

Administrative Office of the Courts

Supreme Court of New Mexico

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Judicial Information Division (JID)

Misdemeanor Case Initiation
Standard Operating Procedure
Version 1.0
Updated: (07/2016)

Misdemeanor Case Initiation

COURT / DEPARTMENT / DIVISION

This procedure is for Magistrate Courts

USER

This is for Clerks who create new cases

PURPOSE

The purpose of this procedure is to guide clerks in creating a new misdemeanor case

NAVIGATION

There are 2 ways to initiate a misdemeanor, i.e., MR, case -- either from a citation or a criminal complaint:

Opening Document	Navigation*	Case Type	Window that Opens
When the case is opened from a Criminal Complaint	Select "Add a Case Classic"	Select case type Misdemeanor (Mag)	Add a New Case
When the case is opened from a Citation	Select either "Add a Citation" or "Add a Case"	Select case type Misdemeanor (Mag)	Add a New Citation

*Navigate to the function you want from the home page.

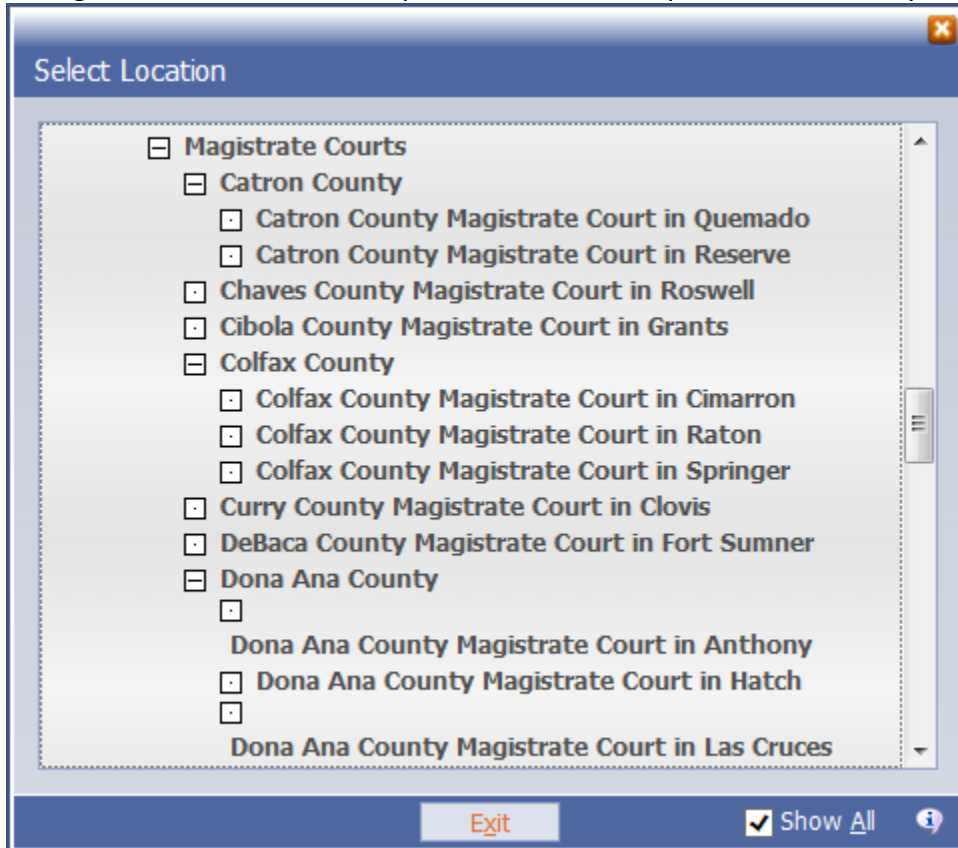
STEPS

From a Criminal Complaint

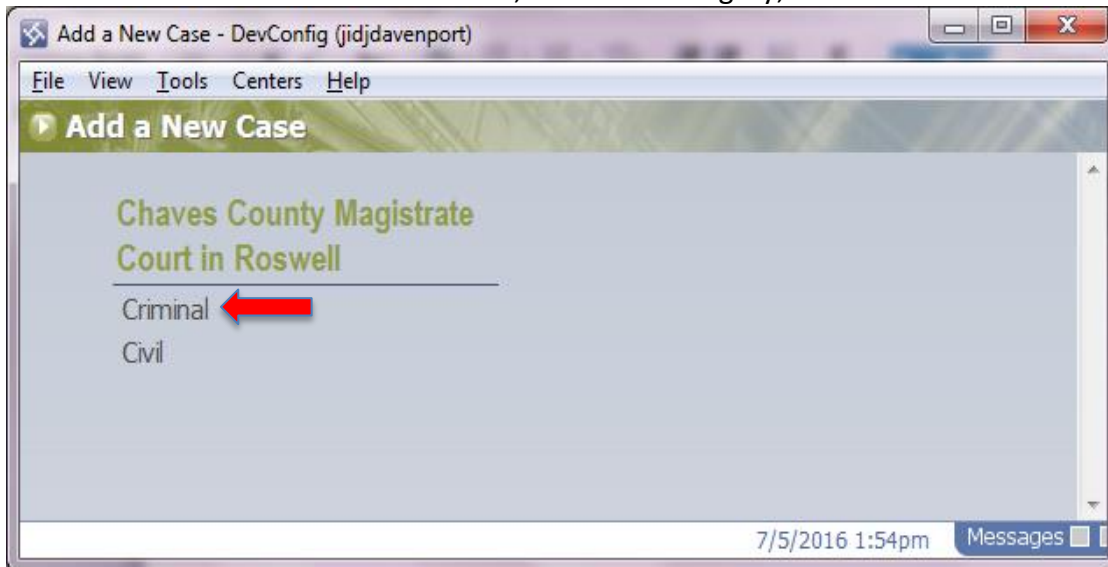
1. When the opening document is a Criminal Complaint, select [Add](#) a Case Classic from one of the 2 places it is available



