Administrative Office of the Courts

Supreme Court of New Mexico

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Judicial Information Division (JID)

Creating and Disposing Failure to Appear Warrants

Standard Operating Procedure

Version 1.4.1

Updated: (9/2023)

Approved by: OJUG on May 18, 2023

Failure to Appear in Court Warrants

COURT / DEPARTMENT / DIVISION

This procedure is to be used by District Court, Magistrate Court and Metropolitan Court staff when creating a warrant in Odyssey.

USER

All court staff with rights to create warrants.

INTRODUCTION

This SOP will cover the process for issuing manual or automated Failure to Appear in Court (FTA) Bench Warrants. Some District and Magistrate courts submit automated warrants (warrants that are submitted electronically through Odyssey) to the Department of Public Safety (DPS) so throughout this SOP, additional instructions for <u>automated warrants</u> will be notated in purple. If warrants are not submitted electronically to DPS, users may ignore the instructions in purple.

This SOP instructs users on how to create warrants through the warrants tab. Some District Courts receive warrants through File & Serve and/or the warrant is created and submitted by the District Attorney's Office. For those courts, users will need to verify and/or enter information from the warrant into the **Parties tab**, **Warrants tab** and ensure that **warrant documents are related to both the event codes and warrant tab**.

PURPOSE

When a party fails to appear for a court hearing in front of a judge, or fails to appear on a criminal summons, and **Failure to Appear (FTA) in Court Warrant** is ordered by the judge. FTA Warrants should <u>not</u> be used when a party fails to report to:

- a specialty court,
- the probation office,
- to jail to serve time,
- Pretrial Services, or
- fails to appear for a *Failure to Pay* Summons.

RELEVANT DATA STANDARDS

General	Case Specific
1.7.0 Forms	2.0.0 Adult Criminal Data Standards
1.14.0 Reports	
1.15.0 Scanning	
1.16.0 Service	
1.17.0 Time Standards	
1.18.0 Warrants	

BASIC INFORMATION ON FAILURE TO APPEAR (FTA) WARRANTS:

FTA Warrants created in Odyssey must follow specific guidelines in order to show the correct event codes and reflect when a party fails to appear for a court hearing or fails to appear upon a criminal summons. FTA Warrants are entered through the **Warrants** tab or through the **Hearings/Courtroom Minutes** tab. FTA Warrants are tracked through the **Warrants** tab using the correct **Status** or disposition of the warrant. (See definitions under **DISPOSING OF AN FTA WARRANT**).

NAVIGATION

Odyssey Case Manager

STEPS

1. RESULT HEARING

In the Courtroom Minutes screen, result the hearing as "Failure to Appear – Defendant"

							٦ ۴] X
Courtroom Min	utes for Case #	M-12-DR-2	022-00033					
State of New Type DWI Mi	/ Mexico v. Billy sdemeanor	t Kid			Financial No Colle	Balance 891.0 ction Status	00	^
Result 1	0/21/2022 1	0:30 AM		Defen	dant Info		<u>A</u> dd Journal	
Type Plea & Start	Disposition Heari	r▼ Result Dur	Failure to App Commenced ar railure to Appe	ear-De×▼ nd Continued ar-Case Fance	Parties Present	Multiple		
Type Judge Courtroom Court Clerk	Resource Hall, Buddy J. Curry County M Alvarez, Julian	Aagistrate V a	Failure to Appe Failure to Appe Held Probation Conti Probation Revo Probation Termi Settled/Plea Be Settled/Plea Du	inued ked inated afore Hearing or uring Hearing or	Trial	ge Interp <u>W</u> arran	ts]
Add Bond Se	tting					Amend	Bond Setting	
<u>B</u> onds			<u>Convert</u>	A <u>d</u> d Attorne	y	M	odify Attorney	
Interim <u>C</u> ondi	tions		His <u>t</u> ory	Exh <u>i</u> bits				~
Save/Copy			<u>S</u> ave	E <u>x</u> it			<u>F</u> orms	¢

2. VERIFY DEFENDANT'S PARTY IDENTIFIERS

- A. Click on "Parties" tab
- B. Click on the Party name to access the **Case Party** record
- C. Click on the Party's name again to access the **Global Party** record. Update the name and/or personal identifiers
- D. Click on "Save" or "Exit" to go back to the Case Party record
- E. Make sure changes to the address, DOB, SSN or DL number have been 'pinned'
- F. Click on "Continue." (If changes were made, save the case before continuing)

NOTE** It is imperative that <u>all available</u> party information shall be entered into the global party record. If Race and Hair color are not known, 'Unavailable' and/or 'Unknown or Bald.' <u>must</u> be entered.

