

Administrative Office of the Courts

Supreme Court of New Mexico

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Judicial Information Division (JID)

Criminal Case Initiation
District Court
Standard Operating Procedure
Version 1.1
Updated: (08/2016)

Criminal Case Initiation District Court

COURT / DEPARTMENT / DIVISION

This procedure is for District Courts.

USER

This is for Clerks who create new cases.

PURPOSE

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

NAVIGATION

From the Odyssey home page, select Add a Case or Add a Case Classic.

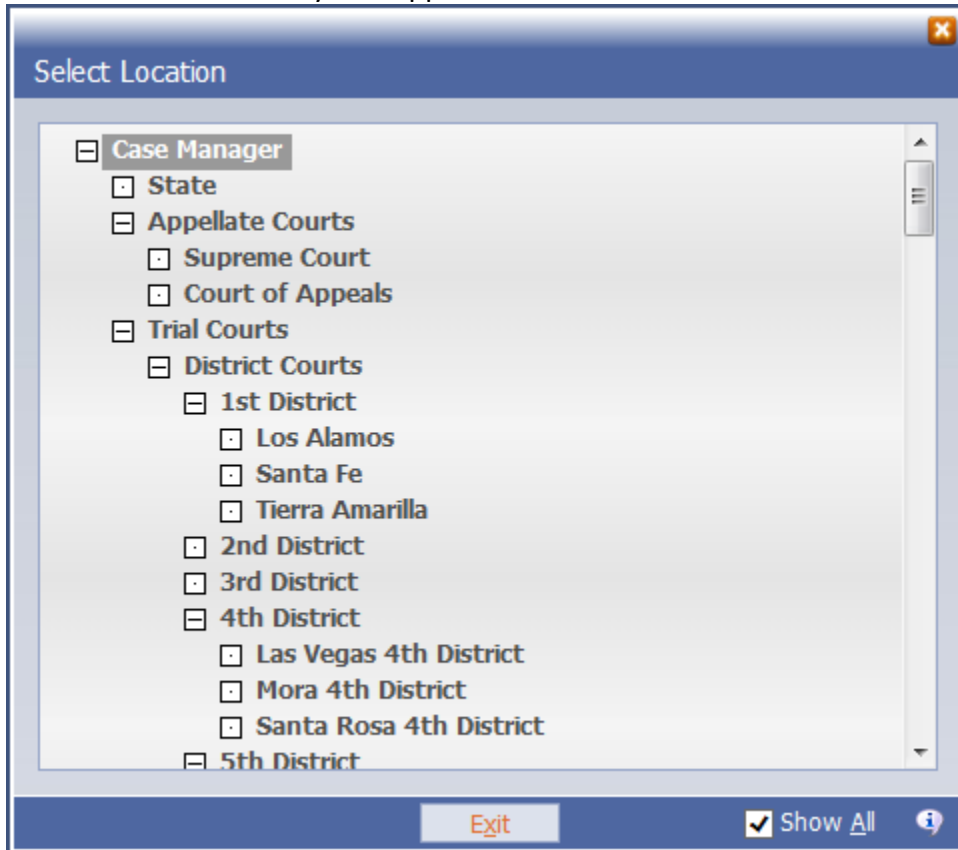
STEPS

1. When the opening document is a Criminal Complaint or a Grand Jury Indictment, select **Add a Case** or **Add a Case Classic** from one of the 2 places where they are available



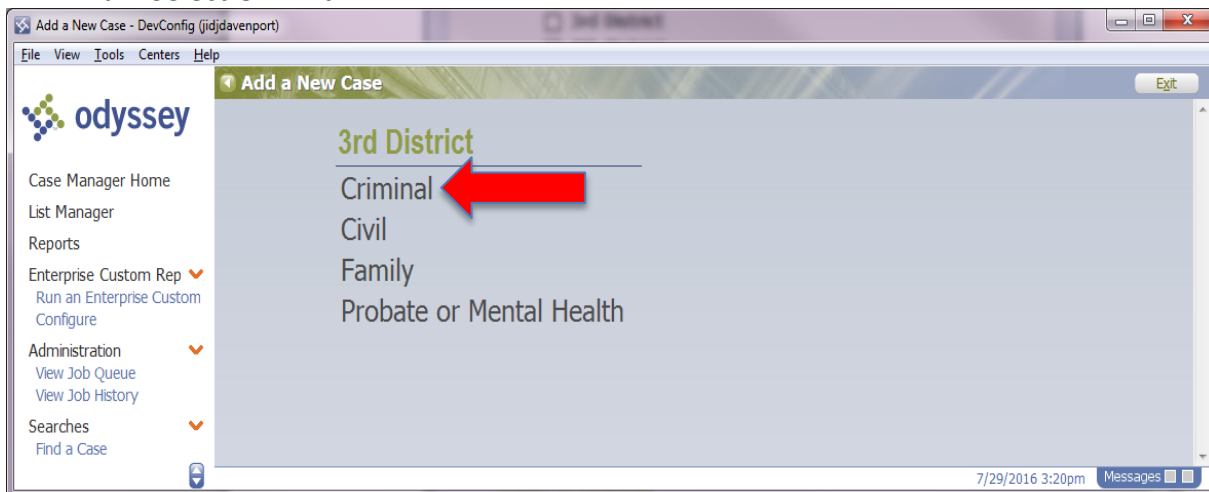
2. **Select** the location.

