

# Administrative Office of the Courts

Supreme Court of New Mexico

Arthur W. Pepin, Director



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## Judicial Information Division (JID)

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Exhibit Reports  
**Standard Operating Procedure**  
**Version 1.0**  
*Updated: (08/2016)*

## Exhibit Reports

### COURT / DEPARTMENT / DIVISION

All Courts

### USER

All Court Staff

### PURPOSE

To view exhibit reports

### NAVIGATION

Case Manager/Reporting/Exhibit Reports

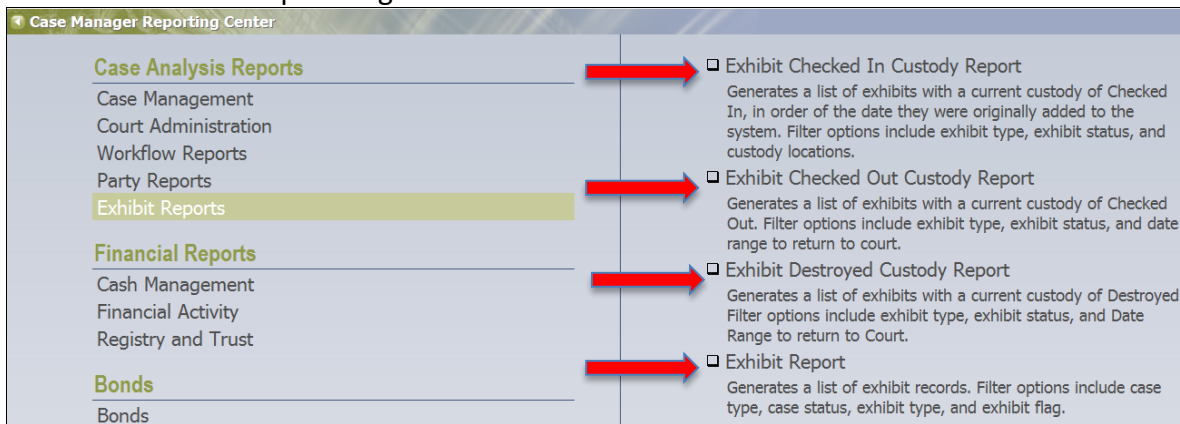
### STEPS

#### VIEW EXHIBITS

1. From the Case Manager homepage, click on **Reporting**



2. Click on **Exhibit Reports** and four Exhibit reports are displayed
  - a. Choose report to generate



- b. Complete report criteria fields
- c. To email report or view online, click **Submit** in upper right. To schedule report, click **Schedule**.

- d. To receive report via email, enter email address and choose one of the options and click on **Finish**
- e. To view report online, do not enter an email address

- f. To view report online, go to left navigation; under Administration, click **Job History**
- g. Click on the row of report name to view the report

Job ID	Description	Status	Duration
2218720	Exhibit Destroyed Custody Report	✓ 08/31/2016 01:41 PM	3 Seconds
2218719	Exhibit Checked Out Custody Report	✓ 08/31/2016 01:40 PM	3 Seconds
2218717	Exhibit Checked In Custody Report	✓ 08/31/2016 11:25 AM	26 Minutes, 26 Seconds

- h. On Job Detail window, click **View Output**

**Job Detail**

[View Output](#) [View Messages](#) [View Parameters](#) [Retain Job](#) [Re-Queue Job](#)

Description: **Exhibit Checked In Custody F** User: **Terrell, Margarita**  
 Current Status: **Completed** Job ID: **2218717**  
 Priority: **99**  
 Scheduled Start: \_\_\_\_\_ Number of Restarts: **1**  
 Queued: **08/31/2016 10:59 AM** Server: **NEWRELEASE-ALL**  
 Started: **08/31/2016 10:59 AM**  
 Completed: **08/31/2016 11:25 AM**

[Exit](#)

- i. Report is displayed
- j. Examples of reports:

### Exhibit Checked In Custody Report

Exhibit Type: All Exhibit Status: ADMIT,DEST,MARK,OFFNA,RET,RAG,RCOA,RDC Exhibit Locations: (CRTFILE, EXHROOM, VAULT1, VAULT2, LA...  
 Date Range Type: Custody Added Date Range: 01/01/2016 - 08/24/2016 Sort Order: Checked In Location

Case Manager; State; Appellate Courts; Supreme Court; Court of Appeals; Trial Courts; District Courts; 1st District; Los Alamos; Santa Fe; Tierra Amarilla; 2nd Distric...

