

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)

Unlinking and Linking Citations to Charges - District Court Standard Operating Procedure Version 1.2

Approved by OJUG on 8/19/2021

Unlinking and Linking Citations to Charges

COURT / DEPARTMENT / DIVISION

This procedure is for District Courts.

USER

This procedure is for clerks who create cases and need to link citations from one case to another.

PURPOSE

The purpose of this procedure is to guide clerks in linking citations from one case to another in order to have all citation information transfer over automatically, avoiding having to enter the information manually.

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
1.15.0 Scanning	2.0.0 Adult Criminal Data Standards
	2.2.0 Case Initiation
	2.3.0 Parties
	2.4.0 Charges
	2.5.0 Pleadings
	2.6.0 Case Management

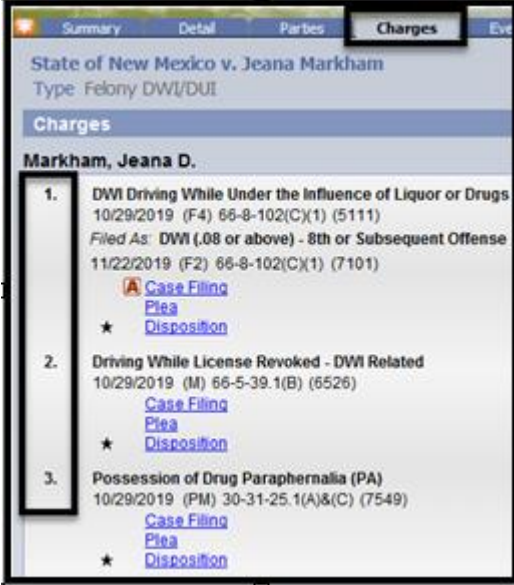
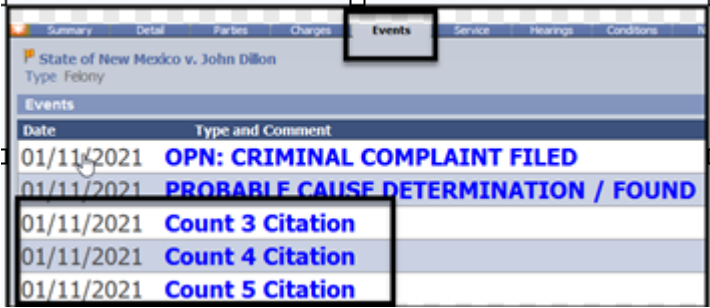
Quick Guide Reference for Terms	
<p>Charges</p>	<p>The numbered offenses in the Charges tab</p> 
<p>Count # Citation</p>	<p>The event code description for the event codes that are docketed for each citation image</p> 

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UNLINKING CITATIONS FROM A LOWER COURT CASE TO A DISTRICT COURT (CR) CASE

For this process to work:

- The clerk must have rights to the Magistrate Court where the case originated from. (Managers should have rights but please submit a helpdesk ticket if not)
- The defendant on both cases must be the **same person** and have the **same Person and/or Party ID**. If the Party ID is not the same, enter a Service Desk Ticket to merge the parties.
- The procedure must be performed in the **same instance of Odyssey**. It will not work if there are two sessions opened and the clerk tries to switch between the sessions
- The **charges should match**. If you are unsure if the charges match, please submit a ticket to JID

NAVIGATION

Odyssey Case Manager

Compare the charges in each case to determine which citations will need to be unlinked and linked. Sometimes, a Grand Jury Indictment or Criminal Information filed in the District Court case will not have all of the same charges as in the lower court case.

Even though they are not in the same order, the example below shows that all charges filed in the Magistrate Court case have also been filed in the District Court case.

D-905-CR-2019-00525		M-12-IR-2019-00007	
State of New Mexico v. Jeana Markham		State of New Mexico v. JEANA MARKHAM	
Type Felony DWI/DUI		Type DWI Felony	
Charges		Charges	
Markham, Jeana D.		MARKHAM, JEANA	
1. DWI (.08 or above) - 8th or Subsequent Offense 10/29/2019 (F2) 66-8-102(C)(1) (7101) ★ Case Filing 11/22/2019	1. DWI (.08 or above) - 8th or Subsequent Offense ~10/29/2019 1:20 AM (F2) 66-8-102(C)(1) (7101) Case Filing 10/29/2019 Citation 10/29/2019 Plea 10/30/2019 ★ Disposition 11/07/2019 Arrest No Plea Blindover		
2. Driving While License Revoked - DWI Related 10/29/2019 (M) 66-5-39.1(B) (6526) ★ Case Filing 11/22/2019	2. Possession of Drug Paraphernalia (PA) ~10/29/2019 (PM) 30-31-25.1(A)&(C) (7549) Case Filing 10/29/2019 Plea 10/30/2019 ★ Disposition 11/07/2019 Arrest No Plea Blindover		
3. Possession of Drug Paraphernalia (PA) 10/29/2019 (PM) 30-31-25.1(A)&(C) (7549) ★ Case Filing 11/22/2019	3. Speeding (Over by 1-10) ~10/29/2019 1:20 AM (PM) 66-7-301 (7402) Case Filing 10/29/2019 Citation 10/29/2019 Plea 10/30/2019 ★ Disposition 11/07/2019 Arrest 0579087637898 Blindover		
4. Speeding (Over by 1-10) 10/29/2019 (PM) 66-7-301 (7402) ★ Case Filing 11/22/2019	4. Driving While License Revoked - DWI Related ~10/29/2019 1:20 AM (M) 66-5-39.1(B) (6526) Case Filing 10/29/2019 Citation 10/29/2019 Plea 10/30/2019 ★ Disposition 11/07/2019 Arrest 0579087637906 Blindover		

STEPS

1. In the MAGISTRATE Court case, in the **Charges** tab, right click in the grey area near the charge and **'Unlink Citation'**

Make note of the charge the citation is being unlinked from. The citation will need to be **matched up and linked** to the same charge in the District Court case.

