

Administrative Office of the Courts

Supreme Court of New Mexico

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Judicial Information Division (JID)

Citation Entry
Standard Operating Procedure
Version 1.0
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Citation Entry

COURT / DEPARTMENT / DIVISION

All Courts

USER

All Court personnel

PURPOSE

To enter a Traffic Citation in Odyssey

STEPS

1. On the Navigation bar click on Add a Citation

The screenshot displays the Odyssey Case Manager Home interface. At the top, there is a navigation bar with 'File', 'View', 'Tools', 'Centers', and 'Help'. Below this is the 'Case Manager Home' header with a sub-menu containing 'Cases', 'Warrants', 'Bonds', 'Parties', 'Citations', and 'Protection Orders'. The main content area features a 'quick links' section with several categories: 'court administration', 'fees & finances', 'reporting', 'user preferences', and 'administration'. A red arrow points to the 'Add a Citation' option in the left-hand navigation menu.

File View Tools Centers Help

Case Manager Home

myOdyssey

Searches

- Find a Case
- Find a Party
- Find a Hearing
- Find a Group
- Find a Citation

Add a Case

Add a Case Classic

Add a Citation

Protection Orders

- Find a Protection Order
- Add a Protection Order

Court Administration

- View Calendar
- View Resource Schedule
- Find Available Sessions
- Print / Send Notices
- Print Resource Letters
- Move Multiple Case Files
- Set Committal Hearings

Fees & Finances

- Find an Account
- Sign On to a Till
- Take a Misc. Payment
- Find a Receipt
- Find a Disbursement

Case Manager Home

Cases Warrants Bonds Parties Citations Protection Orders

quick links

- Find a Case
- Add a Case
- Add a Case Classic
- Copy a Case

court administration

Go here to schedule hearings, generate notices, and prepare calendars.

fees & finances

Go here to assess fees, take payments, post financial corrections and disburse monies collected by your office.

reporting

Go here to produce reports of the various functions of your office including statistical, financial, and monthly reports.

user preferences

Go here to set or update your user preferences.

administration

Go here to perform administrative tasks such as maintenance of codes, users, attorneys, and other special

2. In the Select Location window, select the appropriate court
3. The case category Criminal automatically displays, select the case type



4. On the Add a New Citation window the case type automatically defaults to the selected case type. Enter the Agency from the drop down menu, Citation Number, Offense Date, Offense Time and Ticket Date from the citation

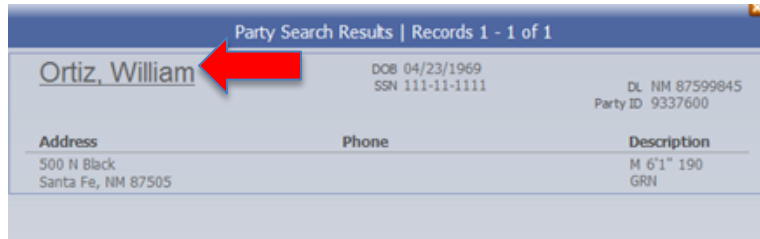
Note: Enter all information from the citation; the blue fields are required.

The screenshot shows the 'Add a New Citation' window with the 'Citee' tab selected. The 'Find Party' button is highlighted. The 'Person' radio button is selected. The 'Last Name' field is highlighted. The 'Agency' is 'Artesia Police Department', 'Case Type' is 'Traffic', 'Citation #' is '123456789', 'Off Date' is '05/13/2016', 'Time' is '2:15 PM', and 'Ticket Date' is '05/13/2016'.

5. On the Citee tab, click on Find Party to search for the party
6. On the Find a Party window, enter party identifiers and click Search

The screenshot shows the 'Add a New Citation' window with the 'Find A Party' window open. The 'Search by Party Information' section is visible, with the 'Person' radio button selected. The 'Last Name' field is 'Ortiz', 'First & Middle' is 'William', and 'Date of Birth' is '04/23/1969'. The 'Search' button is highlighted. The 'Agency' is 'Artesia Police Department', 'Case Type' is 'Traffic', 'Citation #' is '123456789', 'Off Date' is '05/13/2016', 'Time' is '2:15 PM', and 'Ticket Date' is '05/13/2016'.

