



COURT CLERK'S

Corner

May 3, 2013

Vol. 1

LETTER FROM THE PRESIDENT

New Mexico Municipal Court Clerks Association

Hello My Fellow Court Clerks,

B R E A K I N G NEWS..... OUR ANNUAL COURT CLERKS CONFERENCE WILL NOT BREAK INTO REGIONALS NEXT YEAR!!! YEA!!!!

At our Board Meeting in December, 2012 we were given the good news by the JEC staff. As you know our Annual Court Clerks Conference on July 17-19 will be here before you know it. I hope everyone will be able to attend. With the new Interpreter Rule that has been handed down to include the municipal courts, the Association Education Committee has included a workshop during our upcoming conference so that you will be able to learn more about types of classes that will be offered on-line or in-class. Also bring any questions you may have. The Municipal Judges

Association formed a sub-committee and met on April 18th to discuss issues dealing with the new Interpreter's Rule. A list of concerns will be submitted to the Supreme Court and the Administrative Office of the Courts.

For our July Conference we are still asking all the courts to bring a door prize. The fund raising committee will also be selling tickets for door prizes to support your Association. So please plan to purchase tickets! During the conference, the Association usually plans a Thursday evening event but because of low attendance for the Isotopes game last year, we will leave it open and that will allow you to have two free evenings. So enjoy!!

At the July Conference don't forget to fill out your evaluation forms and indicate your ideas for workshops at the 2014 conference. Your ideas do matter and the Education Committee will take all

topics into consideration when planning the next conference. Also if you are a member of the Association, don't forget to fill out the volunteer sheet to serve on a committee, because this is your Association and without you, there is no us. I look forward to seeing everyone at the Conference.

Submitted by Collis Johnson, Association President, Court Administrator-Carlsbad Municipal Court

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2013 Conference

Municipal Court Staff Professional Development Conference
July 17-19

Rules, Leadership & Effective Court Management for Administrators
July 17

NMMCCA Board of Directors

President

Collis Johnson
Court Administrator
City of Carlsbad
575-885-3363

President-Elect

Jon Singh
Deputy Court
Administrator
City of Santa Fe
505-955-5773

Secretary

Monica Martinez
Court Administrator
City of Gallup
505-726-5409

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Carol Jarrell
Court Clerk
Village of Milan
505-285-9841

Immediate Past

President

Lisa Almaguer
Court Manager
City of Las Cruces
575-541-2224

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Got Software?

Want to learn more about it? Software User Groups are being formed for the case management systems commonly used by New Mexico Municipal Courts. The purpose of these groups is to facilitate in-state training and give software users a chance to meet with one another to share concerns and solutions. It is hoped that these groups will help fill that empty feeling you get after coming back from software training and starting to manage cases, only to realize how much MORE there is to learn!

The first session is scheduled for the Full-Court/FCE group on May 2-3, 2013. Groups are being planned for InCode and

Sleuth.

Each company will provide separate training; In Code on July 15-16, and Sleuth on July 16, the Monday and Tuesday just before the Conference. We are working on scheduling a Caselle class for later this year. Watch your e-mail for more information as details firm up for these groups and training sessions. Coordinators are needed for the Sleuth and Caselle groups, so if you have any spare time (you know, the hours between midnight and 4 am!), please contact any Association Board Member and let them know. The Municipal Court Automation Program, with



generous assistance from JEC, is providing reimbursement funding to pay for travel and registration costs for these sessions.

For more info, contact April Sessions at 505-476-6967 or asesions@nmcourts.gov
Submitted by April Sessions, Program Manager-AOC and Monica Martinez-Court Administrator, Gallup Municipal Court

JSI Training

May 2-3

InCode Training

July 15-16

Sleuth Training

July 16 (Tentative)

New Mexico

Municipal Court Manual for Judges and Staff

The Judicial Education Center under the direction of Pam Lambert has contracted with Judi Olean in updating the Judges and Staff Manual. At the request of the Court Clerks Board, a Court Clerk Handbook Committee was formed to review and assist in any changes or updates to the

clerks portion of the manual. The Committee consisting of Vicki Kelley, Dana Jackson, Theresa Bounds, Jon Singh, Monica Martinez and Judi Olean met on February 28, 2013 in Albuquerque where they reviewed and made suggested updates to the manual. Also present at the meeting were Collis

Johnson, President of the Court Clerks Association and Linda Alire-Naranjo, New Mexico Municipal League. Judi's goal is to have the manual completed by the Court Clerks annual conference in July.

Submitted by Vicki Kelley, Court Administrator, Clovis Municipal Court



REMINDER!!!

Court Clerk of the Year
nomination forms
due by
May 31, 2013

Officer Nominations
due by

June 14, 2013

REPORTING

Extrajudicial Compensation

Share the NEWS!!!!!!

A big thanks goes out
to all who submitted
articles for our 1st
NMMCCA newsletter.

