entity and returned with participant signatures or initials. Listing shows program type, class number, day, time, dates, instructor or driver, client name, case number, date of birth, social security number, initials, dates open and closed, rescheduled students, etc.

Classification: 1.21.2.109 NMAC, Indexes and Finding Aids

File closure: Close of state fiscal year in which created

[New - 03/31/2021]

244-124 to 244-130

244-131 CASE MANAGEMENT DATABASE:

Division/unit: Information systems

Maintenance system: Numerical by primary key

Record series content: File may include clerk, judge, court type, date, time, page, violation date, arrest number, bond amount, bond type, bond posted by, case number, defendant name, alias, date of birth, social security number, arresting officer, arresting agency, attorney waiver, trial type, citation, statute, ordinance, charge, plea, judgment, sentence, fine, court cost, lab fee, correctional fee, school type, jail, community service, etc.

Classification: 1.21.2.615 NMAC, Case Files - Court of Record

File closure: Date of final disposition of case

[New - 03/31/2021]

244-132 TRAFFIC, MISDEMEANOR DATABASE:

Division/unit: Information systems

Maintenance system: Numerical by primary key

Record series content: File may include drivers name, address, phone number, drivers license number, CDL endorsement, state license issued, year license expires, date of birth, age, sex, height, social security number, license plate number, vehicle color, year, make, model, type of violation, statute, ordinance, date of violation, location, essential facts, officers name and identification number, date to appear in court, etc.

Classification: 1.21.2.930 NMAC, Citation Management

File closure: Date after paid or dismissed

[New - 03/31/2021]

244-133 PARKING VIOLATIONS DATABASE:

Division/unit: Information systems

Maintenance system: Numerical by primary key

Record series content: File may include drivers name, address, phone number, drivers license number, CDL endorsement, state license issued, year license expires, date of birth, age, sex, height, social security number, license plate number, vehicle color, year, make, model, type of violation, statute, ordinance, date of violation, location, essential facts, officers name and identification number, date to appear in court, etc.

Classification: 1.21.2.930 NMAC, Citation Management

File closure: Date of violation

[New - 03/31/2021]

244-134 RECEIPTS DATABASE:

Division/unit: Information systems

Maintenance system: Numerical by primary key

Record series content: File may include defendant name and address, paid by name and address, amount paid, transaction date, transaction number, case or citation number, etc.

Classification: 1.21.2.309 NMAC, Ledgers

File closure: Close of fiscal year in which created

[New - 03/31/2021]

244-135 ACCOUNTING DATABASE:

Division/unit: Information systems

Maintenance system: Numerical by primary key

Record series content: File may include revenue, expenditure, encumbrance transaction, transaction date, transaction amount, check or warrant number and date, account, fund numbers, etc.

Classification: 1.21.2.301 NMAC, Accounts Payable

File closure: Close of fiscal year in which created

[New - 03/31/2021]

244-136 BENCH WARRANT LEDGER, DAILY:

Division/unit: Information systems

Maintenance system: Chronological by date

Record series content: File may include defendant name, docket number, warrant, issued by, summons date, judge's name, etc.

Classification: 1.21.2.110 NMAC, Logs

File closure: Date generated

[New - 03/31/2021]

244-137 BENCH WARRANT PENDING AUDIT REPORT, DAILY:

Division/unit: Information systems

Maintenance system: Chronological by date

Record series content: File may include job entry type, job date, job time, job user, program name, case prefix, case number, defendant sequence, status code, status date, statute bench warrant number, last update, etc.

Classification: 1.21.2.116 NMAC, Reports - General

File closure: Date generated

[New - 03/31/2021]

244-138 CITATION MASTER PURGE, DAILY:

Division/unit: Information systems

Maintenance system: Chronological by date

Record series content: File may include citation number, license plate number, state, make of auto, color of auto, type of car, issue date, disposition, etc.

