

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)

Issuing Juvenile Traffic Bench
Warrant
Standard Operating Procedure
Version 1.0
Updated: (02/2017)

Title of Procedure

COURT / DEPARTMENT / DIVISION

Procedure for Magistrate Courts

USER

All Court personnel with rights to issue warrants

PURPOSE

Use this procedure when issuing a bench warrant for a Juvenile with traffic related charges in Magistrate Court. Add reminder DUE Event to Re-Issue as an Adult Warrant for tracking purposes.

BASIC INFORMATION ON ISSUING WARRANTS:

Bench Warrants issued in Odyssey for Magistrate courts must follow specific guidelines so they will print correctly and so they will be consistently issued across the state.

1. Bench Warrants are issued and tracked through the **Warrants** tab. Warrant events should never be docketed individually in the **Events** Tab.
2. Only two possible bench warrants may be issued from Odyssey:
Bench Warrant
Juvenile Traffic – BW
3. Issuing either type of bench warrant will cause the 6 month rule date to be concluded.
4. With the exception of a bench warrant strictly for failure to pay as described in 5 A below, each bench warrant that is issued must have a minimum of two **conditions**.
 - A. One condition specifies the type of bond or release.
Choices are:
 - Cash at 10% of bond Amount must be entered
 - Cash at 20% of bond Amount must be entered
 - Cash only bond Amount must be entered
 - Cash or surety bond Amount must be entered
 - Hold without bond To be used for probation violation warrants
 - Secured bond of Amount must be entered
 - Release on personal recognizance
 - Release on unsecured appearance bond

- B. The second mandatory condition must specify the reason the warrant is issued. Choices are:
- Contempt of court
 - Failure to appear as ordered by this court
 - Failure to appear at first offender program
 - Failure to appear based on conditions of release
 - Failure to appear by subpoena
 - Failure to comply w/specialty court
 - Failure to comply with conditions of probation
 - Failure to pay fines and costs
 - Previous conditions of release should be revoked
4. Warrants are sometimes issued for more than one reason such as failure to comply with conditions of probation and failure to pay. When that happens additional conditions should be selected so that all the reasons for a warrant are indicated.
5. Specific types of warrants require certain conditions to be entered in order for the printed warrant to be generated correctly.
- A. If a defendant can be released from jail upon payment of his fines and fees and is not required to appear in court, the condition **Failure to Pay Fines and Fees** must be selected and the total of the amount due along with the bench warrant fee must be entered.

Conditions	
Failure to pay fines or costs	\$197.00
Total:	\$197.00

Following these steps will cause the printed bench warrant to display a "Payment Amount" of the amount due followed by the words "Failure to Pay (Cash, Cashier's Check or Money Order)" in a line following where the bond amount normally displays:

Bond: \$
or Payment Amount: \$ **197.00 FAILURE TO PAY (CASH, CASHIER'S CHECK, OR MONEY ORDER)**

In addition the **3. Payment:** option on the bench warrant will be populated with the correct dollar amount (although the box will need to be manually checked).

3. PAYMENT: The defendant failed to pay fines and costs as ordered by the court and defendant may be released upon **payment** of the outstanding fine and court costs in the amount of **\$197.00** which includes a \$100.00 bench warrant fee.

Conditions	
Cash or Surety Bond	\$503.00
Failure to appear as ordered	\$0.00
Projected Fine if Guilty	\$503.00
Total:	\$1,006.00

[Although the bond amount and the projected fine amount total on this screen, the defendant is expected to pay only one or the other. The two amounts will not necessarily be the same as it is in this example. Which option the defendant has chosen should be indicated on the bond receipt.]