It is never too late to
start thinking about
the next edition of the
CLERK's Corner

E-mail your next
newsletter item to:

Dana Jackson at
djackson@ci.alamogordo.nm.us
575-439-4256

**A Picture Says a
Million Words!**
Don't forget to send
in the corresponding
pictures supporting
the articles.

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The following is an excerpt from Randy Van Vleck's March 12, 2013 email with the latest update on reporting Extrajudicial Compensation for full time Municipal Judges:

"Among the changes to the Code of Judicial Conduct that went into effect last year were changes to the way that judges must report extrajudicial compensation. Under the old version of the Code, all judges who were required to file an extrajudicial compensation report filed their reports with the Supreme Court by April 15 of each year. See old Rule 21-600 NMRA (effective until December 31, 2011). But under the new Code, while the reporting of extrajudicial compensation is still required, your reports are no longer filed with the Supreme Court. See Rule 21-315 NMRA (effective January 1, 2012). Instead, you must now file your report with the office of the clerk of court on which you serve, and

each court must post those reports to that court's web site if technically feasible. The specific items subject to reporting were also revised....

.... In keeping with past practice and the current annual reporting requirement, your form should have been completed and filed with your court clerk by April 15, 2013. Please do not return your forms to the Supreme Court. And as noted above, your reports should be posted to your respective court web sites if technically feasible, which may require consulting with your Court Executive Office and the Judicial Information Division."

(Randy Van Vleck, General Counsel,
New Mexico Municipal League)

Being that it is after April 15th, if your court has a full time Municipal Judge and has not completed this form, file it with your court clerk, and post it on the court's web site, it is never too late. Go ahead and complete

the task at hand and set a reminder to file a new form by April 15, 2014.

Part-time Municipal Judges will not be required to file an extrajudicial compensation report at this time. As stated in the New Mexico Supreme Court Order number 13-8300-009, "... until further order of the Court, Rule 21-315(A) NMRA is SUSPENDED in its application to part-time probate judges and part-time municipal judges." It goes on further to explain what extrajudicial compensation does not include. Things such as dividends, rents, royalties, and income from interest. For a full list of what the extrajudicial compensation does not include, please refer to the New Mexico Supreme Court Order number 13-8300-009.

As always we want to thank Mr. Van Vleck for keeping the NMMCCA up to date with the latest changes.

Submitted by Dana Jackson, Court
Administrator, Alamogordo Municipal
Court



NMMCCA

Mentor Committee

Chair

Teresa Bounds
Court Administrator
City of Aztec
505-334-7640

Members:

Lisa Almaguer
Court Manager
City of Las Cruces
575-541-2224

Paula Chavez
Court Administrator
City of Tucumcari
575-461-6375

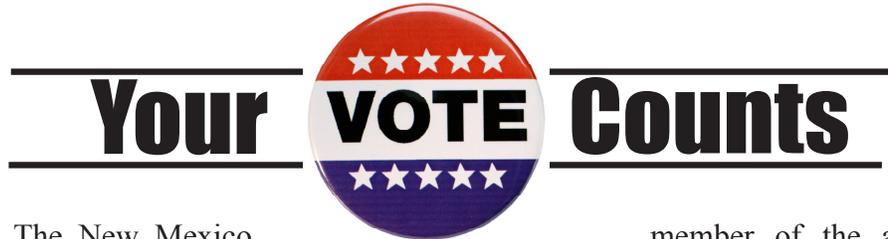
Dana Jackson
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City of Alamogordo
575-439-4256

Dana Sanders
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City of Rio Rancho
505-891-5999

Jon Singh
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City of Santa Fe
505-955-5773

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The New Mexico Municipal Court Clerks Association is
105 MEMBERS STRONG!!
Don't forget to budget for Association dues for FY2013-2014. It is the
BEST investment you can make.
Membership dues \$60.....Learning Priceless!



The New Mexico Municipal Court Staff Professional Development Conference will be held on July 17-19, 2013 in Albuquerque, NM. Our professional association has important issues to address with potential regional training in the future as well as outreach projects such as the newsletter you are reading right now! During the annual Business Meeting of the NM Municipal Court Clerks Association on Thursday, July 18, 2013 the Election of the Board of Directors will take place. Those clerks who are members of the association are eligible to declare candidacy or to nominate another eligible member to a position on the Board. Nomination forms can be located on the NMML website and will be mailed to you in early May. Send nomination forms to the Nominating Committee Chair, Lisa Almaguer at the Las Cruces Municipal Court, PO Box 20000, Las Cru-

ces, NM 88004 by the deadline of Friday, June 14, 2013.

Membership is a valuable tool that can help you! Participation on committees and the board opens lines of communication with other Municipal Court Clerks who can become a resource for those everyday issues that arise. As we all know, Municipal Courts are specialized and unique – our issues can't always be answered by someone else in our local government, or even in another local state court. Our best resources are ourselves and becoming a member and becoming involved will prove to be beneficial – just ask one of your current board members or past presidents.

