

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)

Juvenile Arrest Warrant Process Standard Operating Procedure

Version 1.0

Updated: (9/2018)

Juvenile Arrest Warrant Process

COURT / DEPARTMENT / DIVISION

This procedure is to be used by District Courts.

USER

This procedure is to be used by the District Court Clerks' Office.

PURPOSE

This procedure is to be used by District Court staff when an Affidavit for Juvenile Arrest Warrant and a signed Juvenile Arrest Warrant are filed with the court.

NAVIGATION

Case Manager

STEPS

This procedure is to be used when the District Court receives an Affidavit for Juvenile Arrest Warrant for a juvenile. No charging document is being filed at this time and there is no case to hold the warrant.

The Clerks' Office will initiate a new case of the type Administrative: Juvenile Criminal Miscellaneous which has the security group "Non-Case" automatically applied and then create the warrant by following these steps.

1. An Affidavit for Juvenile Arrest Warrant and signed Arrest Warrant are filed by law enforcement
2. Click Add a Case or Add a Case Classic
3. Click on Criminal

4. Click on the case type Administrative: Juvenile Criminal Miscellaneous.

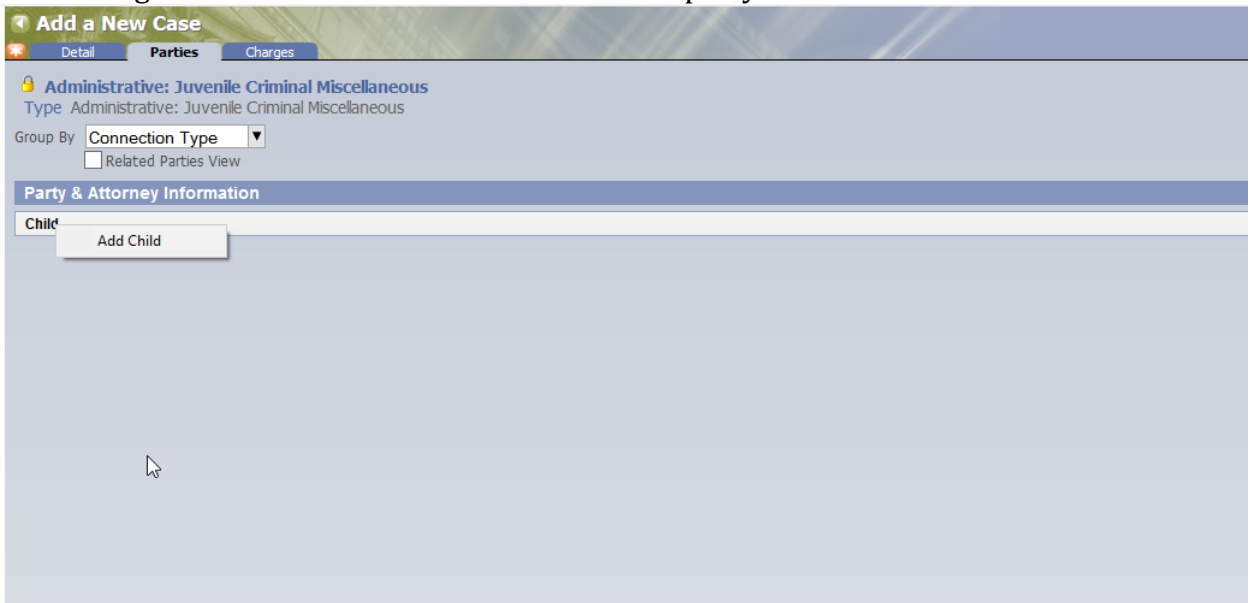


5. The Add a New Case dialog will display.

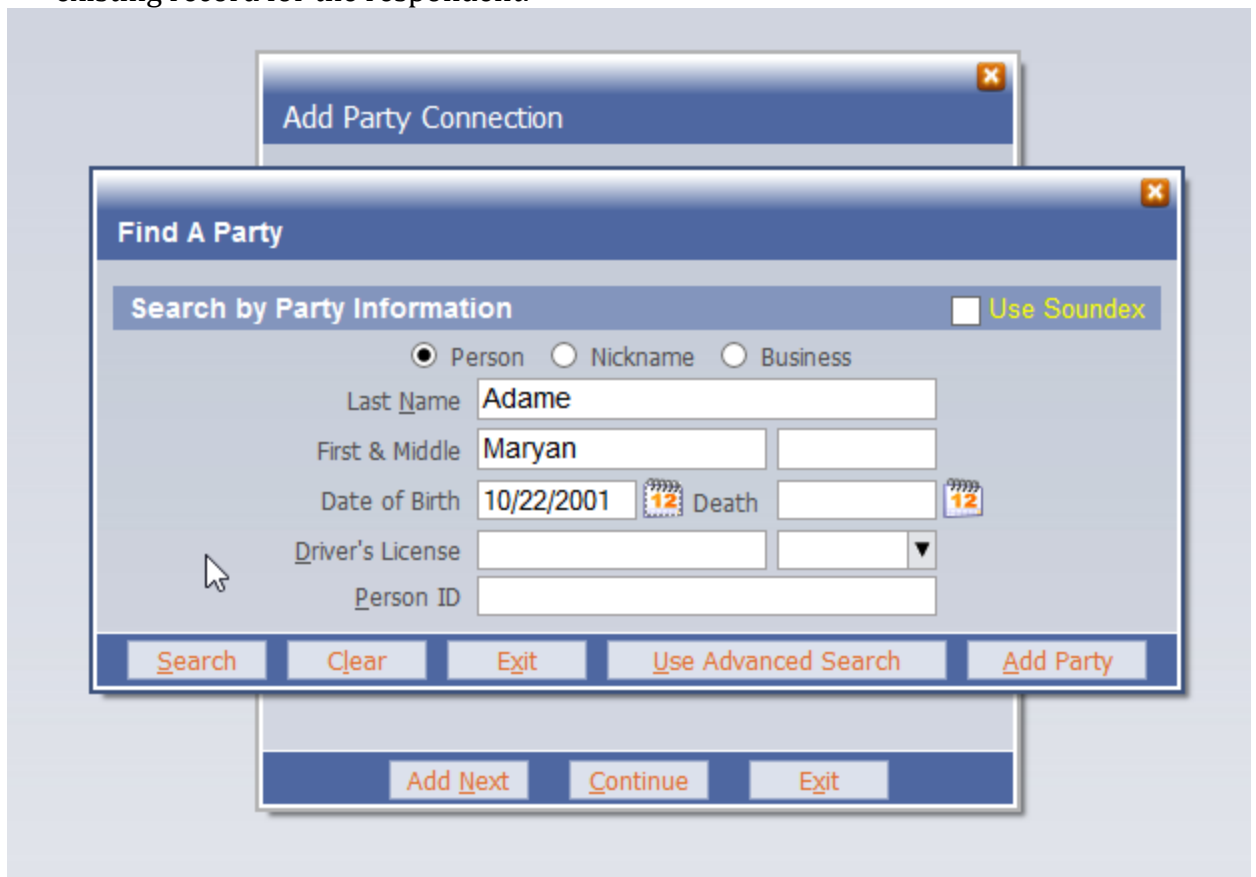
6. The Detail tab will default the necessary data.



7. Navigate to the Parties tab and add the Child party.



8. Search for existing party records for the respondent using the identifiers provided in the arrest warrant. Create a new party record **ONLY** if there is no existing record for the respondent.



9. Navigate to the Charges and add a charge of ARWAR - Arrest Warrant

Add Charge Detail

Detail Arrest / Filing Additional

Charge Detail for Defendant: ADAME, MARYAN ROSE

Jurisdiction [] STN []

1 Prosecuting Agency []

Code ARWAR Degree Unknown GOC []

Statute 5-210 Description Arrest Warrant

Off. Date t [] Time [] Fine []

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.		