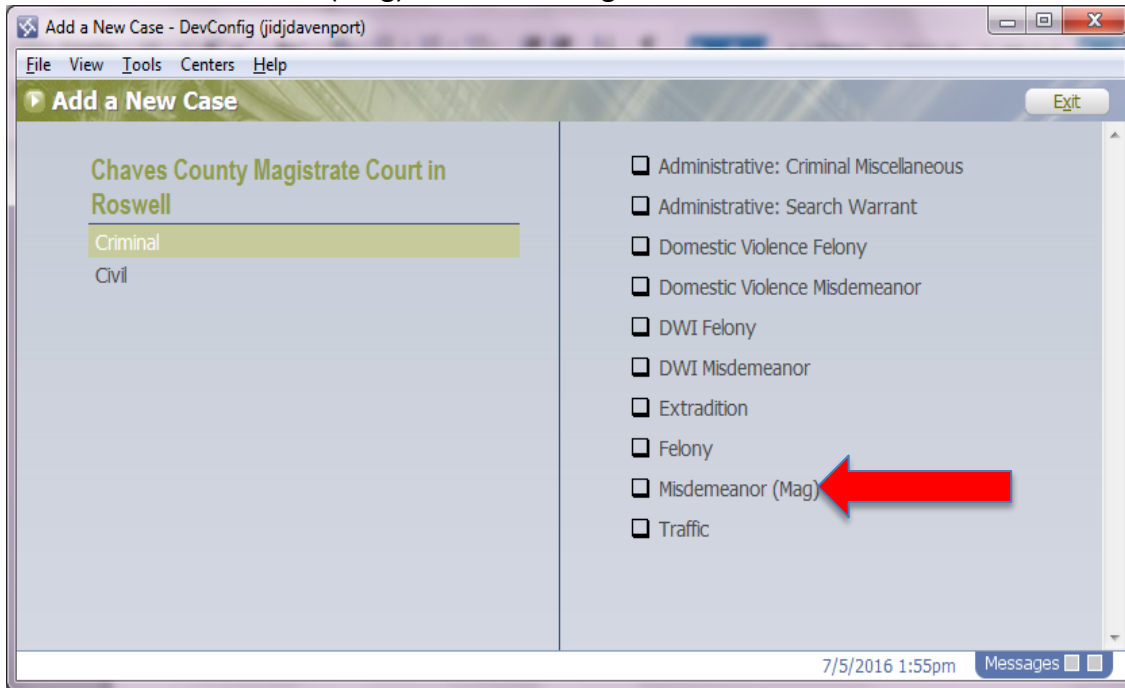
2. If a clerk has rights to add cases at more than one location the (Select Location screen) will appear, select the location for which the new MR case will be added. If clerk does not have rights to add cases in multiple locations this step will automatically be skipped