Classification: 1.21.2.116 NMAC, Reports - General

File closure: Date generated

[New - 03/31/2021]

244-139 CRIMINAL SUMMONS RETURNED TO ACTIVE STATUS, DAILY:

Division/unit: Information systems

Maintenance system: Chronological by date

Record series content: File may include defendant name, docket number, warrant number, issued by, summons date, and judges name.

Classification: 1.21.2.116 NMAC, Reports - General

File closure: Close of calendar year in which generated

[New - 03/31/2021]

244-140 FAILURE TO PAY PROBATION COSTS AUDIT REPORT, DAILY:

Division/unit: Information systems

Maintenance system: Chronological by date

Record series content: File may include case prefix, case number, defendant name, defendant sequence, summons sequence, status code, status date, statute, bench warrant number, judge code, last user, etc.

Classification: 1.21.2.116 NMAC, Reports - General

File closure: Date generated

[New - 03/31/2021]

244-141 PAYMENT TRANSACTION AUDIT REPORT, DAILY:

Division/unit: Information systems

Maintenance system: Chronological by date

Record series content: File may include journal entry, job date, job time, job user, program name, register, transaction code, cashier transaction type, citation prefix, citation number, etc.

Classification: 1.21.2.310 NMAC, Reports - Accounting

File closure: Date generated

[New - 03/31/2021]

244-142 TIME TO PAY PROBATION COSTS AUDIT REPORT, DAILY:

Division/unit: Information systems

Maintenance system: Chronological by date

Record series content: File may include case prefix, case number, defendant name, status, status date, total payments, delinquent amount, balance due, payment starting date, last payment date, last update date, last user name, etc.

Classification: 1.21.2.310 NMAC, Reports - Accounting

File closure: Date generated

[New - 03/31/2021]

244-143 TIME TO PAY PROBATION COSTS AUDIT REPORT, DAILY:

Division/unit: Information systems

Maintenance system: Chronological by date

Record series content: File may include job entry type, job date, job time, job name, job user, program name, case prefix, case number, payment start date, status code, total number of payments, delinquent amount, balance due, number of payments, etc.

Classification: 1.21.2.310 NMAC, Reports - Accounting

File closure: Date generated

[New - 03/31/2021]

244-144 WARRANT RECEIPT LEDGER:

Division/unit: Information systems

Maintenance system: Chronological by date

Record series content: File may include report date, warrant number, date, defendant name, bond amount, etc.

Classification: 1.21.2.309 NMAC, Ledgers

File closure: Date generated

[New - 03/31/2021]

244-145 WARRANT LOG:

Division/unit: Information systems

Maintenance system: Chronological by date

Record series content: File may include report date, warrant signed, case number, defendant name, date of birth, social security number, bond amount, bond type, date issued, type of warrant, agency, etc.

Classification: 1.21.2.110 NMAC, Logs

File closure: Date generated

[New - 03/31/2021]

244-146 TIME TO PAY DEFENDANTS PAID IN FULL:

Division/unit: Information systems

Maintenance system: Chronological by date

Record series content: File may include report date, case number, probation officers initials, defendant name, total probation cost, probation period end date, paid in full date, etc.

Classification: 1.21.2.310 NMAC, Reports - Accounting

File closure: Date generated

[New - 03/31/2021]

244-147 PAID CRIMINAL SUMMONS LISTING - PROBATION COSTS:

Division/unit: Information systems

Maintenance system: Chronological by date

Record series content: File may include report date, case number, probation officers initials, defendant name, payment date, transaction code, payment amount, etc.

Classification: 1.21.2.310 NMAC, Reports - Accounting

File closure: Date generated

[New - 03/31/2021]

244-148 PAID CRIMINAL SUMMONS LISTING:

Division/unit: Information systems

Maintenance system: Chronological by date

Record series content: File may include report date, case number, judge, defendant, payment date, transaction date, payment amount, etc.

Classification: 1.21.2.310 NMAC, Reports - Accounting

File closure: Date generated

[New - 03/31/2021]

244-149 CASELOAD INVENTORY REPORT:

Division/unit: Information systems

Maintenance system: Chronological by date

Record series content: File may include report date, charge, number of cases filed, number of cases disposed, total, etc.

