Table of Contents

Chapter 1: Adoptions

Adoptions must be approved by the Court, under NMSA 1978, §§ 32A-5-1 to -45. There are two basic types of adoptions: related, i.e., when one relative is adopting another and unrelated, i.e., when a person is being adopted by a non-relative. In addition, some adoptions require the termination of the parental rights of the natural parents. Files, records and entries in adoption proceedings in the custody of the court or department or the agency involved in the proceeding shall be separately kept, locked and preserved and no persons other than officials of the court or department or the agency shall be permitted to inspect them except by court order.

Section 1-1: Filing Petition for Adoption

NMSA 1978, § 32A-5-13

Placement Order	• When a placement order is required, the petitioner shall file a request with the court to allow the placement. • An order permitting the placement shall be obtained prior to actual placement.
Request for Placement	A request for placement shall be filed and verified by the petitioner.

TIME LIMIT │ **REQUEST FOR PLACEMENT**

A hearing and the court decision on the request for placement shall occur within **thirty (30) days** of the filing of the request.

Compliance of Pre-Placement Study	As part of any court order authorizing placement under this section, the court shall find whether the pre-placement study complies with Section 32A-5-14 NMSA 1978 and that the time requirements concerning placement set forth in this section have been met.

CLERICAL DUTIES | **DUTIES, NMSA 1978, § 32A-5-7**

1. The clerk of the court shall file pleadings captioned pursuant to the provisions of Section 32A-5-9 NMSA 1978. The clerk of the court shall not file incorrectly captioned pleadings. **NMSA 1978, § 32A-5-7 A.**

2. The clerk of the court shall mail a copy of the request for placement to the department within one working day of the request for placement being filed with the court. The attorney for the person requesting placement shall provide to the clerk of the court a copy of the request for placement and a stamped envelope addressed to the department as specified in department regulation. **NMSA 1978, § 32A-5-7 B.**

3. The clerk of the court shall mail a copy of the petition for adoption within one working day of the petition for adoption being filed with the court. The attorney for the petitioner shall provide to the clerk of the court a copy of the petition for adoption and a stamped envelope addressed to the department as specified in department regulation. **NMSA 1978, § 32A-5-7 C.**

4. The clerk of the court shall mail a copy of the decree of adoption to the department within one working day of the entry of the decree of adoption. The attorney for the petitioner shall provide to the clerk of the court a copy of the decree of adoption and a stamped envelope addressed to the department as specified in department regulation. **NMSA 1978, § 32A-5-7 D.**

5. In any adoption involving an Indian child, the clerk of the court shall provide the secretary of the interior with a copy of any decree of adoption or adoptive placement order and other information as required by the federal Indian Child Welfare Act of 1978. The attorney for the petitioner shall provide to the clerk of the court a copy of an adoption decree, an adoptive placement order, any other information required by the federal Indian Child Welfare Act of 1978 and a stamped envelope addressed to the secretary of the interior. **NMSA 1978, § 32A-5-7 E.**

6. The clerk of the court shall forward an application for a birth certificate in an adoptee's new name: **NMSA 1978, § 32A-5-7 F.**

   - for a person born in the United States, to the appropriate vital statistics office of the place, if known, where the adoptee was born **(NATIONAL CENTER FOR HEALTH STATISTICS-ONLY WORKS IN INTERNET EXPLORER)**; or

   - for all other persons, to the state registrar of vital statistics.

   Vital Statistics
   New Mexico Health Services Division
   P.O. Box 26110
   Santa Fe, NM 87502

Section 1-2: Termination of Parental Rights

NMSA 1978, § 32A-5-16

Initiation of Termination Procedure	• A proceeding to terminate parental rights may be initiated in connection with or prior to an adoption proceeding. • Venue shall be in the court for the county in which the child is physically present or in the county from which the child was placed.
Initiating Party	The proceeding may be initiated by any of the following: • The department; • An agency; or • Any other person having a legitimate interest in the matter, including a petitioner for adoption, the child's guardian, the child's guardian ad litem in another action, a foster parent, a relative of the child or the child.

Section 1-3: Sequestered

NMSA 1978, §§ 32A-4-33 & 32A-5-8

> **CAUTION** | **SEQUESTER ADOPTION CASES**
>
> • The files, records and entries in adoption proceedings in the custody of the court shall be separately kept, locked and preserved after filing, except in case of appeal.
> • No person other than officers of the court or the CYFD or any agency who may be a party to the adoption or termination of parental rights proceedings should be permitted to inspect such files, records and entries except by order of the court.

	• Unless the petitioner agrees to be contacted or agrees to the release of the petitioner's identity to the parent and the parent agrees to be contacted or agrees to the release of the parent's identity to the petitioner, the attorneys, the court, the agency and the department shall maintain confidentiality regarding the names of the parties, unless the information is already otherwise known. • After the petition is filed and prior to the entry of the decree, the records in adoption proceedings shall be open to inspection only by the attorney for the petitioner, the department or the agency, any attorney appointed as a guardian ad litem for the adoptee, any attorney retained by the adoptee or other persons upon order of the court for good cause shown.
	• All records, whether on file with the court, an agency, the department, an attorney or other provider of professional services in connection with an adoption, are confidential and may be disclosed only pursuant to the provisions of the Adoption Act [this article]. • All information and documentation provided for the purpose of full disclosure is confidential. • Documentation provided for the purpose of full disclosure shall remain the property of the person making full disclosure when a prospective adoptive parent decides not to accept a placement. • Immediately upon refusal of the placement, the prospective adoptive parent shall return all full disclosure documentation to the person providing full disclosure. • A prospective adoptive parent shall not disclose any confidential information received during the full disclosure process, except as necessary to make a placement decision or to provide information to a child's guardian ad litem or the court.

