



FIFTH JUDICIAL DISTRICT COURT
STATE OF NEW MEXICO

Russell F. Hardy
Court Financial Officer

P.O. Box 1776
Roswell, NM 88202-1776
Phone (575) 622-2565
Fax (575) 624-9506

August 27, 2026

Dr. Andrew Miner
Department of Finance and Administration
Budget Division
Bataan Memorial Bldg. Rm. 190
407 Galisteo St.
Santa Fe, NM 87501

RE: Agency 235 FY28 Appropriation and Expansion Request

Dear Dr. Miner:

Herein, the Fifth Judicial District Court (5th JDC) submits to you its FY28 Appropriation Request. We stand available to answer questions that may arise regarding our appropriation request document.

The Court's FY28 Appropriation Request for funding from the General Fund for base seeks an appropriation of \$17,164.7 which represents an increase of 5.9% or \$956.5 above the FY27 General Fund Operating Budget of \$16,208.2. The additional \$956.5 requested includes \$150.2 in a Base Budget Expansion request adding funding to Category 200 to provide two (2) new FTEs for the 5th JDC. The two new FTEs are to add two Court Services Specialist positions at the Chaves District Court.

The two Court Services Specialist positions would be responsible for compiling documentation related to Inspection of Public Records Act (IPRA) requests which have grown immensely over the past few fiscal years, overseeing the Loss Prevention/Control program and Americans with Disabilities Act (ADA) programs within the District, assisting in maintaining and troubleshooting audio/visual systems throughout the District, assisting District Court Judges with appellate case preparation, employee training, and other day-to-day court activities. The remaining \$806.3 requested is to offset GSD rate increases for FY28 totaling \$298.4, unfunded GSD rate/health insurance increases from FY27 totaling \$334.5, and an estimated 10% increase in FY28 benefits expenses totaling \$173.4.

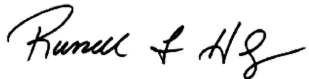
The FY28 Appropriation Base Budget Request mentioned above is crucial to the continued operation of the Court. If the FY28 request is not funded at or above the requested level, the 5th JDC will not be able to meet

the growing number of cases that are currently being filed now and into the foreseeable future. In our humble opinion, the items requested for FY28 are minimal, at best, and are essential to providing the citizens of the State of New Mexico's Fifth District with access to justice and the delivery of quality services in a timely manner.

Lastly, the 5th JDC is requesting \$687.5 as an expansion request to develop a Pretrial Services (PTS) program within the Chaves, Eddy, and Lea District Courts. The 5th JDC is currently operating a PTS program under an MOU with the Administrative Office of the Courts (AOC) which received funding via GRO funds for FY26 & FY27. The Supreme Court of New Mexico has mandated that each judicial district have their own Pretrial Services program that receives recurring funding from the general fund; therefore, our request is to add six (6) FTEs consisting of a Pretrial Services program manager, a leadworker, two (2) Pretrial Services Officer 2, and two (2) Pretrial Services Officer 1 positions. Total category 200 personnel costs for these six (6) FTEs is \$571.0. Additionally, we are asking for \$105.0 in category 300 to provide ankle monitoring and drug testing services and \$11.5 in category 400 to provide in-State travel, office supplies, and equipment rental (ankle monitors) items in support of the new Pretrial Services program at the 5th JDC.

I hope that I have provided sufficient information to support the FY28 appropriation request, please let me know if you have any questions or need any additional information regarding this matter.

Thank you for your consideration of this request,

A handwritten signature in black ink, appearing to read "Russell F. Hardy".

Russell F. Hardy, Ph.D., CMA
Court Financial Manager, CFO
rosdrfh@nmcourts.gov
(575) 622-2565 – Voice
(575) 624-7501 - Fax

FY28 Appropriation Request Checklist

Agency Name: **Fifth Judicial Court**

Business Unit: **23500**

Reports to Include in PDF Submission

Form #	Title	
☒	Cvr Ltr Cover Letter	Agency Level
☒	S-1 Certification	Agency Level
☒	S-2 Organizational Chart	Agency/Program Level
☒	S-8 Financial Summary (BFM)	Agency/Program Level
☒	GF General Fund Budget Change Log	Agency/Program Level
☒	S-9 Account Code Revenue / Expenditure Report	Agency/Program Level
☒	S-10 Fund Balance Projection	Fund Level
☒	S-13 Detail of Rate Line Items (see instructions)	Agency Level
☒	P-1 Program Narrative	Program Level
☐	R-2 Transfer Report	Agency Level
☒	REV/EXP Revenue-Expenditure Comparison Report	Agency/Program Level
☐	FFRW Detail of Federal Funds Revenue Worksheet	Agency/Program Level
☒	EB-1 Expansion Justifications	Program Level
☒	EB-2 Expansion Fiscal Summary	Program Level
☒	EB-3 Expansion Line Item Detail	Program Level
☒	LFR Legislating for Results Expansion Tool	Program Level
☒	E4 Pcode Detail	Program Level
☒	E5 Contract by Pcode	Program Level
☐	SAR Special Appropriation Request Report	Agency Level
☒	APR Annual Performance Report	Program Level
☒	Table 2 Table 2 Performance Measure Summary	Program Level
☒	SP Strategic Plan	Agency Level
☐	ITP Information Technology Plan	Agency Level
☐	C-1 Base Operating Budget	Agency Level
☐	C-2 IT Request Plan	Agency Level
☐	Perf Audit Update to LFC Performance Audits (within last 2 years)	Agency Level

Documents to Attach in BFM (PDF Optional)

Where to Attach

☐	Board Cert Board or Commission Budget Certification	Form 9900
☐	E-6B Leased Passenger-Related Vehicles	Form 3300/4300

**APPROPRIATION REQUEST
CERTIFICATION
FORM S-1**

Agency Name: Fifth Judicial District Court

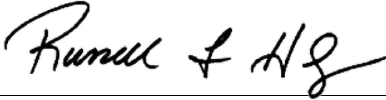
Business Unit: 23500

I hereby certify that the accompanying summary and detailed statements are true and correct to the best of my knowledge and belief and that the arithmetic accuracy of all numeric information has been verified.



Lisa B Riley, Chief Judge

,



Russell Hardy, Court Financial Manager

400 N. Virginia / PO Box
1776
Roswell, NM 88202-1776

575 622-2565 ext 123

rosdrfh@nmcourts.gov

Note: Appropriation Requests for agencies headed by a board or commission must be approved by the board or commission by official action and signed by the chairperson. Operating Budgets of other agencies must be signed by the director or secretary. Appropriation Requests not properly signed will be returned.

Agency Name: Fifth Judicial District Court
Program Name: Fifth Judicial District Court

Business Unit: 23500
Program Code: P235

**FY 28 OPERATING BUDGET REQUEST
ORGANIZATIONAL CHART
FORM S-2**

FIFTH JUDICIAL DISTRICT COURT - 142.0 TOTAL FTEs (Including 21 Judges)

ADMINISTRATION:	
	8 FTE's - CEO, DEPUTY CEO, CFO, HR ADMINISTRATOR, HR GENERALIST, 3 FISCAL STAFF
CHAVES:	40.5 FTE'S INCLUDING 4 JUDGES (Judge James Hudson, Judge Dustin Hunter, Judge Thomas Lilley, Judge Jared Kallunki)
DISTRICT CRT	CASA/CHAVES COUNTY CASA BOARD OF DIRECTORS; MEDIATION PROGRAM; WATER ADJUDICATION; ADULT DRUG COURT (1 FTE); PRETRIAL SERVICES; ALTERNATIVE DISPUTE RESOLUTION
EDDY:	27 FTE's INCLUDING 4 JUDGES (Judge Eileen Riordan, Chief Judge Lisa Riley, Judge David Finger, Judge AnneMarie Lewis),
DISTRICT CRT	CASA/EDDY COUNTY CASA BOARD OF DIRECTORS; MEDIATION PROGRAM; ALTERNATIVE DISPUTE RESOLUTION
LEA:	30 FTE'S INCLUDING 4 JUDGES (Judge Efren Cortez, Judge Mark Sanchez, Judge Lee Kirksey, Judge Michael H. Stone)
DISTRICT CRT	CASA/LEA COUNTY CASA BOARD OF DIRECTORS; MEDIATION PROGRAM; FAMILY REUNIFICATION DRUG COURT (1 FTE); PRETRIAL SERVICES; ALTERNATIVE DISPUTE RESOLUTION
ROSWELL:	13 FTE'S INCLUDING 2 JUDGES (Judge James Mason, Judge Keith Rogers)
MAGISTRATE	WARRANT ENFORCEMENT CLERK (1 FTE)
ARTESIA	4 FTE's INCLUDING 1 JUDGE (Judge Jimmy Foster)
MAGISTRATE	
CARLSBAD	10 FTE'S INCLUDING 2 JUDGES (Judge Megan Fish, Judge Kelly Callicoat)
MAGISTRATE	
HOBBS	8 FTE'S INCLUDING 2 JUDGES (Judge Willie Henry, Judge Clipper Miller)
MAGISTRATE	WARRANT ENFORCEMENT CLERK (1 FTE)
LOVINGTON	5.5 FTE'S INCLUDING 1 JUDGE (Judge Keith Clayton)
MAGISTRATE	WARRANT ENFORCEMENT CLERK (1 FTE)
EUNICE	4 FTE'S INCLUDING 1 JUDGE (Judge James Jones)
MAGISTRATE	

