

Administrative Office of the Courts

Supreme Court of New Mexico

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Judicial Information Division (JID)

Processing Bankruptcy Cases in Magistrate Court

Standard Operating Procedure

Version 1.0

Updated: (12/2019)

Title of Procedure

COURT / DEPARTMENT / DIVISION

This procedure is to be used by Magistrate Court staff.

USER

This procedure is to be used by Magistrate Court staff.

PURPOSE

This procedure is to be used by Magistrate Courts when one of three documents is filed:

1. Notice of Bankruptcy
2. Notice of Dismissal of Bankruptcy
3. Notice of Discharge from Bankruptcy

NAVIGATION

This procedure begins in Odyssey Case Manager

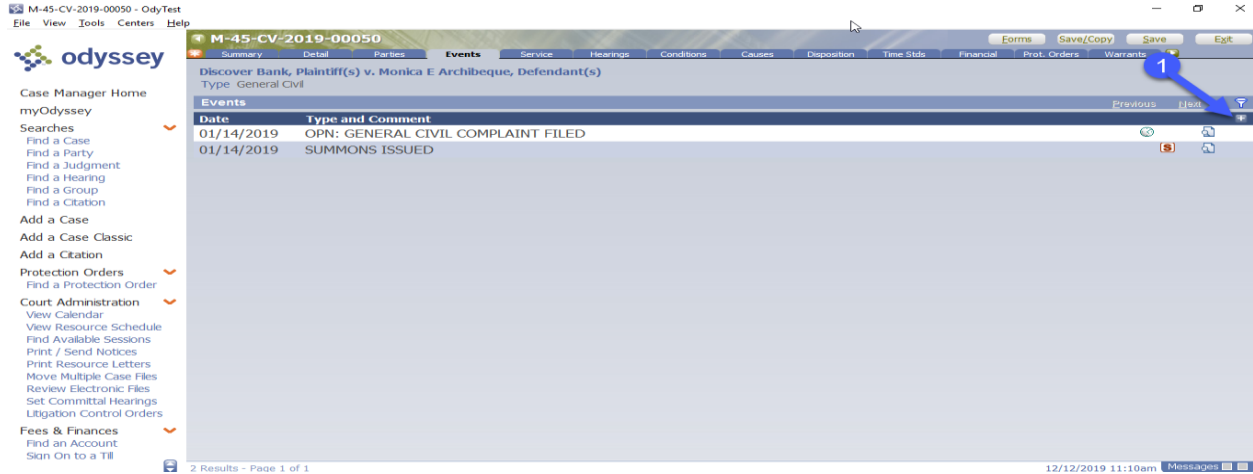
Introduction

The codes used for Magistrate Court are:

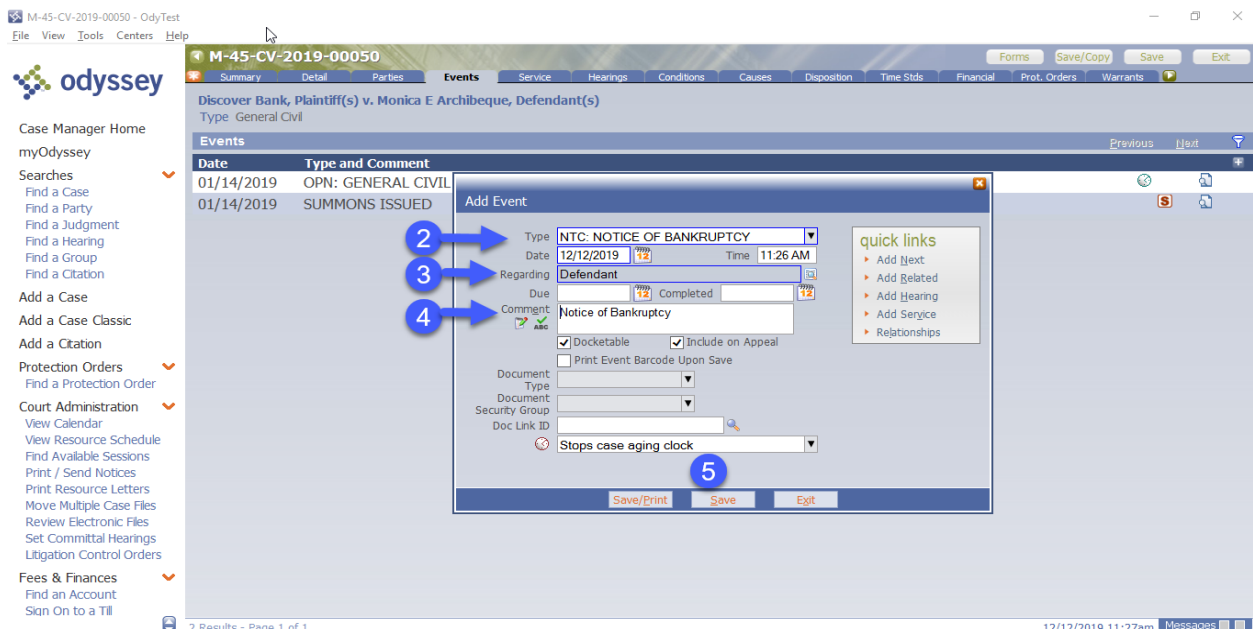
5777	NTC: Notice of Bankruptcy	Case Status = In Bankruptcy
5696	Bankruptcy Stay Lifted	Case Status= Pending
3051	CLS: Discharged in Bankruptcy	Case Status= Final Closed

