

**NEW MEXICO MUNICIPAL COURTS**  
**DRAFT CORE COURT FUNCTIONS**

**A. Case Processing, Records Management, Calendaring, and Case Flow Management**

- A1.** Counter service for new case filings and documents: receive, review for completeness, date stamp, route to data entry, file
- A2.** Input required data re: parties, documents, events into the automated case management system
- A3.** Analyze, research, prepare/record all post proceeding judgments/sentences, notices, executions, and writs
- A4.** Judgment and Sentence processing and recording: maintain records relating to judgments, including sentence imposed; index/record in appropriate registers; provide copies as appropriate
- A5.** Appeals and change of venue: prepare required documents (e.g., case documents, exhibits); maintain internal case tracking records, forward case records to other court(s) as requested; record and process higher court judgments
- A6.** Notice: provide notices to relevant parties of necessary court dates and requirements, including form notices linked to calendars, custom notices to individuals
- A7.** Prepare files for court, including routine review for apparent completeness of the file, check for documents in process that may not be in the file
- A8.** Jail commitment and release: process documents for jail release, maintain records of in-custody defendants, coordinate with custodial officials, transmit required documents to detention facility
- A9.** Warrant management: issue and process warrants and return of service on warrants, process warrant cancellations and notify law enforcement, monitor actions on cancellations
- A10.** Case statistics: generate required reports for judge, municipal officials, others
- A11.** Miscellaneous counter services: provide files or case-specific information to litigants and the public, duplicate/certify/conform copies (e.g., certify DWIs) of case documents, provide forms and/or direct customers to appropriate offices/units
- A12.** Respond to phone, written and/or e-mail requests for general court and case-specific information
- A13.** File folder management: create file folders, shelve files, add documents to files after they are processed, pull and re-shelve files
- A14.** Files for court activities: ensure case files needed for court are identified, pulled, transported to courtroom, and available for court activities (hearings, trials, judge review)
- A15.** Maintain file check-out system: record file check out/delivery, track and retrieve all case files when they are not on the shelves, locate misplaced case files
- A16.** Record retention: understand applicable records retention schedule, archive case documents and files, reconstruct and/or purge paper and electronic files in accordance with retention schedule
- A17.** Maintain exhibits: index, store, provide notification to reclaim, return to owner, destroy when appropriate
- A18.** Assign cases to regularly scheduled calendars, produce calendars, publish and post calendars visible in or near the courtroom, online at the court's web page, in the local newspaper
- A19.** Schedule individually set trials and hearings (motions, conferences)
- A20.** Coordinate with law enforcement agencies regarding testimony schedules for traffic and other cases
- A21.** Coordinate with jail/transportation officers to assure timely and reliable appearance of in-custody defendants or for video arraignment, including appropriate waiver documents
- A22.** Hearings and trials: review case files prior to hearings and trials to ensure required actions are complete and information needed by the court is available and conforms to court policy
- A23.** Monitor readiness of parties for hearings and trials and confirm appearances, notify relevant individuals prior to hearings about missing information/documents or non-compliant legal forms
- A24.** Research/monitor status of individual cases; follow-up with lawyers/parties when cases are "off track"
- A25.** Maintain accurate inventory of cases pending: distinguish inactive (e.g., appeals, fugitive status) from active cases, produce list of active cases, consult with assigned judge when cases are "off track"

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**A. Case Processing, Records Management, Calendaring, and Case Flow Management (continued)**

- A26. Monitor continuances, scheduled vs. actual appearances, and implement corrective actions
- A27. Identify inactive cases and request judge's involvement to consider dismissal
- A28. Collect and use statistical data to help judge maintain timely case processing
- A29. Provide information to unrepresented persons about court requirements and assist unrepresented litigants with procedural compliance but avoid providing "legal advice"
- A30. Provide information to persons unable to read/write about court requirements and procedural compliance

**B. Courtroom Support**

- B1. Record required data regarding parties, documents and/or events occurring in the courtroom in the automated court management system
- B2. Manage exhibits: identify, mark, and record status, maintain exhibit inventory, oversee custody/return
- B3. Manage documents: ensure that files/documents are available in the courtroom when needed; documents filed in courtroom are accounted for and returned to central file
- B4. Record and update results of hearings to ensure case status is accurate and current
- B5. Provide clerical and administrative follow-through after court hearings and trials to issue required notifications to parties, service providers or corrections (e.g., corrections facility, bondsmen), transmittal of required documents to other agencies (e.g., MVD)
- B6. Prepare paperwork required for forfeiture or exoneration of bonds, warrant-related notices, etc.
- B7. Courtroom order, security and protocol: assist in maintaining quiet and order in courtroom before, during, and after court hearings; provide information to participants and public
- B8. Provide for in-court interpreting services, if qualified and requested by the judge, when litigants or witnesses do not speak English