☐ Check Box if this form is a revision

Revision no:

Revision Date:

Page

BU PCode Department
23500 P235 000000

S-8 Financial Summary

(Dollars in Thousands)

		2025-26 Opbud	2025-26 Actuals	2026-27 Opbud	2027-28 PCF Proj	Base	----- FY 2028 Agency Request ----- Expansion	Total
REVENUE								
111	General Fund Transfers	15,707.2	14,840.5	16,208.2	0.0	17,164.7	687.5	17,852.2
112	Other Transfers	654.7	2,071.2	566.4	0.0	570.7	0.0	570.7
130	Other Revenues	393.0	6,448.9	395.6	0.0	395.6	0.0	395.6
150	Fund Balance	0.0	0.0	0.0	0.0	0.0	0.0	0.0
REVENUE, TRANSFERS		16,754.9	23,360.6	17,170.2	0.0	18,131.0	687.5	18,818.5
REVENUE		16,754.9	23,360.6	17,170.2	0.0	18,131.0	687.5	18,818.5
EXPENSE								
200	Personal services and employee benefits	14,869.2	15,281.7	15,312.0	16,482.6	16,271.3	571.0	16,842.3
300	Contractual services	1,251.2	953.9	1,217.0	0.0	1,216.2	105.0	1,321.2
400	Other	634.5	835.0	641.2	0.0	643.5	11.5	655.0
EXPENDITURES		16,754.9	17,070.6	17,170.2	16,482.55	18,131.0	687.5	18,818.5
EXPENSE		16,754.9	17,070.6	17,170.2	16,482.55	18,131.0	687.5	18,818.5
FTE POSITIONS								
810	Permanent	138.00	132.00	138.00	142.00	140.00	6.00	146.00
820	Term	1.00	0.00	5.00	0.00	2.00	0.00	2.00
FTEs		139.00	132.00	143.00	142.00	142.00	6.00	148.00
FTE POSITIONS		139.00	132.00	143.00	142.00	142.00	6.00	148.00

FIFTH JUDICIAL DISTRICT COURT (23500)
FY28 RECURRING GENERAL FUND: AGENCY APPROPRIATION REQUEST
CHANGES BY PROGRAM AND CATEGORY

Fifth Judicial District Court (P235)	Salaries and Benefits (200's)	Contractual Services (300's)	Other (400's)	Other Financing Uses (500's)	TOTAL
FY27 Operating Budget: General Fund	\$15,254.0	\$529.9	\$424.3	\$0.0	\$16,208.2
Increases (Decreases)					
GSD Rate Increases	\$301.2		\$4.2		\$305.4
GSD Rate Decrease (Audit)		(\$7.0)			(\$7.0)
Expansion - Court Services Specialist - 1 FTE	\$75.1				\$75.1
Expansion - Court Services Specialist - 1 FTE	\$75.1				\$75.1
Expansion - Pretrial Services Program Manager - 1 FTE	\$116.1				\$116.1
Expansion - Pretrial Services Program Leadworker - 1 FTE	\$104.1				\$104.1
Expansion - Pretrial Services Officer 2 - 1 FTE	\$92.5				\$92.5
Expansion - Pretrial Services Officer 2 - 1 FTE	\$92.5				\$92.5
Expansion - Pretrial Services Officer 1 - 1 FTE	\$82.9				\$82.9
Expansion - Pretrial Services Officer 1 - 1 FTE	\$82.9				\$82.9
Expansion - Pretrial Services Surveillance Testing		\$105.0			\$105.0
Expansion Pretrial Services Operational Costs			\$11.5		\$11.5
Estimated FY27 GSD Rate/Insurance Unfunded Amt	\$334.5				\$334.5
Estimated FY28 10% Benefit Increase	\$173.4				\$173.4
General fund increase/decrease #15 description					\$0.0
FY28 Request: General Fund	\$16,784.3	\$627.9	\$440.0	\$0.0	\$17,852.2
\$ increase over FY27	\$1,530.3	\$98.0	\$15.7	\$0.0	\$1,644.0
% increase over FY27	10.0%	18.5%	3.7%	#DIV/0!	10.1%

Rates Analysis

(One Tab Per Fund, in thousands)

Judicial Unit: BU23500 Fifth Judicial District Court

***Please use Whole Dollars for the Section Below!!**

GSD RATES and PREMIUMS

Account	FY27 OpBud	FY28 Base Rate	Diff
521400 EE/ER Workers Comp (FTE Count)	-	1,300.00	1,300.00
521401 GSD WC Premium	41,500.00	37,400.00	(4,100.00)
521500 Unemployment Comp	3,000.00	30,000.00	27,000.00
521600 Employer Liability Ins	133,400.00	410,400.00	277,000.00
Sub Total 200 Cat	177,900.00	479,100.00	301,200.00
535400 Audit (300 Cat)	31,900.00	24,900.00	(7,000.00)
542700 Auto Insurance	300.00	700.00	400.00
542800 Transportation Pool	-	-	-
543400 Property Insurance	-	100.00	100.00
545700 DoIT ISD Services	-	-	-
545710 DoIT HCM Assessment (FTE Count)	52,300.00	52,200.00	(100.00)
546601 DoIT Telecomm	7,900.00	11,700.00	3,800.00
Sub Total 400 Cat	60,500.00	64,700.00	4,200.00
TOTAL Diff	270,300.00	568,700.00	298,400.00

Do Not Enter Any Information

Type in Requested Information

Formula's - PLEASE Do Not Enter Information

Fifth Judicial District Court

State of New Mexico

BU PCode Department
23500 P235 000000

S-9 Account Code Revenue/Expenditure Summary
(Dollars in Thousands)

		2025-26	2025-26	2026-27	2027-28	----- FY 2028 Agency Request -----		
		Opbud	Actuals	Opbud	PCF Proj	Base	Expansion	Total
499105	General Fd. Appropriation	15,707.2	14,840.5	16,208.2	0.0	17,164.7	687.5	17,852.2
111	General Fund Transfers	15,707.2	14,840.5	16,208.2	0.0	17,164.7	687.5	17,852.2
425909	Other Services - Interagency	290.3	337.1	202.0	0.0	206.3	0.0	206.3
475109	Other Gifts-Grants-Interagency	0.0	1.5	0.0	0.0	0.0	0.0	0.0
499905	Other Financing Sources	364.4	1,732.6	364.4	0.0	364.4	0.0	364.4
112	Other Transfers	654.7	2,071.2	566.4	0.0	570.7	0.0	570.7
429102	State Chemist Fees	0.0	0.0	0.0	0.0	0.0	0.0	0.0
429602	Court Costs	328.0	235.9	330.6	0.0	330.6	0.0	330.6
434402	Payments For Care-Individuals	65.0	49.8	65.0	0.0	65.0	0.0	65.0
475101	Other Gifts & Grants	0.0	17.0	0.0	0.0	0.0	0.0	0.0
475150	Contributions	0.0	6,146.2	0.0	0.0	0.0	0.0	0.0
130	Other Revenues	393.0	6,448.9	395.6	0.0	395.6	0.0	395.6
325900	Restricted FB - Gov	0.0	4,423.7	0.0	0.0	0.0	0.0	0.0
328900	Unassigned FB - Gov	0.0	(4,423.7)	0.0	0.0	0.0	0.0	0.0
150	Fund Balance	0.0	0.0	0.0	0.0	0.0	0.0	0.0
TOTAL REVENUE		16,754.9	23,360.6	17,170.2	0.0	18,131.0	687.5	18,818.5
520000	Payroll	0.0	0.0	0.0	0.0	0.0	0.0	0.0
520100	Exempt Perm Positions P/T&F/T	10,996.5	10,517.0	10,497.8	11,477.0	10,602.0	404.0	11,006.0
520200	Term Positions	54.3	43.8	39.0	0.6	39.0	0.0	39.0
520600	Paid Unused Sick Leave	6.0	0.0	0.5	0.0	0.5	0.0	0.5
520700	Overtime & Other Premium Pay	0.1	119.6	0.1	0.0	0.1	0.0	0.1
520800	Annl & Comp Paid At Separation	1.0	38.0	0.1	0.0	0.1	0.0	0.1
521100	Group Insurance Premium	759.4	1,681.9	1,733.8	2,161.3	1,939.9	48.3	1,988.2
521200	Retirement Contributions	1,960.6	1,849.0	1,854.4	1,886.5	2,080.2	77.7	2,157.9
521300	F I C A	811.4	764.5	765.4	708.9	858.0	30.9	888.9
521400	Workers' Comp Assessment Fee	0.0	1.4	0.0	0.0	1.3	0.0	1.3
521410	GSD Work Comp Insur Premium	10.2	10.1	41.5	0.0	37.4	0.0	37.4
521500	Unemployment Comp Premium	11.5	11.2	3.0	0.0	30.0	0.0	30.0
521600	Employee Liability Ins Premium	23.6	23.6	133.4	0.0	410.4	0.0	410.4
521700	RHC Act Contributions	234.6	221.6	243.0	248.4	272.4	10.1	282.5
200	Personal services and employee benef	14,869.2	15,281.7	15,312.0	16,482.6	16,271.3	571.0	16,842.3
535100	Medical Services	131.4	48.8	126.1	0.0	92.0	0.0	92.0
535200	Professional Services	0.0	413.1	295.0	0.0	0.0	0.0	0.0