CHARGES EVENTS SERVICE	IEARINGS CONDITIONS NOTES DISPOSITION TIME STDS FINANCIAL PROT. ORDERS WARRANTS
M-12-DR-2022-00033	
State of New Mexico v. Billy T Kid Type DWI Misdemeanor	
Group By Connection Type	Sho
Party & Attorney Information	<u>A</u> dd Pa
Defendant B Kid. Billy T DOB: 04/09/1978 Age: 44Y	10M ★Harmo
Plaintiff State of New Mexico	★Honext 9th Juc
Participant	<i>▶</i> ×
Officer Name Address	Global Party
Kinite Address Kid. Billy I Portales, NM 88130 Style Portales, NM 88130 Do Not Send Notice Portales, NM 88135 Always Send Notice Portales, NM 88135 Dopby as Restricted Party in Public Portales, NM 88135 Connection Portales, NM 88135 Type Defendant Address Added 04/07/2022 Portales, NM 88136 Attorney Attorney Attorney * Hammon, Tye C,	Modify Party COUNTRY
	Other Links

3. CREATING AN FTA WARRANT

- A. Navigate to the "Warrants" tab.
- B. Click on "+" to add a warrant
- C. Select the Type "Failure to Appear in Court Warrant"
- D. Select the name of the judge that ordered the warrant
- E. Click "+" to add Conditions
- F. Select "Failure to appear in court as ordered"
- G. Select "Add Next" to add the additional <u>required</u> conditions: <u>bond condition</u> (and amount if applicable), and an <u>extradition condition</u> (More conditions may be added but the 3 listed above are required)
- H. Select "Continue" when all Conditions have been added

Warrant Type	Bond Condition	Bond Amount	Extradition Condition	FTA Condition
Failure to	Required	Required if applicable	Required	Required
Appear in Court		to the type of bond		
Warrant		ordered		

EXTRADITION CONDITIONS (for District and Mag Courts only):

THIS WARRANT MAY BE EXECUTED WITHIN THE CITY THIS WARRANT MAY BE EXECUTED WITHIN THE COUNTY THIS WARRANT MAY BE EXECUTED WITHIN THE STATE THIS WARRANT MAY BE EXECUTED IN NEW MEXICO AND SURROUNDING STATES THIS WARRANT MAY BE EXECUTED ANYWHERE WITHIN THE CONTINENTAL US THIS WARRANT MAY BE EXECUTED IN ANY JURISDICTION WARRANT EXTRADITION LIMITATION TO BE SELECTED BY JUDGE*** (choosing this option will leave checkboxes for the judge to select the appropriate extradition condition):

The State will extradite the defendant from:

[]Anywhere []Anywhere in the continental United States []Any contiguous State []Within New Mexico []Within the County []Within the City



- I. Click on the "Status" tab
- J. Select the appropriate Location (for automated warrants, use NMSP Electronically Submitted)

NOTE***If the warrant will not be signed the same day it is printed, select "Warrant Printed - Unsigned" for the Status. The default Location will then change to "Judge's Chambers or Desk for Signature".



After the judge has signed the warrant, the status of **"Failure to Appear in Court Warrant Issued"** will need to be added, using the date the warrant is signed as the status date.

***For the automated warrant, remember to update the Location to "NMSP – Electronically Submitted."

- K. If merging the warrant from Odyssey, click on the "**W**" icon to bring up the form options OR
- L. If not merging the warrant form, click Save and continue on to Step 4

warrant status				
STATUS				
SIATUS	SERVICE N	ARRATIVE	IOTES WITNESS	
Doc			Failure	o Appear in C
Male DOB: 05/23/1969 D	I: NM-031049474 SSN:	525-51-3549		
Wheel Rd.Tucumcari, NM 884	101			
Time	Status	Location	Comment	
23 10:19 AM	Failure to Appea	ri		
02/08/2023 💼 Failure to Appear in Co	Time 10:19 AM	Comment		
		Exit		K
tch				
Dept.				
Sheriff's Dept.				
f Public Safety				
sn Department				
	Anie DOB: 05/23/1469 [Maie DOB: 05/23/1469 [Time 23 10:19 AM tail 10/29/20/23 [Failure to Appear in CC Time Sheriff Sept. Public Safety	Ane DOB: 6523/1969 DL: NM-831049474 SSN Wheel Rd. Yuumaan, NM 88401 Time Status 23 10:19 AM Failure to Appear taul 102/08/2023 Time 10:19 AM Failure to Appear in Coul Active Active Sheriffs Dept, Public Safety	Doc Mae Doc Mae Doc Status SSN: 52551-3549 WreelR3,Tucumcan, NM 88401 Image: Status Location Status 10:19 AM Failure to Appear i D2005/2023 Trme 10:19 AM Failure to Appear in Coult Active Image: Status Save L Egit Comment Save L Egit	Doc Failure 1 Nae D08: 05/23/1969 DL: NM-031049474 SNI: 525-51-3549 Winel R3.Tucumcan, NM 88401 Time Status Location Comment 23 10:19 AM Failure to Appear i 02/05/2023 Tme 10:19 AM Comment 10:19 AM Failure to Appear i Comment 5ave Egt The Save Egt

After clicking on the **"W"**, you may receive a message asking "Changes to this warrant must be saved before printing a warrant form. Do you want to continue?" Select **Yes.**



After saving the information, the **Select Document** box will open; select the appropriate warrant form to print:

District Courts: D-CR-BENCH WARRANT – GENERIC Magistrate Courts: M-CR-9-212C-BENCH WARRANT1 or M-JR-P-212B-JUVENILE TRAFFIC BENCH WARRANT

Metropolitan Court: M-CR-9-212 C BCMC ONLY FTA BENCH WARRANT

For Metro Court**

After selecting the form **M-CR-9-212C BCMC ONLY FTA BENCH WARRANT,** a pop-up box (or prompt) will appear. The information entered into the prompt will determine the jurisdiction that the defendant can be arrested in.