Following these steps will cause the printed bench warrant to display a "Bond Amount" as well as a "Payment Amount" of the amount due followed by the words "Projected Fines If Guilty (Cash, Cashier's Check or Money Order):

Bond: \$ **503.00 CASH OR SURETY BOND**
or Payment Amount: **\$503.00 PROJECTED FINES IF GUILTY (CASH, CASHIER'S CHECK, OR MONEY ORDER)**

In addition the **1. Bond:** option and the **2. Payment:** option on the bench warrant will be populated with the correct dollar amounts (although the boxes will need to be manually checked):

FAILURE TO APPEAR AS ORDERED BY THIS COURT;

- 1. BOND:** The defendant may be released on **bond** in the amount of \$ **503.00 CASH OR SURETY BOND**
The bench warrant fee will be collected upon appearance, **OR**
- 2. PAYMENT:** The defendant failed to appear either on a traffic citation (other than citation issued for a violation listed in Section 66-8-122 or 66-8-125 NMSA 1978) or a citation issued by an official authorized by law and may be released on a plea of guilty and payment of **\$503.00** which includes a \$100 bench warrant fee, **OR**
- 3. PAYMENT:** The defendant failed to pay fines and costs as ordered by the court and defendant may be released upon **payment** of the outstanding fine and court costs in the amount of \$ which includes a \$100.00 bench warrant fee.

STEPS

1. From the Parties Tab of the case, confirm the defendant's date of birth and is a juvenile.
Confirm all personal identifiers at this time as they will also print on the warrant.

The screenshot shows the 'Parties' tab selected in the case management system. The case is 'State of New Mexico v. Eric Ryan Jones' with a 'Traffic' type. A 'Modify Party' window is open for the defendant, 'Jones, Eric Ryan'. The window shows the following information:

- Name:** JONES, ERIC RYAN
- DOB:** 02/02/1999
- Age:** 17Y 11M
- Gender:** Male
- Date of Birth:** 02/02/1999
- Driver's License:** NM 078625496
- Social Security:** 470-12-6547

Red arrows in the image point to these fields, indicating they should be confirmed. The 'Parties' tab in the main interface is also circled in red.

2. All warrants are issued through the Warrants Tab. No warrant events should be manually docketed in the Events Tab.

The screenshot shows the 'Warrants' tab selected in the case management system. The case is 'State of New Mexico v. Eric Ryan Jones' with a 'Traffic' type. The 'Warrants' tab is circled in red.

3. From the Warrants Tab of the case issue the **Juvenile Warrant**: click on the plus sign (+) icon to add a new warrant.
The **Add a New Warrant** window opens and the **Detail Tab** should be available.
In the **Detail Tab**; in the **Type** field, select from the drop down menu **Juvenile Traffic – BW**.
Enter the **Conditions** - Select the appropriate conditions by clicking on the plus sign (+) in the Conditions field. (Every warrant, with the exception of Failure to Pay, should have a minimum of 2 conditions; one that covers the reason for the warrant being issued and one that indicates the bond.)

Warrant # M-7-TR-2016-01327 - 1

Detail Status Service Narrative Notes Witness Documents

Jones, Eric Ryan **Juvenile Traffic - BW**
 Sheriff's Office

Male DOB:02/02/1999 DL:NM-078625496 SSN:470-12-6547
 100 Main ,Roswell, NM 88201

Warrant # M-7-TR-2016-01327 - 1 Issued **01/30/2017**
 Type Juvenile Traffic - BW Served **Unserviced**
 Administrative Owner Chaves County Magistrate Court Expires 12
 Issuing Judge Rogers, K. C. Cases M-7-TR-2016-01327
[View History](#)

Affiant Vol Page # Pages

Cross Reference Numbers **Conditions**

Cash only bond set at:	\$419.00
Failure to appear as ordered	\$0.00
Projected Fine if Guilty	\$419.00
Total:	\$838.00

Charges on this Warrant

Code	Off Date	Offense	Deg	Fine	Bond
M-7-TR-2016-01327					
1371	10/05/2016	1. Speeding (Over by 1 - 10)	PM	15.00	
1430	10/05/2016	2. No Seat Belts	PM	25.00	
1396	10/05/2016	3. Failure to Yield Right-of-Way While Entering Highway	PM	10.00	
6374	10/05/2016	4. Improper Equipment - Failure to Have Operating Tail	PM	25.00	

Current Balance on Case(s) **\$100.00**


- If the charges on the warrant are those in which the defendant can plead guilty and agree to pay the fines and fees without having to appear in court the condition **Projected Fine If Guilty** must be selected and the total amount of all fines and fees *including* the current bench warrant fee must be entered. In this instance an additional bond or release condition must also be selected in case the defendant chooses not to plead guilty to the charges.