Fifth Judicial District Court

State of New Mexico

BU PCode Department
23500 P235 000000

S-9 Account Code Revenue/Expenditure Summary
(Dollars in Thousands)

		2025-26	2025-26	2026-27	2027-28	----- FY 2028 Agency Request -----		
		Opbud	Actuals	Opbud	PCF Proj	Base	Expansion	Total
535300	Other Services	1,092.1	463.7	764.0	0.0	1,099.3	105.0	1,204.3
535400	Audit Services	27.7	23.5	31.9	0.0	24.9	0.0	24.9
535999	Prior Year Expense Contractual	0.0	4.8	0.0	0.0	0.0	0.0	0.0
300	Contractual services	1,251.2	953.9	1,217.0	0.0	1,216.2	105.0	1,321.2
542100	Employee I/S Mileage & Fares	10.5	56.3	10.5	0.0	13.5	4.0	17.5
542200	Employee I/S Meals & Lodging	7.0	81.3	7.0	0.0	9.0	0.0	9.0
542500	Transp - Fuel & Oil	2.0	2.0	2.0	0.0	2.0	0.0	2.0
542600	Transp - Parts & Supplies	0.0	2.5	0.0	0.0	0.0	0.0	0.0
542700	Transp - Transp Insurance	0.3	0.3	0.3	0.0	0.7	0.0	0.7
543200	Maint - Furn, Fixt, Equipment	37.0	17.7	37.0	0.0	37.0	0.0	37.0
543400	Maint - Property Insurance	0.1	0.0	0.0	0.0	0.1	0.0	0.1
543500	Maint - Supplies	0.0	0.1	0.0	0.0	0.0	0.0	0.0
543820	Maintenance IT	0.0	5.2	0.0	0.0	0.0	0.0	0.0
543830	IT HW/SW Agreements	16.5	62.2	16.5	0.0	16.5	0.0	16.5
544000	Supply Inventory IT	85.2	125.1	74.2	0.0	74.8	0.0	74.8
544100	Supplies-Office Supplies	77.7	28.9	89.5	0.0	91.7	3.5	95.2
544200	Supplies-Medical, Lab, Personal	3.3	2.8	2.5	0.0	4.0	0.0	4.0
544400	Supplies-Field Supplies	0.0	0.4	0.0	0.0	0.0	0.0	0.0
544700	Supplies-Clothing, Uniforms, Linen	0.0	0.1	0.0	0.0	0.0	0.0	0.0
544800	Supplies-Education&Recreation	1.5	1.1	1.5	0.0	1.5	0.0	1.5
544900	Supplies-Inventory Exempt	6.0	31.3	6.0	0.0	5.5	0.0	5.5
545710	DOIT HCM Assessment Fees	48.3	48.7	52.3	0.0	52.2	0.0	52.2
545900	Printing & Photo Services	5.0	15.0	5.0	0.0	5.0	0.0	5.0
546100	Postage & Mail Services	75.1	51.9	75.1	0.0	75.1	0.0	75.1
546400	Rent Of Land & Buildings	0.0	1.7	0.0	0.0	0.0	0.0	0.0
546500	Rent Of Equipment	71.0	20.0	71.0	0.0	71.0	4.0	75.0
546600	Communications	104.9	106.9	104.9	0.0	104.9	0.0	104.9
546610	DOIT Telecommunications	5.1	6.8	7.9	0.0	11.7	0.0	11.7
546700	Subscriptions/Dues/License Fee	18.0	18.9	18.0	0.0	18.0	0.0	18.0
546800	Employee Training & Education	29.1	15.3	29.1	0.0	28.8	0.0	28.8
546900	Advertising	10.0	0.0	10.0	0.0	10.0	0.0	10.0
547900	Miscellaneous Expense	3.1	10.8	3.1	0.0	0.1	0.0	0.1
548300	Information Tech Equipment	0.0	32.1	0.0	0.0	0.0	0.0	0.0
548800	Automotive & Aircraft	0.0	83.4	0.0	0.0	0.0	0.0	0.0

Fifth Judicial District Court

State of New Mexico

BU PCode Department
23500 P235 000000

S-9 Account Code Revenue/Expenditure Summary
(Dollars in Thousands)

		2025-26	2025-26	2026-27	2027-28	----- FY 2028 Agency Request -----		
		Opbud	Actuals	Opbud	PCF Proj	Base	Expansion	Total
548882	Lease Interest	0.0	1.1	0.0	0.0	0.0	0.0	0.0
549600	Employee O/S Mileage & Fares	10.9	5.2	10.9	0.0	6.1	0.0	6.1
549700	Employee O/S Meals & Lodging	6.9	0.0	6.9	0.0	4.3	0.0	4.3
400	Other	634.5	835.0	641.2	0.0	643.5	11.5	655.0
TOTAL EXPENSE		16,754.9	17,070.6	17,170.2	16,482.6	18,131.0	687.5	18,818.5
810	Permanent	138.00	132.00	138.00	142.00	140.00	6.00	146.00
810	Permanent	138.00	132.00	138.00	142.00	140.00	6.00	146.00
820	Term	1.00	0.00	1.00	0.00	2.00	0.00	2.00
820	Term	1.00	0.00	1.00	0.00	2.00	0.00	2.00
TOTAL FTE POSITIONS		139.00	132.00	139.00	142.00	142.00	6.00	148.00

Fifth Judicial District Court

BU PCode Department
23500 P235 000000

State of New Mexico

S-9 Account Code Revenue Summary
(Dollars in Thousands)

		Provider PCode	2025-26 Opbud	2025-26 Actuals	2026-27 Opbud	2027-28 PCF Proj	----- FY 2028 Agency Request -----		
							Base	Expansion	Total
499105	General Fd. Appropriation		15,707.2	14,840.5	16,208.2	0.0	17,164.7	687.5	17,852.2
111	General Fund Transfers		15,707.2	14,840.5	16,208.2	0.0	17,164.7	687.5	17,852.2
425909	Other Services - Interagency		290.3	337.1	202.0	0.0	206.3	0.0	206.3
475109	Other Gifts-Grants-Interagency		0.0	1.5	0.0	0.0	0.0	0.0	0.0
499905	Other Financing Sources		364.4	1,732.6	364.4	0.0	364.4	0.0	364.4
112	Other Transfers		654.7	2,071.2	566.4	0.0	570.7	0.0	570.7
429102	State Chemist Fees		0.0	0.0	0.0	0.0	0.0	0.0	0.0
429602	Court Costs		328.0	235.9	330.6	0.0	330.6	0.0	330.6
434402	Payments For Care-Individuals		65.0	49.8	65.0	0.0	65.0	0.0	65.0
475101	Other Gifts & Grants		0.0	17.0	0.0	0.0	0.0	0.0	0.0
475150	Contributions		0.0	6,146.2	0.0	0.0	0.0	0.0	0.0
130	Other Revenues		393.0	6,448.9	395.6	0.0	395.6	0.0	395.6
325900	Restricted FB - Gov		0.0	4,423.7	0.0	0.0	0.0	0.0	0.0
328900	Unassigned FB - Gov		0.0	(4,423.7)	0.0	0.0	0.0	0.0	0.0
150	Fund Balance		0.0	0.0	0.0	0.0	0.0	0.0	0.0
TOTAL REVENUE			16,754.9	23,360.6	17,170.2	0.0	18,131.0	687.5	18,818.5

Fifth Judicial District Court

State of New Mexico

BU PCode Department
23500 P235 000000

S-9 Account Code Expenditure Summary
(Dollars in Thousands)