3. When a location has been selected, select the category, select criminal

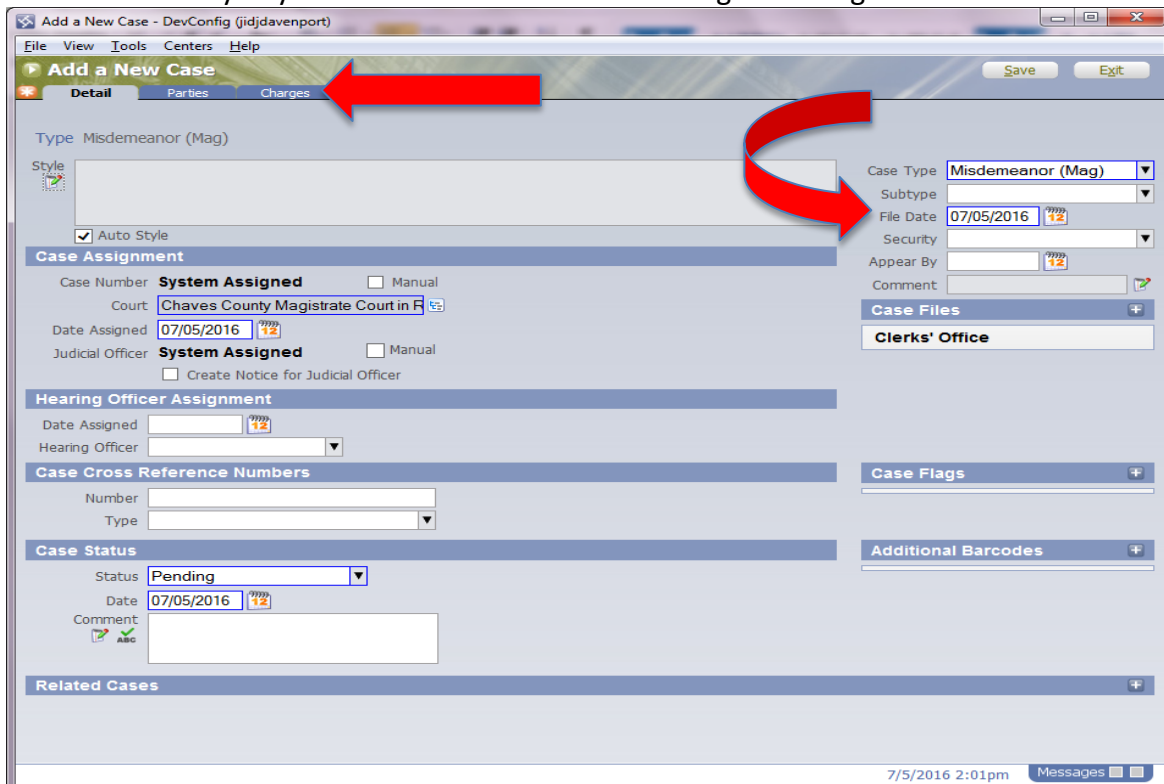


4. Select Misdemeanor (Mag) to create a magistrate misdemeanor case

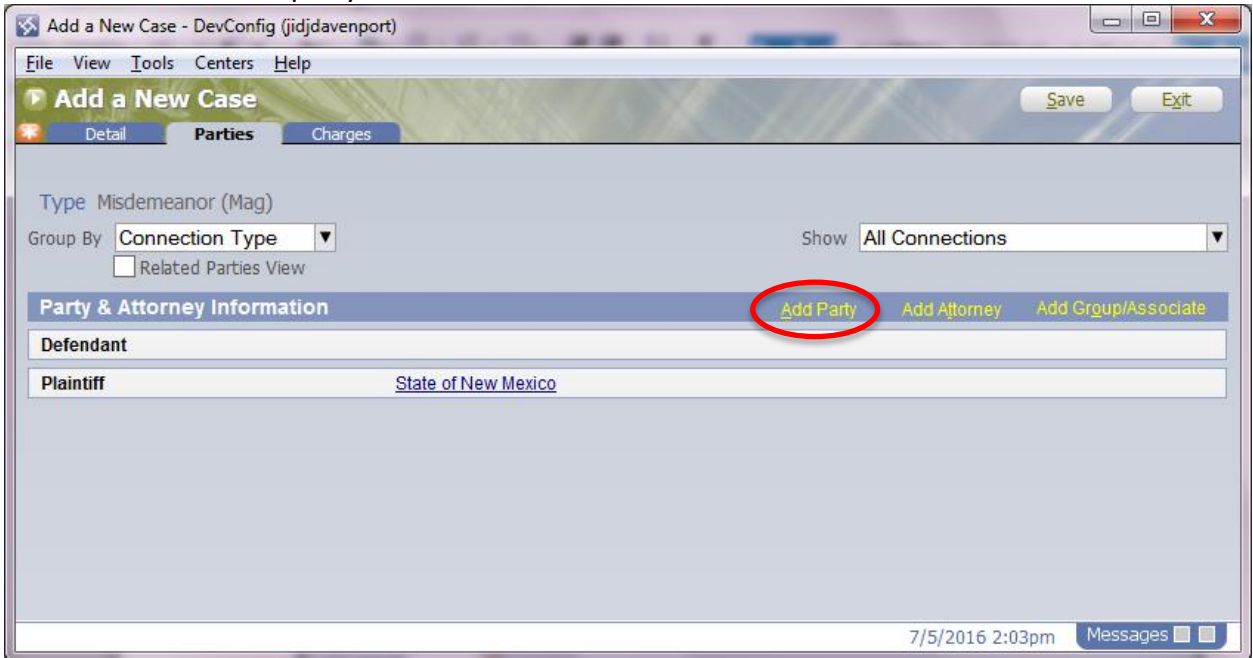


5. Once the case type is selected, Odyssey brings up the Add a New Case window

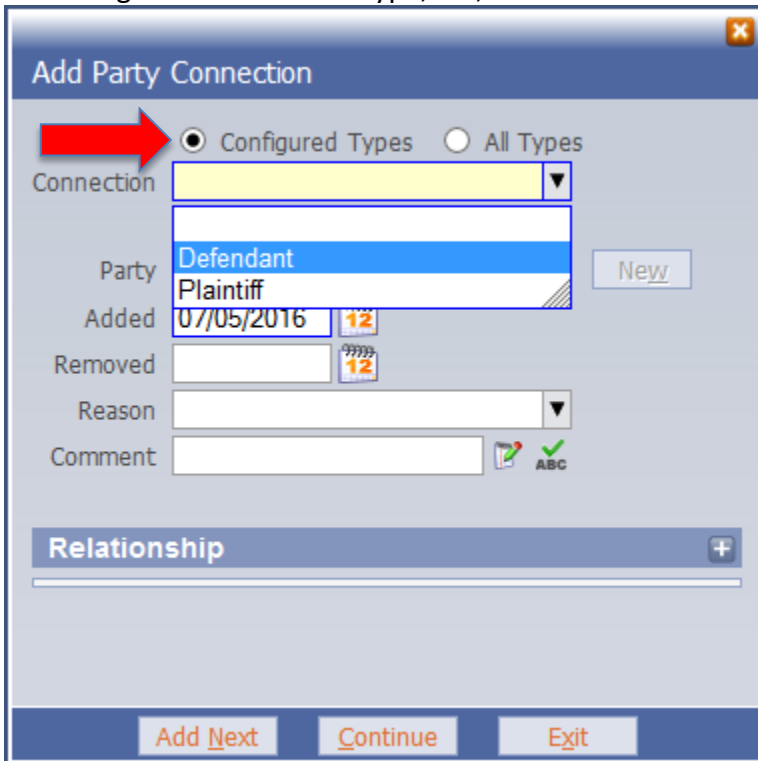
6. There are 3 tabs available – Detail, Parties, and Charges. On the Detail Tab verify the filing date. Let Odyssey create the case number and assign the Judge



7. On the Parties Tab, enter a defendant. Every criminal case in Odyssey must have one, and only one, defendant. Click on the yellow Add Party hyperlink, or right click on the word Defendant to add the party



8. That brings up the Add Party Connection window. The Configured Types selection will default. This allows parties to be added with either of the 2 connection types that are configured for this case type, i.e., Plaintiff or Defendant




9. Select Defendant. Make sure the Party is selected instead of the Participant
10. Click on the magnifying glass to search for a party


Add Party Connection


Configured Types All Types

Connection: **Defendant**



Party Participant


Party: []  [New](#)

Added: 07/05/2016 

Removed: [] 

Reason: []

Comment: []   ABC

Relationship 

[Add Next](#) [Continue](#) [Exit](#)

11. Enter as much information (e.g., DOB or DL,) as possible to narrow down the search for the person needed. Use Advanced Search to add a Social Security Number to the search criteria if given the information. Click on Search button or hit the Enter key to search for the party



Find A Party

Search by Party Information Use Soundex

Person Nickname Business

Last Name: houston

First & Middle: r*

Date of Birth: 01/14/1965  Death: [] 

Driver's License: []

Person ID: []

SQ #: []

Bar Number: []

FBI Number: []

Social Security: 462379313

State id: []

Other Agency: []

Officer Badge: []

Legacy id: []

Booking Number: []

Group id: []

TRN: []

[Search](#) [Exit](#) [Use Simple Search](#) [Add Party](#)

12. That will return a list of parties that match the information entered. If the party does not show up immediately, change the search criteria a little. If there are too many results to look through, try adding more information to help narrow the search
13. When the desired party is found, click on the name to add the party on the case



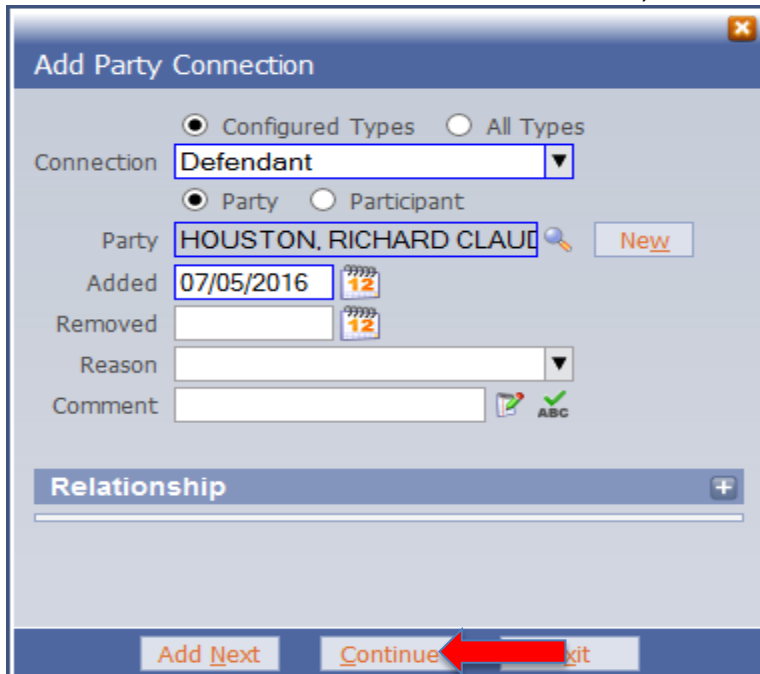
Party Search Results | Records 1 - 1 of 1