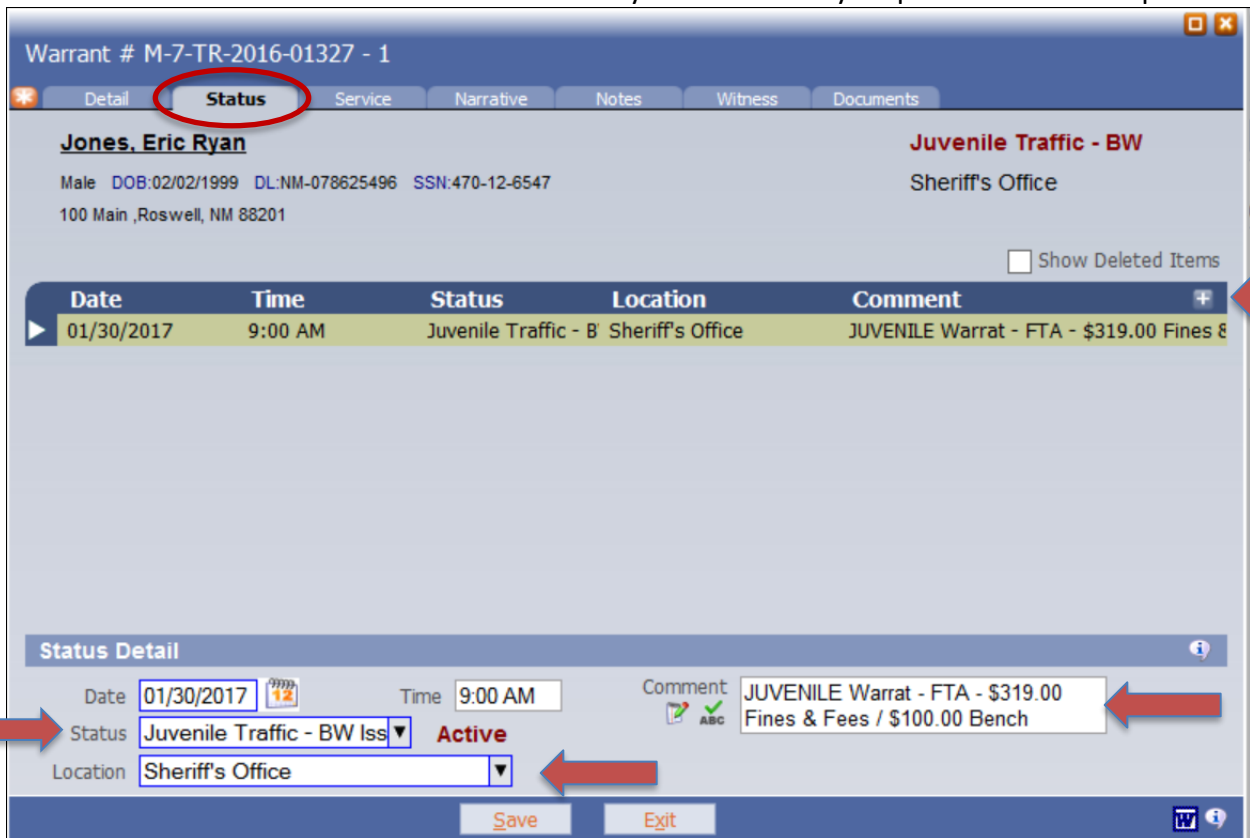
Conditions

Cash only bond set at:	\$419.00
Failure to appear as ordered	\$0.00
Projected Fine if Guilty	\$419.00
Total:	\$838.00

Although the bond amount and the projected fine amount total on this screen, the defendant is expected to pay *only one or the other*. The two amounts will not necessarily

be the same as it is in this example. The option the defendant chooses, once arrested, will determine the amount paid and will be indicated on the bond receipt.

- From the **Status Tab**, Select the + to **Add a New Status**; select status from drop down windows (**Juvenile Traffic – BW Issued**). Select **Location** – agency that will house the warrant and enter into NCIC (prints on the warrant); Save. After saving the information, the **Juvenile Bench Warrant Form** may be printed by selecting the **Warrant Forms**  option from this screen. Warrant forms are the only forms that may be printed from this option.



