

Administrative Office of the Courts

Supreme Court of New Mexico

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Judicial Information Division (JID)

Scheduling Out of District Hearings Standard Operating Procedure

Version 2.1.0

Updated: (01/2023)

Scheduling Out of District Hearings

COURT / DEPARTMENT / DIVISION

This procedure is to be used by District Courts

USER

District Court TCAA's, and District Court Judicial Staff that schedule and maintain sessions.

PURPOSE/INTRODUCTION

In 2022, OJUG approved the right for TCAA's and Court Monitors to add Out of District (OOD) Hearings into their court Sessions.

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 Data Standard

1.8.0 Hearings

NAVIGATION AND STEPS

1. Use an existing session, or Add a new Session from the Main Calendar (view Calendar Favorite). Use the Judges Name and OOD (Out of District), add the Resources.

Select Court Session Resources

Resources to be Scheduled

Type	Resource	Needed To
Judge	Aragon, Michael A.	Hold a hearing. Always use Hold a Hearing
Courtroom	San Miguel County Courthouse	Hold a hearing.

Resources to be Scheduled:
 Judge & Place (e.g. Courtroom, Courthouse, Hearing Room)

Additional Resources

Type	Resource
Bailiff	Ramirez, Jordan
Court Monitor	Romero, Brianna

Additional Resources: are resources that are needed to support the Judge with hearings. When you add the actual name to the resource (hard-coding) it will assist in faster resulting, and means that this is who will be in

Continue Exit

2. Inside the session use the (+) to add the hearing (case # from the other District, hearing type, etc) and Save.

Court Session: Judge Johnston / PT - OOD
 Date: Monday, April 10, 2023
 Resources: Johnston, Cheryl H., Sandoval County Judicial Complex Courtroom B - 2031, Lopez, Camela E.

Calendar: Thirteenth Judicial District - Sandoval
 Time: 11:30 AM - 12:00 PM
 Show Rescheduled Hearings
 Show Resulted Hearings
 Show Hearing Comments
 Capacity: 30m of 30m

Filter Clear Filter Create List Close Session Print / Send Notices

Type / Duration	Case Number / Style or Defendant	Lead Attys	Rescheduled	Actions	Mark
11:30 AM SCHEDULING CONFERENCE 30m	D-1116-DM-2022-00334 Darcy Jones v. John Jones	P Burns R Curnutt			X