Classification: 1.21.2.118 NMAC, Reports - Statistical

File closure: Date generated

[New - 03/31/2021]

244-150 DWI SCHOOL FEE RECEIPTS:

Division/unit: Information systems

Maintenance system: Chronological by date

Record series content: File may include report date, court date, case number, defendant, description, amount collected, comments, total DWI school fees, total traffic safety fees, grand total, etc.

Classification: 1.21.2.310 NMAC, Reports - Accounting

File closure: Date generated

[New - 03/31/2021]

244-151 CITY PARKING TICKET RECEIPTS:

Division/unit: Information systems

Maintenance system: Chronological by date

Record series content: File may include report date, date, register, cashier, transaction, time, citation, amount paid, report total, count, etc.

Classification: 1.21.2.310 NMAC, Reports - Accounting

File closure: Date generated

[New - 03/31/2021]

244-152 MANNER OF DISPOSITION:

Division/unit: Information systems

Maintenance system: Chronological by date

Record series content: File may include report date, charge type, DWI, felony, non-traffic misdemeanor, parking, traffic, domestic violence, dismissed, nolle pro, guilty plea, bail forfeiture, jury trial conviction, jury trial acquittal, total, etc.

Classification: 1.21.2.118 NMAC, Reports - Statistical
File closure: Date generated
[New - 03/31/2021]

244-153 AGE OF PENDING CASES:

Division/unit: Information systems

Maintenance system: Chronological by date

Record series content: File may include report date, total pending 3-30 days, total pending 31-60 days, total pending 61-90 days, total pending 91-120 days, total pending 121-150 days, total pending 151-180 days, total pending over 180 days, CR case count, CR case percentage, TR case count, TR case percentage, PR case count, PR case percentage, MR case count, MR case percentage, etc.

Classification: 1.21.2.118 NMAC, Reports - Statistical

File closure: Date generated

[New - 03/31/2021]

244-154 AGE OF CASES AT DISPOSITION:

Division/unit: Information systems

Maintenance system: Chronological by date

Record series content: File may include report date, total disposed 3-30 days, total disposed 31-60 days, total disposed 61-90 days, total disposed 91-120 days, total disposed 121-150 days, total disposed 151-180 days, total disposed over 180 days, CR case count, CR case percentage, TR case count, TR case percentage, PR case count, PR case percentage, MR case count, MR case percentage, etc.

Classification: 1.21.2.118 NMAC, Reports - Statistical

File closure: Date generated

[New - 03/31/2021]

244-155 DWI SENTENCING REPORT:

Division/unit: Information systems

Maintenance system: Chronological by date

Record series content: File may include report date, case number, name and address of defendant, charge, date and sentence, judge, cases listed, etc.

Classification: 1.21.2.116 NMAC, Reports - General

File closure: Date generated

[New - 03/31/2021]

244-156 DWI SENTENCING SUMMARY:

Division/unit: Information systems

Maintenance system: Chronological by date

Record series content: File may include report date, age at disposition, disposition by breath alcohol test, representation, DWI 1 through DWI 7, total, etc.

Classification: 1.21.2.118 NMAC, Reports - Statistical

File closure: Date generated

[New - 03/31/2021]

244-157 DWI SENTENCING REPORT BY JUDGE:

Division/unit: Information systems

Maintenance system: Chronological by date

Record series content: File may include report date, total cases, fines set, suspended, total fines, court costs set, suspended, total, corrections fees set, suspended, total, lab fee set, suspended, total, school fee set, suspended, total, jail time served set, suspended, total, screening, first offender, community service,

cases, hours, supervised probation /90 days or less or over 90 days, unsupervised probation /90 days or less or over 90 days, judicial division, total, etc.

