

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

*New Mexico Administrative Office of the Courts  
Judicial Information Division  
2905 Rodeo Park Drive East, Building 5  
Santa Fe, NM 87505  
Phone: 505-629-3291 Email: support@nmcourts.gov*

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## Introduction

Pursuant to New Mexico Supreme Court Order No. 17-8500-001, attorney staff (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, domestic violence, parentage, and criminal case types. To request login credentials to view SOPA cases in Tier 1, you must complete Part A of this application form and the New Mexico Administrative Office of the Courts Terms of Use and Non-Disclosure Agreement.
- **Tier 2:** Cases in Tier 2 include tier 1 case types plus delinquency proceedings in Children's. To request login credentials to view SOPA cases in Tier 2, you must complete Part B of this application, and the New Mexico Administrative Office of the Courts Terms of Use and Non-Disclosure Agreement.
- **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, and mental health proceedings. 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 Part A of this application and 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 [support@nmcourts.gov](mailto:support@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 thirty (30) 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.

If you also would like to apply for access to Tier 2 SOPA court case files, please complete Part B of this application, in addition to the items listed above for requesting Tier 1 access. Because Tier 2 cases include confidential information that must be protected by law, **Tier 2 access is limited to applicants who qualify for access under state or federal law and who demonstrate a compelling need to view delinquency proceedings.**

Access to Tier 2 cases will be granted only upon approval by the Online Access Subcommittee and may take up to sixty (60) business days to process. The terms of use and non-disclosure as set forth in your application apply to any access you are granted for Tier 1 or Tier 2 case types.

## Part A: Tier 1 Access

### Staff Contact Information:

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

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

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

### Supervising Attorney Information:

Limited License Attorney?  Yes

If yes, include the limited license certificate.

Pro Hac Vice?  Yes

If yes, please attach to this application your Rule 24-106 NMRA Pro Hac Vice Registration Certificates related to any case numbers listed below.

Case Number(s): \_\_\_\_\_

Prefix: Mr./Ms. Other(specify): \_\_\_\_\_

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

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

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Supreme Court CAID number: \_\_\_\_\_ *Your CAID number, is a 5-digit number with the first two digits corresponding to the year your CAID number was issued, followed by a slash and three more digits, such as "05/111". It may appear on your bar card near your state bar number. If you have trouble locating your CAID number, please contact the New Mexico Supreme Court at [505-827-4860](tel:505-827-4860) or [nmsupremecourtclerk@nmcourts.gov](mailto:nmsupremecourtclerk@nmcourts.gov) to obtain your CAID number.*

### Business Contact Information

Business Name: \_\_\_\_\_

Business Physical Address: \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_

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

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

Attorney Contact Telephone Numbers: \_\_\_\_\_(Office)

\_\_\_\_\_ (Fax)

Attorney Business Email: \_\_\_\_\_

## Part B: Tier 2 Access

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

**Delinquency Proceedings:** Users requesting access to delinquency proceedings in Children’s Court must represent juveniles in criminal or delinquency cases, and may go before the Online Access Subcommittee for approval and can take up to sixty (60) business days to process. Information in delinquency proceedings includes information that is protected by various provisions of law, including the Delinquency Act and Rule 10-166 NMRA.

Request Tier 2 access to Delinquency Proceedings?  Yes

If you represent juveniles in criminal or delinquency cases, please select the option that best describes you:

\_\_\_\_\_ Staff for New Mexico District Attorney or Assistant District Attorney

\_\_\_\_\_ Staff for New Mexico Public Defender or Assistant Public Defender

\_\_\_\_\_ Staff for private attorney who represents children in delinquency proceedings

\_\_\_\_\_ Staff for other attorney: \_\_\_\_\_

If you selected staff for other attorney, please explain your compelling need for access to Delinquency Proceedings. Your explanation will be considered by the Online Access Subcommittee: \_\_\_\_\_

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# **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, regardless of tier type, you agree to the following:

- To not share your login credentials with any individual;
- To not disclose any information protected by law that you gain through accessing SOPA court case files unless such disclosure is through the discharge of your official duties or as otherwise required by law; and
- To take all reasonable precautions to protect all case information, including protected personal identifier information in SOPA court case files as required by Rules 1-079, 2-112, 3-112, 5-123, 6-114, 7-113, 8-112, 10- 166, and 12-314NMRA.

None of the provisions of this agreement can be waived or modified by the Administrative Office of the Courts 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 the Administrative Office of the Courts for any violation of its terms, or upon termination of the applicant's association with the supervising attorney.

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

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

As the supervising attorney of this user of the New Mexico judiciary's SOPA court case files, I certify that the following is true and correct to the best of my knowledge and belief:

- I am the applicant's supervising attorney, and I remain responsible for the applicant's treatment and protection of SOPA court case file information as provided in Rule 16-503NMRA;
- I have reviewed the terms of use and non-disclosure set forth in this agreement;
- I will ensure to the best of my ability that the applicant complies with the terms of use and non-disclosure set forth in this agreement; and
- I will immediately notify JID of the applicant's departure or internal transfer so that the applicant's login credentials can be terminated or modified.

**Supervising Attorney Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervising Attorney Full Name:** \_\_\_\_\_