**C. Compliance Monitoring and Enforcement**

- C1. Record all treatment (mental health, substance abuse) required by sentence; network with outside community agencies and other courts to identify referrals
- C2. Set up case for monitoring court ordered sentences, judgments, probation reports, deferred prosecutions, diversion conditions, including preparation of pre-sentence reports
- C3. Implement informal compliance enforcement measures when appropriate. (e.g., written and telephone notices, revised payment plan, community service alternatives)
- C4. Report non-compliance to judge with documentation; prepare bench warrants
- C5. Special traffic or motor vehicle monitoring procedures: monitor requirements to obtain and/or install ignition interlock devices and report non-compliance to judge with documentation

**D. Out of Courtroom Judicial Support**

- D1. Research and writing in support of judge or court administration
- D2. Administrative support duties for judge: prepare correspondence, answer phones, maintain office files, receptionist duties, maintain for reference updated municipal ordinances and other legal or administration reference books (e.g., judge's and court clerk's manuals, bond book)
- D3. Provide interpreting services, if qualified and requested by the judge, in interview settings for lawyers, bail screening personnel, probation staff, and others

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**D. Out of Courtroom Judicial Support (continued)**

- D4.** Provide translations, if qualified and requested by the judge, of written documents in languages other than English that are *evidence* needed for case adjudication or disposition
- D5.** Provide services, if qualified and requested by the judge, for illiterate and/or non-English speaking individuals of *written* documents needed for case adjudication or disposition

**E. Case Financial Management**

- E1.** Receive payments and fees, issue receipts for monies received after posting in the case management system
- E2.** Prepare and submit financial reports to judge, municipal officials, and others as required
- E3.** Identify and process irregular checks received (e.g., improperly tendered, illegible, returned for non-sufficient funds), including notification of tender, adjustment of payment records
- E4.** Reconcile daily receipts and cash registers with the case management system
- E5.** Process deposits: determine appropriate accounts (general, trust/escrow), prepare deposit slips for appropriate accounts, transmit deposits, maintain deposit records
- E6.** Distribute and disburse payments: determine appropriate distribution of payments (e.g., statutory fund accounts, individual payees, restitution), submit request for funds dispersal to treasurer for other payees as appropriate
- E6.** Bail/bond accounting: receipt and post, apply bail/bond monies held in trust to fine/penalty accounts, refund monies, disburse unclaimed funds to appropriate account, follow up on bond payments when partially satisfied
- E7.** Identify and determine ownership and disposition of apparently abandoned cash trust monies
- E8.** Establish and maintain time payment agreement records and statements
- E9.** Monitor and document compliance with financial payment plans
- E10.** Provide forms for defendants to complete for judge to determine financial eligibility for public defenders
- E11.** Make case-related financial information available to auditors as required

**F. Technology Support**

- F1.** Attend training conferences and workshops on court management system application and other technology, such as word processing, operating system or spreadsheet software
- F2.** Monitor and maintain all necessary security standards and policies
- F3.** Implement and coordinate data protection and access controls, particularly data backup
- F4.** Provide for/arrange maintenance for all hardware and software
- F5.** Evaluate need for hardware/software acquisition and/or upgrade, documentation, and training
- F6.** Perform case management system updates and modifications as required by vendor
- F7.** Support court's Internet access and notices to appropriate parties of changes to Internet addresses
- F8.** Install and evaluate software application upgrades
- F9.** Prepare management reports for the judge and others as appropriate
- F10.** Process case data, prepare and transmit required electronic reports to appropriate locations

**G. Security**

- G1.** Prepare evacuation plans, train staff, ensure readiness of the court
- G2.** Prepare, maintain/update, and implement security plans
- G3.** Monitor and screen court employees and the public

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**G. Security (continued)**

- G4.** Take necessary security measures when appropriate
- G5.** Prepare and submit incident reports as appropriate to municipal authorities
- G6.** Establish and follow instructions developed in consultation with police department or municipal officials concerning how to identify and manage security breaches

**H. Managerial and Support Services**

- H1.** Manage personnel functions including administration of the court, budget preparations, and staff and/or personal evaluation
- H2.** Human resource activities: hiring, firing, functions related to disciplinary actions, oversight of employee benefits, record keeping related to training, vacation/sick leave use in accordance with court's personnel policies or policies of the municipality
- H3.** Oversee operation-level supervisors and line staff
- H4.** Review, prioritize, and assign projects to others as appropriate
- H5.** Research and prepare requests for budget or other monetary resources
- H6.** Assess needs for purchases, investigate and identify appropriate sources, maintain relevant records, ensure compliance with procurement processes
- H7.** Facilities maintenance: maintain court office, courtroom, public areas
- H8.** Inventory supplies management and financial control
- H9.** Timely requests for reimbursement for items covered by Municipal Court Automation
- H10.** Develop and maintain procedure manuals, train new, part-time or temporary employees
- H11.** Communicate status regularly to judge; suggest problem solutions