STEPS

1. Once you receive the **Notice of Bankruptcy**, begin in the Events Tab with your docket entry. Click on the plus sign to add the docket entry.



2. Docket the Notice of Bankruptcy using the code 5777 Ntc: Bankruptcy. This code will automatically place the case into and inactive case status and is reflected by the status of "In Bankruptcy".
3. Enter the party name that the Bankruptcy Notice has been filed on behalf of.
4. Follow local business practices for your docket entry.
5. Save. Follow local business practices for scanning.



6. Verify case status is correct on the Summary Tab.

The screenshot shows the Odyssey Case Manager interface for case M-45-CV-2019-00050. The 'Summary' tab is selected, displaying the following information:

- Case Name:** Discover Bank, Plaintiff(s) v. Monica E Archibeque, Defendant(s)
- Status:** In Bankruptcy (indicated by a red icon and the number 332)
- Filed:** 01/14/2019
- Type:** General Civil
- Court Unit:** Sandoval County Magistrate Court in Bernalillo
- Judicial Officer:** Montano-Baca, Deliah
- Hearing Officer:**
- Financial Balance:** 0.00

A blue circle with the number 6 and an arrow points to the 'Status' field. Below the case details, there are sections for 'Causes', 'Most Recent Events & Hearings', and 'time standards'. The 'Causes' section shows a table with the following data:

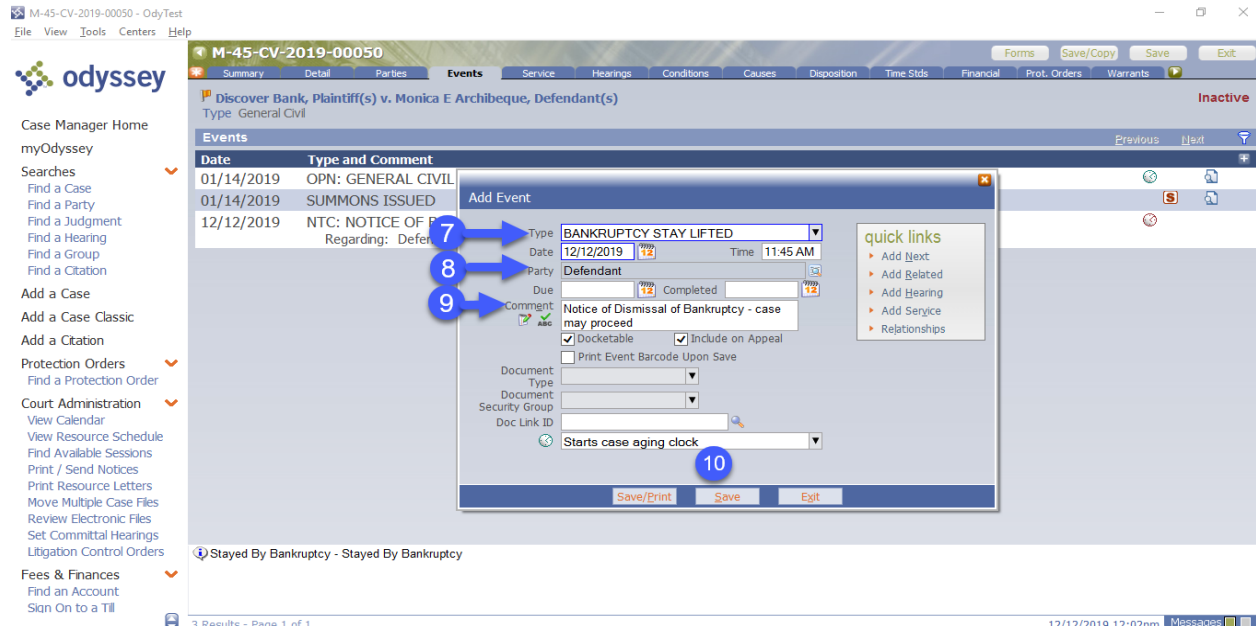
1.	Debt and Money Due	Action	Amount	01/14/2019	Dispositions
	Remedy Sought: Filing Fee		Amount	77.00	
	Remedy Sought: Damages		Amount	8,172.30	