Eligibility to serve on the NMML Court Clerks Association, to serve on any committee, to vote on any issue, or to apply for scholarships is dependant on being a paid

member of the association. Statements for current members should go out in mid June 2013 and it is important to get payments made at the first part of July. Most budget cycles begin in July and so does the NMML's. Please be diligent and try to get those payments out to the NMML at the beginning of July so that the membership list is accurate and your vote will count at the business meeting on July 18, 2013. If you are not yet a member and need to become one, please visit the NMML website at www.nmml.org click on subsections then on Court Clerks and the Membership Application can be downloaded from there.

The membership is encouraged to attend the July Business Meeting at the conference to cast your vote. Join us and make YOUR professional association a tool and resource now and for the future!

Submitted by Lisa S. Almaguer
Court Manager, Las Cruces Municipal Court



Dates To Remember

Judges Conference
May 1-3, 2013

JSI User Group
May 2-3, 2013

FY 13 Reimbursements Deadlines
Be watching for Dates in June from AOC.

InCode User Group
July 15-16, 2013

Sleuth User Group
July 16, 2013
(Tentative)

Clerk's Conference
July 17-19, 2013

NM Municipal League Annual Conference
August 28-30, 2013

JSI Conference
August 28-30, 2013

What's New With Court Automation? Free Money!

Yes, you read that right and it's really not news – but funds are available in the form of reimbursements for qualified automation expenses. As you may know, automation fees paid by each court flow into the Municipal Court Automation Fund (MCAF), which is administered by the Administrative Office of the Courts (AOC). These funds are then made available to municipalities to help offset their court's automation expenses. Reimbursements are not automatic – courts have to request them. Every year reimbursement allocations are set for each court, and every year a number of courts leave much of this money sitting on the table. Don't let this be your court. Contact April Sessions (see contact information on the right column) to find out how much your court has available, or for further details about how to make a request. Watch your e-mail for upcoming information about end-of-year deadlines for FY2012-13

and allocation requests for FY2013-14.

Speaking of e-mail, please remember to forward any e-mail address changes so we can keep our directory up to date, and so that you don't miss important notices.

We're here to help you make the most of your technology, so don't hesitate to get in touch if you need help with any issues related to automation, including pricing/evaluation of equipment and software, support and configuration, DWI data and reporting, user groups and training, etc. (If we don't know the answer, we'll do our best to find it!) You can also contact us to sign up for access to informational databases, includ-

ing MVD Driver History, Consolidated Offender



Query, and NMOneSource legal research. Contacts for the Municipal Court Automation Program (MCAP):

April Sessions
Program Manager
(505) 476-6967
asesions@nmcourts.gov

Marla Gabaldón
IT Specialist
(505) 476-6962
mgabaldon@nmcourts.gov

Submitted by April Sessions, Program Manager, Municipal Court Automation Program - AOC

Interpreter Information & AOC Contact

For Information on Certified Court Interpreters, contact:

Pam Sanchez
Statewide Program Manager, Language Access Services
New Mexico Administrative Office of the Courts
Voice: 505-827-4822, Fax: 505-827-4953, aocpjs@nmcourts.gov

Pam Sanchez has provided the following link to the Directory of Certified Court Interpreters and Justice System Interpreters: <http://www.nmcourts.gov/newface/court-interp/files/Directory.pdf?updated=03052013>

Certified Language International 1-800-225-5254



Find Your Inspiration

Twenty years from now you will be more disappointed by the things that you didn't do than by the ones you did do.

- Mark Twain



SHOUT OUT THE GOOD NEWS!

Big or small we want to hear it all!

Submit the latest birthdays, anniversaries, and retirements to Dana Jackson at djackson@ci.alamogordo.nm.us



WE WANT YOU!

Development Conference (APDC) held usually in July.

Our goal as a Committee is to help inform the Municipal Courts of any updates on Rule Changes, Forms, and to address any Court procedures or concerns we have. In order to achieve this, we encourage everyone to fill out the Evaluation Forms and to contact the Board Members at any time with ideas, information, or anything you would like information on.

As a member of the NMMCCA for the last 15 years, I have probably

learned more about Court procedures, office productivity, and other things by Networking with other Clerks from different Courts. I suggest that all the Clerks get to know more about other Courts, and the people working there. Remember we do have a Mentor Committee that you can contact.

As the current President-Elect, and Chairman of the Education Committee, it's an honor to represent the New Mexico Municipal Court Clerks Association this year.

Submitted by Jon Singh, Deputy Court Administrator, Santa Fe Municipal Court

HOUSE BILL 358 PASSES

After approximately 6 years of hard work, it has been made official! With a Constitutional amendment, a Municipal Judge member will be added to the Judicial Standards Commission beginning on July 1, 2013.

Submitted by Dana Jackson, Court Administrator, Alamogordo Municipal Court

The NMMCCA Mission Statement

The Mission of the New Mexico Municipal Court Clerks Association is to increase the proficiency of its members through sponsorship of professional educational training programs and sharing experiences and techniques that will result in efficient and effective administration and communication with the individual municipal courts, law enforcement agencies, and the public for the betterment of the community.