

# Administrative Office of the Courts

Supreme Court of New Mexico



Arthur W. Pepin, Director

Cassandra Hayne  
Judiciary Chief Technology Officer

Judicial Information Division  
202 E. Marcy St.  
Santa Fe, NM 87501  
(505) 476-6900  
(505) 476-6952 (fax)  
[www.nmcourts.gov](http://www.nmcourts.gov)

## **Online Access Subcommittee Policy Regarding NM dataXchange Access Violations**

All violations of the terms and conditions of an individual's application for online access to New Mexico court case data are reviewed by the Online Access Subcommittee ("OAS") of the Judicial Information Systems Council ("JIFFY"). Upon discovery of a violation of any of the terms and conditions set forth in the Application for Online Access to New Mexico Judiciary Secure Court Case Data in the NM dataXchange by any user, the following steps will be implemented:

1. The Judicial Information Division ("JID") will immediately disable the NM dataXchange access of the user violating the terms and conditions of the NM dataXchange Application.
2. The user will be notified by the JID Chief Information Officer ("CIO"), through the JID service desk ticket system, that said user's NM dataXchange access has been disabled, and will be sent a notice describing the violation(s) and the process to follow to seek restoration of NM dataXchange access.
3. For all users seeking restoration, the user must submit a new and complete application with a letter addressed to the OAS Chair detailing the reasons for, or the circumstances surrounding, the violation that led to the user's disabled access.

4. Violations:

- A. For a first violation OAS will consider the new application and explanatory letter and determine whether NM dataXchange access shall be restored. OAS may request that the user appear before OAS to provide further explanation as to the violation before making a final determination.
  - B. Any subsequent violations will result in permanent termination of NM dataXchange access without OAS review unless a hearing is requested within 30 days in writing to the OAS Chair. If OAS upholds the permanent termination or no review is requested timely and the violator is an attorney, an automatic referral to the Disciplinary Board of the New Mexico Supreme Court will be made by the Director of the Administrative Office of the Courts (“AOC”).
5. All decisions by OAS will be communicated in writing by the Director of the Administrative Office of the Courts (“AOC”).
  6. Any decision of OAS may be appealed by requesting a date to appear before JIFFY in writing to the AOC Judiciary Chief Information Officer (CIO).