	Type 1 if this case is a Misdemeanor and the warrant may be executed in any jurisdiction. Type 2 if this case is a DV or DW or if this warrant ma be executed anywhere in this state. Type 3 if this case is a CR or TR or if this warrant ma be executed anywhere in Bernalillo County. Type 4 if this case has one or more felony charges.	× y y
Enter 1, 2	, 3 or 4	

4. <u>RELATE WARRANT DOCUMENT</u>

Once the warrant is issued (signed by the judge), scan, attach, relate or link the document to the warrant issued event code.

☆	SUMMARY	DETAIL	PARTIES	CHARGES	EVENTS	CONDITIONS	NOTES	\triangleright	
М	-12-DR-2	022-00033							
W T	Image: State of New Mexico v. Billy T Kid Inactive Type DWI Misdemeanor								
E	vents					<u>P</u> revio	nus <u>N</u> ext	t 💎	
D	ate	Type and Com	ment					+	
02	/21/2023	WAR: Issued -	Failure to App	pear in Court V	Varrant 💶				
02	/21/2023	BWE: BENCH W	ARRANT LET	TER ISSUED					

The warrant must also be related in the Warrants tab

- M. In the Warrants tab, right click on the 'FTA Warrant Issued' status
- N. Select Relate Documents. This will open the Select Documents window
- O. Check the box next to the Warrant Issued document
- P. Save



The next section in purple is for Automated Warrants. See **DISPOSITION OF AN FTA WARRANT** for instructions on how to inactivate an FTA warrant.

FOR AUTOMATED WARRANTS:

Once a warrant is issued, the court will receive an email either verifying the warrant was successfully submitted to DPS, or that validation errors were found. If the submission was successful, the comment 'e-sent to DPS' will appear in the Warrant Issued event code.

☆	SUMMARY	DETAIL	PARTIES	CHARGES	EVENTS	SERVICE	CONDITIONS	NOTES	\triangleright	
N	1-12-DR-20	022-00033								
M T	State of I	New Mexico v. Billy isdemeanor	T Kid						Inacti	ve
E	vents						<u>P</u> revi	ous <u>N</u> e	ext	9
D	ate	Type and Comm	ent							÷
0	2/21/2023	WAR: Issued - F	ailure to App	ear in Court V	/arrant e-sent	t to DPS			1	_
0	2/21/2023	BWE: BENCH W	ARRANT LET	TER ISSUED						Ĥ

If there are validation errors, the errors must be corrected and the warrant resubmitted.

For **<u>SAME DAY</u>** corrections:

If the corrections only need to be made in Odyssey (warrant document does not change), correct the party identifiers and/or the warrant conditions. Then, in order to trigger the application, right click on the Warrant Issued event code and select 'Relate Documents'. **Uncheck** the box next to the warrant document and **Save**.

☆ SUMMARY DETAIL PARTIES CHARGES EVENTS SERVICE	HEARINGS CONDITIONS NO	TES Þ]			
M-48-MR-2023-00001						
State of New Mexico v. Billy T Kid Type Misdemeanor (Mag)		Inactive				
Events	Previous	Next 🖓				
Date Type and Comment		÷				
08/11/2023 WAR: Issued - Failure to Appear in Court Warrant RIGHT CLICK		- E				
08/11/2023 BWE: BENCH WARRANT LETTER ISSUED	Add Related Event					
06/27/2023 Final PreTrial Hearing (Judicial Officer: Montano, Christian, I)	Add Related Service					
05/02/2023 PreTrial Hearing (Judicial Officer: Montano, Christian, I)	Add Related Hearing					
04/25/2023 ENTRY OF APPEARANCE FILED Filed By: District Attorney Catanzaro, Joshua M.	Print Form	8				
On Behalf Of: Plaintiff State of New Mexico	Modify Event Relationships					
03/08/2023 State's Demand Notice to Defendant	View Documents	<u>2</u>				
03/08/2023 NTC: Notice of Open File for Discovery and Production	Scan Document					₽×
03/08/2023 WITNESS LIST NOTICE OF INTENT TO CALL WITNESSES On Behalf Of: Plaintiff State of New Mexico	Attach Document	Select	Documents			
03/08/2023 ENTRY OF APPEARANCE FILED	Link Document	Na	ma			
Filed By: District Attorney Catanzaro, Joshua M.	Relate Documents		Show Document Versions		Sort Date Deer	cending V
03/06/2023 DEFENSE ATTORNEY PACKET FILED The following documents have been filed:	Delete	Н			Date Dest	Jenuing 1
02/22/2023 Arraignment (Judicial Officer: Montane, Christian, I)		-	Date Document Type	Document Name	In	idex # Pgs
			08/11/2023 Criminal Case Documer	M-CR-9-212C-BENCH WARRANTI		1
	UNCHECK		04/25/2023 Criminal Case Documer 02/02/2022 Criminal Case Documer	ENTRY OF APPEARANCE FILED		1
			03/08/2023 Criminal Case Documer	NTC: Notice of Open Ele for Discovery	and Broc	2
			03/08/2023 Criminal Case Documer	WITNESS LIST	anu FIOC	2
			03/08/2023 Criminal Case Documer			1
			03/06/2023 Criminal Case Documer	DEFENSE ATTORNEY PACKET FILED		2
			03/02/2023 Criminal Case Documer	ORD: SCHEDULING ORDER		1
			03/02/2023 Criminal Case Documer	Conditional Order of Appointment		1
						-
		Get	All Documents	16 Resul	its - Page 1 of 2	Total Pages - 23
		<<]	ack <u>N</u> ext >> Search		<u>S</u> ave	Exit