- a. If a clerk has rights to add cases at more than one location, **select** the **location** for which the new case will be added.
- b. **Click** on the location and **select the court**.
- c. If clerk does not have rights to add cases in multiple locations this step will automatically be skipped.



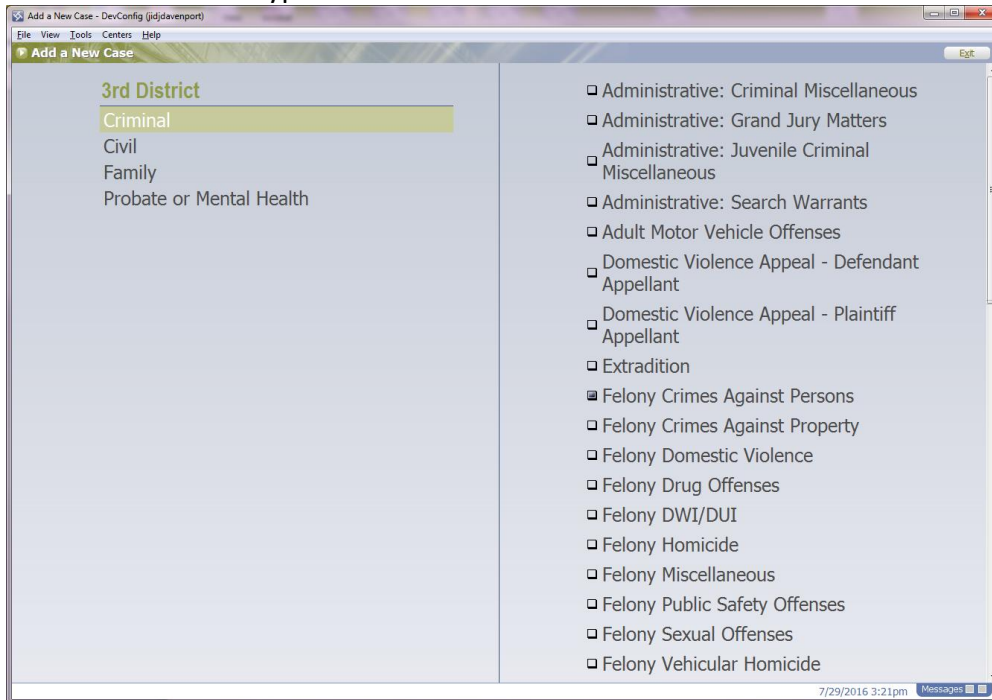
3. When a location has been selected, **select** the category of case to be created.

a. **Select Criminal**



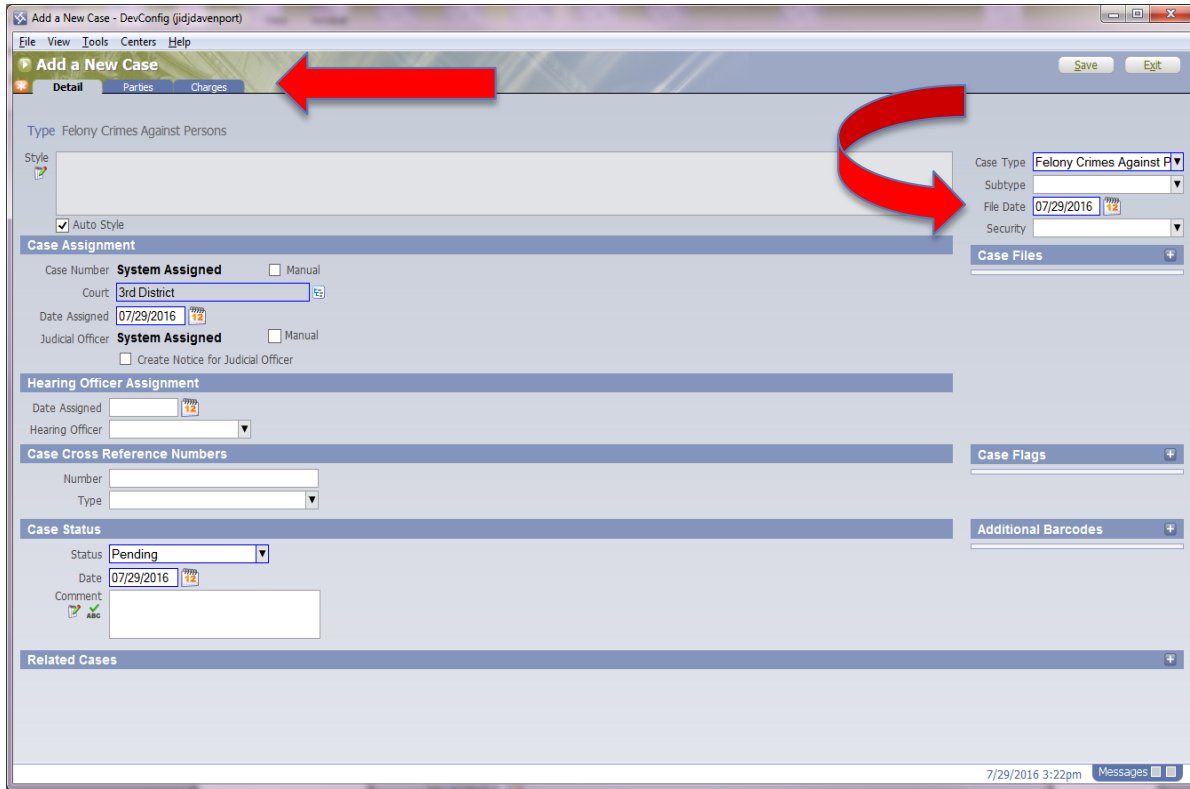
Note: That will bring up a list of all criminal case types available at the node (i.e., the location) to select. Use the scroll bar on the right hand side of the screen to scroll down to see all of the available case types.