HOUSTON, RICHARD CLAU /14/1965
SSN 462-37-9313 DL TX 10026047
Party ID 5269383

Address	Phone	Description
RT 2 BOX 13 MORTON, TX 79346	Home 575-562-3961	W 5'10" 155 BRO BLU

<< Back Next >> Refine Search Exit Add Party

14. Click on Continue to return to the Parties Tab, with the defendant now added to the case



Add Party Connection

Configured Types All Types

Connection: **Defendant**

Party Participant

Party: **HOUSTON, RICHARD CLAU**

Added: **07/05/2016**

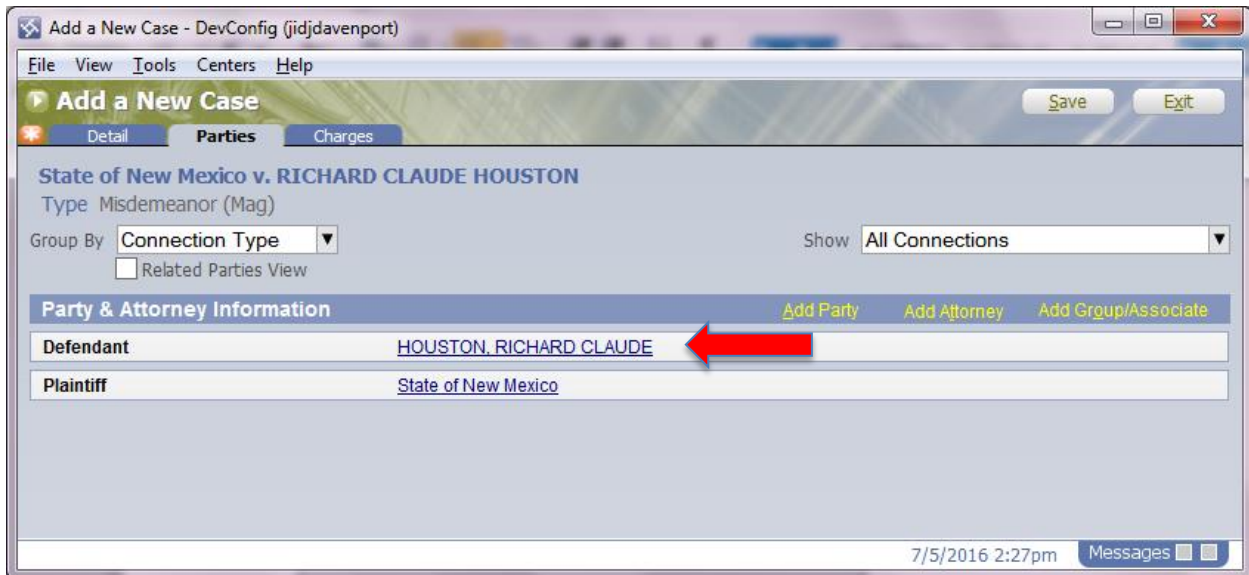
Removed:

Reason:

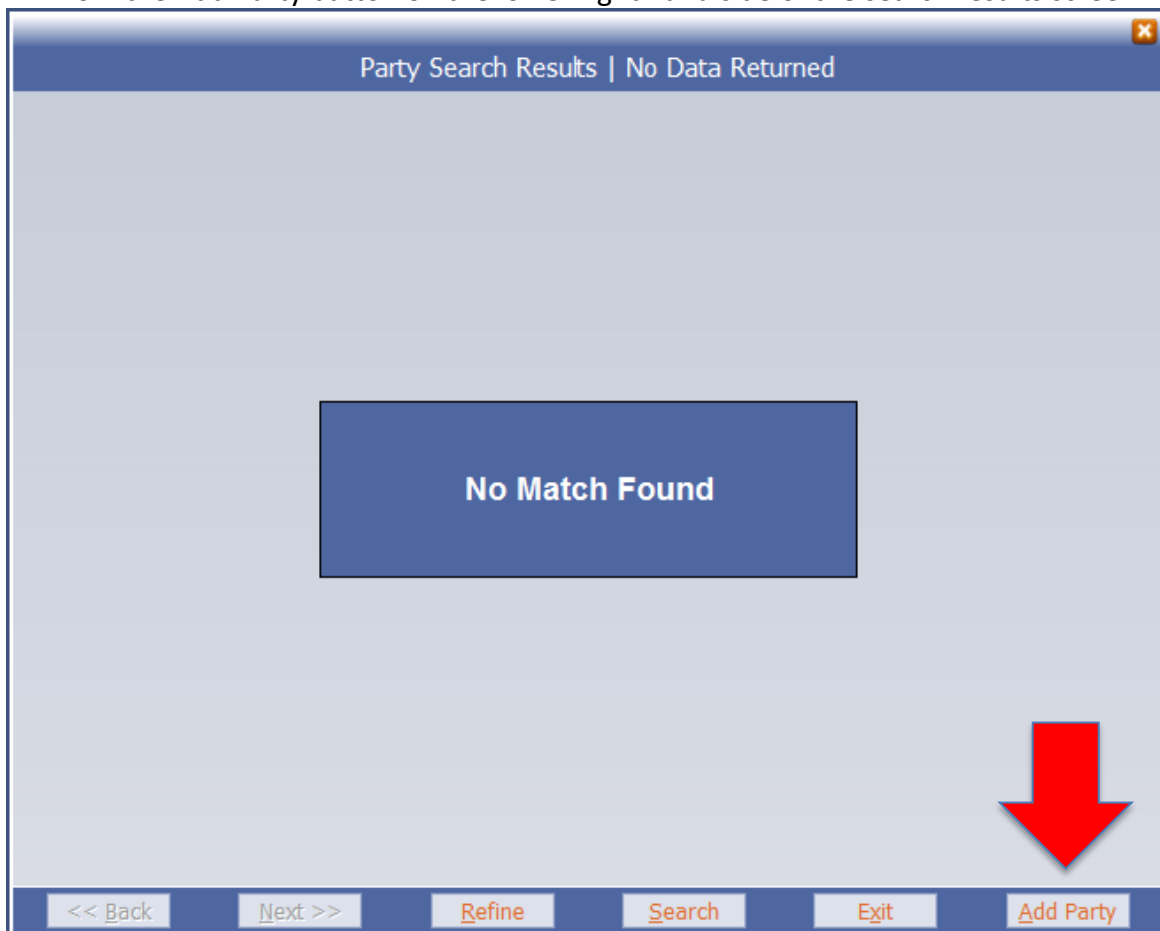
Comment:

Relationship

Note: The Defendant is now added to the case.



