

# Administrative Office of the Courts

## Supreme Court of New Mexico

Arthur W. Pepin, Director



237 Don Gaspar  
Santa Fe, NM 87501

### Judicial Information Division (JID)

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Correcting Bond Financial Record with Incorrect  
Payor-Subsequent Day Only - No Reversal of Original  
Financial Transaction

**Standard Operating Procedure**

**Version 1.1**

Updated: (05/2021)

Approved by: OMMUG on May 25, 2021

## Correcting Bond Financial Record with Incorrect Payor – Subsequent Day only – No Reversal of Original Financial Transaction

### COURT / DEPARTMENT / DIVISION AND USER

This procedure is to be used by the Magistrate Court Odyssey Users for mandatory documenting purposes, but can be used by District Court or Metropolitan Court.

### INTRODUCTION

To update and document the financial record when cash bonds are receipted to the incorrect payor-usually the defendant, rather than the actual payor, and the error is discovered on a subsequent day after the bond was receipted. Either the incorrect bond depositor party name was created and chosen as the payor or the defendant on the case was chosen as the payor. This will NOT correct the physical receipt or financial transaction in Odyssey. This process avoids having to reverse the original cash bond financial transaction.

### RELEVANT DATA STANDARDS

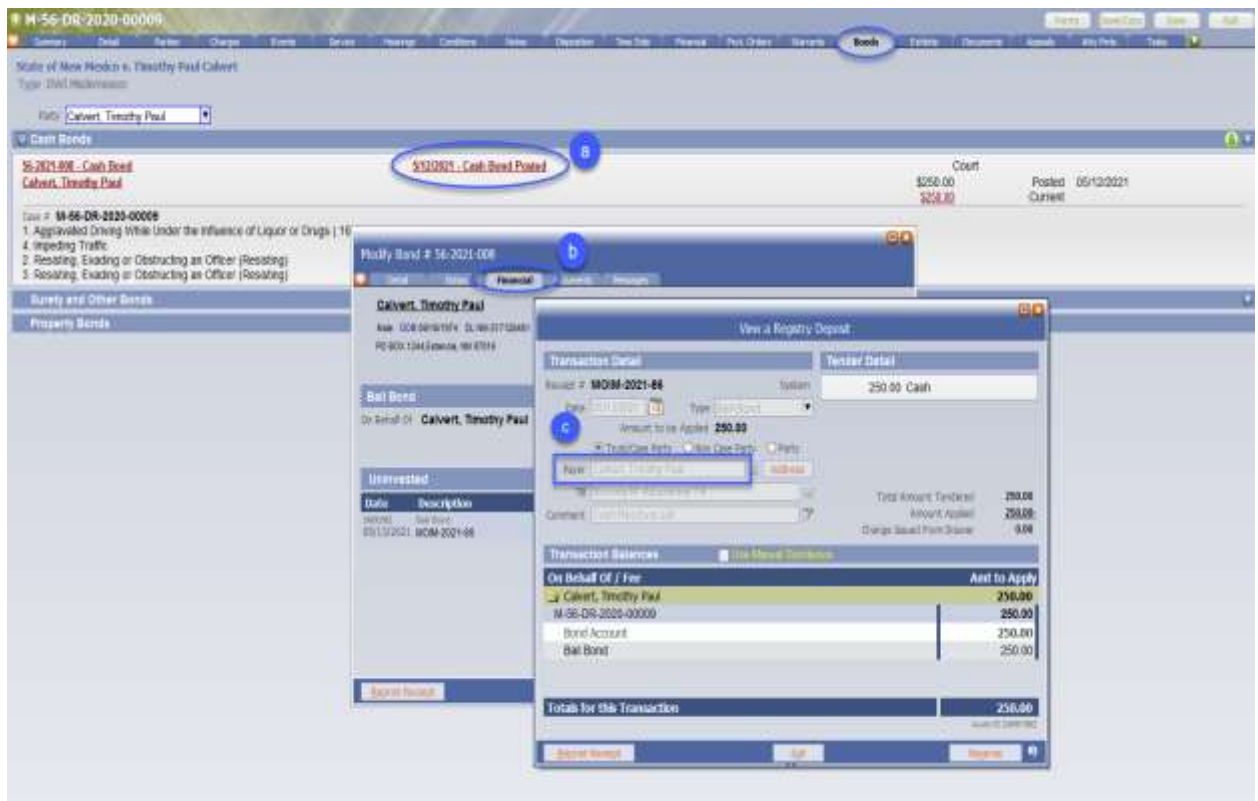
Data Standards were approved by the Supreme Court on May 20, 2020. Using the data standards will result in improved data collection and reporting; improved data quality; improved consistency in case processing; improved court efficiency; and improved ability to establish court staffing needs. Refer to the following data standards for any procedures that may or may not be specifically mentioned in this SOP:

General	Case Specific
1.4.0 Bonds	2.0.0 Adult Criminal Data Standards
1.6.0 Financials	2.3.0 Parties
1.15.0 Scanning	2.6.0 Case Management

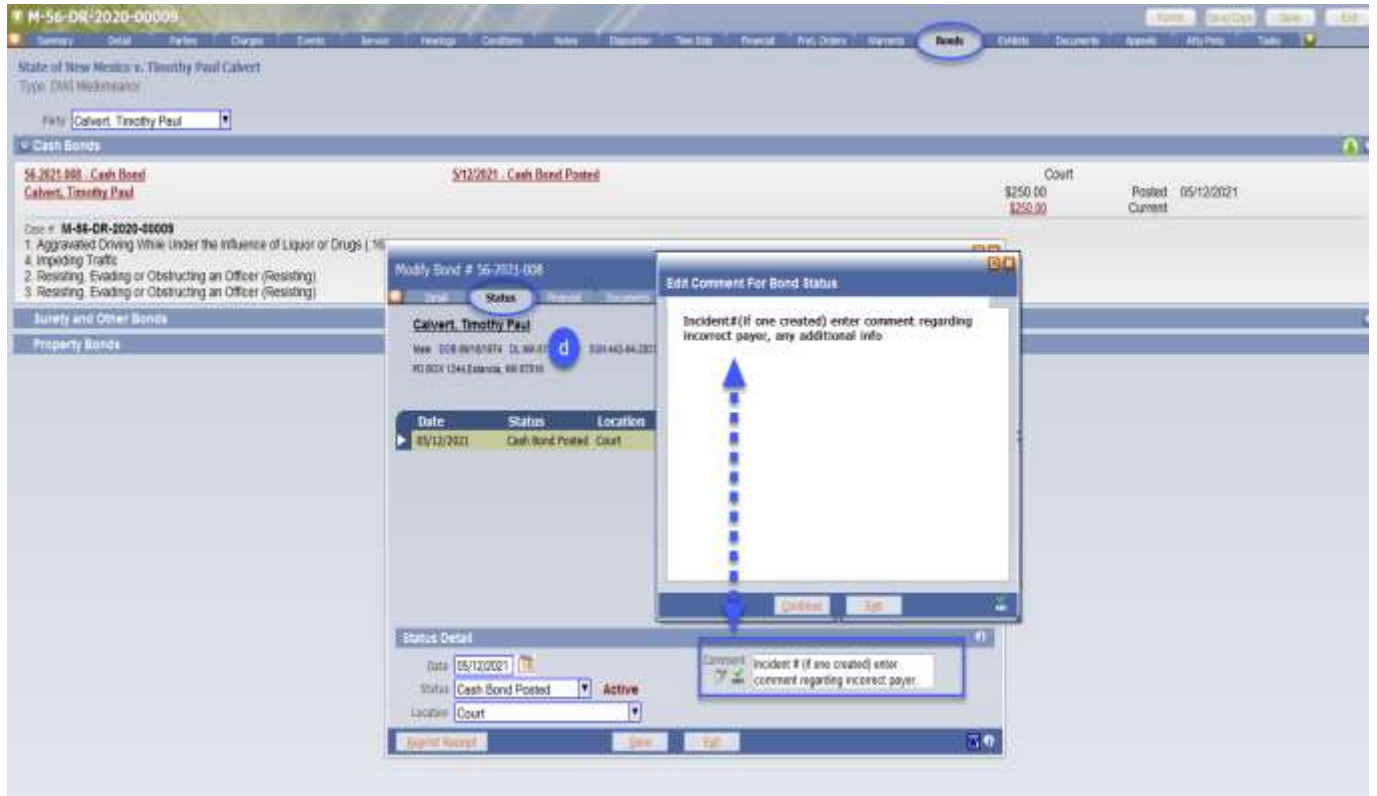
## NAVIGATION AND STEPS

Odyssey Case Management, Case, Bond Tab, Financial Tab, Bail Bond hyperlink

1. Navigate to the case and click on the “Bond” tab
  - a. Click on the red hyperlink “Cash Bond Posted”
  - b. Click on the financial tab within the bond tab. Click on bond the transaction
  - c. Verify that the incorrect bond payor name is shown on the receipt record. Exit.



- d. Click on the “Status” tab “ enter mandatory detailed comments (incident number if any). Save.



- 2. Add the bond depositor in the “Parties” tab if needed. Save.

