

# Administrative Office of the Courts

Supreme Court of New Mexico

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## Judicial Information Division (JID)

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Initiating a New Contempt Case  
in District Court  
**Standard Operating Procedure**  
**Version 1.0**  
*Updated: (05/2017)*

## Title of Procedure

### COURT / DEPARTMENT / DIVISION

This procedure is for District Courts.

### USER

This procedure is for clerks who create contempt cases.

### PURPOSE

This procedure should be followed when the clerk needs to create a new contempt case.

### NAVIGATION

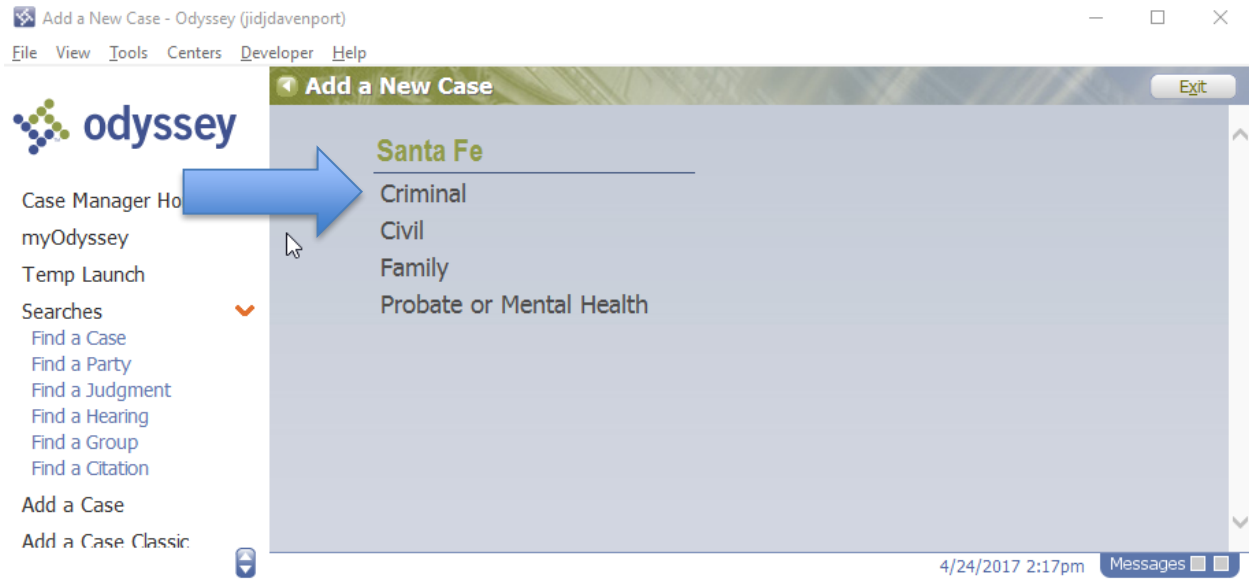
From the home page of Odyssey, click on “Add a Case” or “Add a Case Classic”.

### NUMBERED STEPS

1. In District Court, when a contempt case is filed against someone other than a defendant in an existing criminal case, a new contempt case must be created.
2. Click on “Add a Case” or on “Add a Case Classic”.