Warrant # M-7-TR-2016-01327 - 1

Detail **Status** Service Narrative Notes Witness Documents

Jones, Eric Ryan **Juvenile Traffic - BW**
Male DOB:02/02/1999 DL:NM-078625496 SSN:470-12-6547 Sheriff's Office
100 Main ,Roswell, NM 88201

Show Deleted Items

Date	Time	Status	Location	Comment
▶ 01/30/2017	9:00 AM	Juvenile Traffic - B	Sheriff's Office	JUVENILE Warrat - FTA - \$319.00 Fines &

Status Detail

Date: 01/30/2017 Time: 9:00 AM Comment: JUVENILE Warrat - FTA - \$319.00 Fines & Fees / \$100.00 Bench

Status: Juvenile Traffic - BW Iss **Active**

Location: Sheriff's Office

Save Exit

6. The **Select Document** box will open; select the appropriate warrant form to print: The Juvenile Traffic Bench Warrant forms is option 2 on the second page.

The screenshot shows a window titled "Select Document" with a search bar and several filters. The "Type" dropdown is set to "All" and the "Sort" dropdown is set to "Name". There are checkboxes for "Show Document Versions", "Print File Copy", "Print Preview" (checked), and "Printer Prompt". A table lists 5 documents:

Info	Name	Type	Owner
	1. M-CR-9-210-FILL IN THE BLANK WARRANT FOR ARREST 10/03/2008 9-210 Fill In The Blank Warrant For Arrest	WARRANT NO DIAL	Tyler Admin
	2. M-CR-9-210-WARRANT FOR ARREST 10/03/2008 9-210 Warrant For Arrest	WARRANT NO DIAL	Tyler Admin
	3. M-CR-9-212C-BENCH WARRANT 03/20/2009 Bench Warrant 9-212C	WARRANT NO DIAL	Tyler Admin
	4. M-CR-9-214-SEARCH WARRANT 10/03/2008 9-214 Search Warrant	WARRANT NO DIAL	Tyler Admin
	5. M-CR-BENCH WARRANT LETTER 03/02/2009 Bench Warrant Letter	WARRANT NO DIAL	Tyler Admin

At the bottom, there is a "Get All Documents" button and the text "8 Results - Page 1 of 2".

The screenshot shows a window titled "Select Document" with the same search and filter options as the previous screenshot. The "Type" dropdown is set to "All" and the "Sort" dropdown is set to "Name". There are checkboxes for "Show Document Versions", "Print File Copy", "Print Preview" (checked), and "Printer Prompt". A table lists 3 documents:

Info	Name	Type	Owner
	1. M-CR-ORDER FOR CANCELLATION OF WARRANT 05/01/2013 Order for Cancellation of Warrant	WARRANT NO DIAL	Chris Preston
	2. M-JR-9-212B-JUVENILE TRAFFIC BENCH WARRANT 03/12/2009 Juvenile Traffic Bench Warrant	WARRANT NO DIAL	Tyler Admin
	3. zz-warrant token test 04/09/2015 test	WARRANT NO DIAL	Chris Preston

A red arrow points to the second document in the list. At the bottom, there is a "Get All Documents" button and the text "8 Results - Page 2 of 2".

The Juvenile Traffic Bench Warrant *Form* contains the following restrictions:
'RESTRICTION ON WARRANT. The defendant is a juvenile. Arrest the defendant only during court hours after confirming a judge is available for immediate appearance. Do not incarcerate this defendant.'

'YOU ARE COMMANDED to arrest the above-named defendant and bring the defendant before this court to answer the following charges checked below unless released as indicated in the return'

- The corresponding **Events** have automatically docketed to the **Events Tab**, (from the **Warrants Tab**). **WAR: Juvenile Traffic Bench Warrant Issued, WAR: Bench Warrant Letter Issued.**

M-7-TR-2016-01327 Forms Save/Copy

Summary Detail Parties Charges **Events** Service Hearings Conditions Notes Disposition Time Stds Financial