Right click again on the Warrant Issued event and choose Relate Documents. **Check** the box next to the warrant document and **Save**. If the warrant is successfully sent to DPS, the comments 'e-sent to DPS' will appear in the Warrant Issued event.

If the warrant document also needs to be updated, <u>OBSOLETE</u> the incorrect warrant from the documents tab and correct the errors.

***District Courts may need to cancel the existing warrant and have a new warrant submitted according to their court's local practice.

☆	FINANCIAL PROT. ORDERS	WARRANTS BONDS	EXHIBITS DOCUMENTS APPEALS
M-12-FR-2023-00025 State of New Mexico v. Doc H Type Felony	Holiday		Inact
Documents			Search Get All Documents Refresh
Show Document Versions Open in External Viewer Use Default Image Printer		Sor Shov	All Date Descending Actions Expense All Documents
Date OCR Type OC/08/2023 Criminal	Name Case Document WAR: Iss	ued - Failure to Appear in Court	Warrant Right click
01/17/2023 Criminal 1 01/17/2023 Criminal	Case Document CRT: Boo Case Document OPN: CRI	JKING Sheet	Modify Document Perform OCR Change Security Group Assign Location Override Security
			Obsolete Copy Document Send to Workflow Queue

Create an updated warrant using the same warrant instance in the warrants tab (**DO NOT ADD** a new warrant). After the updated warrant is created and signed by the judge, relate the warrant document to the **existing** event *and* **existing** status in the warrants tab.

For **<u>SUBSEQUENT DAY</u>** corrections:

In the Warrants Tab, add a cancelled warrant status and in the comments section add 'due to validation errors.' Add the same comments to the cancelled event code.

Wa	arrant # M-	52-DR-2023-00005 -	· 1					
☆	DETAIL	STATUS	SERVICE	NARRATIVE	NOTES	WITNESS	DOCUMENTS	
						Failure te	o Appear In C	
	Other Male D	OB: 04/20 DL: NN	A- SSN			In Transit		
	506 TIERRA BO	ONITA, SOCORRO, NM 8781	0					
	Date	Time	Status	Locatio		Comment		Ŧ
	09/12/2023	10:30 AM	Failure to A	onear I In Transit		due to validation	errors	
	09/11/2023	10:23 AM	Failure to A	ppear i NMSP-Ele	ctronically Subr	1	0110.2	
S	tatus Detai	I .						9
	Date 09	/12/2023 🛅	Time 10:30 /	AM Comm	ent due to vali	idation errors		
	Status Fa	ilure to Appear In C >	< V Inactive					
	Location Fa	ilure to Appear In Cour	t Warrant Cance	led				
	Fa	ilure to Appear in Court	t Warrant Issued	in Error				-
	Fa	ilure to Appear in Coun ilure to Appear in Cour	t Warrant Issued	in Error ed Unserved				W Y
	Fa	ilure to Appear In Court	t Warrant Served	1				
	Fa	ilure to Appear in Court venile Traffic - BW Issu	t Warrant Surren	der				
	Juv	venile Warrant To Be R	leissued as Adult	t Warrant				
	Ph	ysical Warrant Returne	ed Upeble to Locate	-	•			
	Re	tum Requested - LLA	Unable to Locate					

State of New Mexico Administrative Office of the Courts Judicial Information Division

Modify Event		
Type Date Judicial Officer Due	WAR: Canceled - Failure to Appear in Cou 09/12/2023 Time 10:30 AM Add Next Add Related Add Hearing	
Comm <u>e</u> nt	due to validation errors ► Add Service ▼ Docketable ▼ In clude on Appeal	
Document Type Document Security Group Doc Link ID ©	Print Event Barcode Upon Save	
	Save/ <u>P</u> rint <u>S</u> ave E <u>x</u> it	4

***For Magistrate Courts:

In the financial tab, enter a credit for the bench warrant fee, using the Type 'Warrant Fee Credit/Warrant Re-Issued'. **MAKE SURE** only the Criminal Bench Warrant Fee is check marked.