Section 1-4: Final Decree of Adoption

NMSA 1978, § 32A-5-36

Decree of Adoption	• The decree of adoption shall include the new name of the adoptee and shall not include any other name by which the adoptee has been known or the names of the former parents. • The decree of adoption shall order that from the date of the decree, the adoptee shall be the child of the petitioner and accorded the status set forth in Section 32A-5-37 NMSA 1978.
Compliance With ICWA	A decree of adoption may not be attacked upon the expiration of one year from the entry of the decree; provided, however, that in any adoption involving an Indian child, the Indian child's parent or Indian custodian may petition the court pursuant to the provisions of the federal Indian Child Welfare Act of 1978 to invalidate the adoption.
Copy of Decree to Secretary of Interior	In any adoption involving an Indian child, the clerk of the court shall provide the secretary of the interior with a copy of any decree of adoption or adoptive placement order and other information as required by the federal Indian Child Welfare Act of 1978.

TIME LIMIT │ BIRTH CERTIFICATE, NMSA 1978 § 32A-5-38

Within **thirty (30) days** after an adoption decree becomes final, the petitioner shall prepare an application for a birth certificate in the new name of the adoptee showing the petitioner as the adoptee's parent and shall provide the application to the clerk of the court. The clerk of the court shall forward the application:
• For a person born in the United States, to the appropriate vital statistics office of the place, if known, where the adoptee was born; or
• For all other persons, to the state registrar of vital statistics. In the case of the adoption of a person born outside the United States, if requested by the petitioner, the court shall make findings, based on evidence from the petitioner and other reliable state or federal sources, on the date and place of birth of the adoptee. These findings shall be certified by the court and included with the application for a birth certificate.

Vital Statistics	The state registrar of vital statistics shall prepare a birth record in the new name of the adoptee in accordance with the vital statistics laws, but subject to the requirements of the Adoption Act [this article] as to the confidentiality of adoption records.

CLERICAL DUTIES |

1. File pre-petition papers and/or petition for adoption. File petition for termination of parental rights. Using the case management application, assign correct case number and SA case category.

2. Mail notice of filing of petition and a copy of the adoption petition to the Children Youth and Family Division in self-addressed stamped envelope provided by the attorney.

3. Mail copy of all documents to CYFD, adoption unit.

4. Keep file and all proceedings in locked file cabinet.

5. Upon filing of decree of adoption, complete adoption certificate Part III and return to attorney. Prepare certificate of mailing provided by attorney; mail decree and copy of certificate to CYFD.

Section 1-5: Post-decree of Adoption Access to Records

NMSA, 1978, 32A-5-40

	After the decree of adoption has been entered, all court files containing records of judicial proceedings conducted pursuant to the provisions of the Adoption Act [this article] and records submitted to the court in the proceedings shall be kept in separate locked files withheld from public inspection.

	Upon application to the clerk of the court, the records shall be open to inspection: • by a former parent if the adoptee is eighteen years of age or older, • by an adoptee if the adoptee is eighteen years of age or older at the time application is made for inspection, • by the adoptive parent if the adoptee is under eighteen years of age at the time application is made for inspection, • by the attorney of any party, by any agency that has exercised guardianship over or legal custody of a child who was the adoptee in the particular proceeding, • by the department or • by an adoptee's sibling; provided that the identity of the former parents and of the adoptee shall be kept confidential unless the former parents and the adoptee have consented to the release of identity.
	In the absence of consent to release identity, the inspection shall be limited to the following nonidentifying information: • The health and medical histories of the adoptee's biological parents; • The health and medical history of the adoptee; • The adoptee's general family background, including ancestral information, without name references or geographical designations; • Physical descriptions; and • The length of time the adoptee was in the care and custody of persons other than the petitioner.
	After the entry of the decree of adoption, at any time, a former parent may file with the court, with the placing agency or with the department: • A consent or refusal or an amended consent or refusal to be contacted; • A release of the former parent's identity to the adoptee if the adoptee is eighteen years of age or older or to the adoptive parent if the adoptee is under eighteen years of age; or • Information regarding the former parent's location or changes in background information.

Section 1-6: Adult Adoption

NMSA 1978, §§ 40-14-1 TO -15

Venue	A court that has jurisdiction under the Adult Adoption Act [40-14-1 to 40-14-15 NMSA 1978] may decline to exercise jurisdiction any time before entering a decree if the court finds that under the circumstances of the case it is an inconvenient forum to make a determination. In that case, the court shall transfer the proceedings on any conditions that are just.
Verified Response	• Any person who responds to a notice of petition for adoption shall file a verified response to the petition within the time limits set forth in Section 12 of the Adult Adoption Act [40-14-12 NMSA 1978]. • The verified response shall be made pursuant to the Rules of Civil Procedure for the District Courts and, in addition, shall allege the relationship, if any, of the respondent to the adoptee.
Final Decree	• The decree of adoption shall include the new name of the adoptee and shall not include any other name by which the adoptee has been known or the names of the former parents. • The decree of adoption shall order that from the date of the decree, the adoptee shall be the child of the petitioner and accorded the status set forth in Section 13 of the Adult Adoption Act [40-14-13 NMSA 1978].