The 'Most Recent Events & Hearings' section shows the following events:

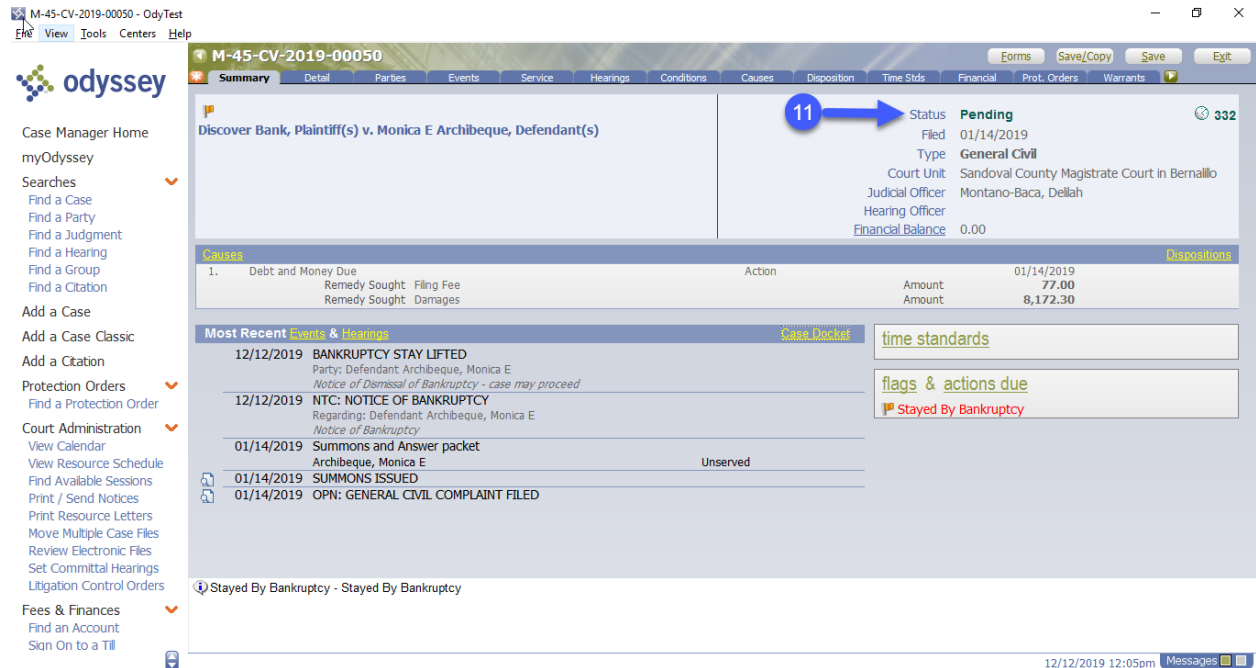
- 12/12/2019 NTC: NOTICE OF BANKRUPTCY Regarding: Defendant: Archibeque, Monica E Notice of Bankruptcy
- 01/14/2019 Summons and Answer packet Archibeque, Monica E Unserviced
- 01/14/2019 SUMMONS ISSUED
- 01/14/2019 OPN: GENERAL CIVIL COMPLAINT FILED

The 'time standards' section shows 'flags & actions due' and 'Stayed By Bankruptcy'. The bottom of the screen shows the date and time: 12/12/2019 11:38am.