State of New Mexico v. Eric Ryan Jones
Type Traffic

Events Previous

Date	Type and Comment
01/30/2017	DUE: Juvenile Warrant to Be Re-Issued as Adult Warrant Juvenile Bench Warrant to be Reissued as Adult Warrant Due: 02/02/2017
01/30/2017	BWE: BENCH WARRANT LETTER ISSUED
01/30/2017	WAR: JUVENILE TRAFFIC BENCH WARRANT ISSUED
10/31/2016	Summons Issued - Arraignment/First Appearance
10/06/2016	OPN: CITATION FILED

Modify Event

Type: DUE: Juvenile Warrant to Be Re-Issued as Adult Warrant

Date: 01/30/2017 Time: 4:16 PM

Judicial Officer: [Dropdown]

Due: 02/02/2017 Completed: 02/02/2017

Comment: Juvenile Bench Warrant to be Reissued as Adult Warrant

Docketable Include on Appeal

Print Event Barcode Upon Save

Document Type: [Dropdown]

Document Security Group: [Dropdown]

Doc Link ID: [Text Box]

Does not affect case aging clock

quick links: Add Next, Add Related, Add Hearing, Add Service, Relationships

Save/Print Save Exit

- From the **Events Tab**, docket **9624: Due: Juvenile Warrant to be Re-Issued as Adult Warrant** and enter the **Due Date** of the Defendant's 18th Birthday. (as shown above) Entering the 'due' date will allow tracking of the Juvenile Warrant and will indicate when the Juvenile Warrant should be reissued as an Unrestricted Warrant.

M-7-TR-2016-01327 Forms Save/Copy Save Exit

Summary Detail Parties Charges **Events** Service Hearings Conditions Notes Disposition Time Stds Financial

State of New Mexico v. Eric Ryan Jones
Type Traffic

Events Previous Next

Date	Type and Comment
01/30/2017	DUE: Juvenile Warrant to Be Re-Issued as Adult Warrant Juvenile Bench Warrant to be Reissued as Adult Warrant Due: 02/02/2017
01/30/2017	BWE: BENCH WARRANT LETTER ISSUED
01/30/2017	WAR: JUVENILE TRAFFIC BENCH WARRANT ISSUED
10/31/2016	Summons Issued - Arraignment/First Appearance Def Failed to Appear on 10-7-16 to plead on traffic citation
10/06/2016	OPN: CITATION FILED

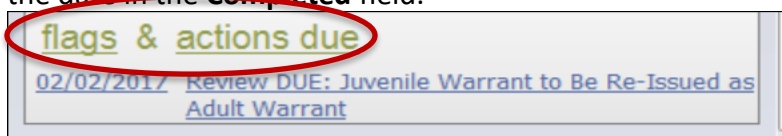
9. **Issuing a Juvenile Traffic Bench Warrant** for Failure to Appear will cause the 6 month rule date (**Time Standard**) to be concluded. It will also prompt the user for a **Target Date**. The **Target Date** entered will be the date of the defendant's 18th birthday. When this pre-adjudication warrant is served or quashed, and returned to the court, the status of the warrant is then updated as Pre-Adjudication Warrant Served or Pre-Adjudication Warrant Quashed. When this status is updated as served or quashed, the 6 month rule date (**Time Standard**) will start again. It is important to review **Time Standard** dates when entering and updating warrant statuses.



10. The Juvenile Warrant Time Standard is completed when this warrant is Quashed/Recalled.



11. **Inactivating a Juvenile Warrant.** When a juvenile warrant is served, quashed or re-issued the warrant must be inactivated in the **Warrant Tab** and the **Due Event (Juvenile Warrant to be Re-Issued as Adult Warrant) – 9264**, should be **completed** with the appropriate date. From the **Summary Tab**, in the **Flags & Actions Due** section, click on the **Review DUE: Juvenile Warrant to be Re-Issued as Adult Warrant**. Complete the **DUE** code by entering the date in the **Completed** field.



12. From the **Warrants Tab**, select the **Juvenile Traffic Bench Warrant**.

Charge	Amount
Speeding (Over by 1 - 10)	\$15.00
No Seat Belts	\$25.00
Failure to Yield Right-of-Way While Entering Highway from Private Road or	\$10.00
Improper Equipment - Failure to Have Operating Tail Lamps	\$25.00
Current Balance on Case(s)	\$100.00
Setting Total	\$.00

13. From the **Status Tab**, click on the plus (+) sign to add a new warrant status. In the Status window, click on the drop down arrow and select the correct status. If this is a pending case in which the underlying charges have not be dispositioned, select **Pre-Adjudication Warrant Served** or **Pre-Adjudication Warrant Recalled**. If the charges have been dispositioned on this case, select **Post-Adjudication Warrant Served** or **Post-Adjudication Warrant Recalled**. Confirm the correct **Location** of the warrant. Enter any appropriate comments. Save.