		2025-26 Opbud	2025-26 Actuals	2026-27 Opbud	2027-28 PCF Proj	----- FY 2028 Agency Request -----		
						Base	Expansion	Total
520000	Payroll	0.0	0.0	0.0	0.0	0.0	0.0	0.0
520100	Exempt Perm Positions P/T&F/T	10,996.5	10,517.0	10,497.8	11,477.0	10,602.0	404.0	11,006.0
520200	Term Positions	54.3	43.8	39.0	0.6	39.0	0.0	39.0
520600	Paid Unused Sick Leave	6.0	0.0	0.5	0.0	0.5	0.0	0.5
520700	Overtime & Other Premium Pay	0.1	119.6	0.1	0.0	0.1	0.0	0.1
520800	Annl & Comp Paid At Separation	1.0	38.0	0.1	0.0	0.1	0.0	0.1
521100	Group Insurance Premium	759.4	1,681.9	1,733.8	2,161.3	1,939.9	48.3	1,988.2
521200	Retirement Contributions	1,960.6	1,849.0	1,854.4	1,886.5	2,080.2	77.7	2,157.9
521300	F I C A	811.4	764.5	765.4	708.9	858.0	30.9	888.9
521400	Workers' Comp Assessment Fee	0.0	1.4	0.0	0.0	1.3	0.0	1.3
521410	GSD Work Comp Insur Premium	10.2	10.1	41.5	0.0	37.4	0.0	37.4
521500	Unemployment Comp Premium	11.5	11.2	3.0	0.0	30.0	0.0	30.0
521600	Employee Liability Ins Premium	23.6	23.6	133.4	0.0	410.4	0.0	410.4
521700	RHC Act Contributions	234.6	221.6	243.0	248.4	272.4	10.1	282.5
200	Personal services and employee	14,869.2	15,281.7	15,312.0	16,482.6	16,271.3	571.0	16,842.3
535100	Medical Services	131.4	48.8	126.1	0.0	92.0	0.0	92.0
535200	Professional Services	0.0	413.1	295.0	0.0	0.0	0.0	0.0
535300	Other Services	1,092.1	463.7	764.0	0.0	1,099.3	105.0	1,204.3
535400	Audit Services	27.7	23.5	31.9	0.0	24.9	0.0	24.9
535999	Prior Year Expense Contractual	0.0	4.8	0.0	0.0	0.0	0.0	0.0
300	Contractual services	1,251.2	953.9	1,217.0	0.0	1,216.2	105.0	1,321.2
542100	Employee I/S Mileage & Fares	10.5	56.3	10.5	0.0	13.5	4.0	17.5
542200	Employee I/S Meals & Lodging	7.0	81.3	7.0	0.0	9.0	0.0	9.0
542500	Transp - Fuel & Oil	2.0	2.0	2.0	0.0	2.0	0.0	2.0
542600	Transp - Parts & Supplies	0.0	2.5	0.0	0.0	0.0	0.0	0.0
542700	Transp - Transp Insurance	0.3	0.3	0.3	0.0	0.7	0.0	0.7
543200	Maint - Furn, Fixt, Equipment	37.0	17.7	37.0	0.0	37.0	0.0	37.0
543400	Maint - Property Insurance	0.1	0.0	0.0	0.0	0.1	0.0	0.1
543500	Maint - Supplies	0.0	0.1	0.0	0.0	0.0	0.0	0.0
543820	Maintenance IT	0.0	5.2	0.0	0.0	0.0	0.0	0.0
543830	IT HW/SW Agreements	16.5	62.2	16.5	0.0	16.5	0.0	16.5
544000	Supply Inventory IT	85.2	125.1	74.2	0.0	74.8	0.0	74.8
544100	Supplies-Office Supplies	77.7	28.9	89.5	0.0	91.7	3.5	95.2

Fifth Judicial District Court

State of New Mexico

BU PCode Department
23500 P235 000000

S-9 Account Code Expenditure Summary
(Dollars in Thousands)

		2025-26 Opbud	2025-26 Actuals	2026-27 Opbud	2027-28 PCF Proj	----- FY 2028 Agency Request -----		
						Base	Expansion	Total
544200	Supplies-Medical, Lab, Personal	3.3	2.8	2.5	0.0	4.0	0.0	4.0
544400	Supplies-Field Supplies	0.0	0.4	0.0	0.0	0.0	0.0	0.0
544700	Supplies-Clothing, Uniforms, Linen	0.0	0.1	0.0	0.0	0.0	0.0	0.0
544800	Supplies-Education & Recreation	1.5	1.1	1.5	0.0	1.5	0.0	1.5
544900	Supplies-Inventory Exempt	6.0	31.3	6.0	0.0	5.5	0.0	5.5
545710	DOIT HCM Assessment Fees	48.3	48.7	52.3	0.0	52.2	0.0	52.2
545900	Printing & Photo Services	5.0	15.0	5.0	0.0	5.0	0.0	5.0
546100	Postage & Mail Services	75.1	51.9	75.1	0.0	75.1	0.0	75.1
546400	Rent Of Land & Buildings	0.0	1.7	0.0	0.0	0.0	0.0	0.0
546500	Rent Of Equipment	71.0	20.0	71.0	0.0	71.0	4.0	75.0
546600	Communications	104.9	106.9	104.9	0.0	104.9	0.0	104.9
546610	DOIT Telecommunications	5.1	6.8	7.9	0.0	11.7	0.0	11.7
546700	Subscriptions/Dues/License Fee	18.0	18.9	18.0	0.0	18.0	0.0	18.0
546800	Employee Training & Education	29.1	15.3	29.1	0.0	28.8	0.0	28.8
546900	Advertising	10.0	0.0	10.0	0.0	10.0	0.0	10.0
547900	Miscellaneous Expense	3.1	10.8	3.1	0.0	0.1	0.0	0.1
548300	Information Tech Equipment	0.0	32.1	0.0	0.0	0.0	0.0	0.0
548800	Automotive & Aircraft	0.0	83.4	0.0	0.0	0.0	0.0	0.0
548882	Lease Interest	0.0	1.1	0.0	0.0	0.0	0.0	0.0
549600	Employee O/S Mileage & Fares	10.9	5.2	10.9	0.0	6.1	0.0	6.1
549700	Employee O/S Meals & Lodging	6.9	0.0	6.9	0.0	4.3	0.0	4.3
400	Other	634.5	835.0	641.2	0.0	643.5	11.5	655.0
TOTAL EXPENSE		16,754.9	17,070.6	17,170.2	16,482.55	18,131.0	687.5	18,818.5

APPROPRIATION REQUEST

FORM S-10 FUND BALANCE PROJECTION

(In Whole Dollars)

Agency:	<u>Fifth Judicial District Court</u>	Business Unit:	<u>23500</u>
Fund Name:	<u>ALTERNATIVE DISPUTE RESOLUTION</u>	Fund Number:	<u>68220</u>
Legal Auth.	<u>NMSA 1978, 34-6-44 & 34-6-45; 2017 HB131</u>		

BEGINNING BALANCE

Unreserved, undesignated fund balance (not cash balance) from SHARE NMS006GL Balance Sheet Report at close of FY26	<u>0</u>
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ADJUSTMENTS

Add:

Interfund receivables, accounts receivables, and other assets not reflected in fund balance from FCD Reports at close of FY26	<u>0</u>
Other (explain in detail)	<u>0</u>

Deduct:

Liabilities not reflected in FCD Reports at close of FY26	<u>0</u>
Fund balance designated by law for future expenditure (non-reverting funds)	<u>(496,000)</u>
Amount due to State General Fund or other fund designated by statute	<u>0</u>
Other (explain in detail)	<u>0</u>
FY26 revision not reflected in liabilities	<u>0</u>
Total Adjustments	<u>(496,000)</u>
ADJUSTED UNRESERVED, UNDESIGNATED FUND BALANCE at close of FY26	<u>(496,000)</u>

Add:

Projected revenue/sources (less fund balance budgeted) for FY27	<u>(68,900)</u>
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Deduct:

Projected total expenditures for FY27	<u>0</u>
ADJUSTED UNRESERVED/UNDESIGNATED FUND BALANCE at close of FY27	<u>(564,900)</u>

Add:

Projected revenue/sources (less fund balance requested) for FY28	<u>(90,000)</u>
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Deduct:

Total expenditures budgeted in appropriation request	<u>90,000</u>
ADJUSTED UNRESERVED/UNDESIGNATED FUND BALANCE at close of FY28	<u>(564,900)</u>

APPROPRIATION REQUEST

FORM S-10 FUND BALANCE PROJECTION

(In Whole Dollars)

Agency:	<u>Fifth Judicial District Court</u>	Business Unit:	<u>23500</u>
Fund Name:	<u>5th Jud. Dist./Mediation Prog.</u>	Fund Number:	<u>92500</u>
Legal Auth.	<u>NMSA 1978 40-12-1 through 40-12-6</u>		

BEGINNING BALANCE

Unreserved, undesignated fund balance (not cash balance) from SHARE NMS006GL Balance Sheet Report at close of FY26	<u>0</u>
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ADJUSTMENTS

Add:

Interfund receivables, accounts receivables, and other assets not reflected in fund balance from FCD Reports at close of FY26	<u>0</u>
Other (explain in detail)	<u>0</u>

Deduct:

Liabilities not reflected in FCD Reports at close of FY26	<u>0</u>
Fund balance designated by law for future expenditure (non-reverting funds)	<u>(275,200)</u>
Amount due to State General Fund or other fund designated by statute	<u>0</u>
Other (explain in detail)	<u>0</u>
FY26 revision not reflected in liabilities	<u>0</u>
Total Adjustments	<u>(275,200)</u>
ADJUSTED UNRESERVED, UNDESIGNATED FUND BALANCE at close of FY26	<u>(275,200)</u>

Add:

Projected revenue/sources (less fund balance budgeted) for FY27	<u>(94,200)</u>
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Deduct:

Projected total expenditures for FY27	<u>96,100</u>
ADJUSTED UNRESERVED/UNDESIGNATED FUND BALANCE at close of FY27	<u>(273,300)</u>

Add:

Projected revenue/sources (less fund balance requested) for FY28	<u>(65,000)</u>
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Deduct:

Total expenditures budgeted in appropriation request	<u>65,000</u>
ADJUSTED UNRESERVED/UNDESIGNATED FUND BALANCE at close of FY28	<u>(273,300)</u>

State of New Mexico
S-13 Line Items by Business Unit Expenditures
(Dollars in Thousands)