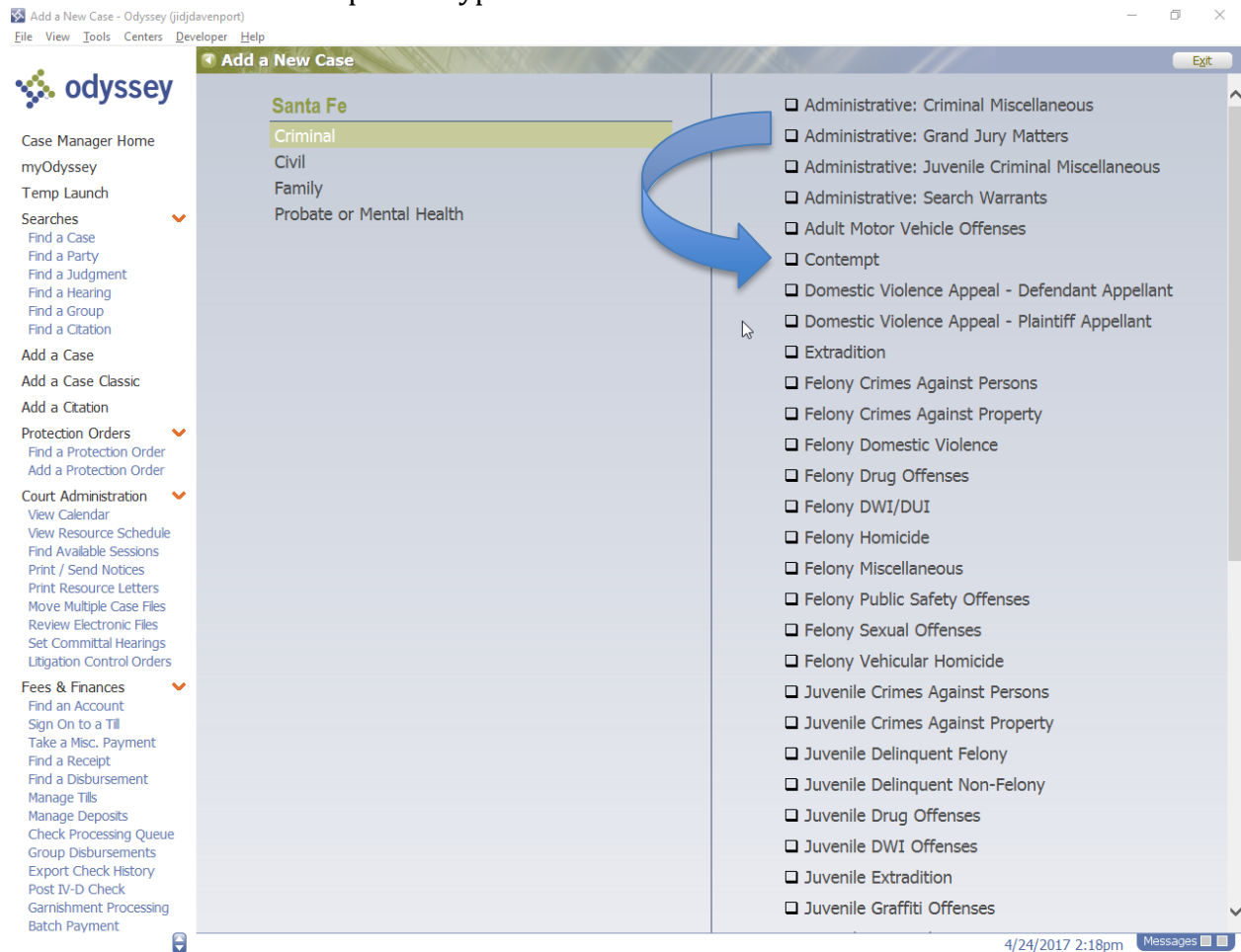
The screenshot shows the Odyssey Case Manager Home interface. The title bar reads "Case Manager Home - Odyssey (jijdavenport)". The main content area features a "quick links" section with a blue arrow pointing to the "Add a Case" link. Below this are sections for "court administration", "fees & finances", "forms & documents", "reporting", "user preferences", and "administration". The left-hand navigation menu also has a blue arrow pointing to the "Add a Case" link. The status bar at the bottom shows the date and time as "4/21/2017 10:41am" and a "Messages" icon.

3. That brings up the window to select the category of case. Select "Criminal".



4. Selecting the Criminal category, brings up the case types that are available under the criminal category.

5. Select the Contempt case type



## 6. That opens the Add a New Case window to the Details Tab.

The screenshot shows the 'Add a New Case' window with the following details:

- Type:** Contempt
- Style:** [Empty]
- Case Type:** Contempt
- Subtype:** [Empty]
- File Date:** 04/24/2017
- Security:** [Empty]
- Case Assignment:** Case Number: System Assigned, Court: Santa Fe, Date Assigned: 04/24/2017, Judicial Officer: System Assigned
- Hearing Officer Assignment:** Date Assigned: [Empty], Hearing Officer: [Empty]
- Case Cross Reference Numbers:** Number: [Empty], Type: [Empty]
- Case Status:** Status: Pending, Date: 04/24/2017, Comment: [Empty]
- Related Cases:** [Empty]