Date	Time	Status	Location	Comment
02/02/2017	4:10 PM	Pre-Adjudication W	In Transit	Warrant Quashed by Order of Judge
01/30/2017	9:00 AM	Juvenile Traffic - B	Sheriff's Office	JUVENILE Warrat - FTA - \$319.00 Fines 8

14. From the **Warrants Tab**, review and confirm the current status of the warrant.

State of New Mexico v. Eric Ryan Jones
Type Traffic
Party Jones, Eric Ryan

Warrants on this case

Warrant #	Status	Location	Issued
M-7-TR-2016-01327 - 1	Pre-Adjudication Warrant Quashed	Juvenile Traffic - BW In Transit	Issued 01/30/2017

Case M-7-TR-2016-01327
Speeding (Over by 1 - 10) PM - 10/05/2016 \$15.00
No Seat Belts PM - 10/05/2016 \$25.00
Failure to Yield Right-of-Way While Entering Highway from Private Road or PM - 10/05/2016 \$10.00
Improper Equipment - Failure to Have Operating Tail Lamps PM - 10/05/2016 \$25.00
Current Balance on Case(s) \$100.00 **Setting Total \$0.00**

15. **Converting a Juvenile Traffic Bench Warrant to an Unrestricted Warrant.** When a juvenile with an active juvenile bench warrant reaches their 18th birthday, the juvenile warrant is to be converted to an unrestricted warrant; the (original) juvenile bench warrant fee waived; and the unrestricted warrant is to be issued.

Recall/Quash the original warrant and complete the event code following steps in number 10 through 13 above. Use comments to indicate the warrant is being recalled/quashed to be reissued as an unrestricted (adult) warrant. Save this status and complete the DUE event code as instructed above.

State of New Mexico v. Eric Ryan Jones
Type Traffic
Party Jones, Eric Ryan

Warrants on this case (1 Active)

Warrant #	Status	Location	Issued
M-7-TR-2016-01327 - 1	Juvenile Traffic - BW Issued	Juvenile Traffic - BW Sheriff's Office	Issued 01/30/2017

Case M-7-TR-2016-01327
Speeding (Over by 1 - 10) PM - 10/05/2016 \$15.00
No Seat Belts PM - 10/05/2016 \$25.00
Failure to Yield Right-of-Way While Entering Highway from Private Road or PM - 10/05/2016 \$10.00
Improper Equipment - Failure to Have Operating Tail Lamps PM - 10/05/2016 \$25.00
Current Balance on Case(s) \$100.00 **Setting Total \$0.00**

Warrant # M-7-TR-2016-01327 - 1
Jones, Eric Ryan
Male DOB:02/02/1999 DL:NM-078625496 SSN:470-12-6547
100 Main ,Roswell, NM 88201

Pre-Adjudication War In Transit

Date	Time	Status	Location	Comment
02/02/2017	4:10 PM	Pre-Adjudication W.	In Transit	Recalling Juvenile Traffic Bench Warrant
01/30/2017	9:00 AM	Juvenile Traffic - B'	Sheriff's Office	JUVENILE Warrant - FTA - \$319.00 Fines

Status Detail

Date: 02/02/2017 Time: 4:10 PM Comment: Recalling Juvenile Traffic Bench Warrant to as Adult Bench Warrant
Status: Pre-Adjudication Warrant Inactive
Location: In Transit

16. **Adjust** the original (juvenile traffic bench warrant) fee. From the **Financial Tab**, click on the **Case Fines and Fees**. Click on the **yellow hyperlink - View Trans** to display all of the transactions. Click on the **Blue dollar sign (\$)** to post a **Credit**. From the **Type** option, select **Juvenile Bench Warrant Fee Waived – Converted to Adult**. Proceed to **Amount to be Applied**, enter \$100.00 or the bench warrant fee original charged. The next step depends on if the warrant was a pre-adjudication warrant, with no other fees OR if the warrant was a post-adjudication warrant with other fines, fees or costs due.

