

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)

District Court Extradition Cases
Standard Operating Procedure

Version 1.0

Updated: (05/2018)

Title of Procedure

COURT / DEPARTMENT / DIVISION

This procedure is for District Courts.

USER

This procedure should be followed by District Court Clerks.

PURPOSE

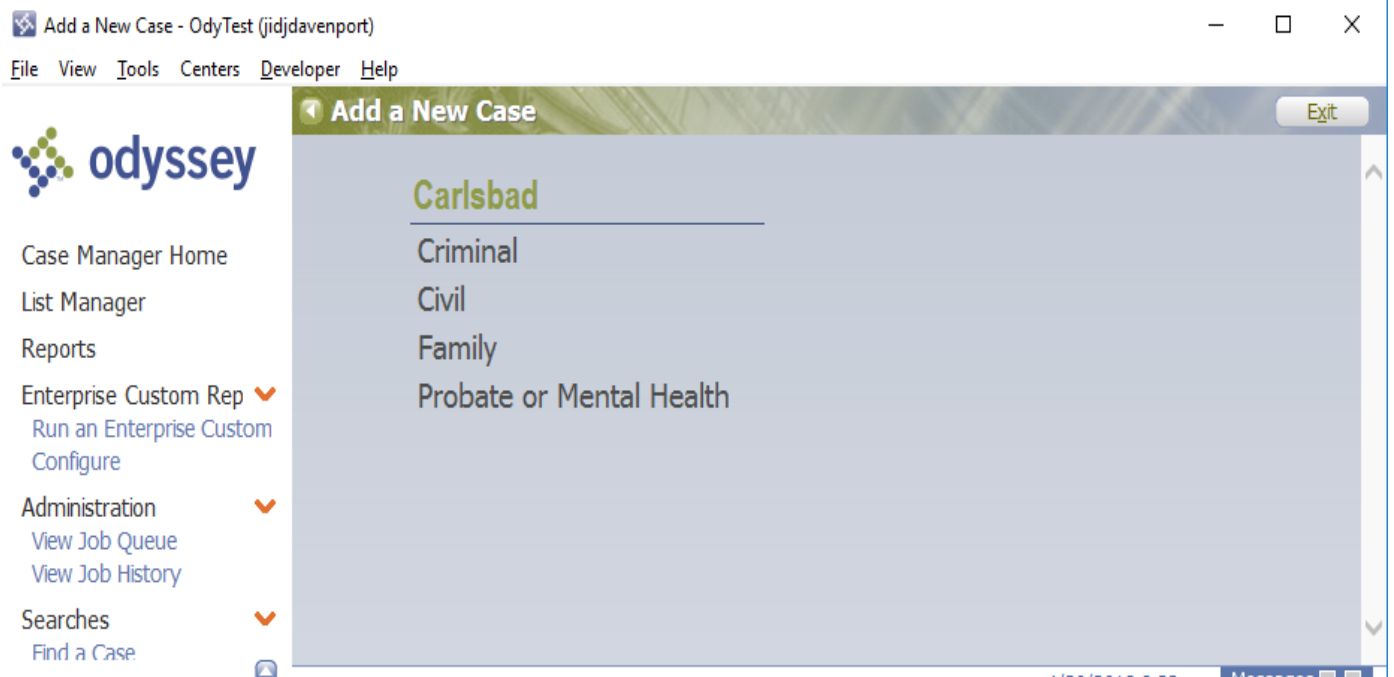
The purpose of the procedure is to provide a guide for initiating and processing Extradition cases.