M-12-IR-2019-00007

Summary Medical Filings **Charges** Events Service Hearings Conditions Notes

State of New Mexico v. JEANA MARKHAM
Type DWI Felony


Charges

MARKHAM, JEANA

1.	DWI (.08 or above) - 8th or Subsequent Offense ~10/29/2019 1:20 AM (F2) 66-8-102(C)(1) (7101)			
	Case Filing	10/29/2019		
	Citation	10/29/2019		0103287249
	Plea	10/30/2019		No Plea
★	Disposition	11/07/2019		Bindover
	Arrest			
2.	Possession of Drug Paraphernalia (PA) ~10/29/2019 (PM) 30-31-25.1(A)&(C) (7549)			
	Case Filing	10/29/2019		
	Plea	10/30/2019		No Plea
★	Disposition	11/07/2019		Bindover
	Arrest			
3.	Speeding (Over by 1-10) ~10/29/2019 1:20 AM (PM) 66-7-301 (7402)			
	Case Filing	10/29/2019		
	Citation	10/29/2019		0579087637898
	Plea	10/30/2019		No Plea
★	Disposition	11/07/2019		Bindover
	Arrest			
4.	Driving While License Revoked - DWI Related ~10/29/2019 1:20 AM (M) 66-5-39.1(B) (6526)			
	Case Filing	10/29/2019		
	Citation	10/29/2019		0579087637906
	Plea	10/30/2019		No Plea
★	Disposition	11/07/2019		Bindover
	Arrest			

A message will appear. Click 'OK'.

Information



Citation '0103287249' can now be linked to a charge on another case.
The citation will appear on the current charge until it is linked to another charge.

OK

2. Navigate to the DISTRICT Court case and in the **Charges** tab, right click in the grey area near the **SAME charge** and 'Link Citation'

D-905-CR-2019-00525

Summary | Detail | Parties | **Charges** | Events | Service

State of New Mexico v. Jeana Markham
Type Felony DWI/DUI

Charges

Markham, Jeana D.

1.	DWI (.08 or above) - 8th or Subsequent Offense 10/29/2019 (F2) 66-8-102(C)(1) (7101) ★ Case Filing	11/22/2019
2.	Driving While License 10/29/2019 (M) 66-5-3 ★ Case Filing	11/22/2019
3.	Possession of Drug Paraphernalia (PA) 10/29/2019 (PM) 30-31-25.1(A)&(C) (7549) ★ Case Filing	11/22/2019
4.	Speeding (Over by 1-10) 10/29/2019 (PM) 66-7-301 (7402) ★ Case Filing	11/22/2019

Click 'Yes' to the following question:

Question

Do you want to link citation '0103287249' to charge '1'?
The Citation was previously linked to case 'M-12-IR-2019-00007'.

[Yes](#) [No](#)

3. Save

4. Navigate back to the MAGISTRATE Court case and repeat steps 1-3 for each citation

The District case now looks like this:

D-905-CR-2019-00525

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

State of New Mexico v. Jeana Markham
Type: Felony DWI/DUI

Charges

Markham, Jeana D.

- DWI (.08 or above) - 8th or Subsequent Offense**
10/29/2019 (F2) 66-8-102(C)(1) (7101)
Citation: 10/29/2019
★ Case Filing: 11/22/2019
- Driving While License Revoked - DWI Related**
10/29/2019 (M) 66-5-39.1(B) (6526)
Citation: 10/29/2019
★ Case Filing: 11/22/2019
- Possession of Drug Paraphernalia (PA)**
10/29/2019 (PM) 30-31-25.1(A)&(C) (7549)
★ Case Filing: 11/22/2019
- Speeding (Over by 1-10)**
10/29/2019 (PM) 66-7-301 (7402)
Citation: 10/29/2019
★ Case Filing: 11/22/2019

0103287249
0579087637906
0579087637898

All citation information has transferred from the Magistrate case to the District case.

D-905-CR-2019-00525

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

State of New Mexico v. Jeana Markham
Type: Felony DWI/DUI

Charges

Markham, Jeana D.

- DWI (.08 or above) - 8th or Subsequent Offense**
10/29/2019 (F2) 66-8-102(C)(1) (7101)
Citation: 10/29/2019
★ Case Filing: 11/22/2019
- Driving While License Revoked - DWI Related**
10/29/2019 (M) 66-5-39.1(B) (6526)
Citation: 10/29/2019
★ Case Filing: 11/22/2019
- Possession of Drug Paraphernalia (PA)**
10/29/2019 (PM) 30-31-25.1(A)&(C) (7549)
★ Case Filing: 11/22/2019
- Speeding (Over by 1-10)**
10/29/2019 (PM) 66-7-301 (7402)
Citation: 10/29/2019
★ Case Filing: 11/22/2019

Modify Citation

Agency: New Mexico State Police Case Type: DWI Felony
Citation #: 0103287249 Subtype:
Off Date: 10/29/2019 Tue Time: 1:20 AM Ticket Date: 10/29/2019 Tue

- Citee**
MARKHAM, JEANA
915 Axtel
Clovis NM 88101
NM: 636044098
Person Nickname Business
First Name: JEANA
Last Name: MARKHAM
Middle Name:
Suffix:
- Vehicle**
OR - 578ENV
2002 Ford
- Incident**
Thill, Zachary, Ofc. NMS
Standard Standard With Attn. Non-Standard U.S. Foreign
No. 915 St. Axtel
Unit: No.
City: Clovis State: NM ZIP Code: 88101
- Charges**
1 Violation
Use Separate Correspondence Address
Standard Standard With Attn. Non-Standard U.S. Foreign
No. Unit: No.
City: State: ZIP Code:

DL Number: 036044098 State: NM Expire: 12
Type: ID Card Endorsements:
DOB: 11/21/1964 Age: 54 Gender: Female

Save Exit

UNLINKING CITATIONS FROM A LOWER COURT CASE TO A PRETRIAL DETENTION (PD) CASE

For this process to work:

- The clerk must have rights to the Magistrate Court where the case originated from. (Managers and supervisors should have rights)
- The defendant on both cases must be the **same person** and have the **same Person or Party ID**. If the Party ID is not the same, enter a Service Desk Ticket to merge the parties
- The procedure must be performed in the **same instance of Odyssey**. It will not work if there are two sessions opened and the clerk tries to switch between the sessions
- The **charges should match**. If you are unsure if the charges match, please submit a Service Desk Ticket

NAVIGATION

Odyssey Case Manager

The charges in the Pretrial Detention Case should match the charges from the Magistrate Court case. Any charge in the Magistrate Court case that has a citation attached must be unlinked from that charge and linked to the same charge in the Pretrial Detention case.