<u>Search</u> Get All Transactions 🌾 🛱 Add Pmt Plan 👿 Edit Detail View Balances 🚽	1 🛨 💲 🕘 S 🕞
e 🖌 🗖	× Escrow
Add a Credit	0.00
Transaction Detail Tender Detail	0.00
Receipt # N/A Method	• 0.00
Date 09/12/2023 Type Warrant Fee Credi Amount	0.00
Amount to be Applied 100.00 Add Additional Tender	
Trust/Case Party Non Case Party	
Till Balance 100.00	
Comment South American Ameri American American A	
Transaction Balances Use Manual Distribution Show Distribution	2
For Party / Fee Balance	e i
100.0 100.0	0
■ Ø 09/12/2023 Criminal Bench Warrant Fee	0
Totals for this Transaction 100.0	0
<u>S</u> ave E <u>x</u> it	

Correct the errors then **ADD** a new warrant in the warrants tab. After the new warrant is signed by the judge, relate the document to the event and to the new warrant instance in the warrants tab.

**	4 D	ISPOSITION	TIME STDS	FINANCIAL	PROT. ORDERS	WARRANTS	BONDS	EXHIBITS	DOCUMENTS	APPEALS	\triangleright
1	M-52	2-DR-2023-0	0006								
0	P 🕅 Type	State of New DWI Misdem	w Mexico v. 🔳 eanor	NUR HOLINA	i					Ina	ctive
		Party	C. JESUS	V							6
1	V W	arrants on th	nis case (1 Ac	re)							+
	<u>M-5</u>	2-DR-2023	18. <u>2</u>	Failure to J	Appear in Court W	Failure to A NMSP-Elect	ppear In Court Wa ronically Submitted	rranissued 09 I Judge Sa	9/12/2023 aavedra, Felix Will	liam (Socorro	🔁 Count
	Cas Driv Agg Imp	e M-52-DR-2 ring While Lice ravated DWI I roper Turning	023-000000 ense Revoked Driving While U at Intersection	- DWI Related nder the Influe	nce of Intoxicating	M - 01/26/2 LivPM - 01/26/ PM - 01/26/	023 2023 2023		\$25.00		
	Cur	rent Balance	e on Case(s) \$	100.00					S	etting Total \$	\$0.00
	<u>M-5</u>	2-DR-2021	6_1	Failure to	Appear In Court W	I∉ Failure to A In Transit	ppear In Court Wa	rranissued 09 Judge Sa	9/11/2023 aavedra, Felix Will	liam (Socorro	🔁 Count
	Driv Agg Imp	ing While Lice ravated DWI I roper Turning	ense Revoked Driving While U at Intersection	- DWI Related nder the Influe	nce of Intoxicating	M - 01/26/2 LivPM - 01/26/ PM - 01/26/	023 2023 2023		\$25.00		
	Cur	rent Balance	e on Case(s) \$	5100.00					S	etting Total s	\$0.00

If the warrant is successfully sent to DPS, the comments 'e-sent to DPS' will appear in the Warrant Issued event.

DISPOSITION OF AN FTA WARRANT

Below are statuses available to dispose of an FTA Warrant, their definitions and some examples of when they might be used. (NOTE: Only FTA statuses should be used to dispose of an FTA Warrant).

- Failure to Appear in Court Warrant Served
- Failure to Appear in Court Warrant Canceled
- Failure to Appear in Court Warrant Surrender
- Failure to Appear in Court Warrant Issued in Error
- Failure to Appear in Court Warrant Returned Unserved (District and Magistrate)
- Failure to Appear in Court Warrant Served on Booking Notice (District Court)

Served - when a party is arrested and booked on a warrant

- Example: A party is pulled over and an officer serves an outstanding warrant, arrests the individual and books them into a detention facility
- Example: When the court is notified that a party was arrested out of the county or the state
- Example: When a party turns themselves in to law enforcement, is arrested and booked into a detention facility
- Example: The court receives a booking or arrest a notice from a detention facility showing the party was arrested (Mag & Metro)

<u>Canceled</u> – when a warrant is withdrawn for any reason other than the warrant was issued in error, was served or the party surrendered himself to the court

• Example: Case was dismissed

- Example: The party is deceased
- Example: When the court is notified the party was in custody at the time the warrant was issued
- Example: A Motion to Quash Warrant is granted

<u>Surrender</u> - when a warrant is removed from the system because of a surrender by the party or because the party addresses outstanding issues by mail/phone/email/fax

• Example: Party surrenders themselves by coming into the court, sees the judge, the judge schedules the party for another hearing and removes the warrant by sending a cancelation order to law enforcement

Issued in Error - when a warrant is issued in error and the warrant is voided

- Example: Warrant is issued on the wrong case or for the wrong person
- *** warrant fees should be adjusted out or waived

<u>Returned Unserved (District and Magistrate)</u> - when a warrant is returned to the court by law enforcement because it is lacking identifiers or pertinent information (bond amount, category/jurisdiction, incorrect DOB or SSN)

• Example: Original warrant is returned to the court with a notification from law enforcement to correct or add information in order for it to be entered into NCIC

<u>Served on Booking Notice (District Court)</u> - when the court is notified of an arrest by receiving a booking notice

• Example: The court receives documentation (release sheet, booking sheet, arrest notification) from the detention facility showing the party was arrested on a warrant

Refer to the Warrant Status and Usage Notes Quick Guide for the different codes used in each particular court.