4. **Select** the case type

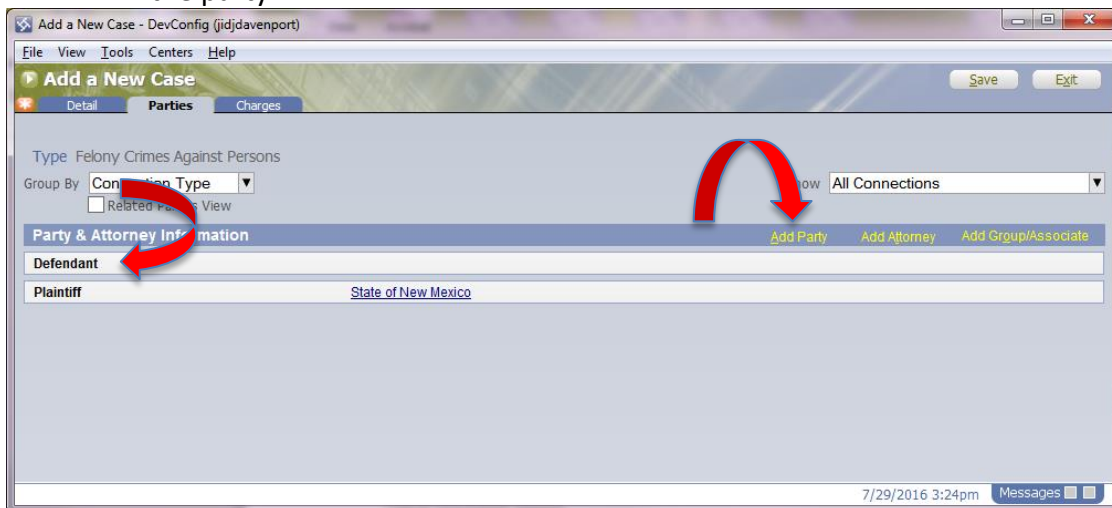


5. Odyssey brings up the Add a New Case window. There are 3 tabs available – Detail, Parties, and Charges.

- a. On the **Detail Tab** verify the **filing date**.
- b. Let **Odyssey** create the **case number** and **assign** the Judge



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



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

Add Party Connection

Configured Types All Types

Connection: [Dropdown]

Party: [Dropdown] New

Added: 07/29/2016 12

Removed: [Dropdown] 12

Reason: [Dropdown]

Comment: [Text] ABC

Relationship +

Add Next Continue Exit


- 8. Select Defendant. Make sure that Party is selected instead of Participant
- 9. 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: [] 

Relationship [+]

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

- 10. 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. When the information is entered hit the Search button, or the Enter key on the keyboard.



Find A Party

Search by Party Information Use Soundex

Person Nickname Business

Last Name: rakestraw

First & Middle: taylor

Date of Birth: 03/08/1993  Death: [] 

Driver's License: []

Person ID: []

SO #: []

Bar Number: []

FBI Number: []

Social Security: 525-99-2165

State id: []

Other Agency: []

Officer Badge: []

Legacy id: []

Booking Number: []