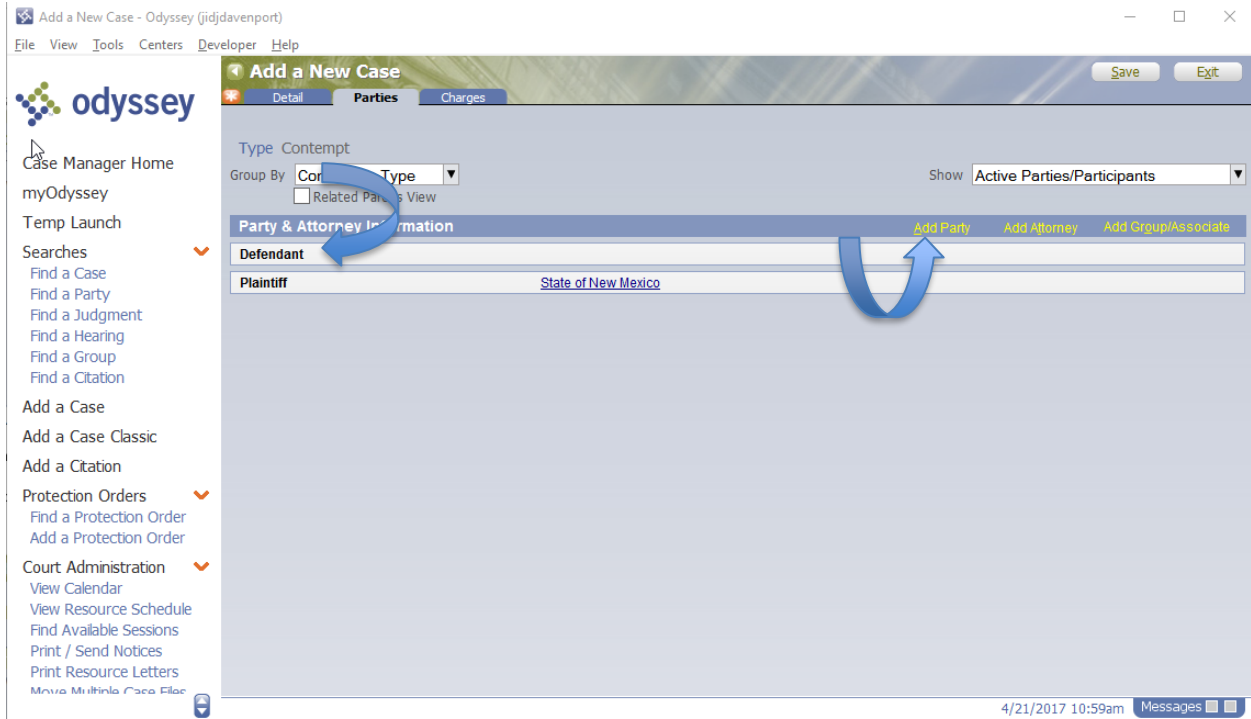
- The File Date will default to the current date.
- The Judge Assignment date will default to the current date.
- The case status date will default to the current date.
- Odyssey will generate the case number.
- There is nothing to add on the Details Tab unless you have the case number of an existing case to relate to this new case. For example, if the contempt incident arose from another case, that case should be related to this new contempt case.

The screenshot shows the following details:

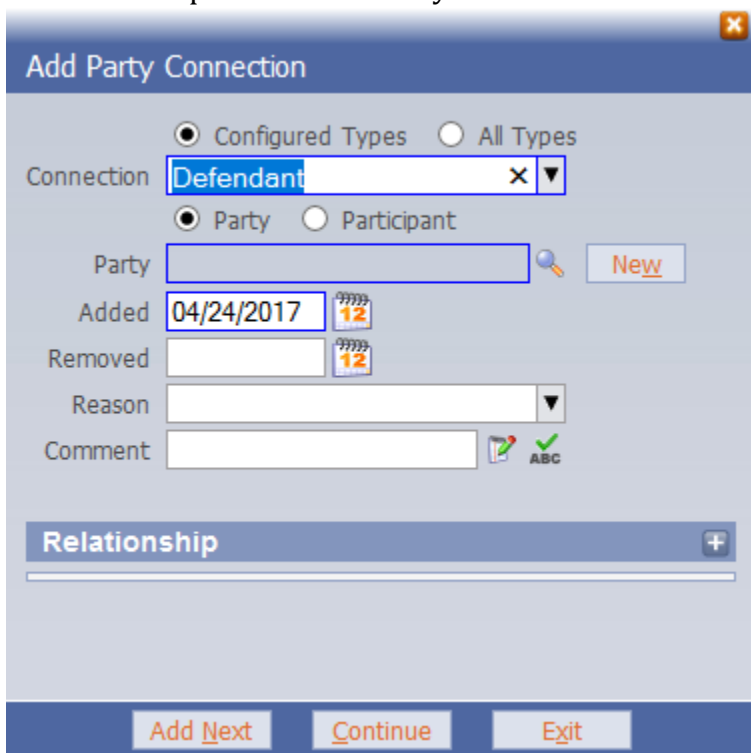
- Case Status:** 04/24/2017 Pending
- Related Cases:**