5. DISPOSING OF AN FTA WARRANT

- A. Click on the "Warrants" tab
- B. Click on "Failure to Appear in Court Warrant Issued"
- C. Click on the "+" sign
- D. Click on the drop down arrow to bring up the warrant "Statuses" and select the appropriate "Status"
- E. Select the appropriate **"Location"** of the warrant (some statuses will default a **Location**)
- F. If merging the Order of Cancellation, click on the **'W'** icon to bring up the form options OR
- G. Click **"Save."**

2-DR-2022-00033													
State of New Mexico v. Billy T e DWI Misdemeanor	Kid												Inacti
Party Kid, Billy T						Show Delet	ted Items						
Varrants on this case (1 Acti	/e)												
12-DR-2022-00033 - 2 I. Billy T		B Failure to App	pear in Court Warrant I	ssued Fa	allure to Appear In epartment of Publi	i Court Warrant ic Safety	t.	Judge Ha	2/21/2023 III, Buddy J. (Cur	ry County Magis	trate Court in (Clovis)	
se M-12-DR-2022-00033 VI Driving While Under the Influ- eeding (36 and Over) ilure to Register or Title a Vehi irrent Balance on Case(s) \$8	nce of Liquor (Impairme le as Required 91.00	ent) (2nd)	A New Warrant	JS SERVICE	NARRATIVE	NOTES	WITNESS	10	×	\$200.00 \$50.00		Setting 1	otal \$0.
Status Detail Date 02/221/202 Status Feilure tr Location Central D Clovis Pa Court File Curry Co	3 Time T Appear In Cou I Inacti spatch ice Dept. mty Sheriffs Dept. nf of Public Safety d Fish Department	125 AM ▼ ▼ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■	Lincoln Rd Portakes, NM 8813 Date Time 2/21/2023 11:25	o Status AM	Location		Comment Status Detail Date 02/21/ Status Failure Failure Failure	2023 to Appear In Cour to Appear In Cour to Appear In Cour to Appear In Cour	Time 1125 AU	M Comme Ø 4	nt.		
Departme Game an In Transit							dijuje	to Abbear in Cour	vvaliant issueu i	II CITOI			

District Courts: **D-CR-ORDER OF CANCELLATION OF BENCH WARRANT** Magistrate Courts: **M-CR-ORDER FOR CANCELLATION OF WARRANT**

Once the Order of Cancellation has been signed, attach, scan, relate or link the document to the **Warrant Cancelled** event code and then relate the same document in the **Warrants tab.** (When relating in the **Warrants tab,** leave the box checked next to the Warrant Issued document)

SUMMARY	DETAIL	PARTIES	CHARGES	EVENTS	SERVICE	CONDITION	IS NO	TES	V
M-12-DR-2022	-00033				•				
State of New M Type DWI Misde	lexico v. Billy T emeanor	Kid							
Events							<u>P</u> revious	<u>N</u> ext	
Date T	ype and Comn	nent							
02/23/2023 W	AR: Canceled	- Failure to A	Appear in Cour	t Warrant				3 🔁	
02/21/2023 W	AR: Issued - I	Failure to App	oear in Court V	Narrant e-se	ent to DPS			7	
02/21/2023 B	WE: BENCH W	ARRANT LET	TER ISSUED						_
									_
Q DISPOSITION	TIME STD	S FINANC	JIAL PROT. C			DONDO	EXTID	10	
M-12-DR-202 State of New Type DWI Miss	22-00033 Mexico v. Billy	y T Kid	JAL PROLU			DONDO	EXTIN		
M-12-DR-202 State of New Type DWI Mise Party Kid,	TIME STD 22-00033 Mexico v. Bill demeanor Billy T	s FINANC y T Kid	JAL PROT			Show Dele	eted Items		
M-12-DR-202 State of New Type DWI Mise Party Kid,	22-00033 Mexico v. Billy demeanor Billy T on this case	y T Kid	IAL PROT			Show Dele	eted Items		
M-12-DR-202 State of New Type DWI Mise Party Kid, Warrants o M-12-DR-2022: Kid Billy T	22-00033 Mexico v. Billy demeanor Billy T In this case 00033 - 2	y T Kid <u>Failu</u>	re to Appear Ir	<u>n Court We</u>		Show Dele	eted Items	2	21
M-12-DR-202 State of New Type DWI Mise Party Kid, Warrants o M-12-DR-2022: Kid, Billy T Case M-12-D	TIME STD 22-00033 Mexico v. Billy demeanor Billy T on this case -00033 - 2 	y T Kid	re to Appear Ir	<u>n Court W</u> ^E F	Failure to Anna Transit	Show Dele	eted Items	2	21 E
M-12-DR-202 State of New Type DWI Mise Party Kid, Warrants of M-12-DR-2022: Kid, Billy T Case M-12-D DWI Driving V	22-00033 Mexico v. Billy demeanor Billy T on this case -00033 - 2 OR-2022-0003 Vhile Under the	y T Kid	re to Appear Ir	<u>Court We</u> I Right clic	Failure to Ann Transit	Show Dele	eted Items	2	21 E
M-12-DR-202 State of New Type DWI Mise Party Kid, Warrants of M-12-DR-2022 Kid, Billy T Case M-12-D DWI Driving V Speeding (36	TIME STD 22-00033 Mexico v. Billy demeanor Billy T on this case -00033 - 2 OR-2022-0003 Vhile Under the and Over)	y T Kid	<u>re to Appear Ir</u> Liquor (Ir	<u>n Court We</u> Right clic	Failure to A n Transit k 16/2(Show Dele	eted Items cuments cument	2	21 E
M-12-DR-202 State of New Type DWI Mise Party Kid, Warrants of M-12-DR-2022: Kid, Billy T Case M-12-D DWI Driving V Speeding (36 Failure to Reg Current Bala	TIME STD	y T Kid Failur 3 e Influence of I a Vehicle as Re (5) \$891.00	re to Appear Ir Liquor (Ir equired	<u>Court W</u> e F In Right clic	Failure to A n Transit k 16/20 	Show Dele	eted Items cuments cument ocument ument	2	21 E
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✓	02	/23/2023	Criminal Case	Documer	WAR: Canceled - Failure to Appear in Court W	/arrant	1	
~	02	/23/2023	Criminal Case	Documer	WAR: Issued - Failure to Appear in Court War	rant	1	
	11	/03/2022	Criminal Case	Documer	ORD: ORDER FOR PROBATION		5	
Т	11	/01/2022	Criminal Case	Documer	AGREEMENT TO PAY FINE AND FEES FILED		1	
	10	/25/2022	Criminal Case	Documer	NCJ: JUDGMENT AND SENTENCE		3	
	10	/21/2022	Criminal Case	Documer	GUILTY/NO CONTEST PLEA PROCEEDING FIL	ED	2	
	10	/21/2022	Criminal Case	Documer	CRT: Judge's Notes		1	
	10	/03/2022	Criminal Case	Documer	NTC: Notice of Intent to Enter Plea		1	
	10	/03/2022	Criminal Case	Documer	Plea and Dispo Agreement Submitted Pending	Judicial Revie	3	
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There should now be two documents related to the warrant in the Warrants tab.