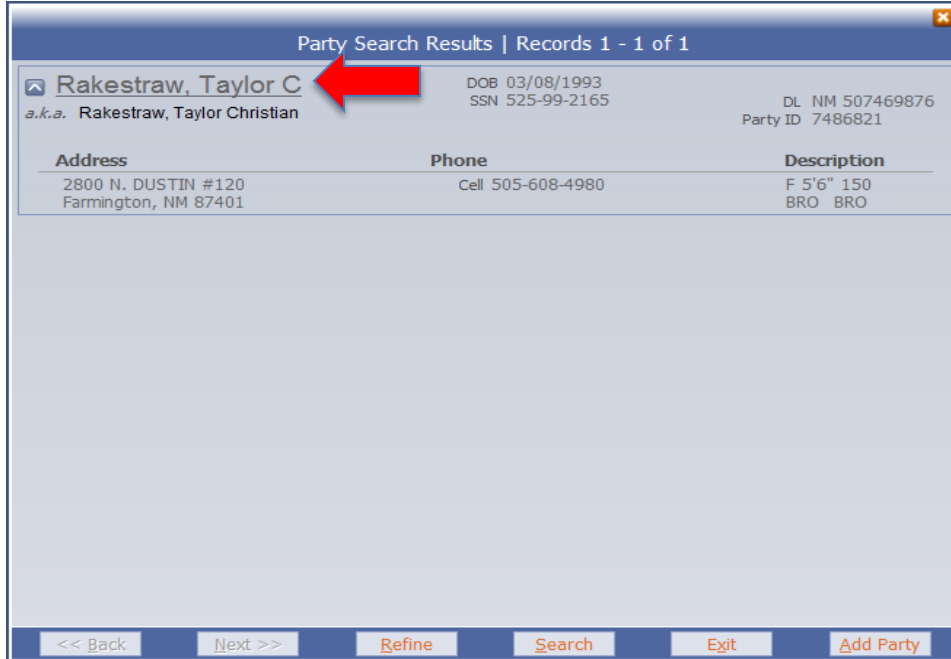
Group id: []

TRN: []


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

Note: That will return a list of parties that match the information entered. If it does not immediately get the party wanted, change the search criteria a little. If it gets too many results to look through, try adding more information to help narrow the search

11. When the desired party is found, click on the name to add the party on the new case



Party Search Results | Records 1 - 1 of 1

Rakestraw, Taylor C 
a.k.a. Rakestraw, Taylor Christian

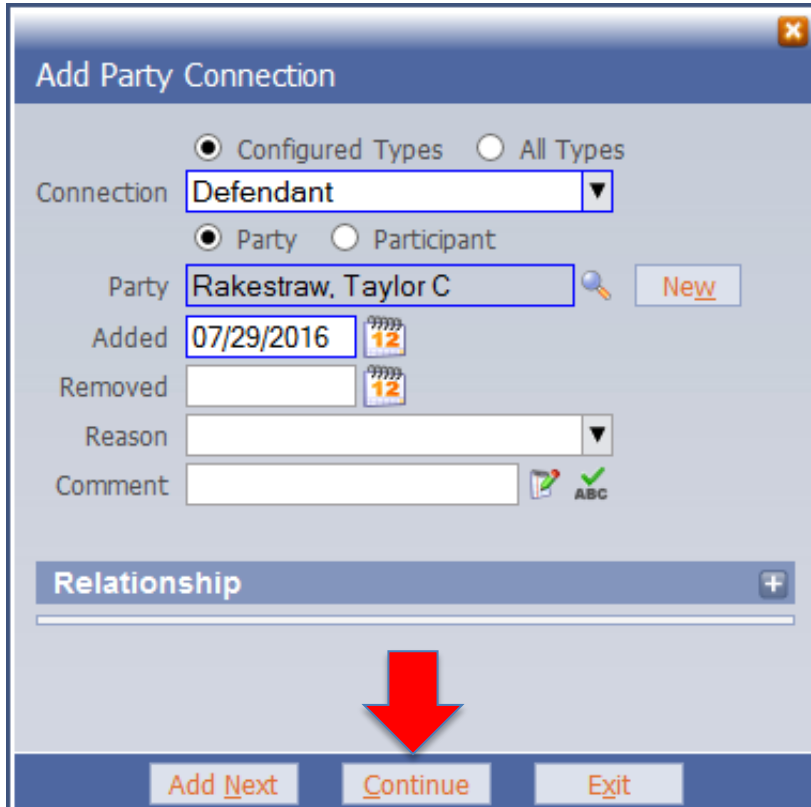
DOB 03/08/1993
SSN 525-99-2165

DL NM 507469876
Party ID 7486821

Address	Phone	Description
2800 N. DUSTIN #120 Farmington, NM 87401	Cell 505-608-4980	F 5'6" 150 BRO BRO

<< Back Next >> Refine Search Exit Add Party

12. 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: **Rakestraw, Taylor C**  [New](#)

Added: **07/29/2016**  **12**


Removed:  **12**

Reason: 