Section 1-7: Where to Send Forms

CYFD, send both the white and yellow copies
    CYFD, Central Adoption Unit
    PO Drawer 5160
    Santa Fe, NM 87502-5160

Vital Statistics
    Vital Statistics
    New Mexico Health Services Division
    P.O. Box 26110
    Santa Fe, NM 87502

National Vital Statistics Information (Click Link)   NATIONAL CENTER FOR HEALTH STATISTICS (LINK ONLY WORKS IN INTERNET EXPLORER)

Chapter 2: FACTS™ Procedures

Section 2-1: Case Initiation/Reopen With Filing Fee

- **MAIN MENU** >
- **MONEY MANAGEMENT** >
- **RECEIPTING** >
- **RECEIPTS JOURNAL** >
- **CREATE NEW CASE & RECEIPT**. The Create New Case & Receipt screen will appear. **(FIGURE: 2-1.1)**

Figure 2-1.1: Create New Case & Receipt

FIELD NAMES	INSTRUCTIONS
Crt (Default-D for District)	
Loc (Default-four digit location code, for example, 0101)	
Cat	Enter case category, SA.
Case No.	• If this is a new case, **ENTER** through this field. • A message box will appear that asks if you would like to create a new case. • Press **ENTER** or click on **OK**.

FIELD NAMES	INSTRUCTIONS
Case Title	• Enter Case Title. • Press **ENTER**.

> ❌ **CAUTION** | **NO PUNCTUATION**
>
> Do not add punctuation to Case Title: "VS" NOT "VS."

Figure 2-1.2: Create New Case & Receipt

Type	Enter Case Type from the list below.

TYPE	DESCRIPTION	TYPE	DESCRIPTION
JAD	Juvenile Adoption	**SAD**	Adult Adoption

J. Area.	
Jdg.	FACTS™ randomly assigns a judge.
Party	Enter Party Type (generally new cases will be **PT** for Petitioner).
Num	FACTS™ assigns Party Number.
PART ID.	• Press **ENTER**. • The Participant Name Entry /Search screen will pop-up. **(FIGURE: 2-1.3)**

Figure 2-1.3: Participant Name Entry / Search

Person?	• If the Participant is a person, enter **Y**. • If the Participant is a business or governmental entity, enter **N**. • If the participant is a person, the cursor will move to the last name field, • If not, the cursor will move to the Full field.
Last:	Enter the **person's last name**.
First:	Enter the **person's first name**.
Middle:	Enter the **person's middle name or initial**.
Suffix:	This field supports the entry of suffixes such as: JR, SR, III, MD, PHD, etc.
Identification:	Enter through this field.
Date of Birth:	Optional
Full	• If the Participant is not a person, the cursor will automatically move to this field so you can enter the name of the business or state agency. • If the Participant is a person, FACTS™ will populate this field from the name data entered above.
Search	

Create Button	• For SA cases, click this button. • When this button is clicked, the New Participant Edit screen pops-up. (FIGURE: 2-1.4)

Figure 2-1.4: New Participant Edit

	CAUTION │ POPULATED DATA
❌	• Please note that the data entered on the Participant Name Entry/Search screen will appear on this screen. • Enter through the fields that are already populated.

Person:	• If the Participant is a person, enter **Y**. • If the Participant is a business or governmental entity, enter **N**. • Press **ENTER**.
Last:	• Enter the **person's last name**. • Press **ENTER**.
First	• Enter the **person's first name**. • Press **ENTER**.
Middle:	• Enter the **person's middle name or initial**. • Press **ENTER**.

Suffix:	• This field supports the entry of suffixes such as: JR, SR, III, MD, PHD, etc. • Press **ENTER**.

❌	**CAUTION** | **DO NOT PUNCTUATE: "JR" NOT "JR."**

Continue Button	• Click on the **CONTINUE** button to create a new Participant ID. • You will go back up a level to the Create New Case & Receipt screen. • FACTS™ will return the cursor to the Part. ID field in the Create New Case & Receipt screen. **(FIGURE: 2-1.5)**

Crt	Loc	Cat	Case No.	Part. ID	Party Name	Event	Event Code / Description
D	8688	SA			SMITH BROOKE A	151	PMT: CIVIL FILING – DIST

Figure 2-1.5: Create New Case & Receipt

Part ID.	Tab through this field to populate.
Party Name	This field will default to the name of the participant that you entered.
Event	• Enter the event code for a new case filing fee. • Press **ENTER**.
Event Code/Description	FACTS™ will populate this field with description of the above event code.

Crt	Loc	Cat	Case No.	# Units	Amount	Assess Event	Assessment		Stat	Stat. Date	FTy
D	0608	SA			$107.00	251	$107.00		PN	06-26-2002	N

Figure 2-1.6: Create New Case & Receipt

# Units	
Amount	• FACTS™ will enter default amount based on the event code you entered above. • Press **ENTER**.
Assess Event	

Crt	Loc	Cat	Case No.	Amount	Assess Event	Assessment		Stat	Stat. Date	FType	File Date
D	0608	SA		.00	251	$107.00		PN	06-26-2002	N	06-26-2002

Figure 2-1.7:

Assessment	
Stat. (Default PN)	
Stat. Date (Default current date)	
FType (Default N)	
File Date (Default current date)	• **F6:** Press **F6** and the cursor will move to the **Receipt Date** field of the screen. • **F5**: If the party is paying another fee, for example, a filing fee and a jury fee, then press **F5** to add this event to the case and receipt.

> ❌ **CAUTION** | **F7 TO DELETE EXTRA LINE**
>
> • It is easy to press **ENTER** too many times and to find the cursor on the next line.
> • If this happens press **F7** and you will delete the **extra line**.

Figure 2-1.8: Create New Case & Receipt

Receipt Date (Default-current date)	ENTER through this field.
Pay from Suspense	ENTER through this field.
Payor Part ID.	• When appropriate, delete Petitioner ID, input **Attorney Participant ID**. • To make the receipt out to the Petitioner, tab twice through this field.