NAVIGATION

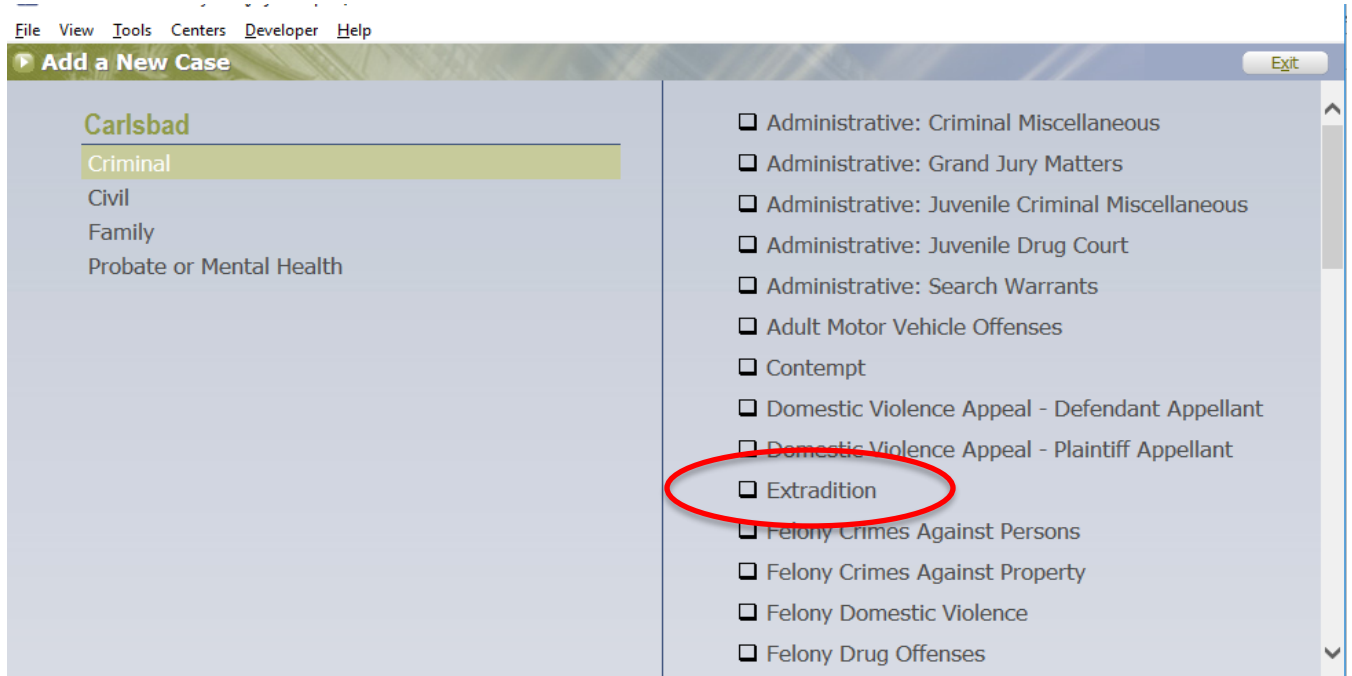
From the main menu click on “Add a Case”. Select the correct node, if it does not default. (If the clerk has rights to add cases at more than one location, the node will not default and must be selected.) When the node is selected the “Add a New Case” window will open.