Classification: 1.21.2.118 NMAC, Reports - Statistical

File closure: Date generated

[New - 03/31/2021]

244-158 CASES PENDING OVER 120 BUT LESS THAN 150 DAYS:

Division/unit: Information systems

Maintenance system: Chronological by date

Record series content: File may include report date, case number, defendant, date filed, days pending, waived six month rule, judge, comments, summary by judge, count of pending cases, etc.

Classification: 1.21.2.118 NMAC, Reports - Statistical

File closure: Date generated

[New - 03/31/2021]

244-159 CASES PENDING OVER 150 BUT LESS THAN 180 DAYS:

Division/unit: Information systems

Maintenance system: Chronological by date

Record series content: File may include report date, case number, defendant, date filed, days pending, waived six month rule, judge, comments, summary by judge, count of pending cases, etc.

Classification: 1.21.2.118 NMAC, Reports - Statistical

File closure: Date generated

[New - 03/31/2021]

244-160 CASES PENDING OVER 120 BUT LESS THAN 180 DAYS:

Division/unit: Information systems

Maintenance system: Chronological by date

Record series content: File may include report date, case number, defendant, date filed, days pending, waived six month rule, judge, comments, summary by judge, count of pending cases, etc.

Classification: 1.21.2.118 NMAC, Reports - Statistical

File closure: Date generated

[New - 03/31/2021]

244-161 MONTHLY SUMMONS STATISTICS:

Division/unit: Information systems

Maintenance system: Chronological by date

Record series content: File may include years after date generated total number of summons, total disposed, total warrants, other, judicial division, total, etc.

Classification: 1.21.2.118 NMAC, Reports - Statistical

File closure: Date generated

[New - 03/31/2021]

244-162 MONTHLY LISTING OF DWI SENTENCES DEFERRED OR ADVISED:

Division/unit: Information systems

Maintenance system: Chronological by date

Record series content: File may include report date, case number, hearing date, deferred, advised, defendant name, citation number, charge description, statute, judge, etc.

Classification: 1.21.2.118 NMAC, Reports - Statistical

File closure: Date generated

[New - 03/31/2021]

244-163 MONTHLY LISTING OF CASES DEFERRED OR ADVISED:

Division/unit: Information systems

Maintenance system: Chronological by date

Record series content: File may include report date, case number, hearing date, deferred, advised, defendant name, citation number, charge description, statute, judge, etc.

Classification: 1.21.2.118 NMAC, Reports - Statistical

File closure: Date generated

[New - 03/31/2021]

244-164 APD PARKING CITATION SUMMARY:

Division/unit: Information systems

Maintenance system: Chronological by date

Record series content: File may include report date, section number, description, date filed, number paid, total, etc.

Classification: 1.21.2.118 NMAC, Reports - Statistical

File closure: Date generated

[New - 03/31/2021]

244-165 CIVIL DIVISION MONTHLY STATISTICS, CASES DISPOSED BY DISPOSITION CODE, CODES COUNTED ONLY ONCE PER CASE:

Division/unit: Information systems

Maintenance system: Chronological by date

Record series content: File may include report date, code, description, count, total number of cases disposed, etc.

Classification: 1.21.2.118 NMAC, Reports - Statistical

File closure: Date generated

[New - 03/31/2021]

244-166 CIVIL DIVISION MONTHLY STATISTICS, CASES DISPOSED BY DISPOSITION CODE, ALL DOCKETED CODES:

Division/unit: Information systems

Maintenance system: Chronological by date

Record series content: File may include report date, code, description, count, total number of cases disposed, etc.

Classification: 1.21.2.118 NMAC, Reports - Statistical

File closure: Date generated

[New - 03/31/2021]

244-167 CIVIL DIVISION MONTHLY STATISTICS/CASES DISPOSED BY DISPOSITION CODE:

Division/unit: Information systems

Maintenance system: Chronological by date

Record series content: File may include report date, code, description, count, total number of cases disposed, etc.

Classification: 1.21.2.118 NMAC, Reports - Statistical

File closure: Date generated

[New - 03/31/2021]

244-168 CIVIL DIVISION MONTHLY STATISTICS, CASE FILINGS BY TYPE:

Division/unit: Information systems

Maintenance system: Chronological by date

Record series content: File may include report date, code, description, under \$2000.00, over \$2000.00, total filings by account, total number of cases filed, etc.