> ❌ **CAUTION** | **ATTORNEY PARTICIPANT ID**
>
> • Please use the **Attorney Participant ID** number.
> • Do not use the **Attorney Code** number.
> • You will enter inaccurate information (someone else's Participant ID) if you use the **Attorney Code** number in this field.

Memo Text	• Enter appropriate text for your district. • After entering text, press **ENTER**.

> ❌ **CAUTION** | **THE TEXT DOES NOT WRAP TO THE NEXT LINE. PRESS ENTER TO GO TO THE NEXT LINE.**

Check Amount:	$107.00	Check Number:	MO 12345678902	More Checks (Y/N)?:	N
Credit Card:	$0.00	Authorization:			
Cash Amount:	$0.00				
Other Amount:		Change:	$0.00		
Deputy ID:	510	Register:	1	Receipt Number:	A 000004034

Figure 2-1.9:

Check Amount	- Enter amount of check. - If this field becomes populated, the cursor will skip to the Check Number field. - Otherwise, the cursor will advance to the Credit Card field. - Press **ENTER**.
Check Number	- This field has two parts, the `check type` and the `check number`. - The check number part of the field can fit traveler's checks and money order numbers. - The choices for check type are as follows:

> **CAUTION** | **PERSONAL CHECKS ARE NOT ACCEPTED IN NEW MEXICO DISTRICT COURTS.**

B	Business Check
CC	Cashier's Check
MO	Money Order
PO	Postal Order
TC	Traveler's Check

More Checks (Y/N)	- If you have more checks, enter **Y** for yes. - The Multiple Checks screen will pop-up. **(FIGURE: 2-1.10)** - You can then enter up to four more checks. - Press **ENTER**.

Figure 2-1.10: Multiple Checks

Figure 2-1.11: Create New Case & Receipt

Credit Card	Not used at this time.
Authorization	
Cash Amount	Enter the amount of cash collected.
Deputy ID	This will default to the Deputy ID of the user who is currently logged on the computer.
Register	Enter the number of the register that you are using.
Receipt Number	• The receipt number field has two parts. • In the first box, enter the appropriate receipt prefix (this indicates the bank account where the money will go) and • In the second box FACTS™ will assign a number to the receipt.

Completing the Create a New Case & Receipt Screen	Upon entry of the receipt prefix, FACTS™ randomly assigns: • A **new case number** when appropriate, • A **judge** (FIGURE: 2-1.12), • A new **Participant ID number** (if the party is a new participant), and • A **receipt number** (FIGURE: 2-1.13). • Click **OK**.

FACTS Version 5 for Windows　　　　　　　　　　　　　　　　☒

NEW CASE # = D-0608-SA-200200003, ITMO JORDAN CASSANOVA -- V LEE VESELY is the judge assigned to this case.

[OK]
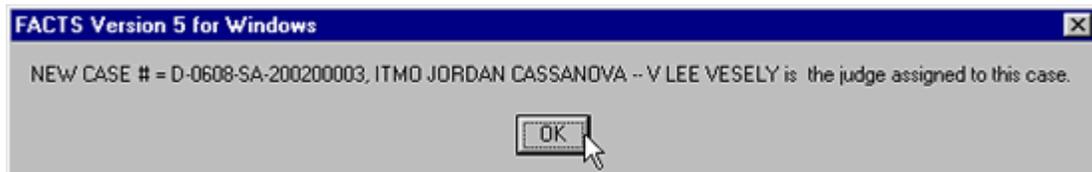
Figure 2-1.12: Case Number and Judge Assignment

FACTS Version 5 for Windows　　　　　　　　　　　　　　☒

The following participants were created with this transaction:

32168: SMITH JORDAN

Receipt A-000006703 created.

[OK]
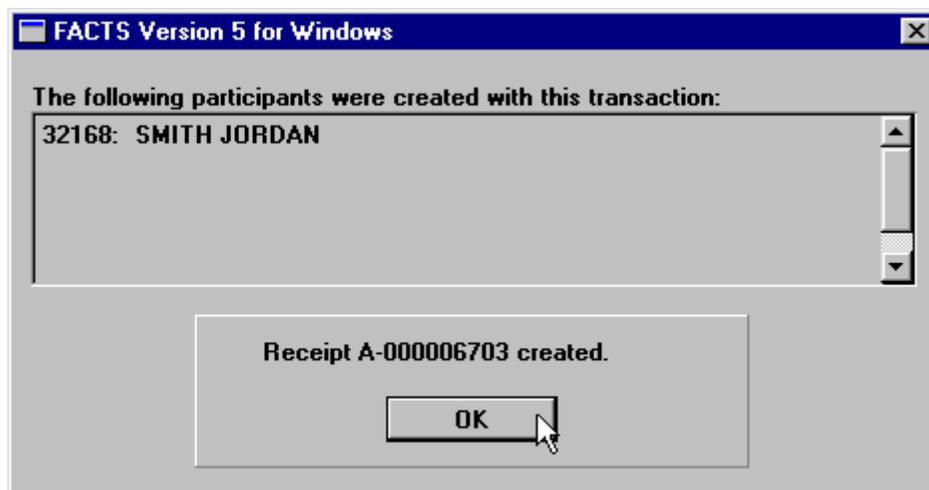
Figure 2-1.13: Participant ID Number

Completing the Create a New Case & Receipt Screen	FACTS™ gives the user the option of printing the receipt, and saves **ALL** the data.

PRINTER DIALOG BOX	• Click the **PRINT** button. • Click **OK** or press **ENTER**.