- a. If the party exists, click on the party name that matches the identifiers on the citation; match identifiers by verifying DL#, DOB, SS#, Address, Phone, Description



- i. The Party name will auto-populate on the Citee tab; enter all information about the citee from the citation

Add a New Citation

Agency: Artesia Police Department | Case Type: Traffic

Citation #: 123456789 | Subtype: | Off Date: 05/13/2016 | Time: 2:15 PM | Ticket Date: 05/13/2016

1. Citee

Person Nickname Business

Last Name: Ortiz
First Name: William
Middle Name: | Suffix: |

2. Vehicle

3. Incident

4. Charges
1 Violation

Standard Standard With Attn. Non-Standard U.S. Foreign

No. 500 | N | St. Black | Unit: | No. | City: Santa Fe | State: NM | ZIP Code: 87505

Use Separate Correspondence Address

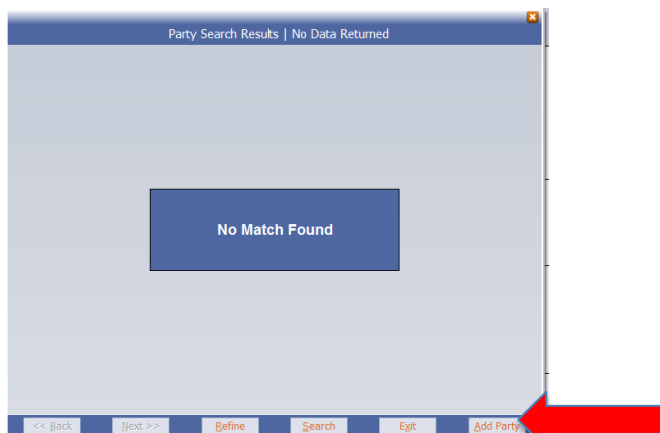
Standard Standard With Attn. Non-Standard U.S. Foreign

No. | St. | Unit: | No. | City: | State: | ZIP Code: |

State: NM | DL Number: 87599845 | DOB: 04/23/1969 | Type: |

SSN: 111-11-1111 | Gender: Male | Height: 6 | Ft. | In. | Weight: 190 | Eyes: Green

- b. If the party is not found, or displayed names do not match identifiers, click Add Party



- i. On the Add a New Party window, enter all information about the citee from the citation, then click Save

Add A New Party

Person Nickname Business

Title: | Date of Birth: 04/23/1969 | Date of Death: | Gender: Male | Race: | Ethnicity: |

First: William | Middle: | Last: Ortiz | Suffix: |

Identifiers

Driver's License: 87599845 | State: NM | Social Security: 111-11-1111

Address

Standard U.S. Standard U.S. with Attn. Non-Standard U.S. Foreign

No. 500 | North | St. Black | Unit: | No. | City: Santa Fe | State: NM | ZIP Code: 87505

Phones and E-Mail

Home: | Ext: | Work: | Ext: | Fax: | Ext: | Cell: | E-Mail: |

Save | Advanced

7. Click on the Vehicle tab, enter the vehicle information from the citation

The screenshot shows the 'Add a New Citation' form with the 'Vehicle' tab selected. A red arrow points to the '2. Vehicle' tab. The form contains the following information:

- Agency: Artesia Police Department
- Case Type: Traffic
- Citation #: 123456789
- Subtype: (empty)
- Off Date: 05/13/2016 12 Fri
- Time: 2:15 PM
- Ticket Date: 05/13/2016 12 Fri
- 1. Citee: Ortiz, William, 500 N Black, Santa Fe NM 87505, NM- 87599845
- Veh License #: 355 FAN
- State: NM
- Year: 2006
- Color: Blue
- Type: Passenger
- Make: Toyota
- Model: Camry
- Commercial Vehicle: No
- Hazardous Material: No
- Passengers (16 or more): No
- DOT #: (empty)
- 4. Charges: 1 Violation