Classification: 1.21.2.118 NMAC, Reports - Statistical

File closure: Date generated

[New - 03/31/2021]

244-169 MONTHLY NON-SUFFICIENT FUND CHECK REPORT:

Division/unit: Information systems

Maintenance system: Chronological by date

Record series content: File may include report date, register, transaction, cashier, time, date, citation number, type, description, amount, total, total breakdown by code, description, amount, etc.

Classification: 1.21.2.310 NMAC, Reports - Accounting

File closure: Date generated

[New - 03/31/2021]

244-170 PRE-TRIAL RELEASE NO-SHOW:

Division/unit: Information systems

Maintenance system: Chronological by date

Record series content: File may include report date, defendant name, defendant alias, date of birth, social security number, defendant mugshot, alias, etc.

Classification: 1.21.2.116 NMAC, Reports - General

File closure: Date generated

[New - 03/31/2021]

244-171 CASE LOAD REPORT:

Division/unit: Information systems

Maintenance system: Chronological by date

Record series content: File may include report date, summary by case by civil, misdemeanor, felony, traffic, parking, pending - beginning of period, filings, closures, pending - ending of period, total, summary by charge, civil filings less than \$2000.00, civil filings for \$2000.00 - \$5000.00, civil filings all other, civil closures jury trial judgments, civil closures non-jury trial judgments, civil closures default, uncontested, civil closures dismissals, civil closures all others, misdemeanor filings, misdemeanor closures jury trial judgments, misdemeanor closures non-jury trial judgments, misdemeanor closure dismissals, misdemeanor closure guilty pleas, misdemeanor closure all other, felony filings, felony closures, felony nolle prosequi, felony bond over waived, felony preliminary hearing-bond over, felony preliminary hearing discharged, felony all other, traffic filings DWI, traffic filings speeding, traffic fillings suspended, revoked license, traffic filings, etc.

Classification: 1.21.2.118 NMAC, Reports - Statistical

File closure: Date generated

[New - 03/31/2021]

244-172 STATE CRIME LAB REPORT:

Division/unit: Information systems

Maintenance system: Chronological by date

Record series content: File may include report date, case number, agency, city lab, state lab, should be state, should be city, court date, report totals, adjusted totals, etc.

Classification: 1.21.2.118 NMAC, Reports - Statistical

File closure: Date generated

[New - 03/31/2021]

244-173 OUTSTANDING ACCOUNTS RECEIVABLE:

Division/unit: Information systems

Maintenance system: Chronological by date

Record series content: File may include report date, waivers, total, conversions, total deletions, adjustments, total adjustment, transfers, ending balance, fines, court costs, correction fees, lab fee, school fee, automation fee, traffic safety fee, probation costs, total, etc.

Classification: 1.21.2.310 NMAC, Reports - Accounting

File closure: Date generated

[New - 03/31/2021]

244-174 to 244-180

244-181 CASH BOND FORFEITURE CALENDAR:

Division/unit: Accounting

Maintenance system: Chronological by date

Record series content: File may include court date and time, defendant name, case number, judge, bond amount, date posted, disposition, etc.

Classification: 1.21.2.110 NMAC, Logs

File closure: Close of fiscal year in which created

[New - 03/31/2021]

244-182 SURETY BOND FORFEITURE CALENDAR:

Division/unit: Accounting

Maintenance system: Chronological by date

Record series content: File may include set for date, judge time, defendant, case number, bonding agent, disposition, etc.

Classification: 1.21.2.110 NMAC, Logs

File closure: Close of fiscal year in which created

[New - 03/31/2021]

244-183 CASH BOND LOGOUT:

Division/unit: Accounting

Maintenance system: Chronological by date

Record series content: File may include date created, date processed, stack number, cashier name, defendants name, case number, bond number, date posted, judge, bond disposition, etc.