STEPS

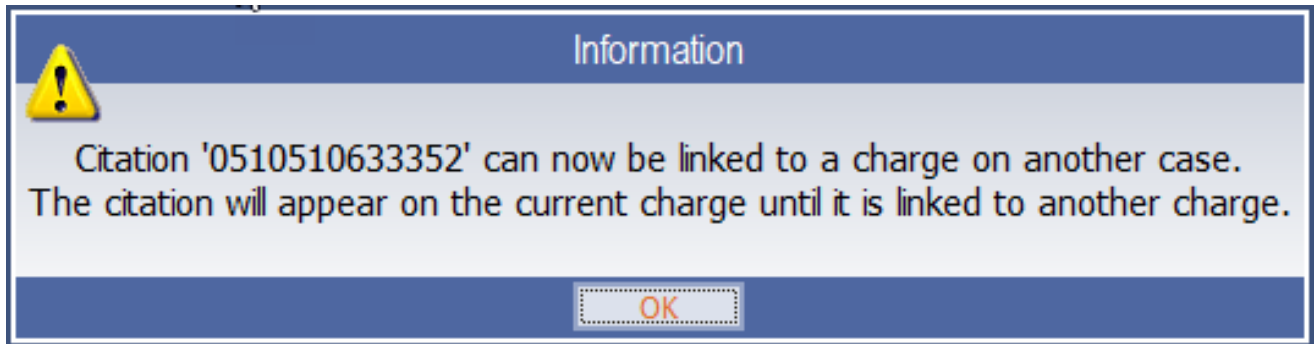
1. In the MAGISTRATE Court case, in the **Charges** tab, right click in the grey area near the charge and **'Unlink Citation'**

Make note of the charge the citation is being unlinked from. The citation will need to be **matched up and linked** to the same charge in the Pretrial Detention case.

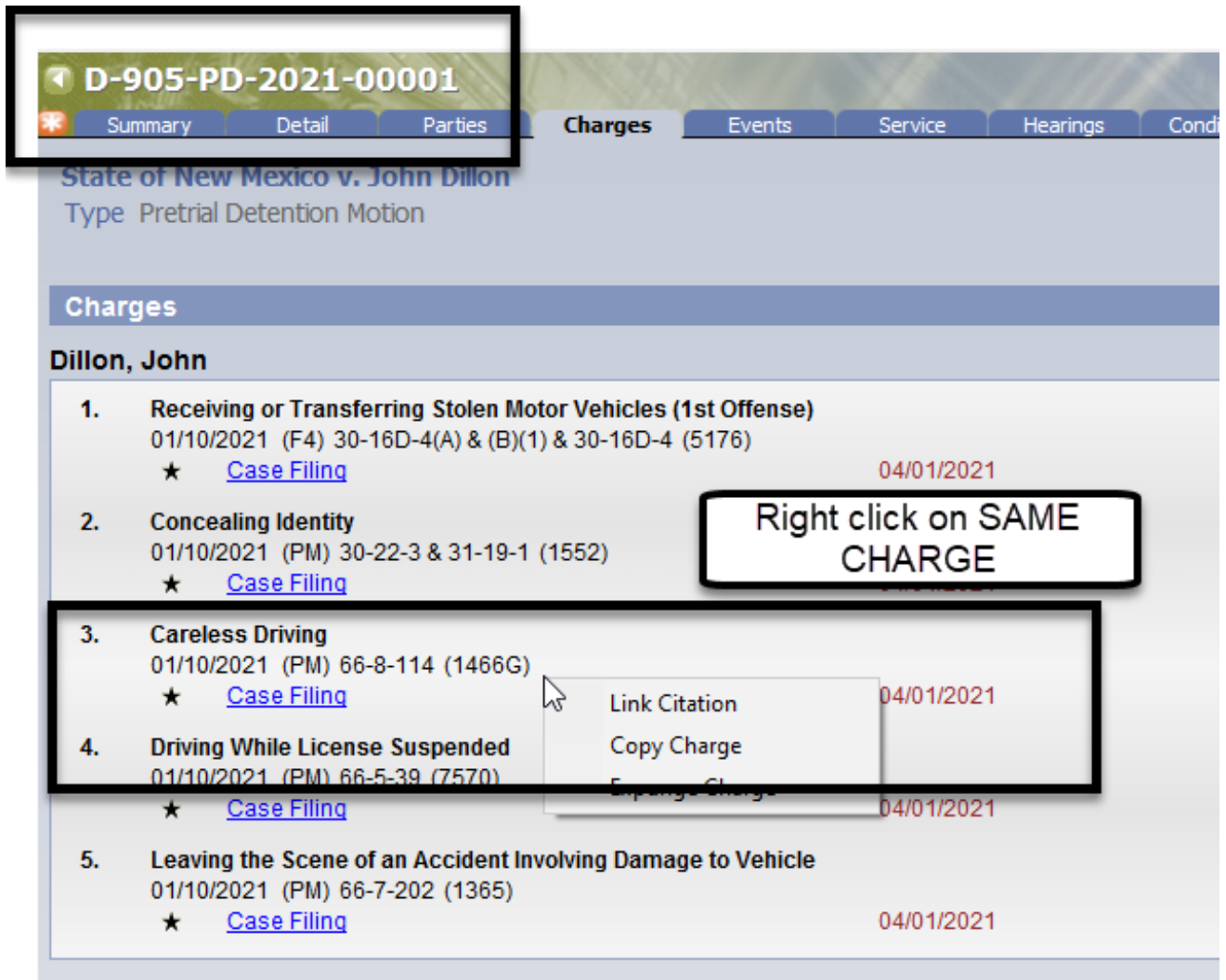
The screenshot shows the Odyssey Case Manager interface for case M-12-FR-2021-00013. The 'Charges' tab is active, displaying a list of charges for John Dillon. A right-click context menu is open over the citation for charge 3, 'Careless Driving'. The menu options are: Copy Charge, Unlink Citation, and Expunge Charge. The citation ID 0510510633352 is highlighted in the table.

