

# Press Application for Online Access to New Mexico Judiciary Secure Court Cases

*New Mexico Administrative Office of the Courts  
Judicial Information Division  
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505-476-6911  
Email: [helpdesk@nmcourts.gov](mailto:helpdesk@nmcourts.gov)*

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## Introduction

Pursuant to New Mexico Supreme Court Order No. 17-8500-001, members of the press (as provided in the Case Access Policy for Online Court Records) may apply to receive login credentials to view court cases currently digitized in the New Mexico Judiciary's Odyssey Case Management System "Secured Odyssey Public Access" website (SOPA). Access to court records in SOPA is a privilege conferred by the Supreme Court to aid the efficient administration of justice to the extent permitted by law. Access will be granted only to applicants who qualify and who agree to the terms of use and non-disclosure set forth below.

Due to varying restrictions on public access for certain case types as provided by law, cases in SOPA are divided into three tiers with three corresponding levels of access, which are defined as follows:

- **Tier 1:** Most cases that are viewable in SOPA fall within Tier 1, including most civil, probate, domestic relations, and criminal case types. To request login credentials to view SOPA cases in Tier 1, you must complete this application, including the New Mexico Administrative Office of the Courts Terms of Use and Non-Disclosure Agreement.
- **Tier 2:** Cases in Tier 2 include delinquency proceedings in Children's Court and criminal proceedings that involve domestic violence. Access to Tier 2 cases is restricted to attorneys and justice partners who qualify for access under law and who demonstrate a compelling need to view delinquency or criminal domestic violence proceedings.
- **Tier 3:** Cases in Tier 3 are subject to strict confidentiality protections and therefore are not viewable in SOPA. Tier 3 cases include proceedings under the Abuse and Neglect Act, the Families in Need of Court-Ordered Services Act, adoption proceedings, parentage proceedings, and mental health proceedings. Proceedings under the Family Violence Protection Act, i.e. civil domestic violence proceedings, are also in Tier 3, but for public safety purposes, only Law Enforcement Officers may view these cases.

Use of SOPA for any purpose other than viewing individual electronic court records, including attempting to download multiple records, is strictly prohibited. Data use is subject to NMSA 1978, Section 14-3-15.1. The Administrative Office of the Courts reserves the right to redact information from SOPA court case files as required by law. Online access does not include documents that have been sealed in a particular case, regardless of tier or case type.

## **Application Process**

To apply for an account to access Tier 1 SOPA court case files, please complete this application, including the New Mexico Administrative Office of the Courts Terms of Use and Disclosure Agreement. Each applicant requesting access must submit the application via email to the New Mexico Administrative Office of the Courts Judicial Information Division ("JID") at [helpdesk@nmcourts.gov](mailto:helpdesk@nmcourts.gov). The account will have unique login credentials associated with the applicant's email address, and therefore, each applicant must submit his or her own application using the applicant's email address. Please allow up to sixty (60) business days for your application to be processed. You will be emailed your login credentials along with an initial password after your application has been approved. All information provided to JID in your application will be held confidential and will only be used to open and manage your account.

The terms of use and non-disclosure as set forth in your application apply to any access you are granted.

## Press Applicant Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

## Press Organization Information

Organization Name: \_\_\_\_\_

Organization Physical Address: \_\_\_\_\_

Organization Mailing Address: \_\_\_\_\_

Organization City, State and Zip: \_\_\_\_\_

Organization Phone: \_\_\_\_\_

Organization Website URL: \_\_\_\_\_

## **New Mexico Administrative Office of the Courts Terms of Use and Non-Disclosure Agreement**

This application is used to determine whether the applicant should be granted authorization to access SOPA court case files. The court case files in SOPA may contain protected personal identifiers and other confidential information that must be protected by law. The Administrative Office of the Courts reserves the right to redact protected personal identifiers and other confidential information from SOPA court case files. Submitting this application constitutes an agreement between the New Mexico Administrative Office of the Courts and you to certain terms of use and non-disclosure as set forth in the Application.

As an authorized user of SOPA court case files, you agree to the following:

- To not share your login credentials with any individual;
- To not disclose any information protected by law from public disclosure that you gain through accessing SOPA court case files;
- To comply with all applicable court rules;
- To immediately notify JID of your departure or internal transfer so that your login credentials can be terminated or modified; and
- To take all reasonable precautions to protect personal identifiers gained through the SOPA court case file access as required by Rules 1-079, 2-112, 3-112, 5-123, 6-114, 7-113, 8-112, 10-166, and 12-314 NMRA.

None of the provisions of this agreement can be waived or modified by the AOC or its employees. The laws of the State of New Mexico, Supreme Court rules, including disciplinary rules, and any and all applicable legal remedies shall govern this agreement. This agreement may be terminated by AOC for any violation of its terms or upon termination of the applicant's press affiliation.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant Full Name:** \_\_\_\_\_

**Please include the following with your application:**

Press affiliation documentation attached.