15. If the search does not return the correct party, add the defendant as a new party record, from the Add Party button on the lower right hand side of the search results screen



16. On the Add A New Defendant window, enter all defendant information. Click Save on the party record

Note: Parties that are in all capital letters, were parties that existed in our legacy FACTS data that were converted into Odyssey. New parties created in Odyssey should be in proper case (only the first letter of each name capitalized). Do NOT use punctuation such as quotes "" or parenthesis ().

Add A New Defendant

Name Person Nickname Business
Title
First
Middle
Last
Suffix

Description
Date of Birth
Gender
Race
Ethnicity
Height Ft. In.
Weight
Hair
Eyes

Identifiers
Driver's License State
State ID State
Social Security FBI Number
Other Agency No.

Address Standard U.S. Standard U.S. with Attn. Non-Standard U.S. Foreign
Line 1
Line 2
Line 3
City State ZIP Code

Phones and E-Mail
Home Ext
Work Ext
Fax Ext
Cell Ext
E-Mail @

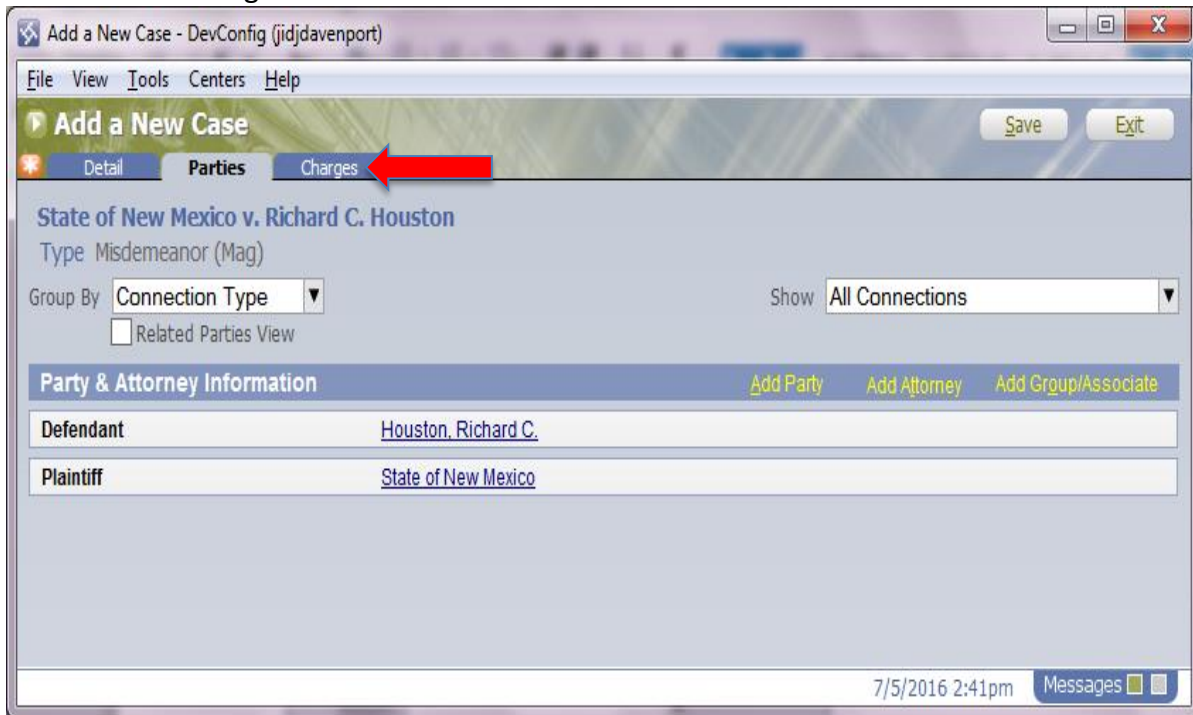
17. On the Add Party Connection screen. Click on Continue

Add Party Connection

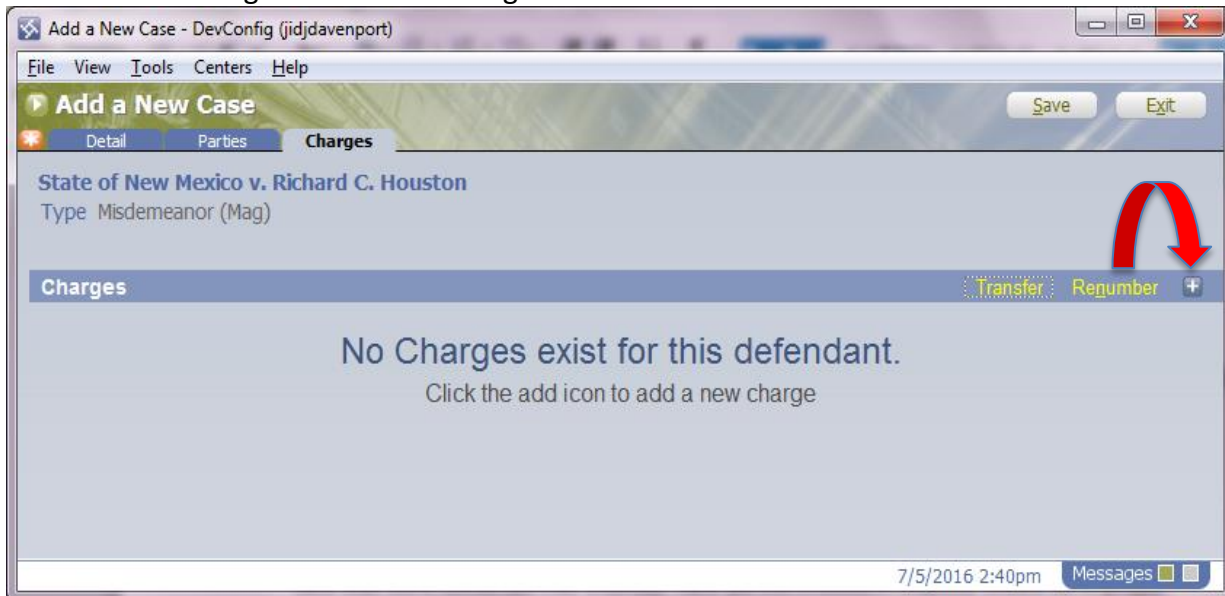
Configured Types All Types
Connection
 Party Participant
Party
Added
Removed
Reason
Comment