Charge ID	Description	Arrest Date	Citation Date	Citation ID	Plea
1	Receiving or Transferring Stolen Motor Vehicles (1st Offense)	01/10/2021	01/13/2021		No Plea
2	Concealing Identity	01/10/2021	01/13/2021		No Plea
3	Careless Driving	01/10/2021	01/10/2021	0510510633352	No Plea
4	Driving While License Suspended	01/10/2021	01/11/2021	0510510633337	No Plea
5	Leaving the Scene of an Accident Involving Damage to Vehicle	01/10/2021	01/11/2021	0510510633345	No Plea

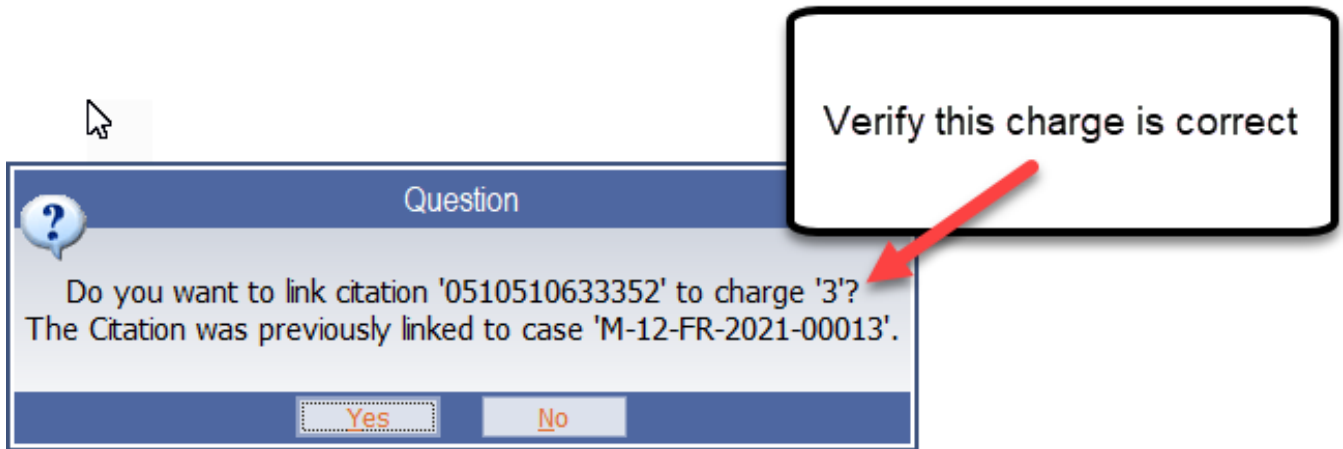
A message will appear. Click 'OK'.



2. Navigate to the PRETRIAL DETENTION case and in the **Charges** tab, click in the grey area near the **SAME charge** and 'Link Citation'



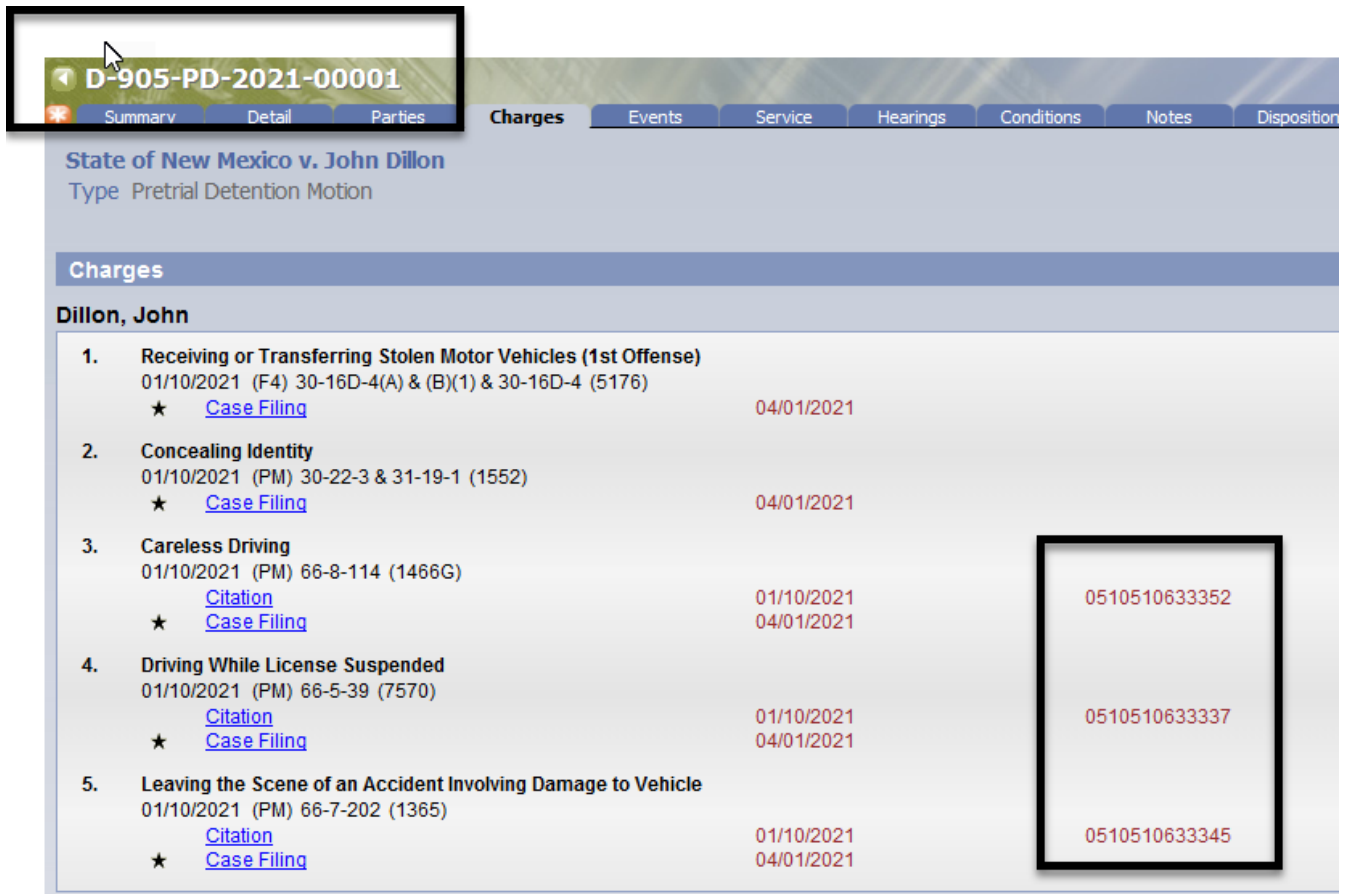
Verify the charge is correct then click 'Yes' to the following question:



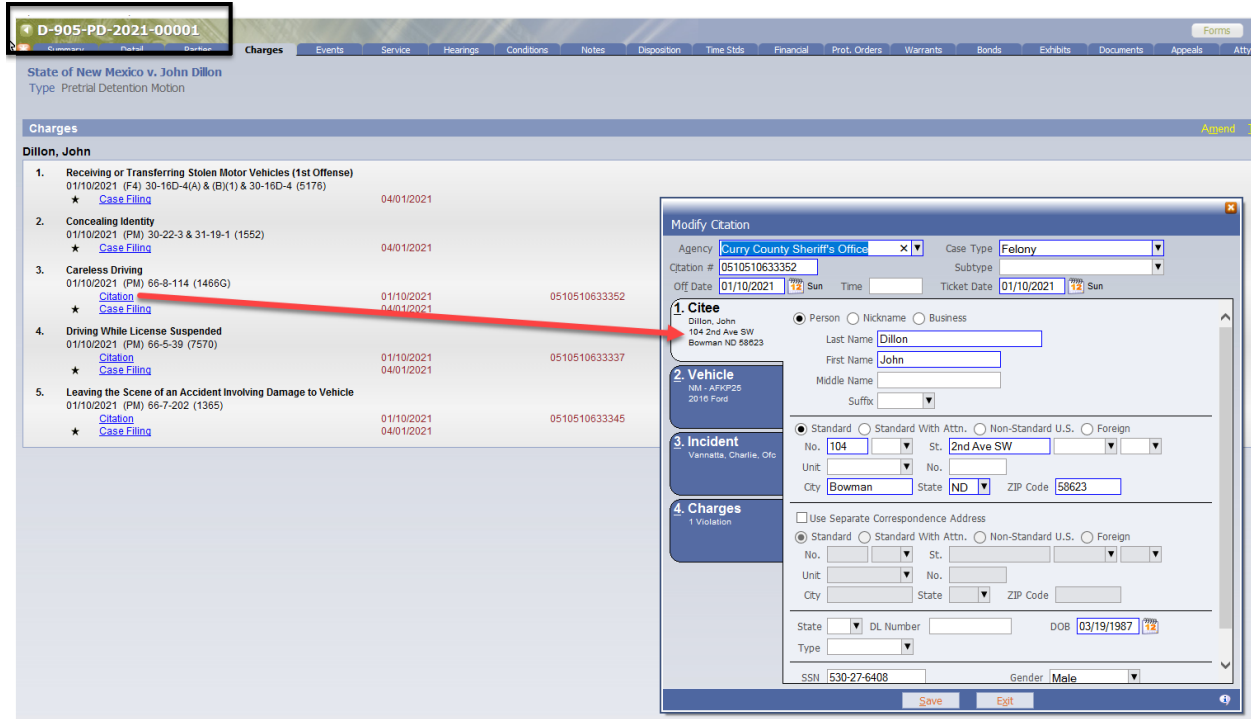
3. Save

- 4. Navigate back to the MAGISTRATE case and repeat steps 1-3 for each citation

The Pretrial Detention case now looks like this:



All citation information has transferred from the Magistrate case to the Pretrial Detention case.



UNLINKING CITATIONS FROM A PRETRIAL DETENTION CASE (PD) TO A DISTRICT COURT CRIMINAL (CR) CASE

For this process to work:

- The defendant on both cases must be the **same person** and have the **same Person or Party ID**. If the Party ID is not the same, enter a Service Desk Ticket to merge the parties
- The procedure must be performed in the **same instance of Odyssey**. It will not work if there are two sessions opened and the clerk tries to switch between the sessions
- The **charges should match**. If you are unsure if the charges match, please submit a Service Desk Ticket

NAVIGATION

Odyssey Case Manager

NOTE: If the charges that contain citations are **not** included in the Grand Jury Indictment or Criminal Information, unlinking and linking will not need to be done.

STEPS

1. In the PRETRIAL DETENTION case, in the **Charges** tab, right click in the grey area near the charge and **'Unlink Citation'**

Take note of the charge the citation is being unlinked from. The citation will need to be **matched up and linked** to the same charge in the District Court CRIMINAL case.

The screenshot shows a web interface for a case titled "State of New Mexico v. John Dillon". The case type is "Pretrial Detention Motion". The "Charges" tab is active, displaying a list of charges for "Dillon, John".

Charge Number	Charge Description	Date	Citation
1.	Receiving or Transferring Stolen Motor Vehicles (1st Offense) 01/10/2021 (F4) 30-16D-4(A) & (B)(1) & 30-16D-4 (5176)	04/01/2021	0510510633352
2.	Concealing Identity 01/10/2021 (PM) 30-22-3 & 31-19-1 (1552)	04/01/2021	0510510633337
3.	Careless Driving 01/10/2021 (PM) 66-8-114 (1466G)	01/10/2021	0510510633345
4.	Driving While License Suspended 01/10/2021 (PM) 66-5-38 (7570)	04/01/2021	0510510633337
5.	Leaving the Scene of an Accident Involving Damage to Vehicle 01/10/2021 (PM) 66-7-202 (1365)	04/01/2021	0510510633345

A right-click context menu is open over the third charge, "Careless Driving". The menu options are "Copy Charge", "Unlink Citation", and "Expunge Charge". The "Unlink Citation" option is highlighted. A box labeled "Right click" points to the context menu.

A message will appear. Click 'OK'.

The screenshot shows an "Information" message box with a yellow warning icon. The message text is: "Citation '0510510633352' can now be linked to a charge on another case. The citation will appear on the current charge until it is linked to another charge." An "OK" button is located at the bottom of the message box.