					2025-26	2026-27	Request		Recommendation		
BusUnit		Line Item			Actuals	Opbud	Base	Expansion	Base	Expansion	Opbud
23500	P235-R	Fifth Judicial District Court	521400	Workers' Comp Assessment Fee	1.35	0	1.3	0	0	0	0.0
			521410	GSD Work Comp Insur Premium	10.14	41.5	37.4	0	0	0	0.0
			521500	Unemployment Comp Premium	11.18	3	30	0	0	0	0.0
			521600	Employee Liability Ins Premium	23.55	133.4	410.4	0	0	0	0.0
			535400	Audit Services	23.51	31.9	24.9	0	0	0	0.0
			542700	Transp - Transp Insurance	0.28	0.3	0.7	0	0	0	0.0
			543400	Maint - Property Insurance	0	0	0.1	0	0	0	0.0
			545710	DOIT HCM Assessment Fees	48.65	52.3	52.2	0	0	0	0.0
			546610	DOIT Telecommunications	6.8	7.9	11.7	0	0	0	0.0
Subtotal for:	23500	P235-R	Fifth Judicial District Court	125.46	270.3	568.7	0	0	0	0.0	
23500					125.46	270.3	568.7	0	0	0	0.0

Totals by Line Item

			2025-26	2026-27	Request		Recommendation		
BusUnit	Line Item		Actuals	Opbud	Base	Expansion	Base	Expansion	Opbud
23500	521400	Workers' Comp Assessment Fee	1.35	0	1.3	0	0	0	0.0
	521410	GSD Work Comp Insur Premium	10.14	41.5	37.4	0	0	0	0.0
	521500	Unemployment Comp Premium	11.18	3	30	0	0	0	0.0
	521600	Employee Liability Ins Premium	23.55	133.4	410.4	0	0	0	0.0
	535400	Audit Services	23.51	31.9	24.9	0	0	0	0.0
	542700	Transp - Transp Insurance	0.28	0.3	0.7	0	0	0	0.0
	543400	Maint - Property Insurance	0	0	0.1	0	0	0	0.0
	545710	DOIT HCM Assessment Fees	48.65	52.3	52.2	0	0	0	0.0
	546610	DOIT Telecommunications	6.8	7.9	11.7	0	0	0	0.0
Grand Total			125.46	270.3	568.7	0	0	0	0.0

Program Description:

General Jurisdiction Court created by the Constitution of New Mexico. Includes the Fifth Judicial District Court (JDC), comprised of the three (3) district courts located in Chaves, Eddy, and Lea Counties as well as the six (6) magistrate courts located in Roswell, Artesia, Carlsbad, Hobbs, Lovington, and Eunice, New Mexico. The District Courts within the Fifth JDC provide the following services: Probate (probate of estates, conservatorship/guardianship cases); Adoptions; Domestic Relations/Family Law (divorce, domestic violence, child support enforcement, kinship/guardianship, and domestic relations mediation cases); Children's Court (juvenile delinquent, abuse and neglect, supervised visitation, and children's court mediation); Lower Court and Administrative Appeals; Court Appointed Special Advocates (CASA); Adult Drug Court in Chaves; Family Drug Court in Lea; and Civil matters (including Alternative Dispute Resolution). The Magistrate Courts within the Fifth JDC oversee Civil cases up to \$10,000; Felony preliminary hearings; Traffic violations; Misdemeanor offenses; and DWI/DUI offenses. The Fifth JDC also operates a DWI Magistrate Drug Court in Eddy County.

Major Issues and Accomplishments:

The Fifth Judicial District Court continues to have the second highest District Court caseload (14,324) and the third highest Magistrate Court caseload (17,139) within the Judiciary. Over the last four fiscal years the District Court has seen an average annual caseload growth of 3.4 % and Magistrate Court has seen an annual caseload growth of 1.4%. The Fifth Judicial District Court has a respectable average Time to Disposition rate for civil cases (218 days) and criminal cases (232 days) within the Judiciary. After three years of reductions in caseloads due to the COVID-19 pandemic, we have seen an increase of cases filed between FY23 and FY26. The effects of the COVID induced slowdown seems to be fading and a more normal routine appears to be returning. Although it is hard to predict future case growth we believe that pre-COVID caseloads are likely to materialize in the near future. We have seen a large increase in the number of IPRA requests being submitted to our court (132 in 2021, 220 in 2022, 263 in 2023, 545 in 2024, 955 in 2025, and 892 as of 8/20/2026). Therefore, our district is requesting two (2) Court Services Specialist positions for the Chaves District Court to assist with day-to-day operational activities for all three District Courts (Chaves, Eddy, and Lea). The plan is to use these two FTE to help compile, manage and maintain documentation for IPRA requests as well as for the Loss Prevention and Control program and the agency's ADA program as well as to assist with judicial appellate case preparation, internal fixed asset tracking, and other day-to-day activities. The Fifth Judicial District Court continues to struggle with recruiting and retaining qualified employees. In many cases, we are not able to compete with the private sector and with the Executive branch of the State of New Mexico, which makes it difficult to attract, select, and retain qualified employees. As a result, we believe that personnel services funding levels should be increased as much as possible to provide more competitive salaries to our current employees and to attract qualified candidates to fill vacant positions.

Overview of Request:

The Fifth JDC's FY28 Appropriation Request for funding from the General Fund, which was approved by the Supreme Court under the Unified Budget, is \$17,164.7, which represents an increase of \$956.5 (5.9%) above the approved FY27 operating budget GF amount of \$16,208.2. This increased funding will be used to create two (2.0) new FTE positions at an estimated cost of \$150.2 comprising the following: two (2) Court Services Specialist positions. The Court Services Specialist positions would be placed in the Chaves District Court to create a Court Services Division within the entire district to provide support with non-casework and special casework issues. These include, but are not limited to, training employees, providing support related to Loss Prevention and Control; IPRA request data compilation, ADA, Appellate case preparation, audio-visual troubleshooting and repair, and other day-to-day court operational issues that arise on a daily basis. The remaining \$806.3 requested is to offset GSD rate increases for FY28 totaling \$298.4, unfunded GSD rate/health insurance increases from FY27 totaling \$334.5, and an estimated 10% increase in FY28 benefits expenses totaling \$173.4.

P-1 Program Overview

Programmatic Changes: The only programmatic change for the Fifth Judicial District Court for FY28 involves our FY28 expansion request of \$687.5 to develop a Pretrial Services Program at the Chaves, Eddy, and Lea District Court facilities. We are currently operating a Pretrial Services Program via an MOU with the Administrative Offices of the Court (AOC) which received GRO funding in FY26 & FY27. The Supreme Court of New Mexico has mandated that each judicial district have their own Pretrial Services program that receives recurring general fund monies; therefore, we are requesting a Pretrial Services Program in FY28 to shift the funding away from AOC to the 5th JDC.

Base Budget Justification: Our agency's base budget increase requests for FY28 of \$956.5 are very simple and conservative and are comprised of the addition of two (2) FTE for two Court Services Specialists positions previously described above in the overview section (\$150.2) and increased funding for FY28 GSD rate increases (\$298.4), unfunded GSD rate/health insurance expenses from FY27 (\$334.5), and estimated FY28 benefits increases of \$173.4. As mentioned in the major issue section, 5th JDC Inspection of Public Records requests have increased significantly in the past few calendar years, growing from 263 in 2024 to 955 in 2025 (currently at 892 for 2026). This is a 263% increase. The manhours to respond to these requests are significant and take away from the normal day-to-day activities. Therefore the two Court Services Specialist positions are vital to help absorb this increased workload. Lastly, the GSD rates/health insurance expenses for FY28 are a cost that will have to be paid and therefore, must be funded through this request.

REV EXP COMPARISON

(Dollars in Thousands)

23500 - Fifth Judicial District Court					
P235 - Fifth Judicial District Court					
	General Fund	Other Funds	Other Transfers	Federal Funds	Total
SOURCES Totals	17,852.2	395.6	570.7	0.0	18,818.5
Personal services and employee benefits	16,739.9	47.0	55.4	0.0	16,842.3
Contractual services	627.9	220.0	473.3	0.0	1,321.2
Other	484.4	128.6	42.0	0.0	655
USES Total:	17,852.2	395.6	570.7	0.0	18,818.5
Net:	0.0	0.0	0.0	0.0	0.0

Fifth Judicial District Court FY28 Expansion Request

Rank: 1

New Initiative	2027-28 GF Sources	2027-28 OSF Sources	2027-28 ISF/ IAT Sources	2027-28 FF Sources	2027-28 Total Request	2027-28 Exec Recommendation
General Fund Transfers	687.5	0.0	0.0	0.0	687.5	0.0
REVENUE, TRANSFERS	687.5	0.0	0.0	0.0	687.5	0.0
Personal services and employee b	571.0	0.0	0.0	0.0	571.0	0.0
Contractual services	105.0	0.0	0.0	0.0	105.0	0.0
Other	11.5	0.0	0.0	0.0	11.5	0.0
EXPENDITURES	687.5	0.0	0.0	0.0	687.5	0.0
Permanent	0	0	0	0	6	
FTEs	0	0	0	0	6	0

Brief Description:

The Fifth Judicial District Court requests six new FTE positions to establish a new pretrial services department within the Chaves, Eddy, and Lea District Court locations. The Fifth Judicial District Court is currently operating a pretrial services department with funding (provided by GRO funds for FY26 and FY27) provided by the Administrative Office of the Courts via a MOU and transfer funding for FY26 & FY27. AOC has requested that we request general fund monies for FY28 to shift the funding away from AOC to the Fifth JDC.