✧ ✧ ✧

Section 2-2: Case Initiation/Reopen Without Filing Fee

- **MAIN MENU** >
- **CASE MANAGEMENT** >
- **CASE MASTER**. The Case Master screen will appear. **(FIGURE: 2-2.1)**

Figure 2-2.1: Case Master

FIELD NAME	INSTRUCTIONS
Case Number:	FACTS™ will enter default Court and Location Codes.
Court (Default-D for District)	
Location (Default-four digit location code, for example, 0101)	If your court accepts pleadings for multiple counties, change location code.
Category	• Enter case category, SI or SQ for mental health cases according to your in-house procedure. • Please read caution box below. • Press **ENTER**.

(2)   **SECOND** | **CASE CATEGORIES**

- Use SQ for involuntary mental health commitments for both adults and minors.
- Use SI for voluntary commitments for minors only.

Number	• FACTS™ will ask: "Do you want to enter a new Case?" • Press **ENTER** or • Click on **YES** to indicate that you want to add a new case.
Case Status: (Default-PN for Pending)	Press **ENTER**.
Status Date: (Default-current date)	• Press **ENTER** or • Delete and enter appropriate date.
Type of Filing (Default N for New)	• Press **ENTER**.
Filing Date: (Default to current date)	• Press **ENTER** or • Delete and enter appropriate date.
Title	• Enter Case Title from Petition per in-house procedure and • Press **ENTER**.
Case Type	• Enter appropriate code from the list below:

CODE	CASE TYPE
JMH	Juvenile Mental Health
SMH	SQ Mental Health
SMS	SQ Miscellaneous

Sealed/Expunged Case:	Enter **Y** for yes.
Save Button	• FACTS™ will generate a new case number and assign a judge; • A screen prompt will show case number and judge assignment; press **ENTER** key to save data. • A message box will appear that states data has been saved. • Press **ENTER** or click **OK**.

❖ ❖ ❖

Section 2-3: Attach Parties to Case

After the case has been initiated, the **PARTY NAMES** screen will automatically pop-up or can be accessed by making the following menu choices:

- **MAIN MENU** >
- **CASE MANAGEMENT** >
- **PARTY NAMES**. The Party Names screen will appear. **(FIGURE: 2-3.1)**

Figure 2-3.1: Party Names

FIELD NAMES	INSTRUCTIONS
Case Number: (Default-last case number, if coming from the Case Master screen)	If you are beginning a new session or need to enter data from a different case, enter the Category and Number for the case.
Court (Default-D for District)	
Location (Default-four digit location code, for example, 0101)	
Category	Enter category SI or SQ for Mental Health cases according to in-house procedure.
Number	Enter case number.
Party Type:	Enter appropriate party type from one of the lists below and press **ENTER**.

FA	Father	MO	Mother
GL	Guardian Ad Litem	NP	Natural Parent
GP	Grandparents	PT	Petitioner
MC	Matter of the Child	R1	Adult Being Adopted

Party No.:	FACTS™ will assign party number.
Party Status	• Enter **"A" (active)** and press **ENTER**.
Party Date (Default-current date)	• **ENTER** through or delete and type correct date. • Press **ENTER**.
Participant ID:	• In this field, enter the Participant ID number and tab. • If the user does not have a Participant ID Number for the participant, press **ENTER** and the Party Name / Entry screen will pop-up. **(FIGURE: 2-3.2)**

Figure 2-3.2: Party Name Entry / Search

> **CAUTION | POPULATED DATA**
>
> Please note that the data you enter in the Participant Name / Entry Search screen will appear on the New Participant Edit screen.

Figure 2-3.3: Party Name Entry / Search

Person?	• Enter **Y**, if the Participant is a person. • Enter **N**, if the Participant is a business or governmental entity. • If the participant is a person, the cursor will move to the last name field, • If not, the cursor will move to the Full field.
Last:	• Enter the **person's last name**. • Press **ENTER**.
First:	• Enter the **person's first name**. • Press **ENTER**.
Middle:	• Enter the **person's middle name or initial**. • Press **ENTER**.
Suffix:	• This field supports the entry of suffixes such as: JR, SR, III, MD, PHD, etc. • Enter the suffix and press **ENTER** or • Press **ENTER**.
Identification:	Enter through this field.
Date of Birth:	Optional

Full	• If the Participant is not a person, the cursor will automatically move to this field so you can enter the name of the business or state agency. • If the Participant is a person, FACTS™ will populate this field from the name data entered above.
Search	
Create Button	• For SA cases, click this button. • When this button is clicked, the New Participant Edit screen pops-up. **(FIGURE: 2-3.4)**

Figure 2-3.4: New Participant Edit

❌	**CAUTION** | **POPULATED DATA** • Please note that the data you entered on the Participant Name / Entry Search screen will appear on this screen in the appropriate fields and does not need to be reentered. • You may **ENTER** through the fields already populated (filled-in).

Figure 2-3.5: New Participant Edit

Person:	• Enter **Y**, if the Participant is a person • Enter **N**, if the Participant is a business or governmental entity.
Last:	• Enter the **person's last name**. • Press **ENTER**.
First:	• Enter the **person's first name**. • Press **ENTER**.
Middle:	• Enter the **person's middle name or initial**. • Press **ENTER**.
Suffix:	• This field supports the entry of suffixes such as: JR, SR, III, MD, PHD, etc. • Enter the suffix and press **ENTER** or • Press **ENTER**.
DOB:	Enter Date of Birth, if available.
Sex:	Enter **F** for **female** or **M** for **male**, if the data is available.
SSN:	Enter the **participant's social security number**, if available.
Drivers License No.:	Enter the **participant's driver's license number**, if available.

Figure 2-3.6: New Participant Edit

Correspondence Address Type:	• Enter appropriate Correspondence Address Type from the list below. • **PT** (Party Address) is the most frequent choice. • This indicates the address where notices are sent. • Press **ENTER** twice.

