

# Administrative Office of the Courts

Supreme Court of New Mexico

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## Judicial Information Division (JID)

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Additional Correspondence Address

**Standard Operating Procedure**

**Version 1.0**

*Updated: (08/2016)*

## Additional Correspondence Address

### COURT / DEPARTMENT / DIVISION

District Courts, Magistrate Courts, Metro Court, Supreme Court

### USER

Clerks, Court Staff

### PURPOSE

The ability to send notices to a single party at multiple correspondence addresses.

### NAVIGATION

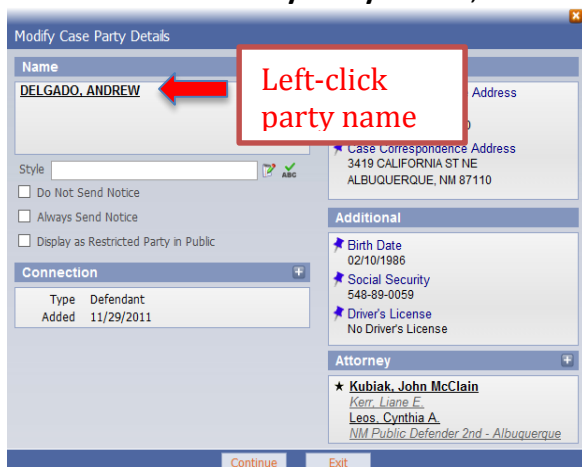
Case/Parties tab/Modify Party Details/Modify Party

### STEPS

1. On a case go to the **Parties Tab**
  - a. **Left click** on the party's name that is requiring an additional correspondence address
  - b. The **Modify Case Party Details** screen will open
  - c. **Left click** on the party name



2. Left click on the party name again from the **Modify Case Party Details** screen, which takes user to the **Modify Party** screen, or Global Party Record



- a. **Modify Party** screen, or Global Party Record

The screenshot shows the 'Modify Party' window with the following information:

- Name:** Delgado, Andrew Joey (with a search dropdown showing 'DELGADO, ANDREW' and 'Delgado, Andrew J')
- Gender:** Male
- Race:** Other
- Ethnicity:** Hispanic
- Height:** 6 Ft. 1 In.
- Weight:** 210
- Hair:** Brown
- Eyes:** Brown
- Birth Date:** 02/10/1986
- Driver's License:** NM 503501031
- Social Security:** 548-89-0059
- Current Known Addresses:** 3419 California St. NE, Albuquerque, NM 87110
- Current Known Phones:** Home: 505-323-1716, Cell: 505-889-6322
- Legacy IDs:** DF-CR1319311-1, 1054155\_albd, 1522029\_albd, 1537098\_albd, DF-CR1162609-1, DF-DV246310-1, DE-DW107311-1

3. In **Modify Party Details** window, left-click on the + sign next to 'Current Known Addresses'
  - a. Add the Additional Correspondence Address to the Add Address window and uncheck the **Current Known Address** and **Correspondence Address** boxes as they default
  - b. Then the **Additional Correspondence Address** will be available for it to be check marked
  - c. Select Continue

The screenshot shows the 'Add Address' dialog box with the following information and annotations:

- Address Type:** Non-Standard U.S. (selected)
- Line 1:** State Pen
- Line 2:** Cell 252
- Line 3:** (empty)
- City:** Santa Fe
- State:** NM
- ZIP Code:** 87505
- Start:** (empty)
- End:** (empty)
- Source:** (empty)
- Current Known Address:**  (with red box and arrow pointing to it)
- Correspondence Address:**  (with red box and arrow pointing to it)
- Remit To Address:**  (with red box and arrow pointing to it)
- Additional Correspondence Address:**  (with red box and arrow pointing to it)
- Undeliverable:**
- Confidential:**

Red annotations include: 'Uncheck these boxes' with arrows pointing to the first three checkboxes, and 'Select this checkbox' with an arrow pointing to the 'Additional Correspondence Address' checkbox. A red box highlights the '+' sign in the 'Current Known Addresses' section of the background window.

- d. On the **Modify Party** screen, a **new icon** of an envelope will be displayed next to the **address indicating** an additional correspondence address

The screenshot shows the 'Modify Party' interface with the following details:

- Name:** BOLANOS, ROBERT
- Gender:** Male
- Height:** 5 Ft. 8 In.
- Weight:** 145
- Birth Date:** 08/06/1986
- Driver's License:** NM 500092025
- Social Security:** 525-59-5466
- Address History:**
  - 1901 S Main, APT 32, Roswell, NM 88203 (Start: 4/5/2016)
  - 123 State Pen Lane, Cell #42, Santa Fe, NM 87505 (highlighted with a red box and an envelope icon)
  - 707 W 5th ST, Roswell, NM 88201
  - 304 W Alameda ST
- Current Known Phones:** Home: 575-317-4513, Cell: 575-825-4014
- Current Known E-mails:** robert.bolanos69@gmail.com

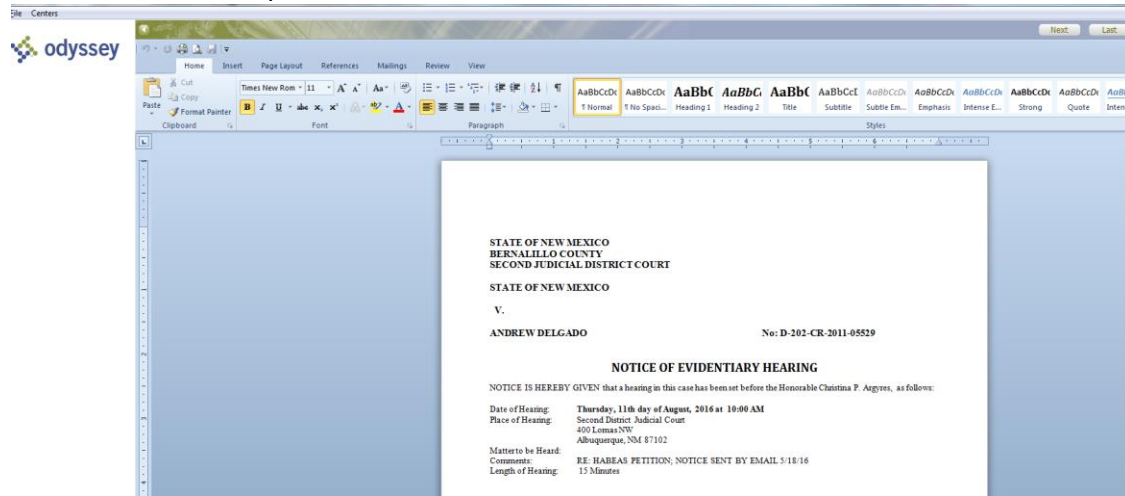
**To Print Notices:**

1. Go to the **Case Hearings Tab**
2. Select the row containing the hearing for which you want to print notices
  - a. Use the right click mouse function and select **Print / Send Notice**
3. Select one of the notices of hearing (by clicking on one of the selections in the box)
  - a. The form will merge and the notice will be able to be edited and printed
4. Check the **Print Preview** option at the top of this Notice Setup Box

The 'Select a Notice Setup' dialog box contains the following options:

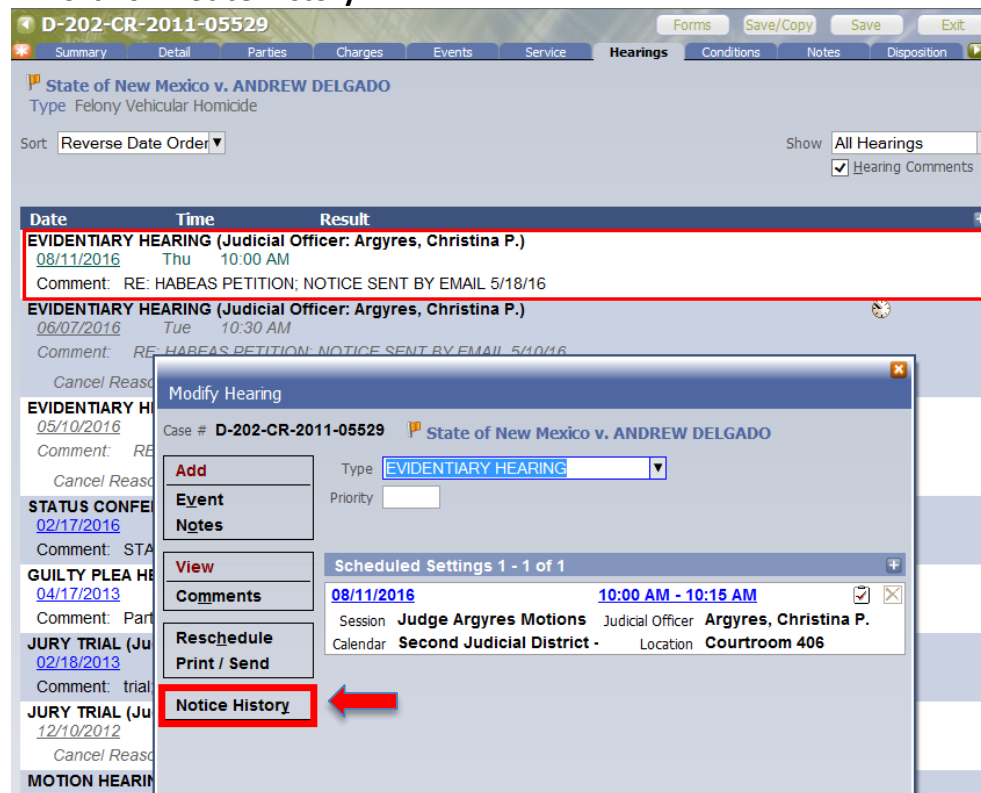
- Print Preview** (highlighted with a red box)
- Print Prompt
- NOH for Childrens Court Hearing Officer - Criminal
- NOH for Childrens Court Judge - Criminal
- NOH for Childrens Court Judge - Criminal (Filestamp)
- Notice of Hearing - Hearing Officer
- Notice of Hearing - Hearing Officer (Filestamp)
- Notice of Hearing - Hearing Officer (Filestamp)
- Notice of Hearing - Judge (highlighted)
- Notice of Hearing - Judge - Filestamp - 2nd All Attorneys

## 5. Preview notice and print



### To View Notices:

1. Go to **Hearings** tab, click on a Hearing
2. Click on **Notice History**



- a. The **Show Notice History** window will be displayed; the **Additional Correspondence Address History** is listed

The screenshot shows a window titled "Show Notice History" with a table of records. The table has four columns: Name, Date, Recipient Name, and Address. One row is highlighted with a red border.

Name	Date	Recipient Name	Address
Desantis, DeZ... Wheeler, Julie	08/11/2016	Kubiak, John McClain Delgado, Andrew Joey	2710 San Mateo Blvd., N.E. Albuquerque, NM 87110 3419 CALIFORNIA ST NE ALBUQUERQUE, NM 8711
Wheeler, Julie	08/11/2016	Treich, Gerard William, Jr.	520 Lomas NW Albuquerque, NM 87102
Wheeler, Julie	08/11/2016	Kubiak, John McClain	2710 San Mateo Blvd., N.E. Albuquerque, NM 87110
Wheeler, Julie	08/11/2016	Delgado, Andrew Joey	3419 CALIFORNIA ST NE ALBUQUERQUE, NM 8711
Wheeler, Julie	08/11/2016	Delgado, Andrew Joey	State Pen Cell #252 Santa Fe, NM 87505
Wheeler, Julie	08/11/2016	Treich, Gerard William, Jr.	520 Lomas NW Albuquerque, NM 87102
Wheeler, Julie	08/11/2016	Kubiak, John McClain	2710 San Mateo Blvd., N.E. Albuquerque, NM 87110

Buttons: Print, Exit