Warrants on this case		
M-12-DR-2022-00033 - 2 Failure to Ap	pear In Court W₂ Failure to Appear In Court Warr	anissued 02/21/2023
Case M-12-DR-2022-00033 DWI Driving While Under the Influence of Liquor		
Speeding (36 and Over) Failure to Register or Title a Vehicle as Required	Select Documents	0
Current Balance on Case(s) 0001.00	Name	Type All
	Show Document Versions	Sort Name
	Open in External View	Show All Documents
	Date Document Type D	ocument Name Pgs
	Criminal Case Doci WA	AR: Canceled - Failure to Appea 1
	🔁 02/23/2023 Criminal Case Doci W/	AR: Issued - Failure to Appear i 1
	Get All Documents	2 Results - Page 1
	<< Back Next >> Search	E <u>x</u> it

FOR AUTOMATED WARRANTS:

Courts will receive an email verifying the warrant cancellation was successfully submitted to DPS. If the submission was successful, the comment 'e-sent to DPS' will appear in the Warrant Canceled event code.

☆	SUMMARY	DETAIL	PARTIES	CHARGES	EVENTS	SERVICE	HEARINGS	S CONDITIONS	NC	DTES	⊳
N	I-12-DR-20	22-00033									
S T	tate of Nev ype DWI Mi	/ Mexico v. Billy T sdemeanor	Kid								
E	vents							ļ	<u>P</u> revious	<u>N</u> ext	7
D	ate	Type and Comr	nent								•
0	2/23/2023	WAR: Canceled	l - Failure to A	ppear in Cour	t Warrant e-	sent to DPS				t	2

When an automated warrant is *served*, no action is required by the court. The program will:

- Send an email notifying the court of the arrest
- Auto-docket event code WAR: Served Failure to Appear in Court Warrant
- Update the warrant status and case status
- Relate the served warrant document to both the event code and warrants tab