CAUTION | **CORRESPONDENCE ADDRESS TYPE**

DO NOT leave this field blank or any notices that are generated will not have addresses.

CODE	DESCRIPTION	CODE	DESCRIPTION
AG	Attorney Address	**HO**	Home Address
BU	Business Address	**PT**	Party Address
EM	Employer Address	**RL**	Relative's Address

Delivery Method:	
Current Address Edit Button	• Click on the **EDIT** button to type address information. • The New Participant Address Entry / Edit will pop-up. **(FIGURE: 2-3.7)**

CAUTION | **CURRENT ADDRESS**

Please note the information indicated under Current Address is where notices get mailed.

Figure 2-3.7: New Participant Address Entry / Edit

❌ **CAUTION** | **INFORMATION ON CHILDREN IS ALWAYS DESIGNATED AS RESTRICTED.**

Restricted:	Enter **Y** for yes, or **N** for no.
Line 1:/Line 2:	• Enter the Participant's street address. • Press **ENTER**.
City:	• Enter the Participant's city. • Press **ENTER**.
State:	• Enter the Participant's state. • Press **ENTER**.
Zip Code:	• Enter the Participant's zip code. • Press **ENTER**.
Business Phone:	• Enter the Participant's Business Phone, if available. • Press **ENTER**.
Current From:	Press **ENTER** twice.
Entry Date:	
Continue Button	• Click on the **CONTINUE** button. • FACTS™ will return you to the New Participant Edit screen. **(FIGURE: 2-3.8)**

Figure 2-3.8: New Participant Edit Screen

Continue Button	• Click on the **CONTINUE** button. • FACTS™ will return you to the Party Names screen. **(FIGURE: 2-3.9)**

Figure 2-3.9: Party Names

Participant ID:	• Tab twice. • As a result of tabbing, FACTS™ will fill in the name and personal information fields. • Enter through these fields or fill in the information if available.

Filing Address Edit Button	• If you have already entered the Participant Address, tab past this button or • If you want to edit the address or enter an address, click this button and the New Participant Address Entry/Edit screen will pop-up. • Follow the directions above to enter data.
Alias Name? Edit Button	• If answer is no, then tab past this button, • If answer is yes, then click the button and the Party Aliases screen will pop-up. **(FIGURE: 2-3.10)**

Figure 2-3.10: Party Aliases

	Press the **F2** key to add a new alias.
Doing Business As? (Default-N for No)	• If the answer is yes, enter **Y** and the cursor will move to the Full Name field. • If the answer is no, the cursor will move to the Last Name field.
Last Name:	• Enter the **alias last name**. • Press **ENTER**.
First Name:	• Enter the **alias first name**. • Press **ENTER**.
Middle Name:	• Enter the **alias middle name or initial** if there is one. • Press **ENTER**.

Suffix:	• Enter the **alias suffix** if there is one. • Press **ENTER**.
Full	• If the alias is a person, this field will populate automatically. • Press **ENTER**.
Birth Date	• Enter the **alias birth date** if one exists. • Press **ENTER**.
SSN:	• Enter the **alias social security number** if one exists. • Press **ENTER**.
Driver's License No.:	• Enter the **alias driver's license number** if one exists. • Press **ENTER**.
State:	• Enter the **state** of the alias driver's license number, if available. • Press **ENTER**.
Alias Type	• Enter the appropriate code from the following table. • Press **ENTER**.

CODE	TYPE	DESCRIPTION
A	AKA	Also known as
F	FKA	Formerly known as
N	NKA	Now known as
O	OBO	On behalf of

Figure 2-3.11: Party Aliases

Done Editing Button	• Click on the **DONE EDITING** button when you have entered **ALL** the data for that alias. • Verify that the data entered on the grid is correct. • Press **F2** to enter another alias.
Save Alias Button	• Click the **SAVE ALIASES** button to save the data. • You will return to the Party Names screen. **(FIGURE: 2-3.12)**

Figure 2-3.12: Party Names

Alias Name? Edit Button	Tab past this button
Attorney? Edit Button	• To **add** an **attorney** for this party, click this button. • The Party Attorney Menu screen will pop-up. **(FIGURE: 2-3.13)**

Figure 2-3.13: Party Attorney Menu

Party Attorney Edit	• Click this button to enter a party attorney. • The Party Attorney Edit screen will then pop-up. **(FIGURE: 2-3.14)**

Figure 2-3.14: Party Attorney Edit

Case Number	You **MUST ENTER** through this field.
Party Type	You **MUST ENTER** through this field.
Party Number	You **MUST ENTER** through this field.
Attorney Code	• Enter an attorney code and press **ENTER** or, • Press **F1** for the Attorney Select look-up table. **(FIGURE: 2-3.15)**

TIP │   FASTER SEARCHING

• Tab through the **ATTORNEY STARTING CODE** field.
• Type the attorney's last name in the **NAME TO SEARCH FOR:** field and press **ENTER**.
• Highlight the appropriate attorney with the arrow keys and press **ENTER**.
• You will return to the party Attorney Edit screen. **(FIGURE: 2-3.16)**

Figure 2-3.15: Attorney Select

Figure 2-3.16: Party Attorney Edit

Attorney Type:	• Enter the appropriate code from the following list of choices: • **PA** is the code for private attorney or. • Press **F1** for a lookup table.

	ATTORNEY TYPES		
AC	Accounting	**DA**	District Attorney
CA	Contract Attorney	**MH**	Mental Health Professional
CC	Court Clinician	**PA**	Private Attorney
CO	County Attorney	**PD**	Public Defender

ATTORNEY TYPES			
CS	Special Assistant AG	PS	Psychologist
CY	City Attorney	SP	Special Prosecutor

Figure 2-3.17: Party Attorney Edit

Attorney Inactive (Y/N)?	
Party/Attorney Status Date.	
Contact Attorney/N)?	• Enter **Y** if notices are to be sent to this attorney or • **N** if nothing is to be sent to this attorney. • Press **ENTER**.
Press Enter Key	• Press **ENTER**, while cursor is in the Contact Attorney to save the data on this screen. • A Message box will pop-up that says: "GOOD JOB. DATA SAVED."
Enter Other Attorneys	• To enter another attorney, press the **ESC** key once to be taken to the top of the screen.

Go Back to Party Names Screen	• To exit the Attorney Names screen, press the **ESC** key twice. You will return to the Party Attorney Menu screen. • To close this screen, press the **ESC** key or click on the **"X"** in the upper right-hand corner. You will return to the Party Names screen. **(FIGURE: 2-3.18)**

CAUTION | **ESCAPE (ESC) KEY**

- Do not press the **ESC** key four times in a row from the Party Attorney Edit screen.
- You will lose the data you entered on the Party Names screen.

Figure 2-3.18: Party Names

Attorney Edit? Button	Tab past this button to continue.
Restricted?	If this is an SA case, enter **Y** for yes in this field.
Save Button	Tab to **SAVE** button and click button to save and to properly attach data.

Section 2-4: Opening a Case

- **MAIN MENU** >
- **CASE MANAGEMENT** >
- **CIVIL COMPLAINT/PETITIONS**. The Civil Complaints/Petition screen will appear. **(FIGURE: 2-4.1)**

Figure 2-4.1: Civil Complaint/Petitions

FIELDS	INSTRUCTIONS
Case Number: (Default last case number)	If you are beginning a new session or need to enter data from a different case, fill in each of the four subfields as follows:
Court	Enter D for District Court.
Location	Enter the four-digit court location code, for example, 0101, 0202.
Category	Enter category SA for adoption cases
Number	Enter case number.
Complaint Date (Default-current date)	• Enter the date the case was initiated. • Press **ENTER**.
Complaint Sequence	• Type in the sequence number. • If you **ENTER** through, the number will default.

FIELDS	INSTRUCTIONS
Complaint Event Code	• Enter an opening or reopening event code. • The event code for adoption cases is usually 1513, OPN: Petition. • The event code to reopen an adoption case is 2507, RPN: Petition to Reopen.
Jury	**ENTER** through this field.
Identify Parties on the event comments? (Y/N):	Enter **Y**.
Party:	• Enter **Y**. • The Complaint Party Screen will pop-up. **(FIGURE: 2-4.2)**

Figure 2-4.2: Complaint Party Screen

	• Check the parties to see if they are correct. If they are, press **CTRL T** to save. • If not, delete any parties that do not apply to this complaint, e.g., Special Commissioner, or • If parties are missing, go up to **SCREENS > CASE MANAGEMENT > PARTY NAMES** and enter the missing parties.
	You will return to the Civil Complaints/Petition screen. **(FIGURE: 2-4.3)**

Figure 2-4.3: Civil Complaint/Petitions

Cause of Actions: (Y/N)	• Enter **Y** for yes and press **ENTER**. • The Cause of Actions screen will pop-up. **(FIGURE: 2-4.4)** • Any information entered in the Party Names screen will appear on the Cause of Actions screen.

Figure 2-4.4: Cause of Actions

> ⊗ **CAUTION** | **DO NOT ENTER MINOR CHILDREN IN EITHER THE PLAINTIFF OR DEFENDANT PARTY NAME FIELDS.**

Cause of Actions:	• Enter AAD for an adult adoption or JAD for a juvenile adoption, or • Press **F1** and select a cause of action from the pop-up list.
Contested:	• Press **ENTER** twice. • **ENTER** all the way down to the Plaintiff Party Name field. • The other fields are not used in New Mexico.
Plaintiff Party Name:	• The cursor will rest in the PT field and flash. • Type in PT and press **ENTER**. • The petitioner's name will default. • Press **F3** to move cursor to the PT field on the Defendant Party Name side.
Defendant Party Name:	• The cursor will rest in the D field and flash. • Type in D and press **ENTER**. • The respondent's name will default. • Press **F2** to move cursor to the PT field on the Plaintiff Party Name side, if needed.

Figure 2-4.5: Cause of Actions

	• Press the **CTRL T** keys to save and press **ENTER**. • A message will appear stating that the data has been saved. • Close this screen by clicking on the **"X"** in the upper right hand corner or by pressing the **ESC** key. • You will then be returned to the Civil Complaint/Petitions screen. **(FIGURE: 2-4.6)**

Figure 2-4.6: Civil Complaint/Petitions

> **CAUTION** | **SAVE BUTTON**
>
> You **MUST** click on the **SAVE** button when you return to the civil complaint / Petition screen. Otherwise, data will be corrupted.

Save Button	As soon as you have completed the appropriate fields, use the **SAVE** button.

✧ ✧ ✧

Section 2-5: Docketing

Use the Case Docket screen to record events that occur in a case. These events record the progression of a case.

- **MAIN MENU** >
- **CASE MANAGEMENT** >
- **CASE DOCKET**. The Case Docket screen will appear. **(FIGURE: 2-5.1)** or
- Click on the **CASE DOCKET** button 🗄 on the toolbar at the top of the screen.

Figure 2-5.1: Case Docket

FIELD NAMES	INSTRUCTIONS
Case Number: (Default-last case number you worked in)	Enter the data as follows if you start a new session or enter data from a different case.
Court	Enter D for District Court.
Location	Enter the four-digit court location code, for example, 0101, 0202.
Category	Enter category, SA.
Number	Enter case number.
Event Date (Default-current date)	Enter file stamp date.

FIELD NAMES	INSTRUCTIONS
Event Sequence	• This field will default to the next sequence number or • Press **F1** for a list that has already been entered.
Event Code	Enter appropriate event code.
Schedule Calendar Event?	
Calendar Days:	
Issue Form:	
Action Code:	FACTS™ will input a default value based on the event code you entered.
Action Date:	
Judge Code:	• Judge will default. • Delete if another judge presided over event, and • Enter correct judge.
Deputy Code: (Default-User login)	
Party	• Enter party type and number if event is party specific, such as a warrant. • Press **ENTER** button.
Enter through other Fields	
Descriptive Data:	• Click on the **EDIT** button. • The Event Description screen will pop-up. **(FIGURE: 2-5.2)**

Figure 2-5.2: Event Description

> ⊗ **CAUTION** | **THE TEXT DOES NOT WRAP TO THE NEXT LINE. PRESS ENTER TO GO TO THE NEXT LINE.**

|	
Standard Description Code	• Enter the Standard Description Code if you have one. • These are codes that correspond to event codes. • When they are entered, standard text that has been written by court personnel appears in the comments section of the screen. • You can edit the standard text or add to it.
	• If you do not have a standard description code, **ENTER** until you reach the comments field and type in descriptive text. • Press **CTRL T** to save. • Press **ENTER** or click **OK** to exit out.

Descriptive Data (Y/N)?: Y   Edit

Save   Related Cases
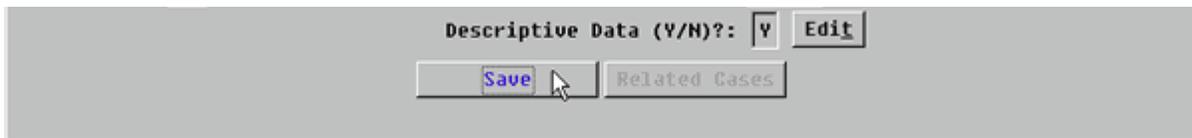
Figure 2-5.3: Case Docket

Save Button	• Tab to **SAVE** button. **(FIGURE: 2-5.3)** • Click button or press **ENTER**.
Message Box	• Click **OK** or press **ENTER** button to get the message box to disappear.

Case Docket

Case Number: D 0608 SA 0200200001 ITMO JORDAN SMITH

Event Date: 06-11-2002   Event Sequence: 02

Event Code: 1513 OPN: PETITION

Figure 2-5.4: Case Docket

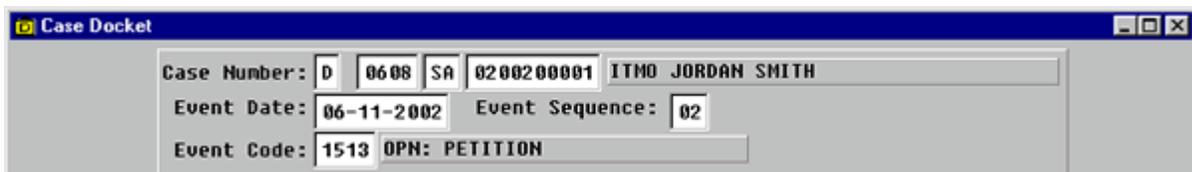|	
Event Date:	• The cursor will return to the event date field. **(FIGURE: 2-5.4)** • Shift tab to the case number to docket another event or • Shift tab twice to docket to another case or • Click on the **"X"** in the upper right-hand corner to exit the screen.

Section 2-6: Closing Case Using the Civil Complaint/Petitions Screen

The Civil Complaint/Petitions screen is used to open and close mental health commitment petitions.

- **MAIN MENU** >
- **CASE MANAGEMENT** >
- **CIVIL COMPLAINT/PETITIONS**. The Civil Complaints/Petition screen will appear. **(FIGURE: 2-6.1)**

Figure 2-6.1: Civil Complaint/Petitions

FIELD NAMES	INSTRUCTIONS
Case Number: (Default last case number)	If you are beginning a new session or need to enter data from a different case, fill in each of the four subfields as follows:
Court	Enter D for District Court.
Location	Enter the four-digit court location code, for example, 0101, 0202.
Category	Enter category SA for adoption cases.
Number	Enter case number.
Complaint Date (Default-current date)	• Enter the date of the complaint. • Press the **F1** button to lookup the date. • Press **ENTER** to select the complaint date.

FIELD NAMES	INSTRUCTIONS
Complaint Sequence (Default-next complaint sequence)	Delete the number and enter the number 1.
Complaint Event Code	
Jury	
Identify Parties on the event comments? (Y/N):	
Party:	
Cause of Actions (Y/N)	
Relief Code(s)? (Y/N)	
Disposition Code	• Enter the disposition code from one of the lists below, or • Press **F1** for a list of choices.

CODE	DISPOSITION DESCRIPTION
PD	Petition Denied
PG	Petition Granted

Date:	Enter file stamp date of the pleading.
Disposition/Judgment Event:	Enter the appropriate closing event code from one of the lists below.

CODE	EVENT DESCRIPTION
3500	CLS: Administrative Close
3512	CLS: Judicial Review Order
3517	CLS: Decree/Judgment of Adoption
3525	CLS: Judgment/Non Jury
3544	CLS: Order Consolidation
3550	CLS: Order/Order to Close
3560	CLS: Order Petition/Motion Granted

Figure 2-6.2: Civil Complaints/Petitions

Judgment Code(s)? (Y/N)	
Save Button	Click on the **SAVE** button at the bottom of the screen, and a message announcing that the data has been saved appears.
Docket Closing Event	Docket closing event and enter descriptive text using the Docket screen.