2. Navigate to the District Court CRIMINAL case and in the **Charges** tab, click in the grey area near the **SAME charge** and 'Link Citation'

D-905-CR-2021-00032

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

State of New Mexico v. John Dillon
Type Felony Crimes Against Property

Charges

Dillon, John

1. **Receiving or Transferring Stolen Motor Vehicles (1st Offense)**
01/10/2021 (F4) 30-16D-4(A) & (B)(1) & 30-16D-4 (5176)
★ [Case Filing](#) 04/01/2021
2. **Concealing Identity**
01/10/2021 (PM) 30-22-3 & 31-19-1 (1552)
★ [Case Filing](#) 04/01/2021
3. **Careless Driving (Careless, Inattentive or Imprudent)**
01/10/2021 (PM) 66-8-114(B) (1467)
★ [Case Filing](#) 04/01/2021
4. **Driving While License Suspended**
01/10/2021 (PM) 66-5-39 (7570)
★ [Case Filing](#) 04/01/2021
5. **Leaving the Scene of an Accident Involving Damage to Vehicle**
01/10/2021 (PM) 66-7-202 (1365)
★ [Case Filing](#) 04/01/2021

Right click on SAME charge

- Link Citation
- Copy Charge
- Expunge Charge

Click 'Yes' to the following question:

Question

Do you want to link citation '0510510633352' to charge '3'?
The Citation was previously linked to case 'D-905-PD-2021-00001'.

Verify this charge is correct

3. Save

4. Navigate back to the PRETRIAL DETENTION case and repeat steps 1-3 for each citation

The District Court criminal case now looks like this:

D-905-CR-2021-00032

Summary Detail Parties Charges Events Service Hearings Conditions Notes Disposition

State of New Mexico v. John Dillon
 Type Felony Crimes Against Property

Charges

Dillon, John

- Receiving or Transferring Stolen Motor Vehicles (1st Offense)**
 01/10/2021 (F4) 30-16D-4(A) & (B)(1) & 30-16D-4 (5176)
 ★ [Case Filing](#) 04/01/2021
- Concealing Identity**
 01/10/2021 (PM) 30-22-3 & 31-19-1 (1552)
 ★ [Case Filing](#) 04/01/2021
- Careless Driving (Careless, Inattentive or Imprudent)**
 01/10/2021 (PM) 66-8-114(B) (1467)
 Citation 01/10/2021
 ★ [Case Filing](#) 04/01/2021
- Driving While License Suspended**
 01/10/2021 (PM) 66-5-39 (7570)
 Citation 01/10/2021
 ★ [Case Filing](#) 04/01/2021
- Leaving the Scene of an Accident Involving Damage to Vehicle**
 01/10/2021 (PM) 66-7-202 (1365)
 Citation 01/10/2021
 ★ [Case Filing](#) 04/01/2021

0510510633352
 0510510633337
 0510510633345

All citation information has transferred from the Pretrial Detention case to the District case.

D-905-CR-2021-00032

Summary Detail Parties Charges Events Service Hearings Conditions Notes Disposition Time Stds Financial Prot. Orders Warrants Bonds Exts

State of New Mexico v. John Dillon
 Type Felony Crimes Against Property

Charges

Dillon, John

- Receiving or Transferring Stolen Motor Vehicles (1st Offense)**
 01/10/2021 (F4) 30-16D-4(A) & (B)(1) & 30-16D-4 (5176)
 ★ [Case Filing](#) 04/01/2021
- Concealing Identity**
 01/10/2021 (PM) 30-22-3 & 31-19-1 (1552)
 ★ [Case Filing](#) 04/01/2021
- Careless Driving (Careless, Inattentive or Imprudent)**
 01/10/2021 (PM) 66-8-114(B) (1467)
 Citation 01/10/2021
 ★ [Case Filing](#) 04/01/2021
- Driving While License Suspended**
 01/10/2021 (PM) 66-5-39 (7570)
 Citation 01/10/2021
 ★ [Case Filing](#) 04/01/2021
- Leaving the Scene of an Accident Involving Damage to Vehicle**
 01/10/2021 (PM) 66-7-202 (1365)
 Citation 01/10/2021
 ★ [Case Filing](#) 04/01/2021

Modify Citation

Agency Curry County Sheriff's Office Case Type Felony
 Citation # 0510510633345 Subtype
 Off Date 01/10/2021 Sun Time Ticket Date 01/10/2021 Sun

1. Citee
 Dillon, John
 104 2nd Ave SW
 Bowman ND 58623
 Person Nickname Business
 Last Name Dillon
 First Name John
 Middle Name
 Suffix

Standard Standard With Attn. Non-Standard U.S. Foreign
 No. 104 St. 2nd Ave SW
 Unit No.
 City Bowman State ND ZIP Code 58623

Use Separate Correspondence Address
 Standard Standard With Attn. Non-Standard U.S. Foreign
 No. St.
 Unit No.
 City State ZIP Code

State DL Number DOB 03/19/1987
 Type

SSN 530-27-6408 Gender Male

Save Exit

DOCKETING CITATION EVENT CODES

Each individual citation image will need to be attached to a docket event.

There are seven event codes used to docket citations. ***It is very important that the citation COUNT match the CHARGE on the case.***

Event Code	Event Description	Charge number in the Charges tab
5890	Count 1 Citation	Charge 1
5891	Count 2 Citation	Charge 2
5892	Count 3 Citation	Charge 3
5893	Count 4 Citation	Charge 4
5894	Count 5 Citation	Charge 5
5895	Count 6 Citation	Charge 6
5896	Count 7 Citation	Charge 7
5897	Additional Citation	8 th and subsequent charges

For example, if charge #1 is Aggravated DWI and charge #2 is Improper Equipment, event code **5890 Count 1 Citation** should be docketed for charge #1 and **5891 Count 2 Citation** should be docketed for charge #2. The citation for the DWI must be scanned or attached to the 5890 event and the citation for the Improper Equipment must be scanned or attached to the 5891 event.

State of New Mexico v. David Gomez
Type DWI Felony

Charges

Gomez, David

1.	Aggravated DWI Driving Under the Influence of Intoxicating Liquor/Drug (Refused Testing)(4th) 02/18/2021 10:56 PM (F4) 66-8-102(D)(3) & G (4209)	02/18/2021	21356845
	Citation	02/19/2021	
	Case Filing	02/19/2021	No Plea
	Plea	03/24/2021	Bindover
★	Disposition		
2.	Failure to Register or Title a Vehicle as Required 02/18/2021 10:56 PM (PM) 66-3-1 & 66-8-116 (7569)	02/18/2021	0421215104110
	Citation	02/19/2021	
	Case Filing	02/19/2021	No Plea
	Plea	03/24/2021	Bindover
★	Disposition		

02/19/2021 **Count 2 Citation** ← Charge #2

02/19/2021 **Count 1 Citation** ← Charge #1

02/19/2021 **STATEMENT OF PROBABLE CAUSE**

Filed By: Officer Fuentes, Mark A., Ofc

Another example:

Charge #1: Battery upon a Peace Officer – no citation

Charge #2: Aggravated DWI – citation

Charge #3: Resisting, Evading or Obstructing an Officer – no citation

Charge #4: Resisting, Evading or Obstructing an Officer – no citation

Because there is only a citation for charge 2, the docket event would be:

5891: Count 2 Citation – the citation for the Aggravated DWI would be scanned or related to this event.