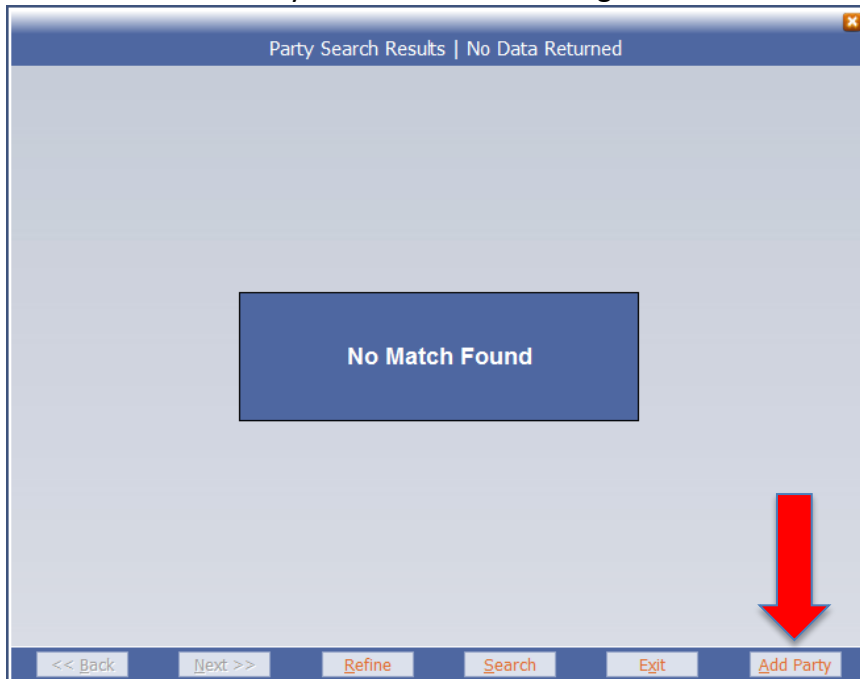
Comment:  **ABC**

Relationship 

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



13. 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



Note: That brings up the Add A New Defendant window. 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 ().

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

A screenshot of the "Add A New Defendant" form. The form is divided into several sections: "Name", "Description", "Identifiers", "Address", and "Phones and E-Mail".
- **Name:** Radio buttons for "Person" (selected), "Nickname", and "Business". Fields for Title, First (Taylor), Middle, Last (Rakestraw), and Suffix.
- **Description:** Date of Birth (03/08/1993), Gender (Male), Race, Ethnicity, Height (5 Ft. 11 In.), Weight (275), Hair (Black), and Eyes (Brown).
- **Identifiers:** Driver's License, State, State ID, Social Security, FBI Number, Other Agency, and No.
- **Address:** Radio buttons for "Standard U.S.", "Standard U.S. with Attn.", "Non-Standard U.S." (selected), and "Foreign". Fields for Line 1 (125 Main Street), Line 2 (Apt #26A), Line 3, City (Las Cruces), State (NM), and ZIP Code (88006).
- **Phones and E-Mail:** Fields for Home, Work, Fax, Cell (505-250-6031), and E-Mail.
At the bottom of the form is a "Save" button highlighted with a red arrow and an "Advanced" button.

15. On the Add Party Connection screen, click on Continue

Add Party Connection

Configured Types All Types

Connection: **Defendant**

Party Participant

Party: **Rakestraw, Taylor C** [New](#)

Added: **07/29/2016**

Removed: **12**

Reason: **12**

Comment:

Relationship

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

16. Go to the Charges Tab

Add a New Case - DevConfig (jjjdavenport)