- If no other fees have been assessed*, click on Save
- If other fines and fees are assessed**, they will display in the bottom half of the screen with checkmarks. The checkmarks must be removed from all other assessments, except the bench warrant fee, by clicking on the boxes in front of the fees.

NO OTHER FEES*

Date	Reference	Charges	Payments	Credits	Balance	Disb	Escrow
1546198 1/30/2017	Charge	100.00			100.00		0.00

Add a Credit

Transaction Detail: Receipt # N/A, Date 02/02/2017, Type Juvenile Bench Warrant Fee, Amount to be Applied 100.00.

Tender Detail: Method, Amount, Add Additional Tender.

Transaction Balances: Use Manual Distribution, Show Distribution.

For Party / Fee	Balance
Jones, Eric Ryan	100.00
M-7-TR-2016-01327	100.00
<input checked="" type="checkbox"/> 02/02/2017 Criminal Bench Warrant Fee	100.00

Totals for this Transaction: 100.00

Date	Reference	Charges	Payments	Credits	Balance	Disb	Escrow
21546198 01/30/2017	Charge	100.00			100.00		0.00
21546224 02/02/2017	Juvenile Bench Warrant Fee			100.00	0.00		0.00

****OTHER FEES/FINES ASSESSED DISPLAY****

Add a Credit

Transaction Detail		Tender Detail	
Receipt #	N/A	Method	
Date	2/02/2017	Amount	
Type	Juvenile Bench Wa	Add Additional Tender	
Amount to be Applied	100.00	Balance	176.00
<input checked="" type="radio"/> Trust/Case Party <input type="radio"/> Non Case Party		Amt Applied	100.00-
Payor		New Balance	76.00
Till			
Comment	Juv Traffic CW to be Reissued as Adult War		

Transaction Balances Use Manual Distribution [Show Distribution](#)

For Party / Fee	Balance
Jones, Eric Ryan	176.00
M-7-TR-2016-01327	176.00
<input checked="" type="checkbox"/> 02/02/2017 Criminal Bench Warrant Fee	100.00
<input checked="" type="checkbox"/> 02/13/2017 Criminal Penalty Assessment Fine	15.00
<input checked="" type="checkbox"/> 02/13/2017 Criminal Petty Misd. Traffic Assessments	61.00
Totals for this Transaction	176.00

Add a Credit

Transaction Detail		Tender Detail	
Receipt #	N/A	Method	
Date	02/02/2017	Amount	
Type	Juvenile Bench Wa	Add Additional Tender	
Amount to be Applied	100.00	Balance	100.00
<input checked="" type="radio"/> Trust/Case Party <input type="radio"/> Non Case Party		Amt Applied	100.00-
Payor		New Balance	0.00
Till			
Comment	Juv Traffic CW to be Reissued as Adult War		

Transaction Balances Use Manual Distribution [Show Distribution](#)

For Party / Fee	Balance
Jones, Eric Ryan	176.00
M-7-TR-2016-01327	176.00
<input checked="" type="checkbox"/> 02/02/2017 Criminal Bench Warrant Fee	100.00
<input type="checkbox"/> 02/13/2017 Criminal Penalty Assessment Fine	15.00
<input type="checkbox"/> 02/13/2017 Criminal Petty Misd. Traffic Assessments	61.00
Totals for this Transaction	100.00

Save Exit

M-7-TR-2016-01327 [Forms](#) [Save/Print](#) [Exit](#)

Summary Detail Parties Charges Events Service Hearings Conditions Notes Disposition Time St **Financial** [View Summary](#) [Print Detail](#)

State of New Mexico v. Eric Ryan Jones Inactive

Type Traffic Sort By Transaction Date

Jones, Eric Ryan Show Indirect Fees No Collection Status

Date	Reference	Charges	Payments	Credits	Balance	Disb	Escrow
21546198	Charge	100.00			100.00		0.00
21546224	Juvenile Bench Warrant Fee			100.00	0.00		0.00
02/02/2017							

17. When the original **Juvenile Traffic Bench Warrant** is returned to the court, update the warrant status. From the **Warrant Tab**, select the **Status Tab**; click on the plus (+) to update the status to **Physical Warrant Returned**. Also, from the **Status Tab**, select plus (+) to add an additional status of **Juvenile Warrant to Be Reissued as Adult Warrant**. **Note:** These two statuses may be reversed depending when the original warrant is returned to the court.