Location	Custody Date	Authorized by	Exhibit Type / Description	Exhibit Status	Exhibit Flags	Cross Ref #	Case #	Exhibit ID	Exhibit #
2nd District: Appellate Court	05/05/2016	Perrine, Gabriel	Audio, CD or Video Media 14-0103619.EVIDENCE.COM	Admitted			D-202-CR-2006-05105		'15AUG11STATE 1
2nd District: Appellate Court	05/05/2016	Perrine, Gabriel	Document 2 PAGES-STANDARD CONDITIONS OF PROBATION	Admitted			D-202-CR-2006-05105		'15AUG11STATE 2
2nd District: Appellate Court	05/05/2016	Perrine, Gabriel	Photograph STILL PHOTO-JAIL POD WITH INMATES	Admitted			D-202-CR-2006-05105		'15AUG11STATE 3

### Exhibit Checked Out Custody Report

Exhibit Type: All Exhibit Status: ADMIT,DEST,MARK,OFFNA,RET,RAG,RCOA,RDC  
 Sort Order: Return to Court by

Case Manager; State; Appellate Courts; Supreme Court; Court of Appeals; Trial Courts; District Courts; 1st District; Los Alamos; Santa Fe; Tierra Amarilla; 2nd Distric...

Checked Out to	Return to Court by	Custody Date	Authorized by	Exhibit Type / Description	Exhibit Status	Exhibit Flags	Cross Ref #	Case #	Exhibit ID	Exhibit #
STATE OF NM		02/19/2016	Vidales, Lydia	Photograph Jeep	Returned			D-1113-CR-2011-00122		02-13-13-50
STATE OF NM		02/19/2016	Vidales, Lydia	Photograph Gene Bateman	Returned			D-1113-CR-2011-00122		03-13-13-1
STATE OF NM		02/19/2016	Vidales, Lydia	Photograph Gene Bateman	Returned			D-1113-CR-2011-00122		03-13-13-10
STATE OF NM		02/19/2016	Vidales, Lydia	Photograph Gene Bateman	Returned			D-1113-CR-2011-00122		03-13-13-11

## Exhibit Report

Case Type: All Case Status: ADJ,JD,AP,BRF,ARCH,VOID,CLS,C,CC,CLSD... Exhibit Type: All Exhibit Status: ADMIT,DEST,MARK,OFFNA,RET,RAG,RCOA,RDC Exhibit Flags:  
 Date Range Type: Case Filed Date Range: 08/01/2015 - 08/01/2016 Sort Order: Case #

Case Manager; State; Appellate Courts; Supreme Court; Court of Appeals; Trial Courts; District Courts; 1st District; Los Alamos; Santa Fe; Tierra Amarilla; 2nd Distric...

Exhibit ID	Exhibit #	Case #	Cross Ref #	Proj. Return / Destroy Date	Exhibit Flag	Exhibit Type / Description	Custody Details	Exhibit Status	Custody Date	Authorized by
	1234	D-1329-CR-2012-00473			Explosive	Weapon		Admitted		
	1234	D-1329-CR-2015-00074								
	1234	D-1329-CR-2015-00638								
	1234	D-1329-CR-2016-00001								
'16MARCH11 PLF1		D-202-CR-2015-02971			Sealed	Document TELEPHONIC INTERVIEW	2nd District Exhibit Room	Admitted	03/14/2016	Roney, Cori
'16MARCH11 PLF2-5		D-202-CR-2015-02971			Sealed	Photograph	2nd District Exhibit Room	Admitted	03/14/2016	Roney, Cori