Legislative Change: _____

Session Law Citation: _____

Legal Settlement: _____

Case Number or Citation: _____

EB-2 Expansion Fiscal Summary
(Dollars in Thousands)

Fifth Judicial District Court FY28 Expansion Request

Rank: 1

		2027-28 GF Sources	2027-28 OSF Sources	2027-28 ISF/ IAT Sources	2027-28 FF Sources	2027-28 Total Request	2027-28 Exec Recommendation
111	General Fund Transfers	687.5	0.0	0.0	0.0	687.5	0.0
REVENUE, TRANSFERS		687.5	0.0	0.0	0.0	687.5	0.0
200	Personal services and employee benefits	571.0	0.0	0.0	0.0	571.0	0.0
300	Contractual services	105.0	0.0	0.0	0.0	105.0	0.0
400	Other	11.5	0.0	0.0	0.0	11.5	0.0
EXPENDITURES		687.5	0.0	0.0	0.0	687.5	0.0
810	Permanent	0	0	0	0	6	0.0
FTEs		0	0	0	0	6	0

EB-3 Expansion Line Item Detail
(Dollars in Thousands)

Fifth Judicial District Court FY28 Expansion Request

Rank: 1

		2027-28 GF Sources	2027-28 OSF Sources	2027-28 ISF/IAT Sources	2027-28 FF Sources	2027-28 Total Request	2027-28 Exec Recommendation
520000	Payroll	0.0	0.0	0.0	0.0	0.0	0.0
520100	Exempt Perm Positions P/T&F/T	404.0	0.0	0.0	0.0	404.0	0.0
521100	Group Insurance Premium	48.3	0.0	0.0	0.0	48.3	0.0
521200	Retirement Contributions	77.7	0.0	0.0	0.0	77.7	0.0
521300	F I C A	30.9	0.0	0.0	0.0	30.9	0.0
521700	RHC Act Contributions	10.1	0.0	0.0	0.0	10.1	0.0
200	Personal services and employee benefits	571.0	0.0	0.0	0.0	571.0	0.0
535300	Other Services	105.0	0.0	0.0	0.0	105.0	0.0
300	Contractual services	105.0	0.0	0.0	0.0	105.0	0.0
542100	Employee I/S Mileage & Fares	4.0	0.0	0.0	0.0	4.0	0.0
544100	Supplies-Office Supplies	3.5	0.0	0.0	0.0	3.5	0.0
546500	Rent Of Equipment	4.0	0.0	0.0	0.0	4.0	0.0
400	Other	11.5	0.0	0.0	0.0	11.5	0.0
Total for Fifth Judicial District Court FY28 Expansion Request		687.5	0.0	0.0	0.0	687.5	0.0

Legislating for Results: Budget Development Tool

Agency Expansion Request Justification

New Mexico agencies making significant requests to expand agency budgets, other than workload changes, or for large special appropriations that appear to expand an agency's recurring budget are being asked to assess the proposals and report on their purpose, potential for success, and plans for implementation and accountability in accordance with the [Budget Guidelines of the New Mexico Legislative Finance Committee \(LFC\)](#) and LFC's [Legislating for Results Framework](#).

1 Program Premise

What public problem does this program seek to address? How will this program address the problem? Does the proposed program link to a goal in the agency's strategic plan?

What is the extent of the problem stated in numerical, geographic, and equity terms? What portion of the total need identified does this program seek to address?

2 Needs Assessment

3 Program Description

What specific activities in the program will achieve these expected program outcomes? What are costs per person or activity? Once the program is fully operational, what are the estimated ongoing annual costs?

Is the program based on evidence or research or a promising practice? Will it need formal evaluation?

4 Research and Evidence

5 Implementation Plan

What activities are needed to implement the program? How much will it cost? What is the timeline for each startup activity?

Will the program be implemented with equity and fidelity? Do you have a checklist of the program components need to achieve the impacts?

6 Fidelity Plan

7 Measurement and Evaluation

What specific outcomes are expected? What are key performance measures? How often will the program be measured and evaluated?

Agency and Expansion Request Information

Agency: **Fifth Judicial District Court**

Short Title of Request: **To establish a pretrial services program at the Fifth Judicial District Court, specifically at the Chaves, Eddy, and Lea District Court facilities in Southeast New Mexico.**

Point of contact for follow-up information:

Name: **Kennon Crowhurst**

Title: **Court Executive Officer**

Phone: (575) 622-2565

E-Mail: rosdkmc@nmcourts.gov

Is the requested expansion solely the result of a workload change? No

If yes, no further information is needed. If no, please provide narrative responses addressing item below.

1. Program Premise

In this section, provide information describing the problem this funding is proposed to address.

a. Why is this expansion needed and what problem or need it is attempting to address?

This request is for staffing and operational needs for a new court-based pretrial services program for this jurisdiction. The establishment of this program will allow courts to meet Supreme Court rules on pretrial release and detention, bringing courts more in line with New Mexico's legal framework. Judicial Officers will be provided with criminal history reports and the public safety assessment as tools to help inform release decisions. Additionally, it would create a supervision mechanism that would adhere to statewide pretrial standards, and monitor the conditions of release defendants are given during their pretrial release that include notification of non-compliance with court orders to the Judge and parties, as well as, a voluntary connection to community service providers to address defendant needs.

b. How does this request differ from existing programming?

Currently our district is operating a pretrial services program under an MOU with the Administrative Office of the Courts and transfer funding from AOC. As such, the Supreme Court of New Mexico has mandated that each district request recurring general fund funding for their Pretrial Services program. As such, there is not a court-based pretrial services program in this jurisdiction supported by recurring general fund funding to provide the monitoring of conditions of release for defendants during the defendants' pretrial release from custody. There are other similarly structured court-based pretrial services programs in other jurisdictions in NM that do provide these services. The new program will fall in line with the Administrative Office of the Courts (AOC) statewide standards and guidelines to ensure compliance with the law and best practices.

c. How does the requested program fit into the agency's strategic plan?

Under guidance of AOC, all New Mexico judicial jurisdictions are to have court-based pretrial services programs.

d. Has the agency developed a logic model describing the agency's theory of change?

The AOC Pretrial Justice Program (PJP) has developed implementation and sustainability strategies that follow nationally recognized evidence-based practices that our jurisdiction will follow.

e. If yes, please provide a copy of the logic model as a picture below or as an additional attachment with the form as part of the agency's submission in BFM. If no, please contact your LFC or DFA analyst for assistance in developing a logic model.

Role of Pretrial Services Agency

Risk Assessment	• Background investigation • Criminal history check • Validated Risk Assessment • Recommendations
Risk Management	• Supervision • Monitoring • Support
Service Integration	• Connections to Services
Performance Measurement	• Metrics • Satisfaction • Feedback/Data

2. Needs Assessment

In this section, provide specifics on the extent of the problem this proposal proposes to solve.

a. What is the extent of the problem to be addressed?

Currently there is not a court-based pretrial services program in this jurisdiction to provide the monitoring of conditions of release for defendants during their period of pretrial release from custody. Judges and parties in this jurisdiction also do not have access to a pretrial risk assessment instrument.

b. What is the total statewide need in numerical or geographic terms? If applicable, this may include a description and analysis of historically unserved or underserved populations.

Currently, the AOC Pretrial Justice Program (PJP) has worked with local courts to implement legal and evidence-based pretrial services programs in seven (7) of the thirteen (13) judicial districts in NM. The AOC's goal is to have court-based pretrial services programs in all judicial districts by FY28.

c. What percentage of the previously identified total statewide need does this request seek to address?

With approval of this request to fund the implementation of a pretrial services program in this jurisdiction, the State will move closer to 100% implementation of court operated pretrial services agencies by the end of FY28.

3. Program Description

In this section, provide information detailing activities, costs, and benefits of the proposal.

- a. How much is the agency's request for FY28 and from what source is the agency requesting additional funding?

The Fifth Judicial District Court is seeking \$687,500 from the General Fund to implement a Pretrial Services Program at the Chaves, Eddy, and Lea District Court facilities in Southeast New Mexico. Provide a list of specific activities that will be carried out if this request is granted.

- b. Provide a list of specific activities that will be carried out if this request is granted.

Supervision of pretrial-released defendants, monitoring of conditions of release (as ordered by a Judge) for defendants during the pretrial phase of their case, violation and success reports to Judges, District Attorneys, and Defense counsel, connection to community supportive services, meaningful contact with defendants, court date reminders, background investigation reports and public safety assessments to Judges for initial liberty hearings, after-hours GPS monitoring (if this condition is utilized by the jurisdiction).

- c. Provide a cost per unit for the funding (such as the cost per individual or cost per activity).

The total request is \$687,500 including \$571,000 in category 200 for personnel salary and benefits costs for six (6) FTE broken out as follows:

Pretrial Services Program Manager (1 FTE) at \$116,100 (total salary and benefits cost)

Pretrial Services Leadworker (1 FTE) at \$104,100 (total salary and benefits cost)

Pretrial Services Officer 2 (2 FTEs) at \$92,500 each (total salary and benefits cost)

Pretrial Services Officer 1 (2 FTEs) at \$92,900 each (total salary and benefits cost)

\$105,000 in category 300 for ankle monitoring and drug testing services, and \$11,500 in category 400 for office supplies, equipment rental, and in-State mileage/lodging expenses.