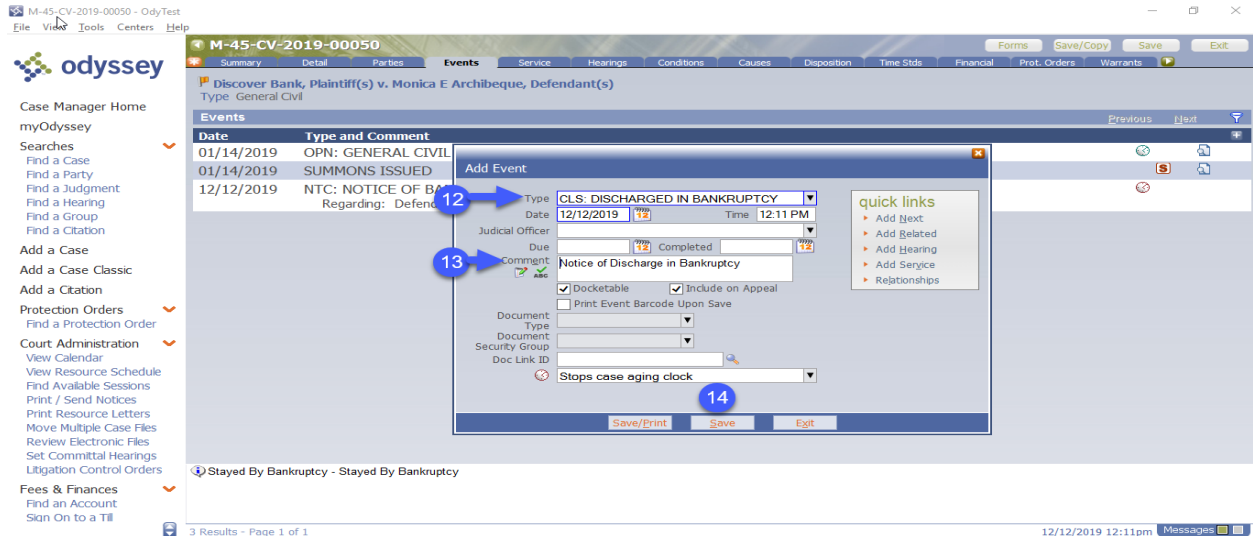
7. If a **Notice of Dismissal of Bankruptcy** is filed, docket using the code 5696 Bankruptcy Stay Lifted. This will place the case in "Pending" Status.
8. Enter the party name that the Notice of Dismissal has been filed on behalf of.
9. Follow local business practices for your docket entry.
10. Save. Follow local business practices for scanning.



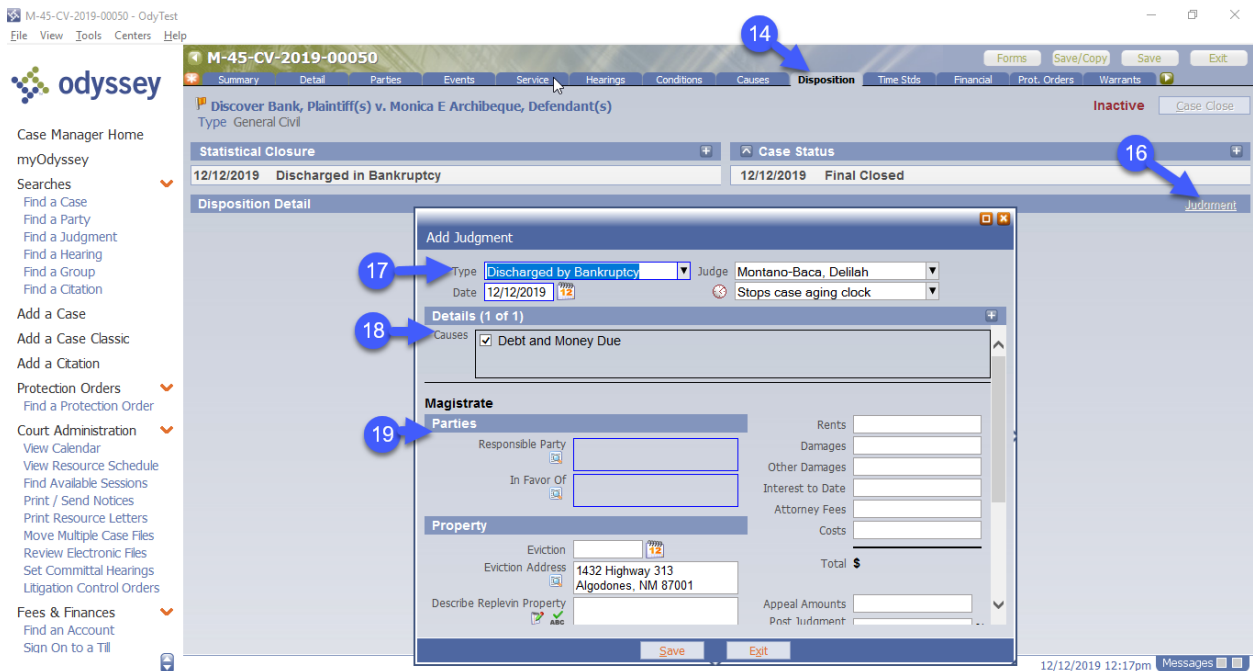
11. Verify the case status is correct on the Summary Tab.