	20 000		een served b	DY DPS > Inbox	×		
noreply@nmcourts.gov							
to 2301war-grp, rrivera 🔻							
This is a notification that warrant M-23-TR-202	23-00001 - 1	has been served by	DPS. Odyssey has be	een updated accordingly			
← Reply ≪ Reply all ←	Forward	⇒ sumn	IARY DETAIL	PARTIES	CHARGES EVEN	SERVICE HEARINGS	CONDITIONS NOTES >
		M-23-TF	R-2023-00001				
		Events					<u>P</u> revious <u>N</u> ext
		Date	Type and Co	omment			
		02/16/20	23 WAR: Serve	d - Failure to Appe	nr in Court Warrant	Added by odysseywarrantapi	
		02/01/20	23 WAR: Issued	I - Failure to Appea I WADDANT LETTE	r in Court Warrant	e-sent to DPS	
		01/26/20	23 Arraignment	t (Judicial Officer: Floy	vers Trubert W) Annt	made by phone w/def	8
		01/09/20	23 Count 1 Cita	tion	iero, inducire inj Appe		
		01/09/20	023 OPN: CITAT	ION FILED			3
M-23-TR-2023-000	01						a
Warrants on this	case						
M-23-TR-2023-00001	<u>1</u>	<u>Failure</u>	to Appear In C	Court We Failure	to Appear In Cour	t Warranissued 02/01/2023	5 🛛 🔂
Bustillos, Michelle V				In Trans	sit	Judge Flowers, Tr	ubert W (Harding County Ma
Case M-23-TR-202	3-00001			514 67			
No Driver's License				PM - 01	/08/2023	Served 02/16/202	3
Current Balance o	n						10
Current Balance o	n						► □ × ⁰
Current Balance o	n Wari	rant # M-23-T	R-2023-00001	- 1			► □ × ⁰
Current Balance o	n Warı ☆	rant # M-23-T DETAIL	R-2023-00001 <u>STATUS</u>	- 1 SERVICE	NARRATIVE	NOTES WITNESS	DOCUMENTS
Current Balance o	n Warı ☆	rant # M-23-T DETAIL Date	R-2023-00001 <u>STATUS</u> Time	- 1 SERVICE Status	NARRATIVE	NOTES WITNESS	
Current Balance o	n Warı ☆	rant # M-23-T DETAIL Date 02/16/2023	R-2023-00001 <u>STATUS</u> <u>Time</u> 12:24 PM	- 1 SERVICE Status Failure to Ap	NARRATIVE Location pear I In Transit	NOTES WITNESS Comment Added by odyss	DOCUMENTS
Current Balance o	n ₩arı ☆	rant # M-23-T DETAIL Date 02/16/2023 02/01/2023	R-2023-00001 <u>STATUS</u> Time 12:24 PM 1:52 PM	- 1 SERVICE Status Failure to Ap Failure to Ap	NARRATIVE Location pear I In Transit pear I Department	NOTES WITNESS Comment Added by odyss of Public Safi	DOCUMENTS eywarrantapi
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For both automated and manual warrants: If the warrant was served and arrest information is available, click on the **Service** tab (within the Warrants tab) to add the information, then **Save.**

		⊁ □ ×
Warrant # M-12-DR-2022-00033 - 2		
☆ DETAIL STATUS SERVICE NAR	RATIVE NOTES WITNE	ESS DOCUMENTS
📌 <u>Kid, Billy T</u>	Fail	lure to Appear In C
Unavailable Male DOB: 04/09/1978 DL: NM-123456789 SSN: 4	44-55-3333 In T	ransit
#5 Lincoln Rd,Portales, NM 88130	NCIC / State / Deviewal	
Date	NCIC Entered	NCIC
Agency V Badge # Officer	State Entered	State
Comment	Regional Entered 📃 🛅	Regional Cleared
	Extradition Extradition Details	V
Arrest Information		
Arrest Date 02/22/2023 💼 Arrest Time		
Agency Clovis Police Department		
Badge # 187 Officer Sandoval, David, C	fc 🧕 🗟	
Service Attempts		
Date Officer Mileage A	nount Comment	+
No service attempts	exist for this warrar	nt.
Click the add icon to a	dd a new service attempt.	
Save	Exit	

If the following message appears, confirm and /or update the correct **Target Date** and **Save**.

							⊁ ×
Confirm T	arget Dates						_
Case #	8975703	Time Standard	Felony Rule		Target Date	04/09/2023	
		. г.					
			Save	Exit			

NOTE***Target dates are triggered by the date of the event code. For example, if a warrant is served ten days before it is docketed, the Target Date will need to be modified according to which Time Standard is being created.

- 1. For manual (physical) warrants: If the original warrant is returned:
 - H. Click on previously entered status
 - I. Click on the "+" sign
 - J. Select "Physical Warrant Returned"
 - K. Click "Save"



NOTE**The served warrant document should be scanned, attached, linked or related to the Warrant Served event code

If the original physical warrant has not been returned, the court should make a request to law enforcement to return the warrant and if the warrant cannot be located, the court should enter a status of **"Return Requested – LEA Unable to Locate."**

Note*** (For <u>some</u> District Courts)

- Because warrant event codes do not auto docket when a warrant status is entered, it is important to remember to docket the appropriate event codes so that case statuses are updated. Also, failure to docket FTA warrant events will affect the age of active pending cases and also the time to disposition.
- ✓ 'Physical Warrant Returned' does <u>not</u> indicate a disposed warrant, change the case status or affect the case aging clock, so when an FTA warrant is disposed of, one of the following events must be docketed as well:
 - Failure to Appear in Court Warrant Served
 - Failure to Appear in Court Warrant Canceled
 - Failure to Appear in Court Warrant Surrender
 - o Failure to Appear in Court Warrant Issued in Error
 - Failure to Appear in Court Warrant Returned Unserved (District and Magistrate)

• Failure to Appear in Court Warrant Served on Booking Notice (District Court)

***Refer to the Warrant Event Codes and Usage Notes Quick Guide for the different codes used in each particular court.

✓ A good practice to follow is to set up warrant reports that will show discrepancies in warrant statuses and events.