Classification: 1.21.2.110 NMAC, Logs

File closure: Close of fiscal year in which created

[New - 03/31/2021]

244-184 BAIL BOND CONTRACT:

Division/unit: Accounting

Maintenance system: Chronological by date

Record series content: File may include case number, defendant name, bond amount, judge bond conditions, bond signature date, defendant signature, surety signature, address justification of sureties, notary public statement and signature, judge or authorized signature, etc.

Classification: 1.21.2.604 NMAC, Goods and Services

File closure: Date of termination of contract provided case disposed or dismissed

[New - 03/31/2021]

244-185 MISCELLANEOUS ENCUMBRANCE DOCUMENT LOG:

Division/unit: Accounting

Maintenance system: Chronological by date

Record series content: File may include issue date, vendor, MED number, DFA number, account number, amount, etc.

Classification: 1.21.2.110 NMAC, Logs

File closure: Date audit report released

[New - 03/31/2021]

244-186 PAYROLL LOG:

Division/unit: Accounting

Maintenance system: Chronological by date

Record series content: File may include date of pay period, department name, employees name, signature, etc.

Classification: 1.21.2.110 NMAC, Logs

File closure: Date audit report released

[New - 03/31/2021]

244-187 TRANSFER CONTROL LOG:

Division/unit: Accounting

Maintenance system: Chronological by date

Record series content: File may include transfer number, agency, payee, encumbrance number, line item, amount, DFA number, date issued, etc.

Classification: 1.21.2.110 NMAC, Logs

File closure: Close of fiscal year in which created

[New - 03/31/2021]

244-188 VOUCHER LOG:

Division/unit: Accounting

Maintenance system: Chronological by date

Record series content: File may include voucher number, vendor, line item, amount, warrant number and date issued, etc.

Classification: 1.21.2.110 NMAC, Logs

File closure: Close of fiscal year in which created

[New - 03/31/2021]

244-189 JURY VOUCHER FILE:

Division/unit: Accounting

Maintenance system: Chronological by date

Record series content: File may include distribution voucher copy, jury pay sheet, payment request, panel sign in sheet, juror questionnaire, etc.

Classification: 1.21.2.301 NMAC, Accounts Payable

File closure: Close of fiscal year in which created

[New - 03/31/2021]

244-190 JURY AND WITNESS VOUCHER LOG:

Division/unit: Accounting

Maintenance system: Chronological by date

Record series content: File may include date sent, voucher amount, line item, warrant number, voucher number, voucher date, etc.

Classification: 1.21.2.110 NMAC, Logs

File closure: Close of fiscal year in which created

[New - 03/31/2021]

244-191 GRAND JURY INDICTMENT FILE:

Division/unit: Accounting

Maintenance system: Chronological by date

Record series content: File may include grand jury indictment transfer sheet, receipt, etc.

Classification: 1.21.2.618 NMAC, Jury Management

File closure: Date filed in accounting office

[New - 03/31/2021]

244-192 NON-SUFFICIENT FUNDS CHECK FILE:

Division/unit: Accounting

Maintenance system: Chronological by date

Record series content: File may include check copy, merchant acknowledge copy, receipt, returned uncollected check, etc.

Classification: 1.21.2.303 NMAC, Accounts Receivable

File closure:

(A) **Collected funds file:** Close of fiscal year in which created

(B) **Uncollected funds file:** Date created

[New - 03/31/2021]

244-193 BOND ENVELOPES:

Division/unit: Accounting

Maintenance system: Chronological by date

Record series content: File may include defendant name, posted by, bond amount, case number, arrest number, court date, bond number, bonded out by, accepted by, etc.

Classification: 1.21.2.303 NMAC, Accounts Receivable

File closure:

(A) **Applied and or disposed:** Close of fiscal year in which applied or disposed

(B) **Forfeited:** Close of fiscal year in which forfeited

(C) **Unclaimed:** Close of fiscal year in which bond monies transferred to NM taxation and revenue department

[New - 03/31/2021]

244-194 BOND REGISTER, DAILY:

Division/unit: Accounting

Maintenance system: Chronological by date

Record series content: File may include program name, receipt date, case number, arrest number, defendant name, posted by, posted date, bond amount, disposition bond number, etc.