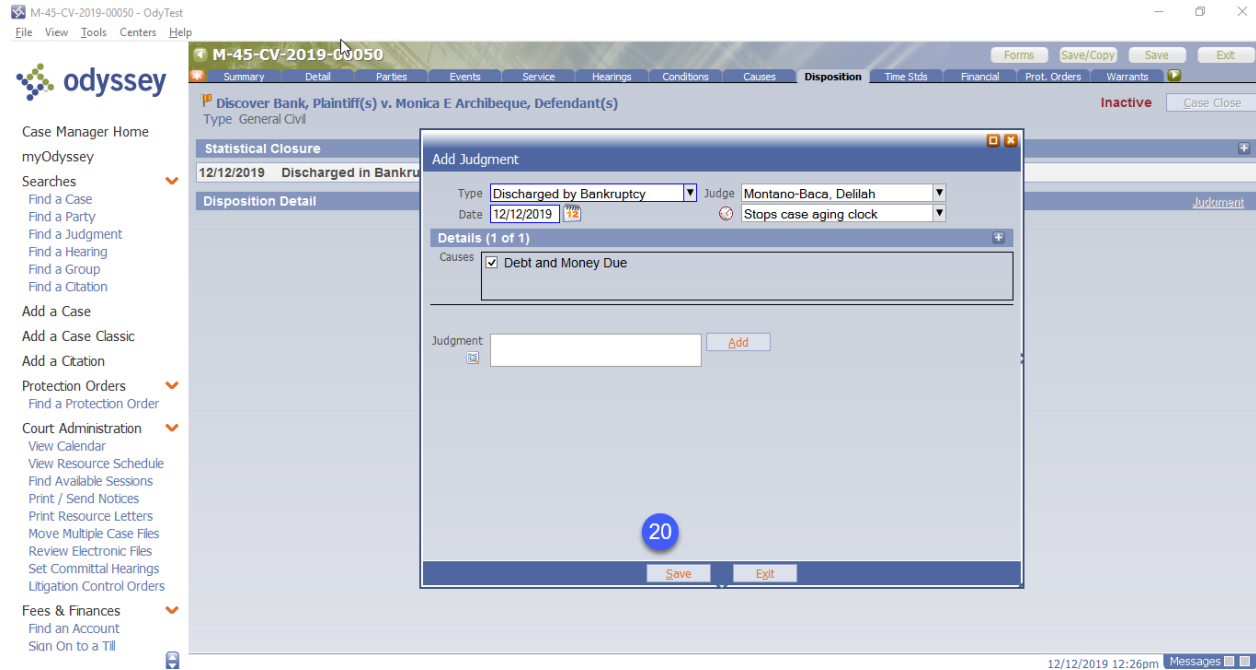
12. If a **Notice of Discharge of Bankruptcy** is filed, docket using the code 3051 CLS: Discharged in Bankruptcy. This will place the case in “Final Closed” Status.
13. Follow local business practices for your docket entry.
14. Save. Follow local business practices for scanning.



15. Proceed to Disposition Tab.
16. Click on Judgment.
17. Change type to Discharged in Bankruptcy.
18. Select all causes.
19. Right click your mouse in next section. Click on Delete Component.