Relationship

18. Go to the Charges Tab



18. Click on the + sign to enter the charges



Note: That brings up the “Add Charges Detail” window. There are 3 tabs within this window –

1. Detail – where the actual charges are entered
2. Arrest/Filing – where booking and police report information is recorded
3. Additional – where state specific information related to the statute is entered, e.g. blood alcohol level on DWI charges

19. On the Detail Tab, skip the Jurisdiction field, but enter an STN if it has been provided by law enforcement. The ‘Code’ is not a statute number. With the cursor in the Code field, hit the F4 function key and bring up the Select Codes window

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

20. To search for the code needed, if it was not provided by the D.A., search on a description, a statute or a degree or any combination to find the charge needed. Adding the degree to the search will help ensure the correct charge is selected. Once the code is found click on it to add it

Code	Description	Statute	Degree
1. 1465	Reckless Driving (Second or Subsequent Offe	66-8-113	M

21. Add the date the offense was committed as the Off. Date. Then hit Continue to return to the Charges Tab

Add Charge Detail

Charge Detail for Defendant: Houston, Richard C.

Jurisdiction: [Dropdown] STN: [Text]
1 Prosecuting Agency: [Dropdown]
Code 1465 Degree: Misdemeanor GOC: [Dropdown]
Statute 66-8-113 Description: Reckless Driving (Second or Subsequent Offense)
Off. Date: [Calendar] Time: [Text] Fine: [Text]
To: [Calendar] To: [Text] Bond: [Text]
 On or About At or About Bond Type: [Dropdown]

Additional Statutes

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

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

22. Once all the charges have been entered, hit the Save button

Add a New Case [Save](#) [Exit](#)

Detail Parties Charges

State of New Mexico v. RICHARD CLAUDE HOUSTON
Type: Misdemeanor (Mag)

Charges [Amend](#) [Transfer](#) [Reopen](#)

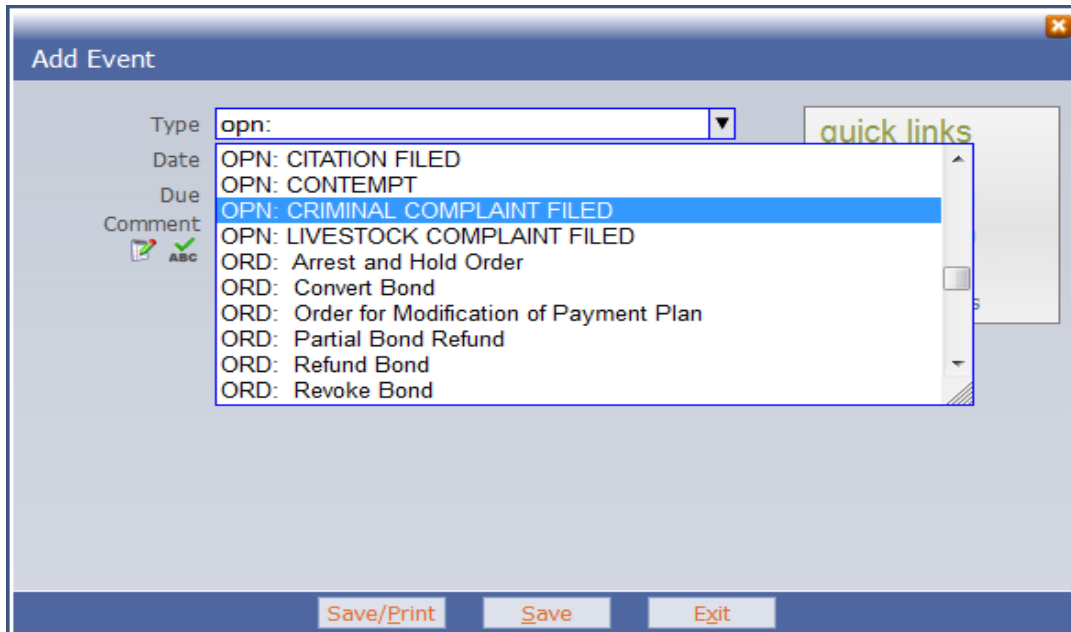
HOUSTON, RICHARD CLAUDE

- Reckless Driving (Second or Subsequent Offense)
08/13/2016 (M) 66-8-113 (1465)
★ [Case Filing](#) 08/13/2016

23. That saves the new case, and Odyssey assigns it an MR case number, and makes a Judge assignment. Click on Edit Case under quick links to go into the new case



24. On the Events Tab, docket the opening event. Docket event 1001 OPN: CRIMINAL COMPLAINT FILED



- 25. Add comments, as per the Court's policy. Click on the Save button
- 26. Docket other pleadings as appropriate

Modify Event

Type: OPN: CRIMINAL COMPLAINT FILED

Date: 07/05/2016 Time: 3:18 PM

Due: Completed:

Comment: add text according to Court policy

Docketable Include on Appeal

Print Event Barcode Upon Save

Document Type: Document Security Group: Doc Link ID: Starts case aging clock

quick links

- ▶ Add Next
- ▶ Add Related
- ▶ Add Hearing
- ▶ Add Service
- ▶ Relationships

Save/Print Save Exit

- 27. Go to the Parties Tab and enter the prosecuting Officer as a participant, if one exists. Click on All Types and Participant. Scroll down to the connection type of Officer. Click Continue after adding parties

Add Party Connection

Configured Types All Types

Connection: Mentor, Observer, Officer, Plaintiff, Probation Officer, Search Warrant Additional Party, Search Warrant Property, Surety, Surety Insurance Company, Victim

Relationship

Add Next Continue Exit

28. Use the Advanced Search to search for the officer's name/badge/agency to find the correct officer. Active officer records will have a suffix name of Ofc. Click on Search

Find A Party

Search by Party Information Use Soundex

Person Nickname Business

Last Name: moody
First & Middle: tom
Date of Birth: [calendar] Death: [calendar]
Driver's License: [dropdown]
Person ID: [text]
SQ #: [text]
Bar Number: [text]
FBI Number: [text]
Social Security: [text]
State id: [dropdown]
Other Agency: [dropdown]
Officer Badge: 219 Roswell Police Dep. [dropdown]
Legacy id: [text]
Booking Number: [text]
Group id: [text]
TRN: [text]

Search Exit Use Simple Search Add Party

29. When search results come up, click on the officer record needed and then hit Continue to add the officer as a participant to the case.

