

# Administrative Office of the Courts

Supreme Court of New Mexico

Arthur W. Pepin, Director



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

## Judicial Information Division (JID)

---

Journal Entry Updates  
**Standard Operating Procedure**  
**Version 1.0**  
*Updated: (09/2016)*

## Journal Entry Updates

### COURT / DEPARTMENT / DIVISION

District Courts, Magistrate Courts, Metro Court, Supreme Court

### USER

TCAAs, Clerks, and Court Staff

### PURPOSE

Clients need the ability to add multiple journal entries to courtroom minutes during a hearing. The following update applies: The Add Journal Entry dialog box is updated.

### NAVIGATION

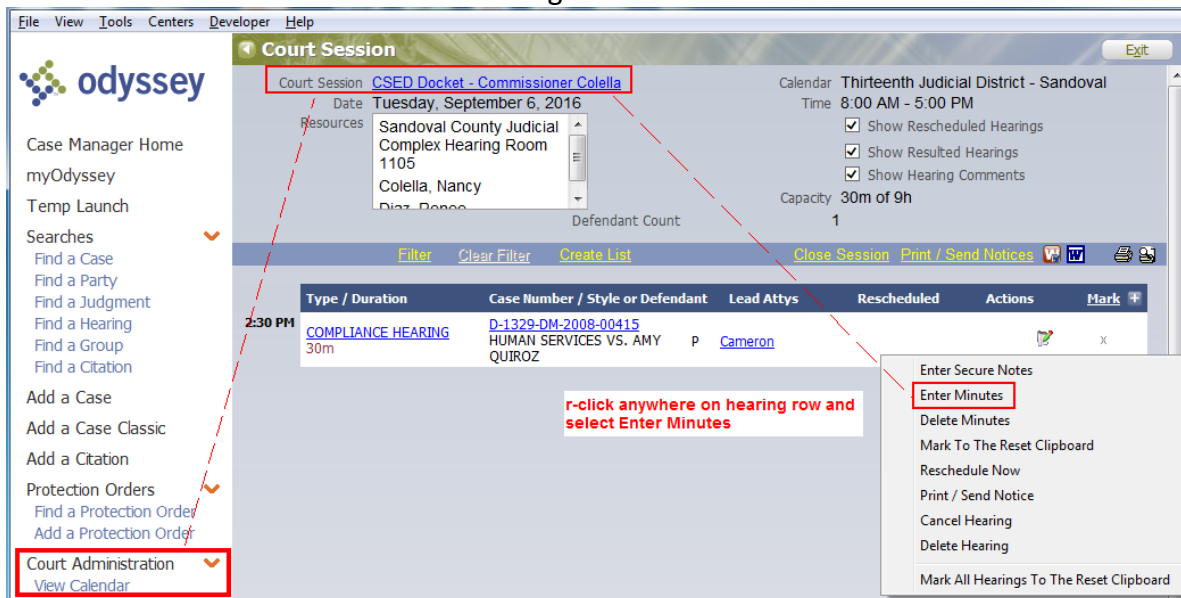
Odyssey/View Calendar/Inside Court Session/Minute Entry/Journal Entry

### NUMBERED STEPS

Journal entries allow you to enter notes on the hearing during the hearing session in the courtroom.

To add journal entries:

1. Access courtroom minutes by:
  - a. Access Court Calendar.
  - b. Click into a specific session.
  - c. Inside Session r-click on hearing row and select Enter Minutes.



## 2. Click Add Journal

3. Select a journal entry type if preferred, it is not required.
4. Type the journal entry in the free-text field.
5. Click Save to save the entry, or Add Next to add multiple journal entries.

Option	Description
<b>Add Next</b>	Click this button to add multiple journal entries.

Journal entries may be accessed as needed throughout the hearing. Each time an entry is added, it receives a time stamp.

6. After completing Journal Entry/Entries, complete the Courtroom Minute and Save.

Courtroom Minutes for Case # D-1329-DM-2008-00415

**HUMAN SERVICES VS. AMY QUIROZ**  
Type Domestic Matters Miscellaneous

Result 09/06/2016 2:30 PM Defendant Info **View Journal** Add Journal

Type COMPLIANCE HEARING Result Held Parties Present Multiple

Start End Dur Comment

Resources Load Hearings Select Warrants

Type	Resource
Hearing Room	Sandoval County Judicial
Hearing Officer	Colella, Nancy
Administrative Assistant	Diaz, Renee

Add Bond Setting Amend Bond Setting

Bonds Convert Add Attorney Modify Attorney

Interim Conditions Exhibits

Save/Copy **Save** Exit Forms

7. Once the Journal Entry is saved the View Journal (yellow) hyperlink is accessible. Click on the link to for view, edit and print the Journal Entry/Entries.

Courtroom Minutes for Case # D-1329-DM-2008-00415

**HUMAN SERVICES VS. AMY QUIROZ**

View Journal

Journal		
Time	Follow up	Entry
3:35 PM		next
3:35 PM		test
3:34 PM		Notes: Testing

left click on any Journal Entry to edit

Clear All Exit **Print**