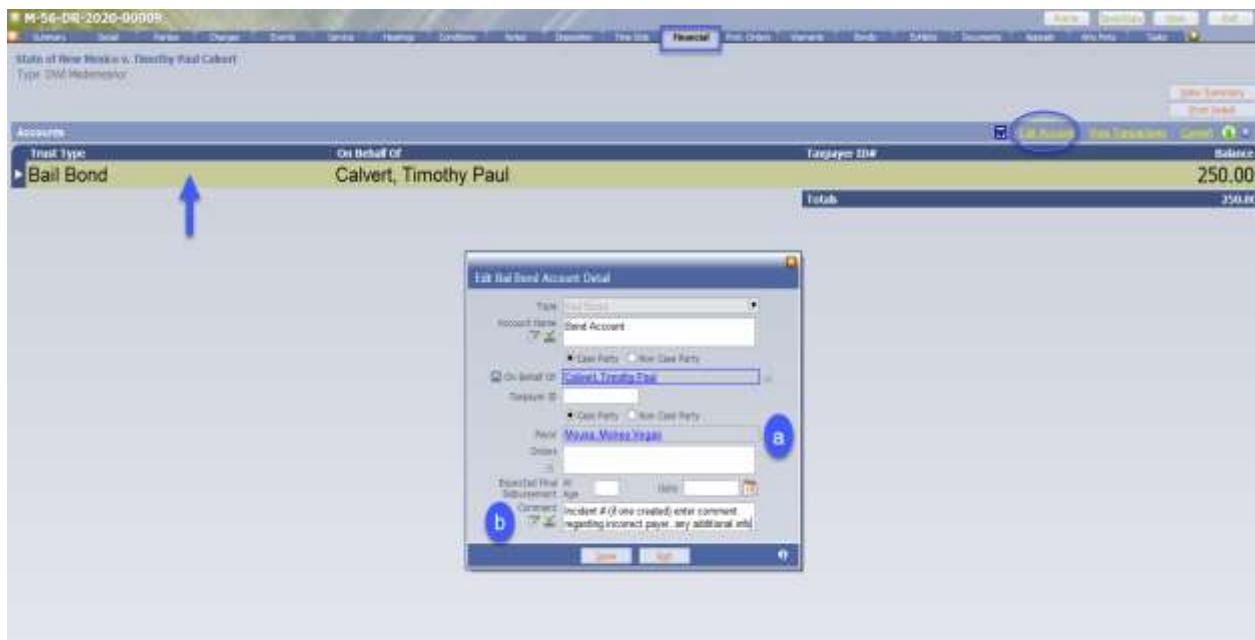


3. Navigate to the “Financial” tab and click on the blue “Bail Bond” hyperlink



4. Click on the bond transaction, then click on the yellow hyperlink, “Edit Account”. The “Edit Bail Bond Account Detail” window will be displayed

- a. In “Payor” field, click on the picker box and select the true bond depositor
- b. Enter mandatory detailed comments (incident number if any) and Save.



- Navigate to the “Bond” tab and click on “Cash Bond Posted”, click on the “Financial” tab. The Payor should now display the true bond depositor name.



- Last, update the physical original cash bond receipt by crossing out the incorrect bond payor information and handwrite the corrected true bond payor name and address. Do this if court still keeps a physical file. The receipt may be scanned into the cash bond tab along with the original scan of the cash bond receipt from the jail. Mail the modified receipt to the defendant as well as the payor if needed.

**MAGISTRATE COURT**  
P.O. BOX 2027  
NEW MEXICO 87035

To make credit card payments online please go to <https://publicaccess.nmcourts.gov/>

Payor  
~~Calvert, Timothy Paul~~  
~~P.O. BOX 4214~~  
~~Edenraia, NM 87040~~

**Mickey Vegas Mouse**  
**2536 Rideg Runner Rd, Las Vegas NM 87701**  
**Corrected 5/14/2021-TN**

Receipt No  
**-2021-86**  
Transaction Date  
05/13/2021

Description	Amount Paid
On Behalf Of Calvert, Timothy Paul M-56-DR-2020-00009 State of New Mexico v. Timothy Paul Calvert Bond Account	
Bail Bond	250.00
<b>SUBTOTAL</b>	<b>250.00</b>
<b>PAYMENT TOTAL</b>	<b>250.00</b>
Cash Tendered	250.00
Total Tendered	250.00
Change	0.00

Cash Recd via Jail

**Final Checklist to assure these items were completed:**

ITEM	COMPLETED
Add Bond Depositor in Parties tab (if needed)	<input type="radio"/>
Mandatory comments in Bond tab/Status	<input type="radio"/>
Payor added in Financial tab, bail bond link, Edit Bail Bond Account Detail	<input type="radio"/>
Mandatory comments added in Financial tab, bail bond link, Edit Bail Bond Account Detail	<input type="radio"/>
View Bond tab/Financial, correct payor shown	<input type="radio"/>
Correct Physical Financial Receipt (If needed)	<input type="radio"/>