- d. If available and applicable, provide a benefit-to-cost ratio for this program (the total monetized benefits divided by total costs).
Since this is a new program for the 5th JDC, a cost-to-benefit ratio does not currently exist.
- e. Does the agency anticipate additional increases above the FY28 request will be needed in future years to continue to operate the program? If so, please describe these additional expenses and projections of future financial needs.

There exists the potential for a request to increase funding based on work-load assessments. The increase would be for additional staffing needs. The current request is based on a capacity analysis completed by the AOC Pretrial Justice Program. This analysis has been accurate to the needs of each jurisdiction who have implemented programs to this point and is reviewed annually.

4. Research and Evidence Categorization

In this section, provide information regarding the evidence and research supporting your request.

- a. As defined in New Mexico's Accountability in Government Act, specify whether your program is evidence-based, research-based, a promising program or practice, or none of the above.

The development and implementation of this pretrial services program will be overseen by the AOC PJP. In accordance with them, the developed and implemented practices for this court-based pretrial services program are evidence-based and research-based that are approved by the *National Institute of Corrections* (NIC), *National Association of Pretrial Service Agencies* (NAPSA), the *American Bar Association* (ABA) and *Advancing Pretrial Policy and Research* (APPR).

- b. Please provide any references or links to relevant research supporting your categorization. For example, sources may include published research or categorization provided by clearinghouse databases.

[NIC's A Framework for Pretrial Justice: Essential Elements of an Effective Pretrial System and Agency](#)
[New Mexico Administrative Office of the Courts Pretrial Justice Program 2023 Annual Report](#)

- c. How will you evaluate the program to confirm your categorization?

The AOC PJP has developed and utilizes a yearly site visit process to measure a site's fidelity to the model implemented and to assist with identifying areas of success, as well as, areas of improvement to support sustainability. The process entails a review of random cases from the pretrial services program to measure fidelity to the MOU between this jurisdiction & the AOC PJP and New Mexico Pretrial Justice Standards, as well as an in-person site visit to observe processes, hearings and gather feedback from local stakeholders. Performance measures, data reports, and quality assurance reports have been created and will be monitored by the local pretrial stakeholder team to ensure fidelity.

5. Implementation Plan

In this section, describe all activities related to implementation of your proposal (What, when, where, who, and how) by addressing the following items:

- a.** What are the training and startup requirements for the proposed program?

The AOC PJP has been leading the charge to implement pretrial service programs in all thirteen (13) judicial districts in NM, and the implementation of a court-based pretrial services program for this jurisdiction would follow suit. The AOC Pretrial Justice Program provides implementation oversight, staff training, local stakeholder education, guidelines & standards, technical assistance and yearly evaluations for sustainability. Most of the training is done virtually and the AOC PJP staff also conduct several on-site visits leading up to implementation. The Pretrial Program Manager, or Supervisor, for this jurisdiction, would become a part of the NM Pretrial Executives Network. This group meets virtually monthly and conducts a yearly summit training. Additionally, multiple pretrial staff and Judges are funded to attend the National Association of Pretrial Services Agencies annual conference.

- b.** Provide an estimated timeline for implementation of activities. Include planned benchmarks, milestones, and a target date for full implementation. If the request includes new FTE, provide your current vacancy rate and plan for recruitment.

It is estimated that from the time of hiring the Pretrial Services Program Manager, or Supervisor, for this jurisdiction's program, implementation would take approximately six (6) months to complete. The AOC Pretrial Justice Program has developed an implementation plan that has identified thirty-eight (38) benchmarks that must be completed for a successful implementation.

The current vacancy rate average for the Fifth Judicial District Court is 9.18% over the past twelve months. Our agency does not hold any vacant positions open for any length of time as we try to fill all vacant positions as quickly as possible.

Recruitment would include posting a Pretrial Services Program Manager and Leadworker, on the NM Courts website. The addition of subsequent staff: two Pretrial Service Officer 1 and two Pretrial Service Officer 2 positions, would be advertised as determined by the capacity analysis that the AOC PJP has developed and utilized in other jurisdictions.

6. Fidelity Plan

In this section, provide information regarding how you will ensure your proposal is delivered as intended.

- a.** Describe key components critical to the success of your program.

Recurring funding for the staffing of this jurisdiction's Pretrial Services Program staff. Collaboration with the AOC PJP. Participation from local stakeholders.

- b.** Provide a checklist or specific process metrics you will use to ensure component parts are implemented, including equity if applicable.

Pretrial Implementation Plan			
	Lead Person and/or Agency	Status/ Date of Completion	Comments/Related Materials
Site Capacity- Resource Need Assessment*	AOC/Court		
Present Overview in local site- CJCC or court to gain consensus and commitment to move forward*	AOC/Court		
Post and hire Pretrial Program Manager*	AOC and/or Court		
Odyssey Supervision Module Configuration for the Site	AOC Data Analyst/Program Manager/JID		
BI/PSA Unit to test PSA Configuration	AOC/BI PSA Unit		
Court and AOC MOU- includes NCIC and EMS (if applicable)*	AOC/Court		
Identify where the program will be housed/operational needs/set-up/equipment	CEO/AOC/Pretrial Program Manager		

Create implementation team	Site Leadership/AOC		
Begin training of new PM	AOC and Court		
Provide NIC Essential Elements Training*	AOC/NIC		
Conduct assessment of the Essential Elements within current system- System Analysis*	AOC/Committee		
All Pretrial Program Doc in OSM: Violation Reports, Request for BW, Stepdown	AOC/Pretrial Program Manager		
Develop/Review Pretrial Program Guidelines	AOC/Pretrial Program Manager		
Review operational polices/procedures	AOC/Pretrial Program Manager		
Develop Employee Safety Policy and daily operations SOP	AOC/Pretrial Program Manager		
Provide learning session to committee on the PSA and Pretrial Supervision-"What Is Risk". Present/Review PSA Release Matrix- Based on Supervision Model	AOC		
AOC/ BI/PSA and Detention Center Information Sharing Meeting*	BI PSA Unit/Jail		
Court Date Reminder System- Configured for Site	JID/AOC - CourtDate		

Provide Pretrial Program Guidelines to Committee	AOC/Pretrial Program Manager		
Determine EM use/need - yes: Training of PTS Staff and EMS Unit staff on EM software/hardware; EM training for PTS/EMS Unit staff with/out vendor; Provide EMS Unit SOP	AOC / JD Chief Judge / JD CEO / Pretrial Program Manager		
BI/PSA Unit to develop data sample (50-100) using the PSA for site	AOC/BI PSA Unit		
Create Pretrial Officer Positions and Post	AOC/HR/Pretrial Program Manager		
Staff hired			
Identification of justice partner emails for warrant application and issuance; Judge rotation and contact information	Pretrial Program Manager		
BI/PSA Unit and Detention Center- Beginning testing receiving information - Criminal complaints, booking sheets, warrants - Release information	BI/PSA Unit/Jail		

Develop process with PTS Program, Court TCAA and Judicial Specialist for: Request for Hearing; Request for BW; no judicial action, Pretrial Review of COR Violation Hearings- Pretrial Program sending to TCAA and then filing docs.	AOC/Pretrial Program Manager/Court Managers		
Communication and Education Plan- Develop Sub-Committee	AOC/AOC PIO Committee		
Training Court Managers/Judicial Specialists on Case Initiation BI/PSA Process - Pre Launch - Special guest - Entering COR's in Mag Court and District Court	AOC/BI PSA Unit Supervisor/Court Managers		
Vet Process for information and docs: DA, Defense, Judge and Court Managers for: Request for Violation Hearing	Pretrial Program Manager		
Identification of justice partner emails for warrant application and issuance; Judge rotation and contact information	AOC / Pretrial Program Manager		

Provide learning session to committee on the BIR/PSA and discuss reports	Committee		
Legal and Evidence Based Pre-Launch Overview	AOC/Pretrial Program Manager		
Training for various stakeholder groups such as DA, LOPD	AOC/Pretrial Program Manager		
District and Magistrate Judge Training	AOC/Pretrial Program Manager		
<i>Soft Launch Case Initiation and uploading of BIR/PSA in Odyssey- 1-2 weeks prior to go live*</i>	BI PSA Unit/Jail/Court Managers/ Court Staff		
Staff Training on Sup Mod and Reports	AOC/Pretrial Program Manager/AOC Data Analyst		
Training staff for Court Date Reminder	Pretrial Program Manager		
<i>Full Go-Live *</i>			

Click or tap here to enter text.

7. Measurement and Evaluation Plan

In this section, provide information about measuring outcomes and the impact of your proposal.

- a. What measurable outcome is the agency trying to achieve with the requested expansion?

Several measurable outcomes are expected with this expansion. The primary outcomes include increasing public safety (percentage of defendants who remain arrest free during the pretrial phase of a case) and increasing court appearance rates (percentage of defendants who do not fail to appear for any pretrial court hearings). The AOC PJP will be able to measure and provide data outcomes showing the pre-implementation data and post-implementation data of these two metrics. The AOC PJP has created a data infrastructure with the ability to provide additional performance measures and outcomes consistent with the “NIC Measuring What Matters” publication.

- b.** Will the requested program affect any existing performance measures?