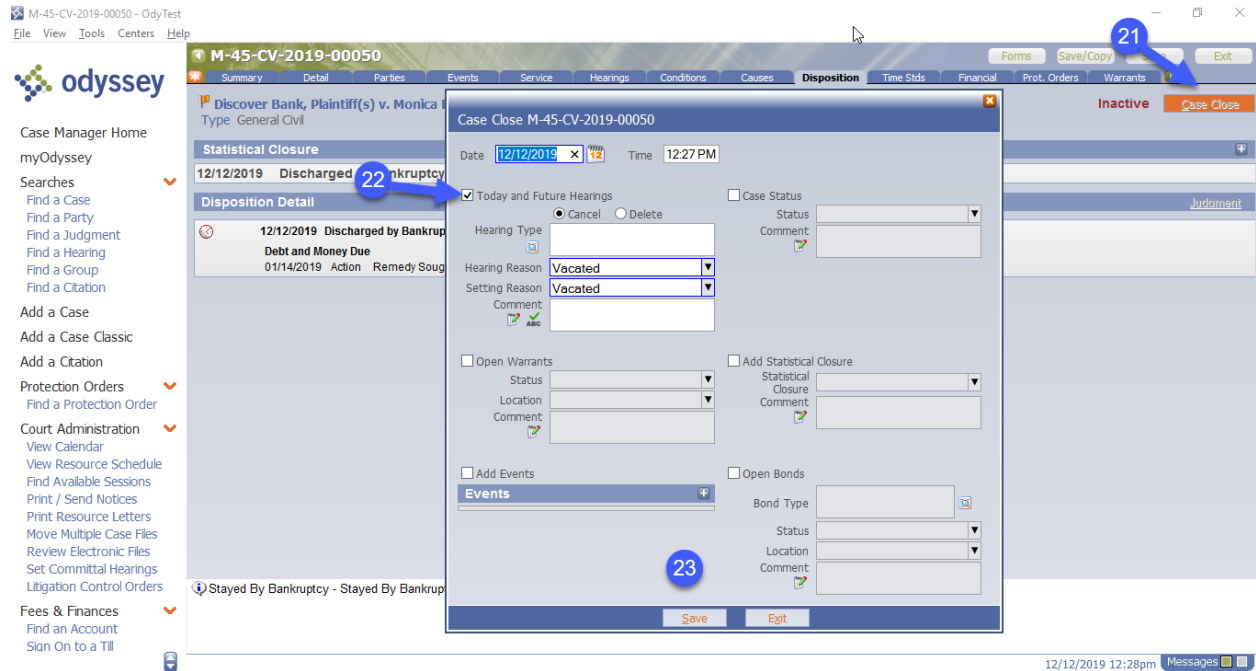
20. Save.



21. Click on Case Close.

22. This information defaults, however, verify Today and Future Hearings is checked and Cancel is marked. The Hearing Reason and Setting Reason should both be marked as Vacated.

23. Save.



24. Verify your case status shows Final Closed.

The screenshot shows the Odyssey Case Manager interface for case M-45-CV-2019-00050. The case title is "Discover Bank, Plaintiff(s) v. Monica E Archibeque, Defendant(s)". The status is "Final Closed" with a file date of 01/14/2019. The case type is "General Civil" and the court unit is "Sandoval County Magistrate Court in Bernalillo". The judicial officer is "Montano-Baca, Dellah" and the hearing officer is "Montano-Baca, Dellah". The financial balance is 0.00. A blue circle with the number 24 and an arrow points to the "Status" field.

Causes

1.	Debt and Money Due	Action	Amount	01/14/2019
	Remedy Sought	Filing Fee	Amount	77.00
	Remedy Sought	Damages	Amount	8,172.30

Most Recent Events & Hearings

Date	Event	Action
12/12/2019	Discharged by Bankruptcy (Judicial Officer: Montano-Baca, Dellah)	statistical closure
12/12/2019	CLS: DISCHARGED IN BANKRUPTCY	12/12/2019 Discharged in Bankruptcy
12/12/2019	Notice of Discharge in Bankruptcy	
12/12/2019	NTC: NOTICE OF BANKRUPTCY	time standards
	Regarding: Defendant: Archibeque, Monica E	
	Notice of Bankruptcy	flags & actions due
01/14/2019	Summons and Answer packet	Stayed By Bankruptcy
	Archibeque, Monica E	
01/14/2019	SUMMONS ISSUED	
01/14/2019	OPN: GENERAL CIVIL COMPLAINT FILED	

Stayed By Bankruptcy - Stayed By Bankruptcy

*Note: There are several ways in Odyssey to docket your closing documents. This is only one way to accomplish that. If your local business practices are different, follow those practices, however, you must always end with verifying that the case status is Final Closed.