Continue Exit

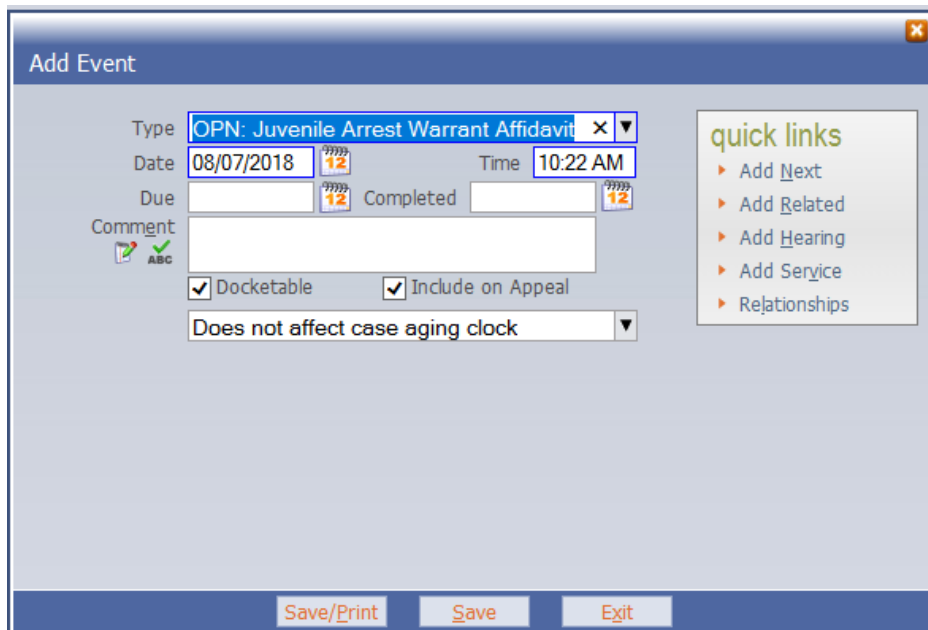
10. Save the case.

11. Pull up the case by clicking the Edit Case quick link.



The screenshot shows a window titled "Case Filed" with a close button in the top right corner. The main content area displays the case number "D-202-JA-2018-00001" in large blue text, followed by the word "criminal" in green. Below this, it says "Administrative: Juvenile Criminal Miscellaneous" and "Filed On 08/07/2018". A horizontal line separates this from another section that says "Administrative: Juvenile Criminal Miscellaneous". Another horizontal line follows, with the word "assignment" in green and "Second District" below it. On the right side, there are two boxes. The top one is titled "quick links" and contains a red-bordered box around the "Edit Case" link, along with "Add Fees" and "Print Label". The bottom one is titled "add another case" and contains "Same Type", "Same Party", and "New Type". At the bottom of the window is a blue bar with a "Done" button.

12. Navigate to the Events tab and docket event 1542 OPN: Juvenile Arrest Warrant Affidavit should be auto docketed on the case.



The screenshot shows a window titled "Add Event" with a close button in the top right corner. The form contains several fields: "Type" is a dropdown menu with "OPN: Juvenile Arrest Warrant Affidavit" selected; "Date" is "08/07/2018" with a calendar icon; "Time" is "10:22 AM" with a clock icon; "Due" and "Completed" are empty text boxes with calendar icons; "Comment" is a text area with a green checkmark icon and "ABC" below it; "Docketable" and "Include on Appeal" are checked checkboxes; and "Does not affect case aging clock" is a dropdown menu. On the right side, there is a "quick links" box with "Add Next", "Add Related", "Add Hearing", "Add Service", and "Relationships". At the bottom is a blue bar with "Save/Print", "Save", and "Exit" buttons.

13. Navigate to the Warrants tab and create the warrant record.

Warrant # D-202-JA-2018-00001 - 1

Detail Status Service Narrative Notes Witness Documents

Adame, Maryan **Juvenile Arrest Warr:**
DOB: 10/22/2001 Law Enforcement Agency

Warrant # Issued **07/27/2018**
Type **Juvenile Arrest Warrant** Served **Unservd**
Administrative Owner **Second District** Expires
Issuing Judge **Ward, Marie** Cases
[View History](#)
Affiant
Vol Page # Pages

Cross Reference Numbers **Conditions**

Charges on this Warrant

Code	Off Date	Offense	Deg	Fine	Bond
<input checked="" type="checkbox"/> D-202-JA-2018-00001					
ARWAR	08/07/2018	1. Arrest Warrant	U		

Current Balance on Case(s) **\$0.00**

Warrant # D-202-JA-2018-00001 - 1

Detail **Status** Service Narrative Notes Witness Documents

Adame, Maryan **Juvenile Arrest Warr:**
DOB: 10/22/2001 Law Enforcement Agency

Show Deleted Items

Date	Time	Status	Location	Comment
07/27/2018	10:27 AM	Juvenile Arrest Wa	Law Enforcement Agency	

Status Detail

Date Time
Status **Juvenile Arrest Warrant** **Active**
Location

14. Scan the warrant to the event WAR: Juvenile Arrest Warrant Issued.

15. If the child is arrested cancel the warrant with a warrant status of Warrant Quashed on Booking Notice.

Warrant # D-202-JA-2018-00001 - 1

Adame, Maryan
DOB: 10/22/2001

Warrant Quashed on Court File

Show Deleted Items

Date	Time	Status	Location	Comment
08/07/2018	10:44 AM	Warrant Quashed on	Court File	
07/27/2018	10:27 AM	Juvenile Arrest Wa	Law Enforcement Agency	

Status Detail

Date: 08/07/2018 Time: 10:44 AM Comment:

Status: Warrant Quashed on Bc **Inactive**

Location: Court File

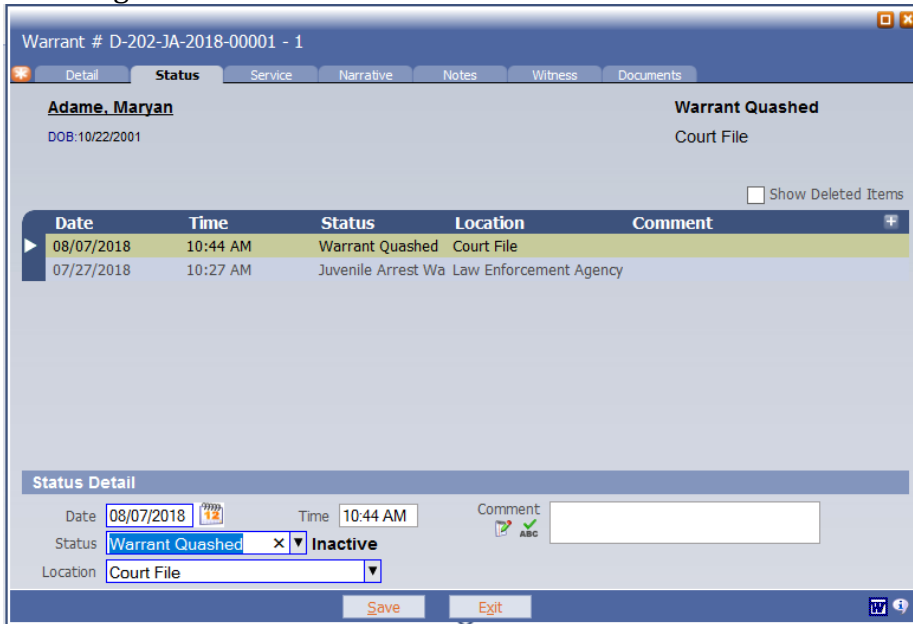
16. The child will not always be arrested. If the child is not arrested the DA may file a petition and an Order Quashing Warrant. When this happens, use the petition to open a new JR case. Initiate the JR Case. Relate the JR Case and the JA Case using a reason of same party.

17. Pull up the JA case.

18. Docket the Order to Quash Warrant using event code 8284 ORD: TO QUASH.

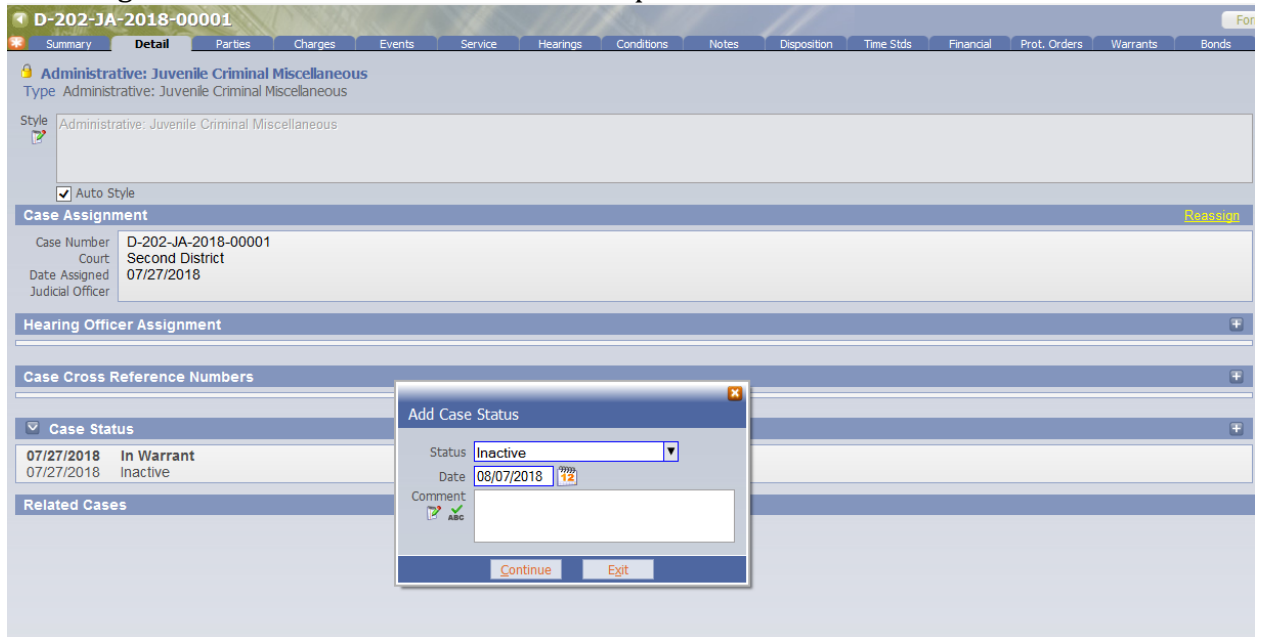
19. Scan the order onto the event.

20. Navigate to the Warrants tab and enter a warrant status of Warrant Quashed.



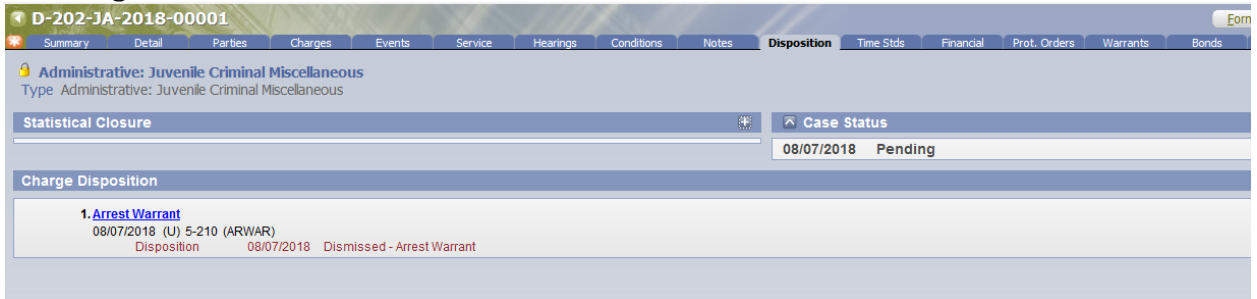
NOTE: The next steps are to be performed whether the warrant is made inactive due to an arrest or an order quashing.

21. Navigate to the Detail tab of the case and update the Case status back to Inactive.

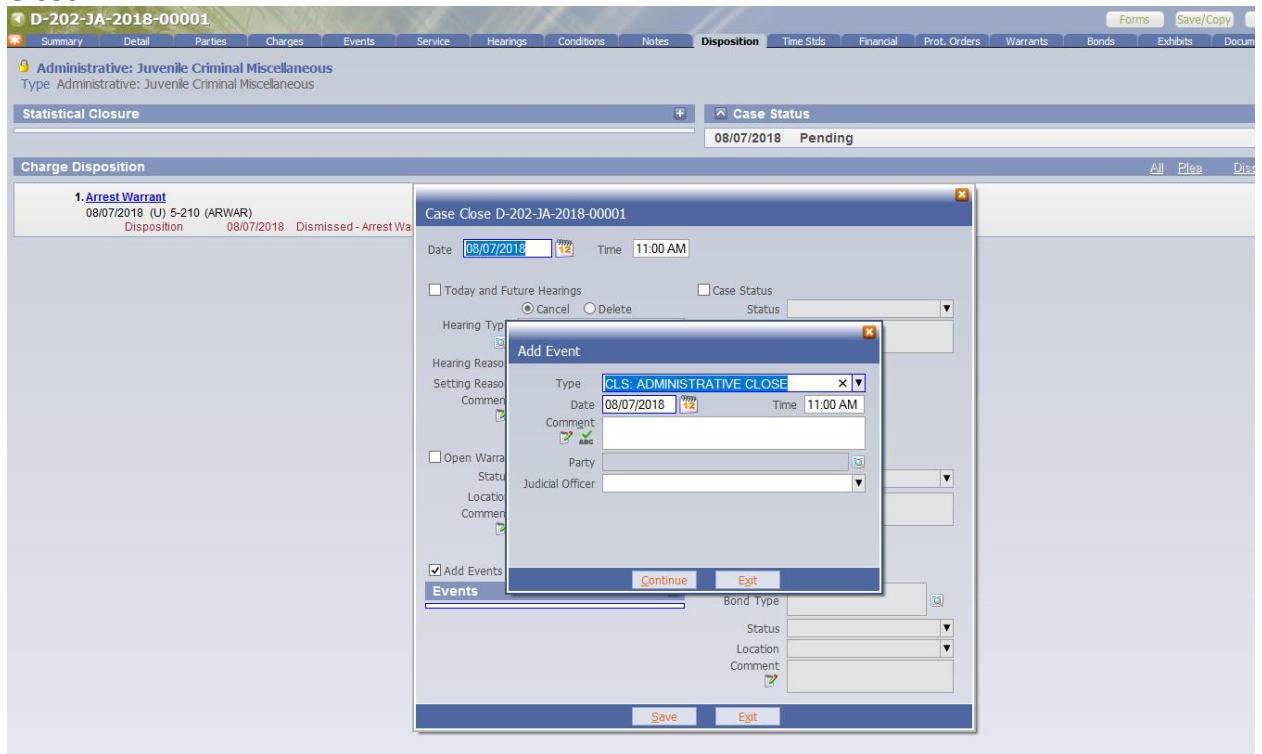


22. Navigate to the Disposition tab.

23. Enter a disposition code of Dismissed - Arrest Warrant on the Arrest Warrant charge.



24. Use the Case Close button to docket a closing event of 3500 CLS: Administrative Close.



25. The Case Summary should look like this.

2ND JUDICIAL DISTRICT COURT IN BERNALILLO COUNTY			
CASE DOCKET			
🔒 CASE No. D-202-JA-2018-00001			
Administrative: Juvenile Criminal Miscellaneous	§ § § §		Location: Second District Filed on: 07/27/2018
CASE INFORMATION			
Offense	Statute	Deg	Date
1. Arrest Warrant	5-210	U	08/07/2018
			Case Type: Administrative: Juvenile Criminal Miscellaneous
Statistical Closures			Case Status: 08/07/2018 Final Closed
08/07/2018 Administrative Close			
Warrants			
Juvenile Arrest Warrant - Adame, Maryan (Judicial Officer: Ward, Marie)			
08/07/2018	10:44 AM	Warrant Quashed on Booking Notice	
07/27/2018	10:27 AM	Juvenile Arrest Warrant Issued	
Fine: \$0			
Bond: \$0			
CASE ASSIGNMENT			
Current Case Assignment			
Case Number		D-202-JA-2018-00001	
Court		Second District	
Date Assigned		07/27/2018	
PARTY INFORMATION			
Child	Adame, Maryan		
DATE	EVENTS & ORDERS OF THE COURT		INDEX
07/27/2018	OPN: Juvenile Arrest Warrant Affidavit		
07/27/2018	WAR: JUVENILE ARREST WARRANT ISSUED		
08/07/2018	WAR: QUASHED ON BOOKING NOTICE		
08/07/2018	CLS: ADMINISTRATIVE CLOSE		
08/07/2018	Disposition		
	1. Arrest Warrant		
	Dismissed - Arrest Warrant		
	STN: :		