File View Tools Centers Help

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

Detail **Parties** **Charges**

State of New Mexico v. Taylor Rakestraw
Type: **Felony Crimes Against Persons**

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

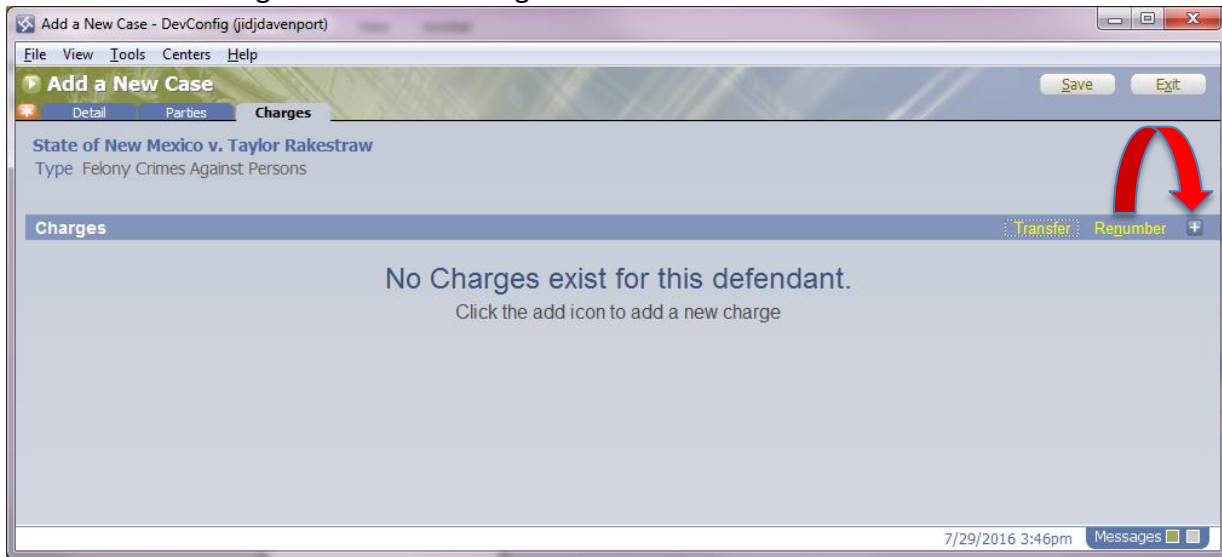
Related Parties View

Party & Attorney Information [Add Party](#) [Add Attorney](#) [Add Group/Associate](#)

Defendant	Rakestraw, Taylor
Plaintiff	State of New Mexico

7/29/2016 3:45pm Messages

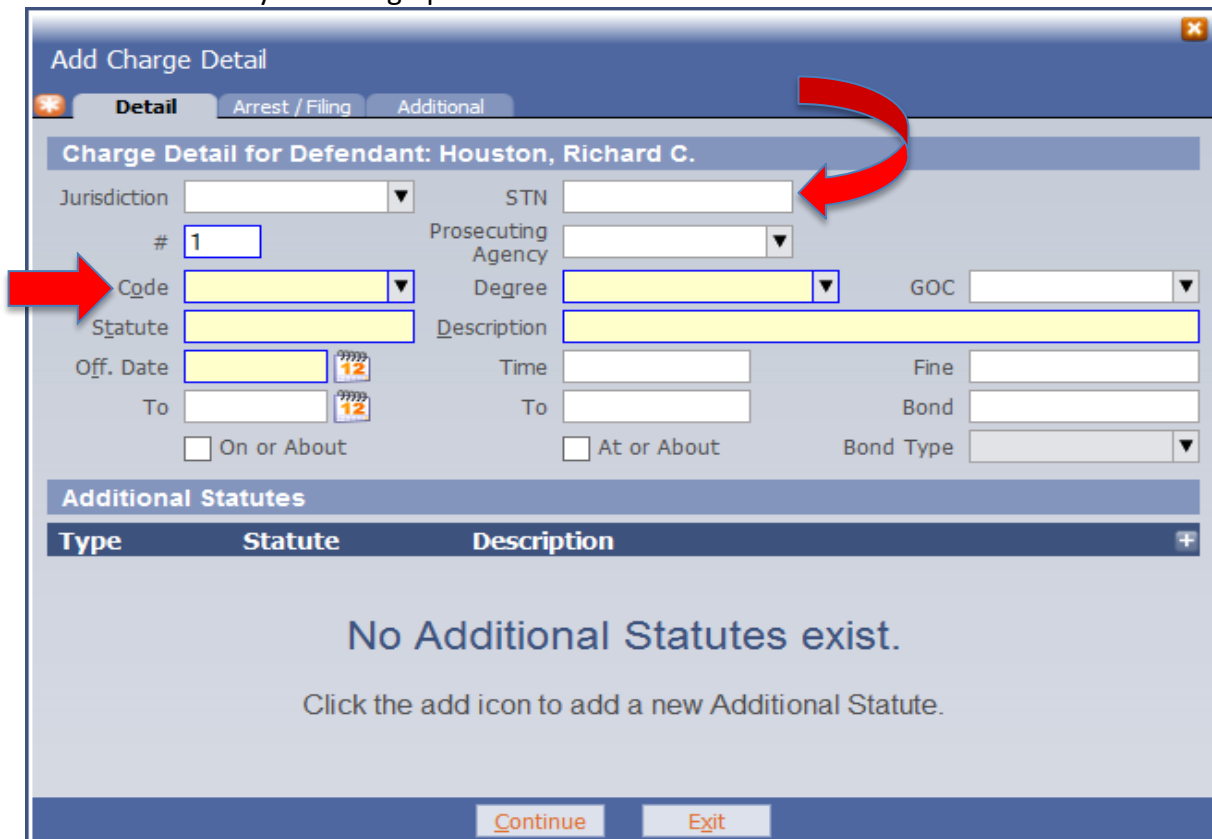
17. Click on the + sign to enter the charges



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

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

18. 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



19. 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

Select Codes

Code/Desc: Group: Source:
Statute: Degree: Sort:
Type: Owner: Save My Settings

Code	Description	Statute	Degree
1. 2201	Attempt to Commit Felony to wit: Aggravated	30-28-1 & 30-3-16(C)	F4
2. 4853	Attempt to Commit Felony: Aggravated Batter	30-28-1 & 30-3-9.2(F)	F4
3. 5023	Battery on a Household Member (3rd Offense)	30-3-15	F4
4. 4823	Battery upon a Health Care Worker	30-3-9.2(E)	F4
5. 4835	Battery upon a Health Care Worker (Assisting	30-3-9.2(G)	F4
6. 225	Battery upon a Peace Officer	30-22-24	F4
7. 99	Battery upon a School Employee	30-3-9(E)	F4
8. 72	Conspiracy to Commit Aggravated Battery (D)	30-28-2 & 30-3-5(C)	F4
9. 2241	Conspiracy to Commit Aggravated Battery (G)	30-28-2 & 30-3-5(C)	F4
0. 2110	Conspiracy to Commit Aggravated Battery Ag	30-28-2 & 30-3-16(C)	F4