8. Click on the Incident tab, enter the incident information from the citation

The screenshot shows the 'Add a New Citation' form with the 'Incident' tab selected. A red arrow points to the '3. Incident' tab. The form contains the following information:

- Agency: Artesia Police Department
- Case Type: Traffic
- Citation #: 123456789
- Subtype: (empty)
- Off Date: 05/13/2016 12 Fri
- Time: 2:15 PM
- Ticket Date: 05/13/2016 12 Fri
- 1. Citee: Ortiz, William, 500 N Black, Santa Fe NM 87505, NM- 87599845
- 2. Vehicle: NM - 355 FAN, 2006 Toyota
- 3. Incident: CHAVEZ, LARRY
- Traffic: Light
- Weather: Clear
- Road Condition: Dry
- Lighting: Light
- Accident: No
- MVA #: (empty)
- Construction Zone:
- Rural Highway:
- Safety Corridor:
- Badge #: 1101
- District: (empty)
- Mile Marker: (empty)
- Tribal Land:
- Location of Violation: Cerrillos Rd and St Francis Drive
- Officer: CHAVEZ, LARRY
- Comments: (empty)
- Arrested: No
- Location: Eddy County Magistrate Court in Artesia
- Appear By: 06/20/2016 12
- File Date: 5/19/2016 12

9. Click on the Charges tab, enter the charges from the citation and click on Save

The screenshot shows the 'Add a New Citation' form. At the top right, the 'Save' button is circled in red. The form contains the following fields:

- Agency: Artesia Police Department
- Case Type: Traffic
- Citation #: 123456789
- Subtype: [dropdown]
- Off Date: 05/13/2016
- Time: 2:15 PM
- Ticket Date: 05/13/2016

The main form area is divided into sections:

- 1. Citee**: Ortiz, William; 500 N Black; Santa Fe NM 87506; NM-87890-45. Fields include # (1), STN, Code (4190), Degree (Petty Misdemeanor), and Description (Speeding (Over by 16-20)).
- 2. Vehicle**: NM-355 FAN; 2008 Toyota. Fields include Statute (66-7-301), GOC, Speed Amount (37), and Speed Limit (25).
- 3. Incident**: CHAVEZ, LARRY. Fields include Fine (0) and Prosecuting Agency.
- 4. Charges**: 1 Violation. A red arrow points to this tab.

10. Case Filed window will display case information, including Judge assignment

11. To enter additional citations, under Add Another Citation, click on Same Case

The screenshot shows the 'Case Filed' window with the following information:

- Case ID: M-18-TR-2016-00514
- Category: criminal
- Type: Traffic
- Filed On: 5/19/2016
- Case Name: State of New Mexico v. William Ortiz
- Assignment: Eddy County Magistrate Court in Artesia, Reyes, Daniel, Jr.

On the right side, there are two sections:

- quick links**: Edit Case, Add Fees, Add Hearing, Print Label.
- add another citation**: Same Type, New Type, Fees / Same, Same Citee, Same Case. A red arrow points to the 'Same Case' option.

A 'Done' button is located at the bottom center of the window.

12. Enter the Citation number and charge for the second citation, click on Save

1. Citee
Citee # 2
Code 6852
Degree Petty Misdemeanor
Description No Insurance
Statute 66-5-205
GOC

13. Enter additional citations by clicking on Same Case until all citations have been entered

14. On the Case Filed window, click Done

Case Filed
M-18-TR-2016-00514
criminal
Traffic
Filed On 5/19/2016
State of New Mexico v. William Ortiz
assignment
Eddy County Magistrate Court in Artesia
Reyes, Daniel, Jr.
Done

15. Go to the Charges Tab on the case and verify the citations are listed on the case

| Charge | Citation | Case Filing | Date | Case Number |
|--|--------------------------|-----------------------------|------------|-------------|
| 1. Speeding (Over by 16 - 20) 05/13/2016 2:15 PM (PM) 66-7-301 (4190) | Citation | Case Filing | 05/13/2016 | 123456789 |
| 2. No Insurance 05/13/2016 2:15 PM (PM) 66-5-205 (6852) | Citation | Case Filing | 05/13/2016 | 3698745 |