NUMBERED STEPS

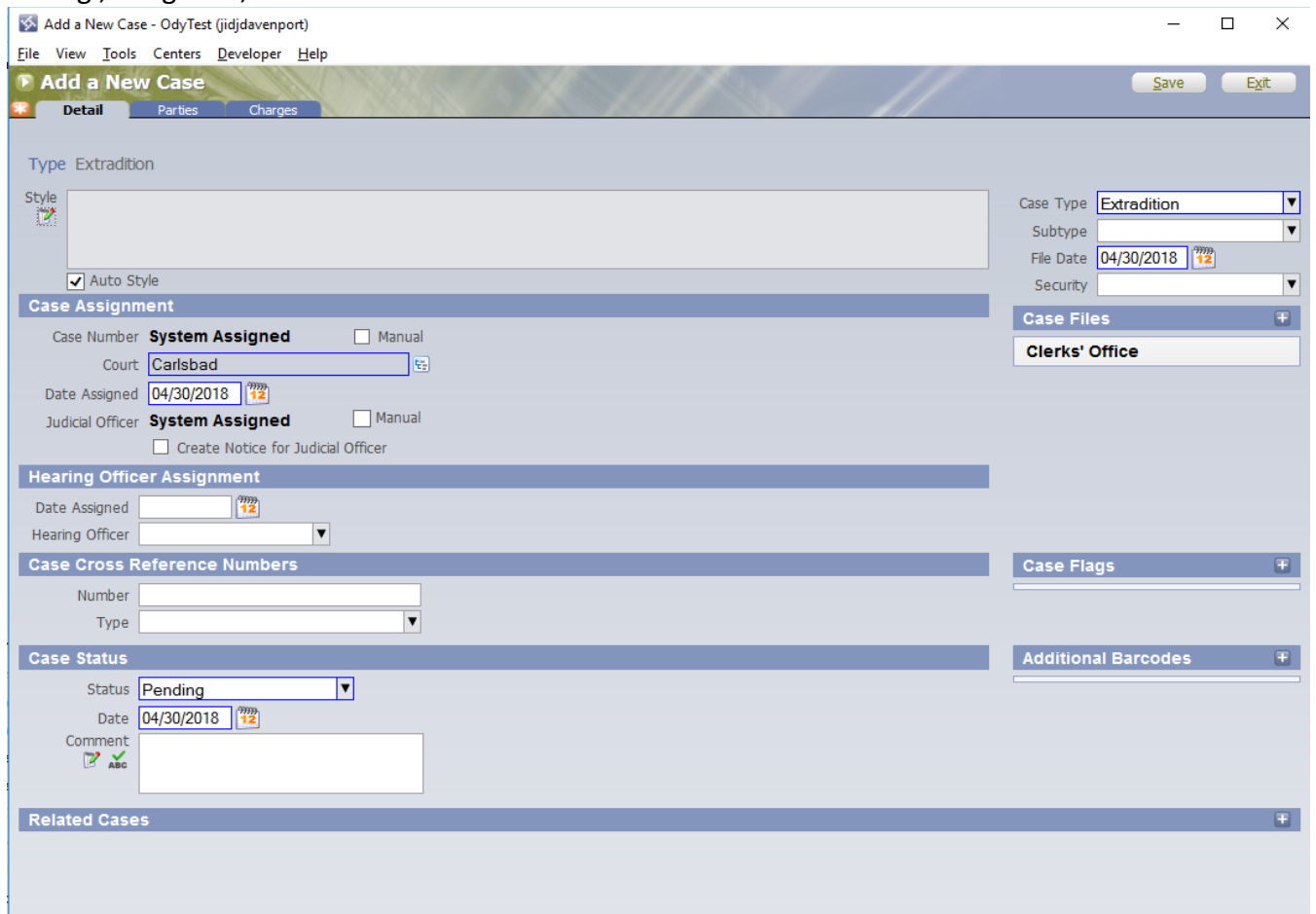
1. Select Criminal



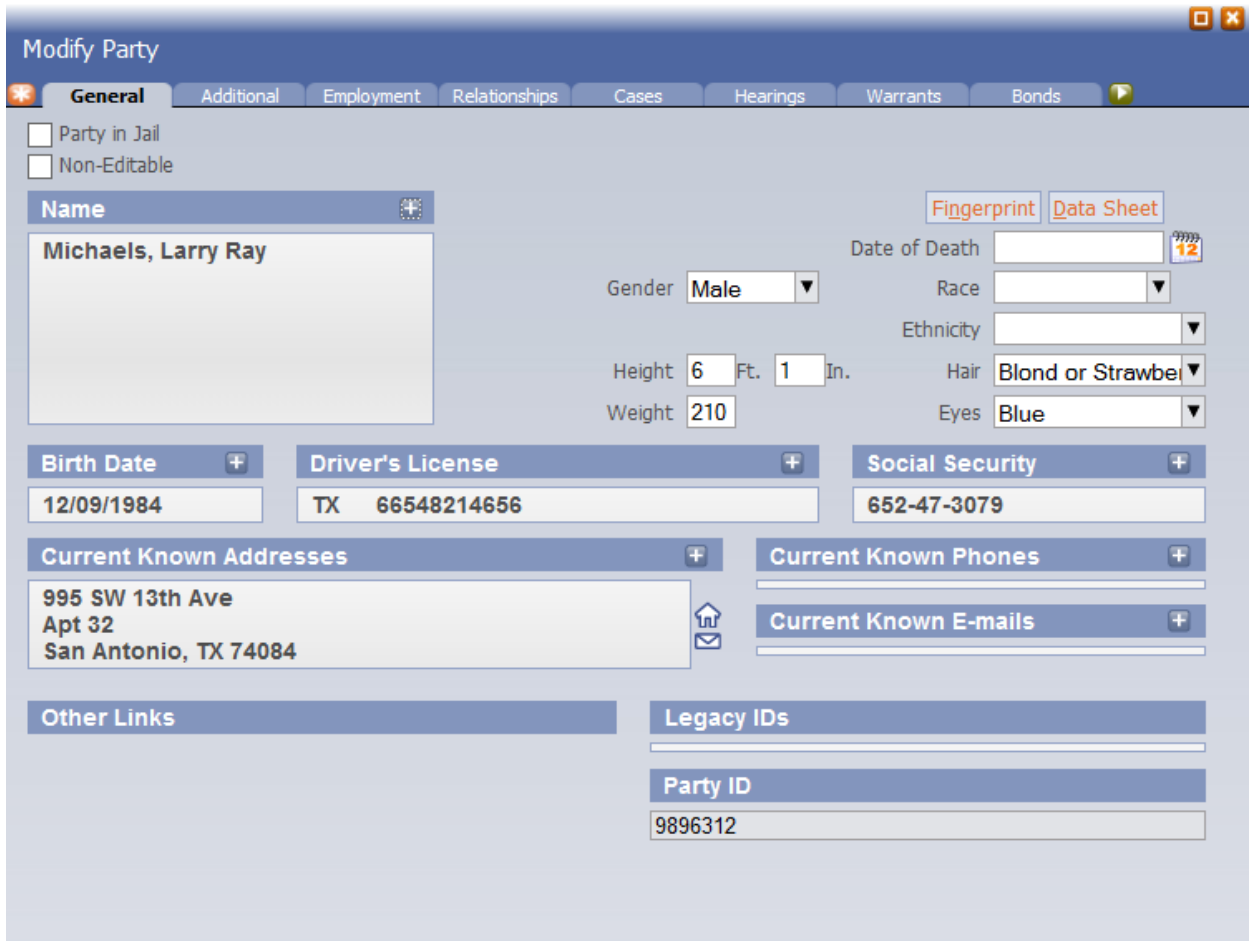
2. Select the Extradition case type



3. Let the information default on the Detail Tab, changing any information that is necessary, e.g., filing date, etc.



4. Click on the Parties Tab to add the defendant.
5. Add the defendant, making sure to add any and all identifying personal information.



- Click on the Charges Tab. To add the charge, click on the + sign. With the cursor in the 'Code' field, hit F4 and search on the word 'fugitive'. Select the appropriate charge.

Select Codes

Code/Desc: Group: Source:

Statute: Degree: Sort:

Type: Owner: Save My Settings

Code	Description	Statute	Degree
1. 6545	Fugitive from Justice	31-4-2	F4
2. 1642	Out of State Fugitive	31-4-13	F4

[Get All Codes](#) 2 Results - Page 1 of 1

<<Back Next>> Search Exit

D-503-ER-2018-00001 - OdyTest (jidjdavenport)