Case Number	<a href="#">D-101-DM-2009-00436</a>	Court	Santa Fe
Comment	Resondent cited for contempt	Reason	Other
Style	STATE OF NEW MEXICO VS MIGUEL MEDRANO	Filed	05/13/2009
		Status	Reopened

- Click on the Parties Tab to add the Defendant. You can click on the yellow hyperlink "Add Party" or right click on the word "Defendant".



13. That opens the Add Party Connection window.



14. The screen will default to Configured Types. Click on the Drop Down arrow to select Defendant.

15. Click on the magnifying glass to search for the defendant.

16. Enter the party's name and click on search. If the party already exists in the system, you should select the party from your search results. If the party does not yet exist, click on "Add Party."

The screenshot shows a window titled "Find A Party" with a search form. The form includes radio buttons for "Person" (selected), "Nickname", and "Business". There is a checkbox for "Use Soundex". The search criteria are: Last Name: medrano; First & Middle: miguel; Date of Birth: 10/09/1972; Death: (empty); Driver's License: (empty); Person ID: (empty). At the bottom, there are buttons for Search, Clear, Exit, Use Advanced Search, and Add Party.

17. Selecting the party from the search results takes you back to the Add Party Connection window with the defendant now appearing as the party. Click the Continue button to return to the Parties Tab.

The screenshot shows a window titled "Add Party Connection". It has radio buttons for "Configured Types" (selected) and "All Types". The "Connection" dropdown is set to "Defendant". There are radio buttons for "Party" (selected) and "Participant". The "Party" field contains "MEDRANO, MIGUEL" with a search icon and a "New" button. The "Added" date is 04/24/2017. There are fields for "Removed" and "Reason". A "Comment" field has a save icon and "ABC" text. At the bottom, there is a "Relationship" section with a "+" sign and buttons for "Add Next", "Continue", and "Exit".

18. Click on the Charges Tab to add the contempt charge. Click on the + sign to add the charge. Use charge code 5732. The degree is a misdemeanor, and that is the fee schedule that should be assessed if the defendant is found guilty.

**Add Charge Detail**

**Detail** Arrest / Filing Additional

**Charge Detail for Defendant: MEDRANO, MIGUEL**

Jurisdiction  STN

#  Prosecuting Agency

Code  Degree  GOC

Statute  Description

Off. Date  Time  Fine

To  To  Bond

On or About  At or About Bond Type

**Additional Statutes**

Type	Statute	Description
No Additional Statutes exist. Click the add icon to add a new Additional Statute.		

[Continue](#) [Exit](#)

19. When the charge has been entered, click on the Continue button to return to the Charges Tab.
20. Once all the information regarding the defendant and the charge have been entered, click on the Save button to save the case and generate the case number and Judge assignment.

**Case Filed**

D-101-CR-2017-00094

**criminal**

Contempt  
Filed On 04/24/2017

State of New Mexico v. MIGUEL MEDRANO

**assignment**

Santa Fe  
Sommer, Mary Marlowe

**quick links**

- ▶ Edit Case
- ▶ Add Fees
- ▶ Print Label

**add another case**

- ▶ Same Type
- ▶ Same Party
- ▶ New Type

[Done](#)

21. For District Courts, these contempt cases will generate a CR case number, like all other adult criminal cases.
22. Judge assignments will come from the misdemeanor assignment pool.
23. The opening event will be defaulted when the case is created. The case can be opened by either an order for direct contempt or a complaint for indirect contempt. But in either scenario the opening event will be 1538 OPN: Contempt.