MOODY, TOM [red arrow]

Person ID 2441386 Party ID 5119477

Address Phone Description

<< Back Next >> Refine Search Exit Add Party

Add Party Connection

Configured Types All Types

Connection: Officer [dropdown]

Party Participant

Party: MOODY, TOM [search] New

Added: 08/13/2016 [calendar]

Removed: [calendar]

Reason: [dropdown]

Comment: [text] [checkmark]

Relationship: [text]

Add Next Continue Exit

30. Add attorneys as they make an entry of appearance in the case. Click on the yellow hyperlink Add Attorney



31. Select the appropriate party and hit Continue





32. Click on the magnifying glass to search for an attorney

Add an Attorney


Party **Houston, Richard C.**


Mark Pro Se

Attorney 


Type  **Public Defender**

Appointed

Added 

Removed 

Reason

Comment 

33. Search for the attorney by name or bar number and click Search

Find Attorney

Search by Bar Number

Bar Number

Search By Name Use Soundex


Person Nickname Business

Last Name

First & Middle

34. When the search returns the attorney, click on the name to add the attorney

Party Search Results | Records 1 - 1 of 1

McFall, George R.  Bar Number 87156 Standing Active

Address	Phone	E-mail
P.O. Box 2168 Albuquerque, NM 87103-2168	Work 505-848-1800 Fax 505-848-9710	grm@modrall.com

35. Then identify what Type of attorney they are in this case

Add an Attorney

Party **Houston, Richard C.**

Mark Pro Se

Attorney

Type **Attorney**

Added

Removed

Reason

Comment

36. Make sure the date Added is correct. Hit Continue to add the attorney to the case

Add an Attorney

Party **Herrera, Rosalinda**

Mark Pro Se

Attorney

Type **Attorney**

Appointed Public Defender

Added

Removed

Reason

Comment

Note: The attorney is now added to the party

M-7-MR-2016-00280 - DevConfig (jijdavenport)

File View Tools Centers Help

M-7-MR-2016-00280 Forms Save/Copy Save Exit

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

State of New Mexico v. Richard C. Houston
Type Misdemeanor (Mag)

Group By **Connection Type** Show **All Connections**

Related Parties View

Party & Attorney Information Add Party Add Attorney Add Grp/Associate

Defendant	Houston, Richard C.	★ McFall, George R.
Plaintiff	State of New Mexico	

Participant & Attorney Information

Officer	Moody, Tom, Ofc
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7/5/2016 3:41pm Messages

37. If there are citations on the case, go to the Event Tab on the case, Docket 5890 Count 1 Citation and scan and attach the citation to the event
38. Repeat until all citations have been docketed and their citations attached (events 5890 through 5897)

M-7-MR-2016-00280

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

Add Event

Type: Count 1 Citation

Date: 07/05/2016 Time: 9:49 PM

Due: Completed

Comment

Docketable Include on Appeal

Print Event Barcode Upon Save

Document Type: Criminal Case Docum

Document Security Group: Criminal Case Docum

Doc Link ID

Does not affect case aging clock

quick links

- ▶ Add Next
- ▶ Add Related
- ▶ Add Hearing
- ▶ Add Service
- ▶ Relationships

Save/Print Save Exit

39. Next, go to the Charges Tab. Hit the yellow hyperlink for Citation

M-7-MR-2016-00280 - DevConfig (jijdavenport)

File View Tools Centers Help

M-7-MR-2016-00280 Forms Save/ Copy Save Exit

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

State of New Mexico v. Richard C. Houston
Type Misdemeanor (Mag)

Charges Amend Transfer Regumber Citation +

Houston, Richard C.

1. Reckless Driving (Second or Subsequent Offense)
07/03/2016 (M) 66-8-113 (1465)
★ Case Filing 07/05/2016

7/6/2016 8:29am Messages

- 40. That opens the Add a New Citation window. The defendant's information should default. Enter anything that is missing or contained on the citation, including the citation number and time of the incident. Enter the citation number including the county/agency codes, click on Save

Add a New Citation

Agency: **Roswell Police Department** Case Type: **Misdemeanor (Mag)**

Citation #: Subtype:

Off Date: **07/03/2016** Sun Time: Ticket Date: **07/03/2016** Sun

1. Citee

Houston, Richard C.
PO Box 123
Roswell NM 88201
TN- 16132648521

Person Nickname Business

Last Name: **Houston**
First Name: **Richard**
Middle Name: **C.**
Suffix:

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

Line 1: **PO Box 123**
Line 2:
Line 3:

City: **Roswell** State: **NM** ZIP Code: **88201**

Use Separate Correspondence Address

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

No. St.
Unit No.
City State ZIP Code

State: **TN** DL Number: **16132648521** DOB: **01/14/1966**
Type:

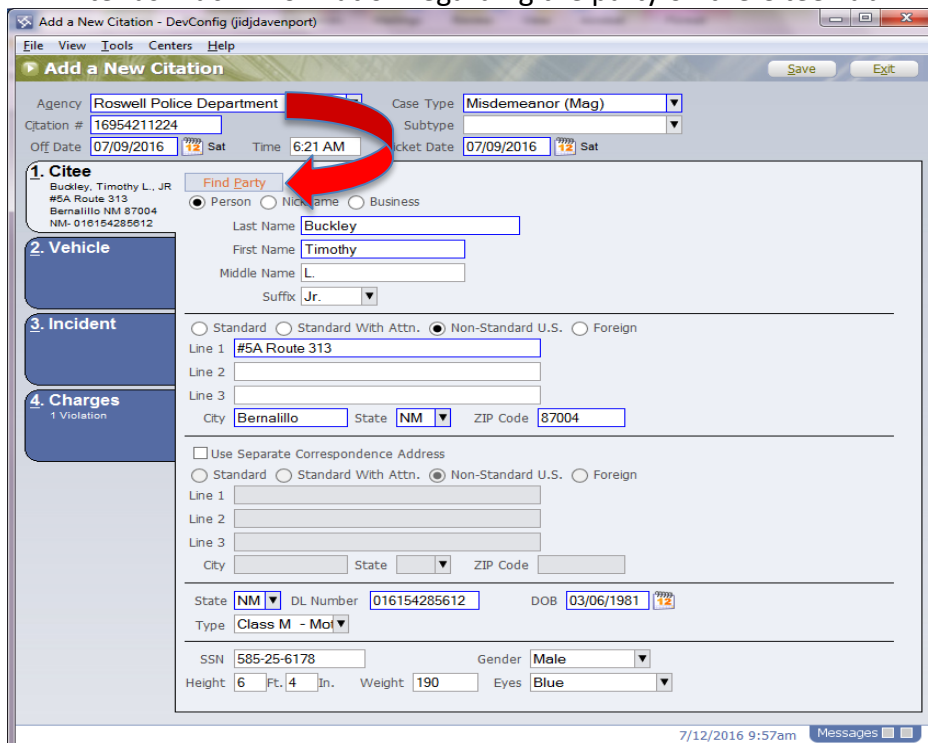
Save

From a Citation

1. When a Citation is filed, instead of a Criminal Complaint, click on Add a Citation from the main menu.



2. Select your location (See Step 2 From a Criminal Complaint above), category (Step 3 From a Criminal Complaint above) and Case Type (Step 4 From a Criminal Complaint above)
3. That will open the Add A Citation window. Click on Find Party to search for an existing party. Selecting an existing party will default their personal information into the Citee Tab. Enter as much information regarding the party on the Citee Tab