Classification: 1.21.2.110 NMAC, Logs

File closure: Close of fiscal year in which last disposition is entered

[New - 03/31/2021]

244-195 BOND TRANSACTION LOG, DAILY:

Division/unit: Accounting

Maintenance system: Chronological by date

Record series content: File may include date, bond number, case number, disbursement, etc.

Classification: 1.21.2.110 NMAC, Logs

File closure: Date audit report released

[New - 03/31/2021]

244-196 SURETY BOND DAILY TRANSACTION SUMMARY:

Division/unit: Accounting

Maintenance system: Chronological by date

Record series content: File may include run date, entry date, amount posted, amount exonerated, amount forfeited, amount paid, amount reinstated and released, amount transferred, amount reduced, total posting, agent number, agent name, misdemeanor count and amount, felony count and amount, total count and amount, collateral total, collateral available, etc.

Classification: 1.21.2.309 NMAC, Ledgers

File closure: Date audit report released

[New - 03/31/2021]

244-197 TLOG DATA EDIT AND LIST (CASE/CITATION PAYMENT RECEIPT REGISTER) DAILY/MTR-210:

Division/unit: Accounting

Maintenance system: Chronological by date

Record series content: File may include register number, salesperson, transaction number, transaction date, time, citation number, amount paid, type, message, total, description, errors, etc.

Classification: 1.21.2.331 NMAC, Reconciliations and Balancing

File closure: Date audit report released

[New - 03/31/2021]

244-198 to 244-210

244-211 CLERK SCHEDULE, WEEKLY:

Division/unit: Courtroom clerk

Maintenance system: Chronological by date

Record series content: File may include date, clerk, rotation, judge, courtroom number, type of cases, etc.

Classification: 1.21.2.102 NMAC, Calendars and Schedules

File closure: Date file created

[New - 03/31/2021]

244-212 to 244-220

244-221 MEDIATION CASE FILES:

Division/unit: Mediation

Maintenance system: Alphabetical by plaintiff surname. (File label identification consists of plaintiffs' names, mediation log number, and civil court case number.)

Record series content: Records concerning lawsuits filed at Bernalillo metropolitan court where parties who are involved in the dispute opt to participate in mediation to find a solution that meets their needs. File may contain: *mediation referral*; signed *agreement to mediate*; intake sheet; scheduling and rescheduling letters (copies); case history notes; disposition (copy); mediator notes; correspondence; etc.

Classification: 1.21.2.636 NMAC, Legal Case Files

File closure: Close of calendar year for which created

Confidentiality: Portions of file may be confidential (i.e., phone numbers, case history notes).

[New - 03/31/2021]

244-222 MEDIATION CASE LOG:

Division/unit: Mediation

Maintenance system: Chrono-numerical by mediation log number (e.g., 03AUG920. The initial series of numbers indicates the year, then followed by the intake month. The number after the intake month indicates how many cases have come into the division for the year.)

Record series content: Records used to track the status of mediation cases and used to create statistical reports. Log may show number of cases, number of mediations, case (mediation) outcome (disposition), case type (i.e., landlord and tenant, consumer, debt collection, neighbor to neighbor, etc.), assigned judge, assigned mediators, etc.

Classification: 1.21.2.636 NMAC, Legal Case Files

File closure: Close of calendar year for which created

[New - 03/31/2021]

244-223 MEDIATION STATISTICS REPORTS:

Division/unit: Mediation

Maintenance system: Chronological by date report created

Record series content: Periodic reports that document the program activity of the mediation division and used to track mediation trends. Reports may show number of cases reviewed, number of case intakes, number of mediations, agreement rate, etc.

Classification: 1.21.2.118 NMAC, Reports - Statistical

File closure: Close of fiscal year for which created

[New - 03/31/2021]