Charges

1. Battery upon a Peace Officer
2. Aggravated DWI Driving Under the Influence of Intoxicating Liquor/Drug (Refused Testing)(4th)
Citation Num 0102634607 Officer Dale, Zakariah, Ofc
3. Resisting, Evading or Obstructing an Officer
4. Resisting, Evading or Obstructing an Officer

05/11/2020 **Interim Conditions set for O'Dell, Jeffrey B**

05/11/2020 **CRT: Booking Sheet**

05/11/2020 **Count 2 Citation**

05/11/2020 **OPN: CRIMINAL COMPLAINT FILED**

05/11/2020 **First Appearance (Judicial Officer: Henry, Willie R.)**

05/11/2020 **Plea**

05/11/2020 **ORD: SETTING CONDITIONS OF RELEASE AND APPEARANCE BOND FILED**

STEPS

1. Navigate to the **Events** tab in the **Pretrial Detention or District Court case**:
 - a. Docket the correct event
 - b. Use the same file date as the opening document
 - c. Save

District Court case
(Example)

Charges

1. Battery upon a Peace Officer
STN 006190006857
2. DWI Driving While Under the Influence of Liquor and/or Drugs (.08 or Above)(1st Offense)
STN 006190006857
3. Driving While Intoxicated with a Minor in the Vehicle
STN 006190006857

GRAND JURY INDICTMENT

THE GRAND JURY CHARGES:

Count 1: **Battery Upon a Peace Officer, (0225)**, on or about December 11, 2019, in Doña Ana County, the above-named defendant touched or applied force in a manner that physically injured, jeopardized the safety of or challenged the authority of Benjamin Perkins, knowing or having reason to know that Benjamin Perkins was a peace officer with the Dona Ana County Sheriff's Department in the lawful performance of his duties, a fourth degree felony, contrary to NMSA 1978, §30-22-24 (1971).

Count 2: **Driving While Under the Influence of Intoxicating Liquor or Drugs (.08 or above), (5108)**, on or about December 11, 2019, in Doña Ana County, the above-named defendant did drive a vehicle in this state and the person had an alcohol concentration of eight one hundredths (.08) or more in the person's blood or breath within three hours of driving the vehicle and the alcohol concentration resulted from alcohol consumed before or while driving the vehicle, a Motor Vehicle Code misdemeanor, contrary to §66-8-102(C)(1), NMSA 1978.

Count 3: **Driving While Intoxicated with a Minor in the Vehicle, (7550)**, on or about December 11, 2019, in Doña Ana County, the above-named defendant did drive while intoxicated, committing a violation of Section 66-8-102 NMSA 1978, and a minor who was younger than thirteen (13) years of age was in the vehicle and the minor did not suffer great bodily harm or death, a Motor Vehicle Code misdemeanor, contrary to §66-08-102.5(A) (2019).

State of New Mexico v. MELISSA MICHELLE MARTINEZ
Type: Felony Crimes Against Persons

Events

Date	Type and Comment
01/17/2020	OPN: GRAND JURY INDICTMENT BOND \$1500 Unsecured; Not to drive any motor Charges: 1, 2, 3
01/17/2020	Criminal or Juvenile Criminal Summons SET FOR 2/10/2020
01/17/2020	SUMMONS RETURN S Party Served: Defendant MARTINEZ,
01/17/2020	AUDIO LOG NOTES ST
01/17/2020	TRANSCRIPT OF PROC Party: Defendant MARTINEZ, MELISSA
01/17/2020	Count 2 Citation
01/29/2020	ENTRY OF APPEARANCE Filed By: Public Defender Robinson, D On Behalf Of: Defendant MARTINEZ, Judicial Officer: Driggers, Douglas R.
01/29/2020	ENTRY OF APPEARANCE Filed By: District Attorney Ruvalcaba- On Behalf Of: Plaintiff State of New M Judicial Officer: Driggers, Douglas R.

Modify Event

Event Name: **Count 2 Citation** (a)

Date: 01/17/2020 (b)

Due: [] Completed: []

Comment: []

Docketable Include on Appeal

Does not affect case aging clock

Save/Print (c) Save Exit

quick links

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

Now the citation image needs to be uploaded and related (or attached) to the event.

RELATING CITATION IMAGES

1. Navigate to the **Documents** tab in the **lower court case or the PD case** and locate the citation image. (Notice in this example, the description is 'Count 1 Citation'. This is because this particular citation is attached to charge #1 in the charges tab).

M-14-FR-2019-01161

State of New Mexico v. MELISSA MICHELLE MARTINEZ
Type: Felony

Documents

Previous Next Search Get All Documents Refresh

Type: All
Sort: Name
Show: All Documents

Date	OCR	Type	Name	Pgs	Mark
12/17/2019		Criminal Case Document	ADVISEMENT OF RIGHTS READ	1	x
12/17/2019		Criminal Case Document	Conditional Order of Appointment	1	x
12/11/2019		Criminal Case Document	Count 1 Citation	1	x
12/11/2019		Criminal Case Document	CRF - Booking Sheet	2	x
01/08/2020		Criminal Case Document	ENTRY OF APPEARANCE FILED	1	x
01/17/2020		Criminal Case Document	Indictment Index	1	x
01/17/2020		Criminal Case Document	Indictment Volume 1	12	x

Lower Court case

Charges

1. DWI Driving While Under the Influence of Liquor and/or Drugs (.08 or Above)(1st Offense)
Citation Num **0102087707** Officer **Perkins, Benjamin, Ofc**
2. Driving While Intoxicated with a Minor in the Vehicle
3. Battery upon a Peace Officer

12/11/2019 **CRT: Booking Sheet**

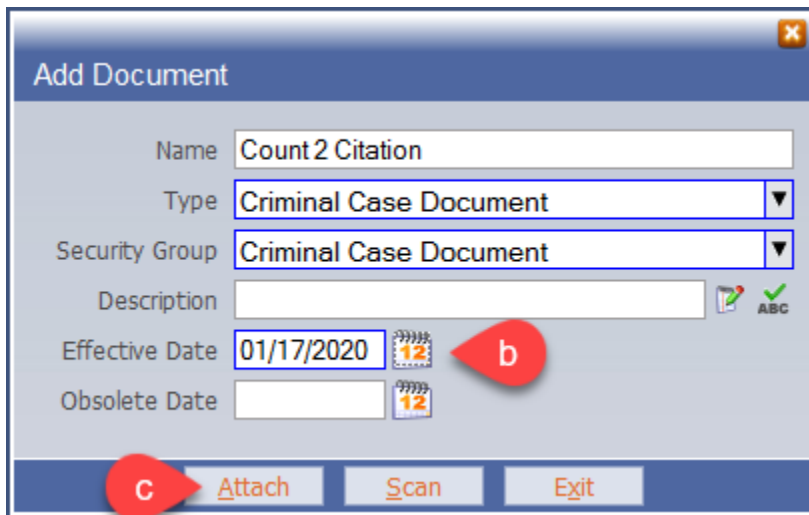
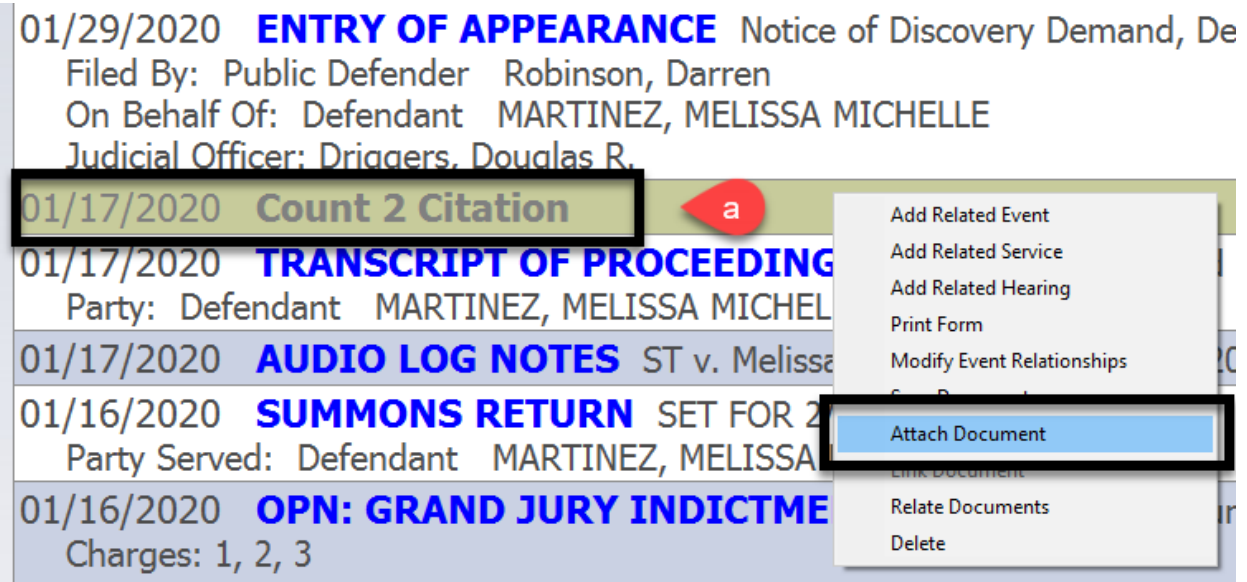
12/11/2019 **STATEMENT OF PROBABLE CAUSE**

12/11/2019 **OPN: CRIMINAL COMPLAINT FILED**

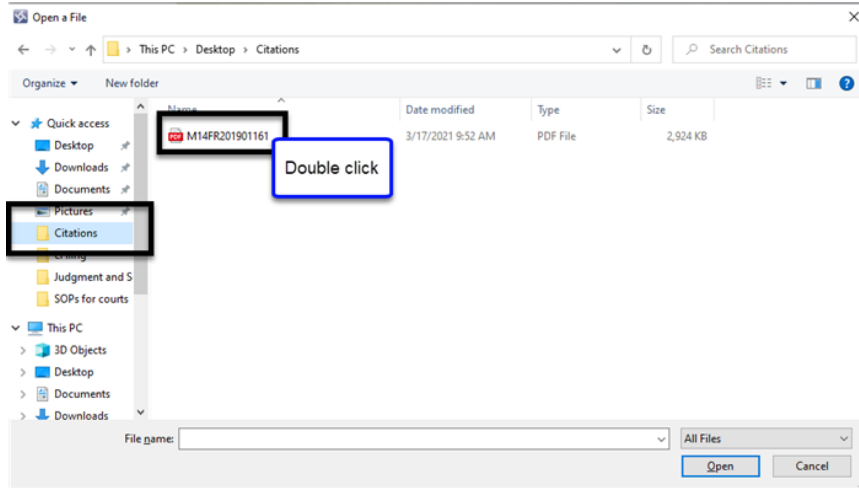
12/11/2019 **Count 1 Citation** 0102087707

2. To the right of the document name, click on the 'x' under the yellow 'Mark' hyperlink, then click on the Action button. Choose 'Download to PC'. Select the folder to save the document to then click OK.
 - a) Click on the 'x'
 - b) Click on 'Actions'
 - c) Click on 'Download to PC'
 - d) Click on the folder
 - e) Click 'OK'

3. Navigate to the **Events** tab in the **Pretrial Detention or District Court** case
 - a. Locate the correct event, right click and select Attach Document
 - b. Enter the same date that was entered for the citation event code
 - c. Click Attach



Locate the folder where the citation image was saved and double click on the citation image



The citation image is now attached to the event code

01/29/2020	ENTRY OF APPEARANCE	Notice of Discovery Demand, Demand for Speedy Trial	
	Filed By: Public Defender	Robinson, Darren	
	On Behalf Of: Defendant	MARTINEZ, MELISSA MICHELLE	
	Judicial Officer: Driegers, Douglas R.		
01/17/2020	Count 2 Citation		
01/17/2020	TRANSCRIPT OF PROCEEDINGS	Magistrate Court Bind Over Index	
	Party: Defendant	MARTINEZ, MELISSA MICHELLE	