83 Results - Page 3 of 9

<<Back Next>> Search Exit

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

Add Charge Detail

Detail Arrest / Filing Additional

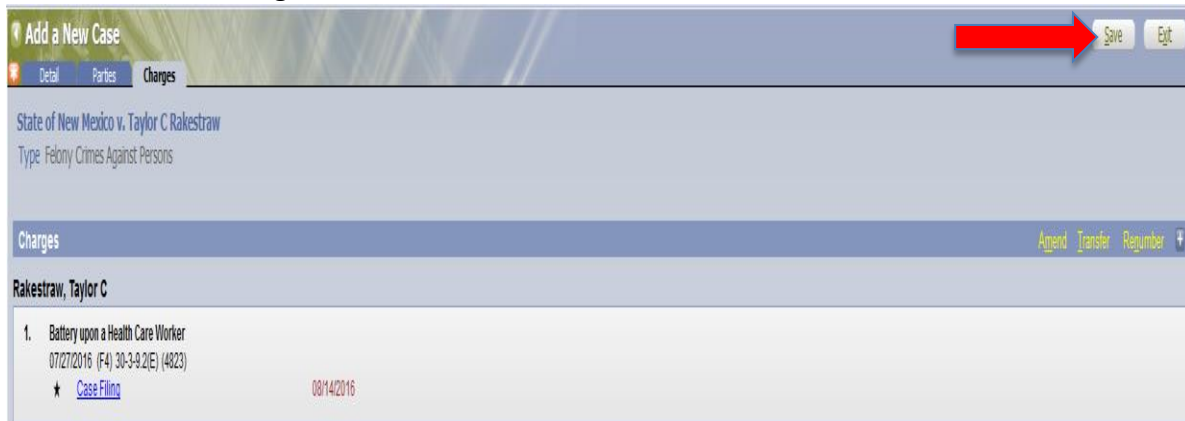
Charge Detail for Defendant: Rakestraw, Taylor

Jurisdiction: STN:
#: Prosecuting Agency:
Code: Degree: GOC:
Statute: Description:
Off. Date: Time: Fine:
To: To: Bond:
 On or About At or About Bond Type:

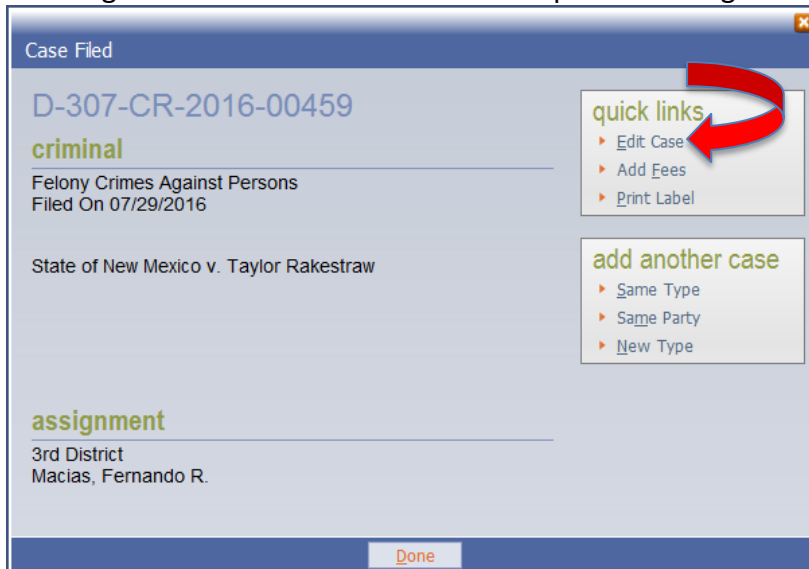
Additional Statutes

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

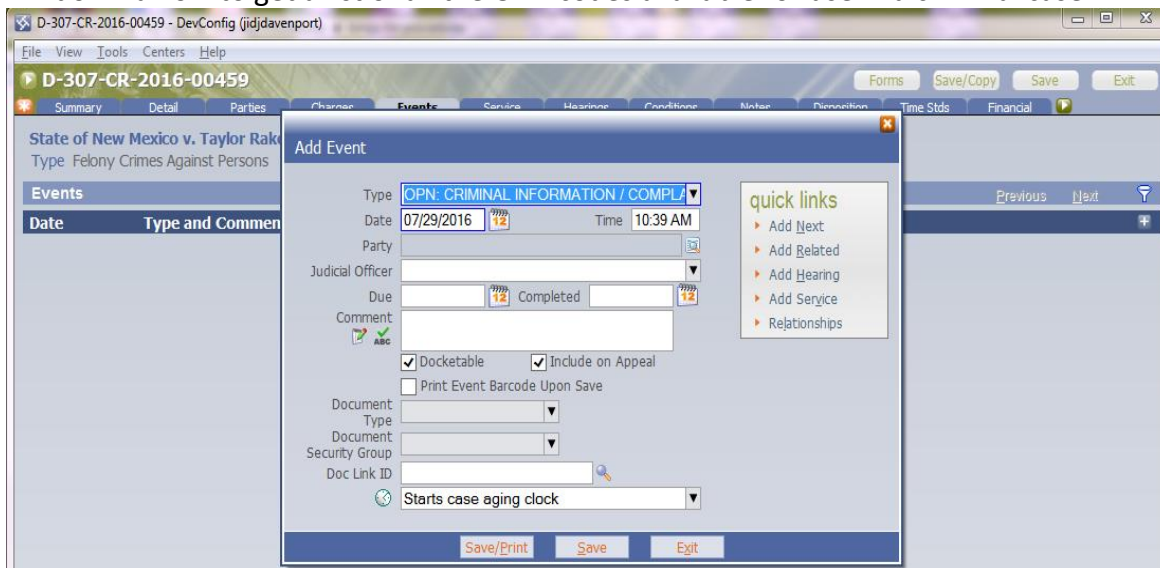
21. Once all the charges have been entered, hit the Save button



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



23. On the Events Tab, docket the opening event. Enter OPN: in the Type field and hit the drop down arrow to get a list of all the OPN codes available for use in a criminal case



24. Add comments, as per Court's policy. Click on the Save button

Add Event

Type: OPN: CRIMINAL INFORMATION / COMPLA
Date: 07/29/2016 Time: 10:39 AM
Party:
Judicial Officer:
Due: Completed
Comment: enter comments 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:
Save/Print Save

25. Scan and attach the Criminal Information as well as other opening pleadings that might be attached

26. Scan and docket other pleadings as appropriate

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

D-307-CR-201600459

Summary Detail Parties Charges Events Service Hearings Conditions Notes Disposition Time Slots Financial Prot. Orders Warrants Bonds Exhibits Documents Appeals Atty Pmts Tasks

State of New Mexico v. Taylor C Rakestraw
Type: Felony Crimes Against Persons
Group By: Connection Type Show: Active Parties/Participants
Party & Attorney Information
Defendant: Rakestraw, Taylor C
Plaintiff: State of New Mexico
Add Party Add Attorney Add Group/Associate

28. Select the appropriate party and hit Continue

Select Party

Connection Type: All Show Selected Parties Only
 Show All Attorneys Show Inactive Parties

Party	Connection	Attorney(s)
<input checked="" type="checkbox"/> Rakestraw, Taylor	Defendant	
<input type="checkbox"/> State of New Mexico	Plaintiff	


Select All Continue


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

Add an Attorney



Party **Rakestraw, Taylor C**



Mark Pro Se

Attorney 



Type 

Appointed Public Defender

Added  

Removed  

Reason

Comment  

[Make Lead](#) [Continue](#) [Exit](#)

30. 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

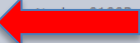
Last Name

First & Middle

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

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

Party Search Results | Records 1 - 1 of 1

Wallace, Michael Edward  Standing *Inactive*

Address	Phone	E-mail
4998 Galna Drive Las Cruces, NM 88012	Work 575-640-7995	hawkeyelonghorn@aol.com

<< Back [Next >>](#) [Refine](#) [Search](#) [Exit](#) [Add Party](#)

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

Add an Attorney

Party **Rakestraw, Taylor**

Mark Pro Se

Attorney **Wallace, Michael Edward**

Type **Attorney**

Added **Attorney**

Removed **Contract Attorney**

Reason **Department Attorney**

Comment **District Attorney**

Guardian Ad Litem

Limited Representation

Public Defender

Respondent Attorney

Special Assistant AG

Make Lead **Continue** **Exit**

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

Add an Attorney

Party **Rakestraw, Taylor C**

Mark Pro Se

Attorney **Wallace, Michael Edward**

Type **Attorney**

Appointed Public Defender

Added **12**

Removed **12**

Reason

Comment

Make Lead **Continue**

Note: The attorney is now added to the case.

34. Click on the Save button, or hit the Alt/S keys to save the case

D-307-CR-2016-00459 - DevConfig (jldjavenport)

D-307-CR-2016-00459

Forms Save_Copy Save Exit

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

State of New Mexico v. Taylor Rakestraw

Type **Felony Crimes Against Persons**

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

Related Parties View

Party & Attorney Information

Add Party Add Attorney Add Associate

Defendant	Rakestraw, Taylor	★ Wallace, Michael Edward
Plaintiff	State of New Mexico	

8/3/2016 10:54am Messages