4. Click on the Vehicle Tab to enter information on the vehicle

The screenshot shows the 'Add a New Citation' form with the 'Vehicle' tab selected. The form includes the following fields and values:

- Agency: Roswell Police Department
- Case Type: Misdemeanor (Mag)
- Citation #: 16954211224
- Subtype: (empty)
- Off Date: 07/09/2016 Sat
- Time: 6:21 AM
- Ticket Date: 07/09/2016 Sat
- 1. Citee: Buckley, Timothy L., JR, #5A Route 313, Bernalillo NM 87004, NM- 018154285612
- Veh License #: 198PBX
- State: TX
- Year: 2014
- Color: Black
- Type: Motorcycle
- Make: Harley Davidson
- Model: (empty)
- Commercial Vehicle: No
- Hazardous Material: No
- Passengers (16 or more): No
- DOT #: (empty)
- 4. Charges: 1 Violation

5. Click on the Incident Tab to enter information about the stop. The Location indicates where the citation will be filed, and is a required field. Simply click on the picker to the right of the field, and the information will default

The screenshot shows the 'Add a New Citation' form with the 'Incident' tab selected. The form includes the following fields and values:

- Agency: Roswell Police Department
- Case Type: Misdemeanor (Mag)
- Citation #: 16954211224
- Subtype: (empty)
- Off Date: 07/09/2016 Sat
- Time: 6:21 AM
- Ticket Date: 07/09/2016 Sat
- 1. Citee: Buckley, Timothy L., JR, #5A Route 313, Bernalillo NM 87004, NM- 018154285612
- 2. Vehicle: TX - 198PBX, 2014 Harley Davidson
- 3. Incident: Moody, Tom, Ofc
- Traffic: Light
- Weather: Clear
- Road Condition: Dry
- Lighting: (empty)
- Accident: No
- MVA #: (empty)
- Construction Zone: (checkbox unchecked)
- Rural Highway: (checkbox unchecked)
- Safety Corridor: (checkbox unchecked)
- Badge #: 219
- District: (empty)
- Mile Marker: (empty)
- Tribal Land: (checkbox unchecked)
- Location of Violation: Mile marker 259
- Officer: Moody, Tom, Ofc
- Comments: (empty)
- Arrested: No
- Location: Chaves County Magistrate Court in Roswell (indicated by a red arrow)
- Appear By: 08/08/2016
- File Date: 7/12/2016

- Click on the Charges Tab. When searching for the charge code (refer to Steps 19 and 20 From a Criminal Complaint above), click on the Save button

The screenshot shows a web application window titled "Add a New Citation - DevConfig (jidjdavenport)". The window has a menu bar with "File", "View", "Tools", "Centers", and "Help". Below the menu is a header "Add a New Citation" with a "Save" button on the right, which is highlighted by a red arrow. The form contains several fields: Agency (Roswell Police Department), Case Type (Misdemeanor (Mag)), Citation # (16954211224), Subtype, Off Date (07/09/2016), Time (6:21 AM), and Ticket Date (07/09/2016). There are three tabs on the left: "1. Citee" (Buckley, Timothy L., JR), "2. Vehicle" (2014 Harley Davidson), and "3. Incident" (Moody, Tom, Ofc). The "4. Charges" tab is active, showing a "1 Violation" section with fields for # (1), STN, Code (1465), Degree (Misdemeanor), Description (Reckless Driving (Second or Subsequent Offense)), Statute (66-8-113), GOC, Fine, and Prosecuting Agency. An "Add" button is located below the "Incident" tab. The status bar at the bottom shows "7/12/2016 10:07am" and "Messages".

Note: In the Case Filed window it will display the case number and Judge assignment

- Click on Edit Case to docket the opening event

The screenshot shows a "Case Filed" window with a close button in the top right corner. The case number "M-7-MR-2016-00281" is displayed in large blue text, followed by "criminal" in green. Below this, it says "Misdemeanor (Mag)" and "Filed On 7/12/2016". The case name "State of New Mexico v. Timothy L. Buckley, JR" is shown. Under the "assignment" section, it lists "Chaves County Magistrate Court in Roswell" and "Fouratt, E. J.". On the right side, there are two panels: "quick links" and "add another citation". The "quick links" panel has four items: "Edit Case", "Add Fees", "Add Hearing", and "Print Label". A red arrow points to the "Edit Case" link. The "add another citation" panel has five items: "Same Type", "New Type", "Fees / Same", "Same Citee", and "Same Case". A "Done" button is located at the bottom center of the window.

8. In the Add Event window docket the opening event, i.e., event 1000 OPN: CITATION FILED

Add Event

Type: OPN: CITATION FILED

Date: 07/12/2016 Time: 10:13 AM

Due: Completed

Comment: add text according to Court policy

Docketable Include on Appeal

Print Event Barcode Upon Save

Document Type: Document Security Group: Doc Link ID: Starts case aging clock:

quick links

- ▶ Add Next
- ▶ Add Related
- ▶ Add Hearing
- ▶ Add Service
- ▶ Relationships

Save/Print Save Exit

9. The Officer will automatically be added on the Parties Tab as a Case Participant, from having been entered on the citation

M-7-MR-2016-00281 - DevConfig (jidjdavenport)

File View Tools Centers Help

M-7-MR-2016-00281 Forms Save/Copy Save Exit

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

State of New Mexico v. Timothy L. Buckley, JR
Type: Misdemeanor (Mag)

Group By: Connection Type Show: All Connections

Related Parties View

Party & Attorney Information Add Party Add Attorney Add Group/Associate

Defendant: Buckley, Timothy L., Jr.

Plaintiff: State of New Mexico

Participant & Attorney Information

Officer: Moody, Tom, Ofc

7/12/2016 10:16am Messages

Note: Process the case as attorneys are added, pleadings are filed and hearings are scheduled