Warrant # M-7-TR-2016-01327 - 1

Detail **Status** Service Narrative Notes Witness Documents

Jones, Eric Ryan Juvenile Warrant To I
Court File

Male DOB:02/02/1999 DL:NM-078625496 SSN:470-12-6547
100 Main ,Roswell, NM 88201

Show Deleted Items

Date	Time	Status	Location	Comment	+
02/02/2017	4:30 PM	Juvenile Warrant T	Court File	Juvenile Warrant to be Reissued as Adult	
02/02/2017	4:14 PM	Physical Warrant R	Court File	Juvenile Warrant returned/received from	
02/02/2017	4:10 PM	Pre-Adjudication W	In Transit	Warrant Quashed by Order of Judge	
01/30/2017	9:00 AM	Juvenile Traffic - B	Sheriff's Office	JUVENILE Warrant - FTA - \$319.00 Fines 8	

Status Detail

Date: 02/02/2017 Time: 4:30 PM Comment: Juvenile Warrant to be Reissued as Adult Warrant
Status: Juvenile Warrant To Be **Inactive**
Location: Court File

Save Exit

18. Reissue the warrant as an Unrestricted Warrant. From the **Warrants Tab**, click on the plus (+) sign to add a new warrant. The **Add a New Warrant** window opens and the **Details Tab** will display. In the **Detail Tab**, enter the **Type** by clicking on the drop down arrow and selecting **Bench Warrant**. Enter the **Conditions** by clicking on the plus (+) sign. (Every warrant, with the exception of Failure to Pay, should have a minimum of 2 conditions; one that covers the reason for the warrant being issued and one that indicates the bond.)

Warrant # M-7-TR-2016-01327 - 5

Detail Status Service Narrative Notes Witness Documents

Jones, Eric Ryan **Bench Warrant Issue**
Male DOB:02/02/1999 DL:NM-078625496 SSN:470-12-6547 Sheriff's Office
100 Main ,Roswell, NM 88201

Warrant # M-7-TR-2016-01327 - 5 Issued **02/02/2017**
Type **Bench Warrant** **Unserviced**
Administrative Owner Chaves County Magistrate Court Expires
Issuing Judge Rogers, K. C. Cases M-7-TR-2016-01327

[View History](#)

Affiant
Vol Page # Pages

Cross Reference Numbers

Conditions

Cash only bond set at:	\$419.00
Failure to appear as ordered	\$0.00
Projected Fine if Guilty	\$419.00
Total:	\$838.00

19. Select the **Status Tab**, enter the new status. Click on the plus (+) sign, select the correct status by clicking on the drop down arrow. Confirm the correct **Location** of the warrant. Enter any appropriate comments. Save.

Warrant # M-7-TR-2016-01327 - 5

Status Detail Service Narrative Notes Witness Documents

Jones, Eric Ryan **Bench Warrant Issue**
Male DOB:02/02/1999 DL:NM-078625496 SSN:470-12-6547 Sheriff's Office
100 Main ,Roswell, NM 88201

Date	Time	Status	Location	Comment
02/02/2017	4:26 PM	Bench Warrant Issu	Sheriff's Office	FTA / Projected Fine if Guilty Plea Entere

Status Detail

Date Time Comment
Status **Bench Warrant Issued** **Active**
Location **Sheriff's Office**

Save **Exit**

20. Confirm the case displays the correct Case Status as shown below:

Summary Tab:

Events Tab:

Financial Tab:

Date	Reference	Charges	Payments	Credits	Balance	Disb	Escrow
21546198	Charge	100.00			100.00		0.00
01/30/2017							
21546224	Juvenile Bench Warrant Fee			100.00	0.00		0.00
02/02/2017							
21546225	Charge	100.00			100.00		0.00
02/02/2017							
Totals		200.00	0.00	100.00	100.00	0.00	0.00

Warrants Tab: