

Administrative Office of the Courts

Supreme Court of New Mexico

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Judicial Information Division (JID)

Civil Judgments
Standard Operating Procedure
Version 1.0
Updated: 05/2016

Civil Judgments

COURT / DEPARTMENT / DIVISION

For Magistrate courts, and Metro court.

USER

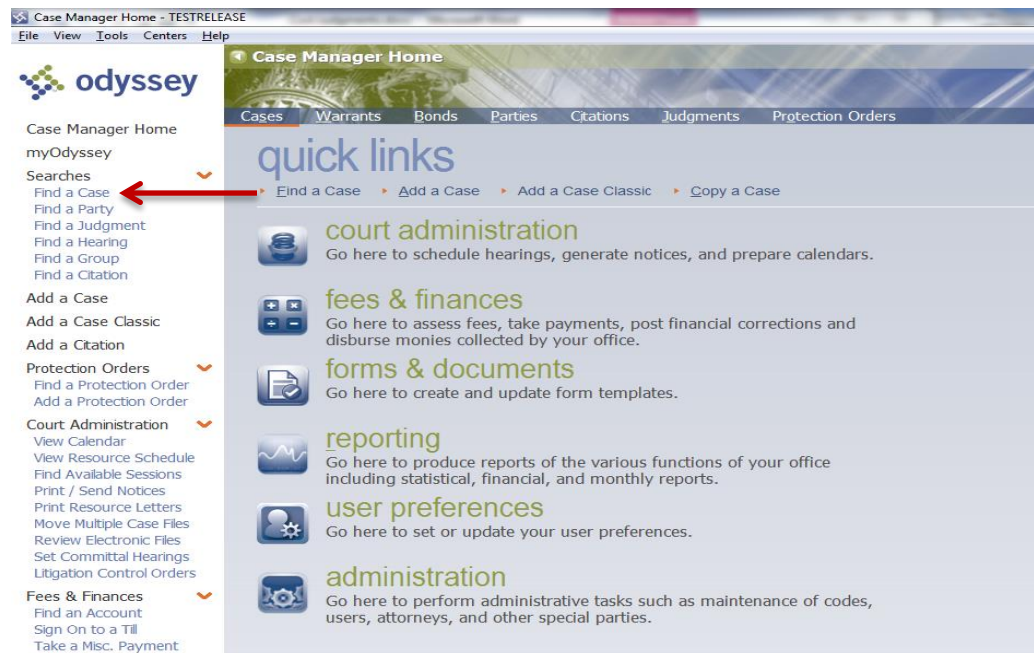
Court personnel

PURPOSE

To create an electronic version of the Judgment from the judge

STEPS

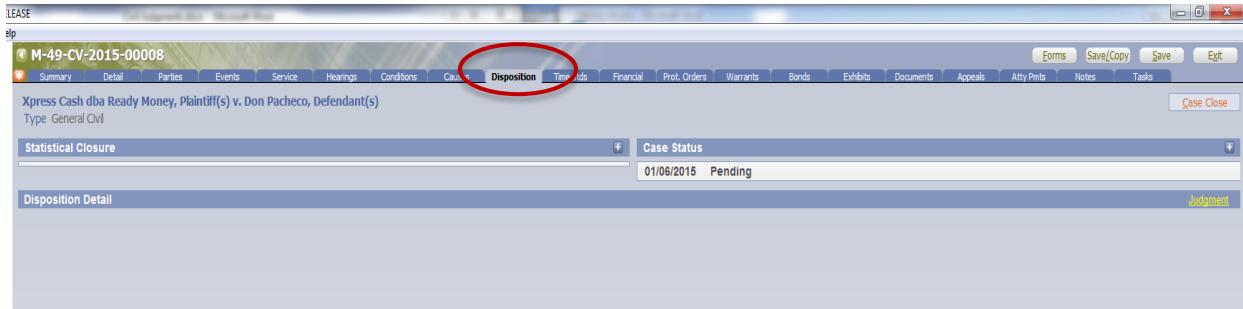
1. In Odyssey, click on Find a Case



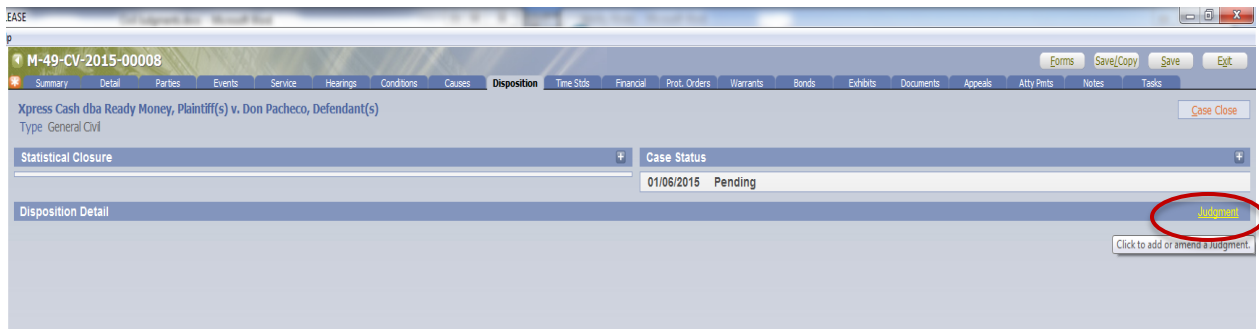
2. Enter Case number
3. Click on the search button



4. In the case, select the Disposition tab



5. From the Disposition tab click on the Judgment hyperlink to open the Add Judgment window



6. In the Add Judgment window
a. **Type** – Use the dropdown arrow to select the Judgment Type



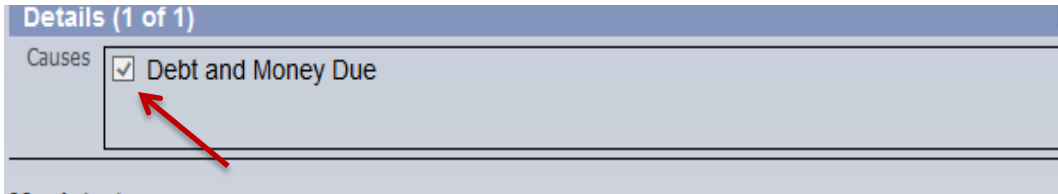
b. **Judge** - The judge assigned to the case will default. If another judge handled the disposition of the case the entire case must be assigned to the disposition judge



c. **Date** - The current date will default




- d. **Causes** – The Cause(s) of Action that is/are disposed of with this judgment should be checked



Details (1 of 1)

Causes Debt and Money Due

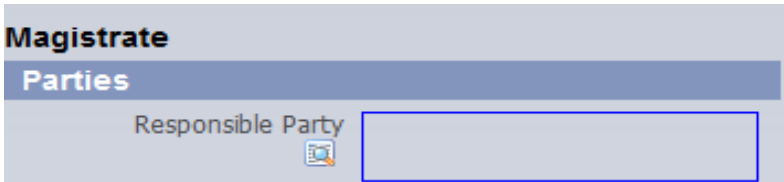
- e. **Comment** – This field would be used to add any information unique to this case. If no comment is entered into this field it should be deleted by right clicking somewhere in the field and then clicking the 'delete component' box



Comment


Comment 

- f. **Responsible Party** – Click on the icon and select the parties that are held responsible



Magistrate

Parties

Responsible Party 

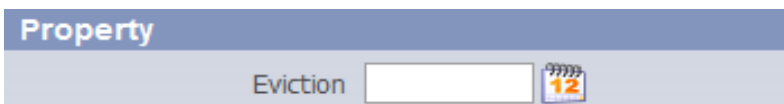
- g. **In Favor Of** - Click on the icon and select the parties that judgment is in favor of




In Favor Of 

- 7. The following fields are populated with information saved into Odyssey, and also default on the various judgment forms that might be generated on the case

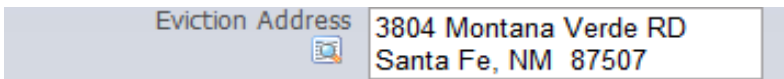
- a. **Eviction** - This field is used only in cases where eviction of tenants from property is ordered, as in Landlord Tenant, Mobile Home Park and Forcible Entry cases




Property

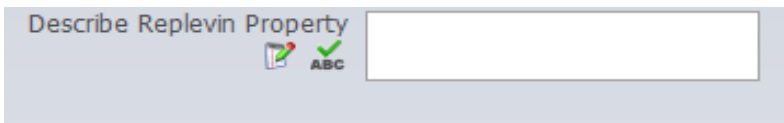
Eviction 


- b. **Eviction Address** – Odyssey is configured so the address from the first defendant populates this field. If no eviction is involved in the judgment being issued, this address must be deleted, otherwise it will default on the judgment form and the judgment will appear to be ordering an eviction of the property



Eviction Address  3804 Montana Verde RD
Santa Fe, NM 87507

- c. **Describe Replevin Property** – If the judgment involves return of property to the in favor of party, the description of the property is included in this field



Describe Replevin Property 

- d. **Financial Amounts** – The dollar amount for Rents, Damages, Other Damages, and Interest to Date, Attorney Fees and Costs are entered into the appropriate filed by using numerals and a decimal point to separate dollars and cents (ex. 8,000.00). Odyssey will insert the appropriate comma separators for amounts of \$1,000.00 or above

A screenshot of a web form for entering financial amounts. The form has a light blue background and contains the following labels and input fields: Rents, Damages, Other Damages, Interest to Date, Attorney Fees, Costs, and Total \$. A red circle is drawn around the input fields for Rents, Damages, Other Damages, Interest to Date, Attorney Fees, and Costs.

- e. **Total** – Odyssey will total the individual dollar amounts that were entered in the financial columns. The clerk should verify the total is correct, if there is an error they should be corrected

A screenshot of the 'Total \$' field in the form. The input area is highlighted with a red oval.

- f. **Appeal Amounts** – This amount should be the appeal bond that is set by the court

A screenshot of the 'Appeal Amounts' input field, which is a simple text box.

- g. **Post Judgment Interest Rate** – The annual rate of post judgment interest that this judgment bears is entered into this field. The amount should be entered numerically without the percentage (%) sign

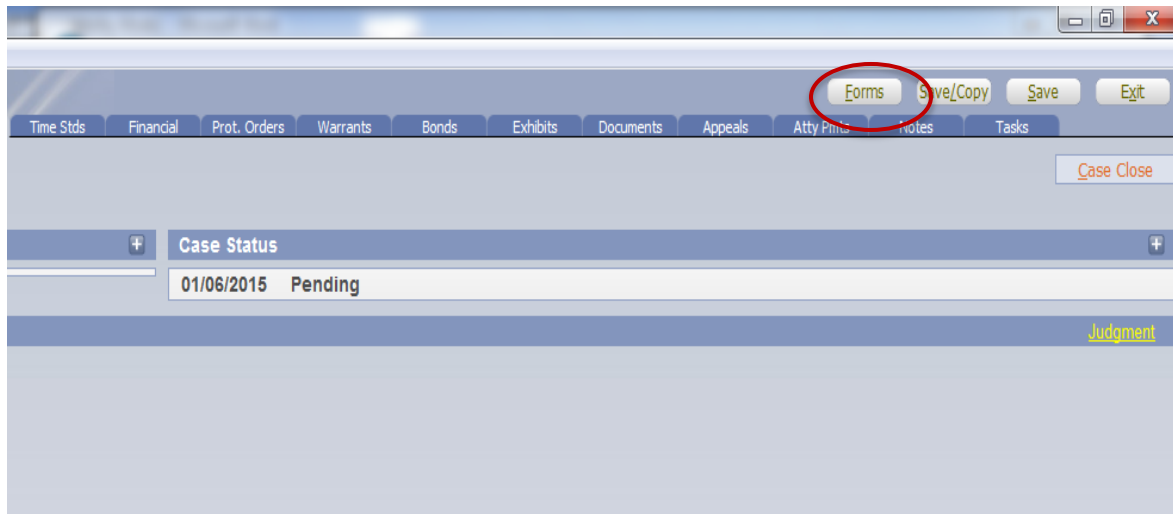
A screenshot of the 'Post Judgment Interest Rate' input field, which is a text box followed by a percentage sign (%).

- h. **Comment** – Any other information that the judge has included in the judgment that is not entered elsewhere on the screen gets entered here. This comment will default onto the judgment form with the standard statement, "It is further ordered...."

A screenshot of the 'Comment' input field, which is a large text box with a small icon of a notepad and a green checkmark next to it.

- 8. When the data is correct, click on Save

9. Click on the Forms button to generate the correct judgment form. The index of the forms will appear. The print button should be selected. Select the appropriate form number for the judgment form to generate



- a. Judgment forms:
 - 4-701 Judgment
 - 4-703 Default Judgment/Judgment on Pleadings
 - 4-909 Judgment for Restitution
 - 4-926 Judgment for Possession

10. Review merged form for correctness

11. Print the form for the Judge's signature

12. After the Judge's signature is signed and file stamped, docket an event

Docketing the Judgment Event:

- A Judgment linked to a motion for Judgment on Pleadings, Notice of Intent to Enter Judgment on the Pleadings or a Motion for Default Judgment which has already been docketed the judgment is added as a Related Event to the Motion
- If the judgment is issued from the bench, the judgment will be docketed as a new event
- Civil Judgment Event Codes:

5334 NCJ: Default Judgment

5347 NCJ: Mediation Stipulated Judgment

6151 NCJ: Judgment for Possession

5342 NCJ: Stipulated Judgment

5335 NCJ: Judgment on Pleading

3049 CLS: Civil Judgment

5343 NCJ: Judgment Owner/Resident

NOTE: The event "CLS: Civil Judgment" is only used when a judgment is issued awarding no damages. The judgment in effect closes the case with no reward so there will be no post judgment activity. Ex. \$0.00