File View Tools Centers Developer Help

D-503-ER-2018-00001 Forms Save/Copy Save Exit

Summary Detail Parties **Charges** Events Service Hearings Conditions Notes

State of New Mexico v. Larry Ray Michaels
Type Extradition

Charges Amend Transfer Renumber Citation +

Michaels, Larry Ray

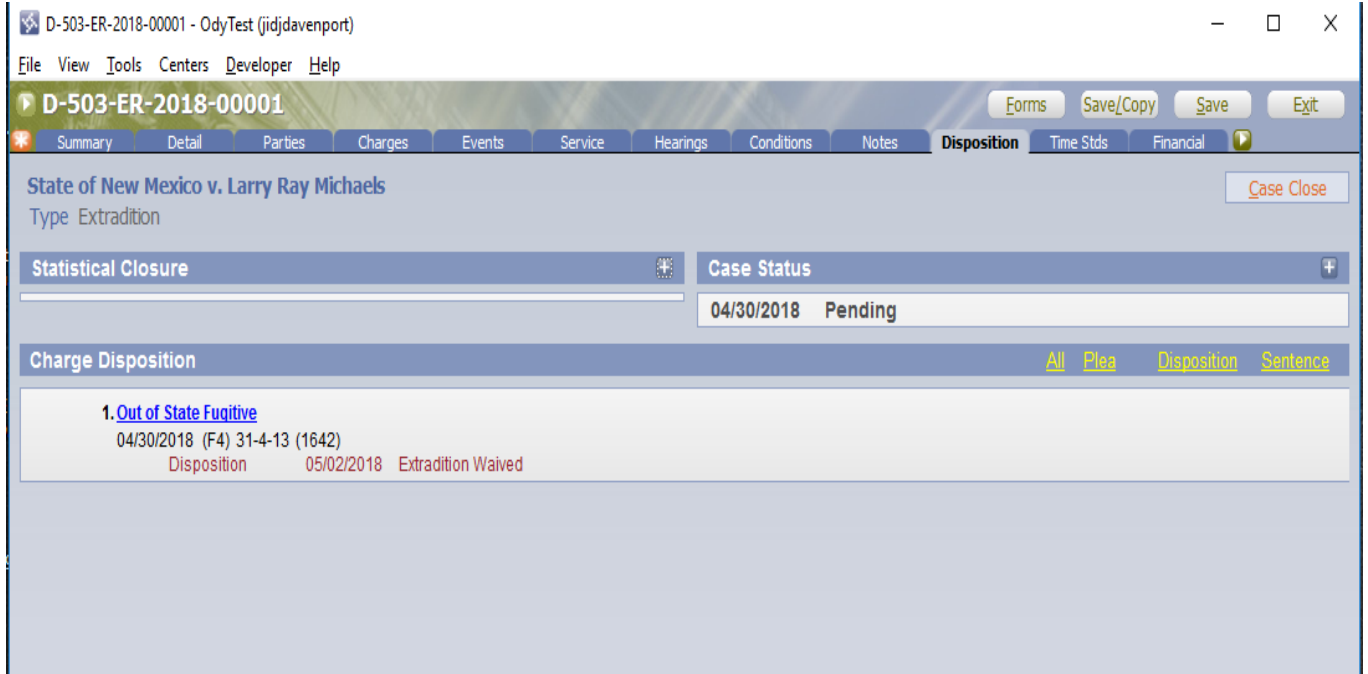
1. Out of State Fugitive
04/30/2018 (F4) 31-4-13 (1642)
★ [Case Filing](#) 04/30/2018

- Use the filing date as the Offense Date.

8. Docket the appropriate opening event (“OPN:”), depending on the pleading –
 - a. Event #1505 OPN: Fugitive Complaint, when a Fugitive Complaint has been filed;
 - b. Event #1518 OPN: Governor’s Warrant, when a Governor’s warrant has been filed;
 - c. Event #1513 OPN: Petition, when a Petition for Advisement of Rights and Commitment has been filed.
9. Process the case like any other criminal case, adding attorneys, hearings, pleadings and other activities as they occur.
10. Schedule a “Fugitive Arraignment” (code 4516) as the arraignment hearing type.



11. If the defendant enters a waiver of extradition, docket the waiver (event 8710 Extradition Waiver).
12. When disposing of the charge, once the case has been adjudicated use one of the following disposition codes –
 - a. OEXD for Extradition Denied
 - b. OEXG for Extradition Granted
 - c. OEXO for Extradition Other
 - d. OEXW for Extradition Waived



13. Close the case through the “Case Close” button on the Disposition Tab with one of the following “CLS:” codes --
 - a. Event #3493 CLS: Extradition
 - b. Event #3539 CLS: Nolle Prosequi (when the extraditing State or County drops the charge and declines to extradite)
 - c. Add descriptive text according to the Court’s policy.