Pretrial performance measures are currently provided to LFC for all existing pretrial programs. Measures for this jurisdiction will be included once implementation is complete.

- i.** If yes, which performance measures will be affected?

Pretrial Performance Measures.

- c.** What program outputs will the agency measure?

This jurisdiction's pretrial services Program Manager, or Supervisor, will complete a monthly report that will provide the following measured data points: Public Safety Assessments completed by Risk; Closed cases in Odyssey Supervision Module; number of new cases in Odyssey Supervision Module; rate of closed and new cases; number of new pretrial services intakes; monthly actively reporting defendants on pretrial services; actively reporting number of defendants on the last day of the month; total number of office visits by defendants on pretrial services supervision (both remote and in person); overall success rate (no new charges and no failure to appear by a defendant on pretrial services supervision); appearance rate (no failure to appears); no new charges rate; and no new violent charges rate.

- d.** What efficiency metrics will the agency monitor?

Click or tap here to enter text.

- e.** Does the agency have baseline data for the proposed measures?

Not currently, this will be a new program with no current baseline

Choose an item.

- i.** If yes, please provide baseline data.

Click or tap here to enter text.

- ii.** If no, when and how does the agency anticipate collecting baseline data?

Once release data is obtained from the local detention center, baseline data can begin being collected. After several months of processing release logs during implementation, pre- and post- implementation data can be gathered following processes already developed statewide.

- f.** How often will the agency collect and report on these performance metrics?

Monthly and yearly.

- g.** How do you plan to share the results of your program with the public and the Legislature?

Monthly program reports are shared with the pretrial stakeholder group for monitoring. The AOC PJP also provides quarterly performance measures to the LFC. The AOC PJP is also working to complete a public facing dashboard that will include pretrial data and measures available to the public and Legislature.

Fifth Judicial District Court

BU PCode
23500 P235

State of New Mexico

E4 PCode Detail
(Dollars in Thousands)

Fund	Account		2025-26	2026-27	2027-28	FY 2028 Agency Request				Total	Justification
			Actuals	Opbud	PCF Proj	GF	OSF	ISF/IAT	FF		
00000	520100	Exempt Perm Positions P/T&F/T	0.0	0.0	318.02	0.0	0.0	0.0	0.0	0.0	
00000	521100	Group Insurance Premium	0.0	0.0	32.92	0.0	0.0	0.0	0.0	0.0	
00000	521200	Retirement Contributions	0.0	0.0	72.04	0.0	0.0	0.0	0.0	0.0	
00000	521300	F I C A	0.0	0.0	19.64	0.0	0.0	0.0	0.0	0.0	
00000	521700	RHC Act Contributions	0.0	0.0	9.07	0.0	0.0	0.0	0.0	0.0	
14500	520100	Exempt Perm Positions P/T&F/T	10,517.0	10,497.8	11,158.93	10,557.6	44.4	0.0	0.0	10,602.0	FY28 Request to add two FTE for Court Services Specialist positions - estimated salary and benefits is \$75,100 each - total increase \$150,200
14500	520200	Term Positions	43.8	39.0	0.6	0.0	0.0	39.0	0.0	39.0	
14500	520600	Paid Unused Sick Leave	0.0	0.5	0	0.5	0.0	0.0	0.0	0.5	
14500	520700	Overtime & Other Premium Pay	119.6	0.1	0	0.1	0.0	0.0	0.0	0.1	
14500	520800	Annl & Comp Paid At Separation	38.0	0.1	0	0.1	0.0	0.0	0.0	0.1	
14500	521100	Group Insurance Premium	1,681.9	1,733.8	2,128.37	1,931.3	2.6	6.0	0.0	1,939.9	Increase associated with two new FTE requested plus \$190,000 estimated unfunded amt from FY27.
14500	521200	Retirement Contributions	1,849.0	1,854.4	1,814.41	2,073.4	0.0	6.8	0.0	2,080.2	Increase associated with two new FTE requested plus \$206,200 unfunded amt from FY27.
14500	521300	F I C A	764.5	765.4	689.22	855.3	0.0	2.7	0.0	858.0	Increase associated with two new FTE requested plus \$84,800 unfunded amt from FY27.
14500	521400	Workers' Comp Assessment Fee	1.4	0.0	0	1.3	0.0	0.0	0.0	1.3	GSD Rate Increase of \$1,300
14500	521410	GSD Work Comp Insur Premium	10.1	41.5	0	37.4	0.0	0.0	0.0	37.4	GSD Rate Decrease of \$4,100
14500	521500	Unemployment Comp Premium	11.2	3.0	0	30.0	0.0	0.0	0.0	30.0	GSD Rate Increase of \$27,000
14500	521600	Employee Liability Ins Premium	23.6	133.4	0	410.4	0.0	0.0	0.0	410.4	GSD Rate Increase of \$277,000
14500	521700	RHC Act Contributions	221.6	243.0	239.33	271.5	0.0	0.9	0.0	272.4	Increase associated with two new FTE requested plus \$26,900 estimated unfunded amt from FY27.
	200	Personal services and employee benef	15,281.7	15,312.0	16,482.55	16,168.9	47.0	55.4	0.0	16,271.3	
14500	542100	Employee I/S Mileage & Fares	56.3	10.5	0	7.0	0.0	6.5	0.0	13.5	
14500	542200	Employee I/S Meals & Lodging	81.3	7.0	0	2.5	0.0	6.5	0.0	9.0	
14500	542500	Transp - Fuel & Oil	2.0	2.0	0	2.0	0.0	0.0	0.0	2.0	
14500	542600	Transp - Parts & Supplies	2.5	0.0	0	0.0	0.0	0.0	0.0	0.0	
14500	542700	Transp - Transp Insurance	0.3	0.3	0	0.7	0.0	0.0	0.0	0.7	GSD Rate Increase of \$400
14500	543200	Maint - Furn, Fixt, Equipment	17.7	37.0	0	37.0	0.0	0.0	0.0	37.0	
14500	543400	Maint - Property Insurance	0.0	0.0	0	0.1	0.0	0.0	0.0	0.1	GSD Rate Increase of \$100

Fifth Judicial District Court

State of New Mexico

BU PCode
23500 P235

E4 PCode Detail
(Dollars in Thousands)

Fund	Account		2025-26 Actuals	2026-27 Opbud	2027-28 PCF Proj	FY 2028 Agency Request				Total	Justification
						GF	OSF	ISF/IAT	FF		
14500	543500	Maint - Supplies	0.1	0.0	0	0.0	0.0	0.0	0.0	0.0	
14500	543820	Maintenance IT	5.2	0.0	0	0.0	0.0	0.0	0.0	0.0	
14500	543830	IT HW/SW Agreements	62.2	16.5	0	16.5	0.0	0.0	0.0	16.5	
14500	544000	Supply Inventory IT	125.1	74.2	0	42.3	25.6	6.9	0.0	74.8	
14500	544100	Supplies-Office Supplies	28.9	89.5	0	17.1	70.0	4.6	0.0	91.7	
14500	544200	Supplies-Medical,Lab,Personal	2.8	2.5	0	0.0	0.0	4.0	0.0	4.0	
14500	544400	Supplies-Field Supplies	0.4	0.0	0	0.0	0.0	0.0	0.0	0.0	
14500	544700	Supplies-Clothng,Unifrms,Linen	0.1	0.0	0	0.0	0.0	0.0	0.0	0.0	
14500	544800	Supplies-Education&Recreation	1.1	1.5	0	0.0	0.0	1.5	0.0	1.5	
14500	544900	Supplies-Inventory Exempt	31.3	6.0	0	5.0	0.0	0.5	0.0	5.5	
14500	545710	DOIT HCM Assessment Fees	48.7	52.3	0	52.2	0.0	0.0	0.0	52.2	GSD Rate Decrease of \$100
14500	545900	Printing & Photo Services	15.0	5.0	0	5.0	0.0	0.0	0.0	5.0	
14500	546100	Postage & Mail Services	51.9	75.1	0	75.1	0.0	0.0	0.0	75.1	
14500	546400	Rent Of Land & Buildings	1.7	0.0	0	0.0	0.0	0.0	0.0	0.0	
14500	546500	Rent Of Equipment	20.0	71.0	0	67.0	0.0	4.0	0.0	71.0	
14500	546600	Communications	106.9	104.9	0	103.6	0.0	1.3	0.0	104.9	
14500	546610	DOIT Telecommunications	6.8	7.9	0	11.7	0.0	0.0	0.0	11.7	GSD Rate Increase of \$3,800
14500	546700	Subscriptions/Dues/License Fee	18.9	18.0	0	18.0	0.0	0.0	0.0	18.0	
14500	546800	Employee Training & Education	15.3	29.1	0	0.0	27.0	1.8	0.0	28.8	
14500	546900	Advertising	0.0	10.0	0	10.0	0.0	0.0	0.0	10.0	
14500	547900	Miscellaneous Expense	10.8	3.1	0	0.1	0.0	0.0	0.0	0.1	
14500	548300	Information Tech Equipment	32.1	0.0	0	0.0	0.0	0.0	0.0	0.0	
14500	548800	Automotive & Aircraft	83.4	0.0	0	0.0	0.0	0.0	0.0	0.0	
14500	548882	Lease Interest	1.1	0.0	0	0.0	0.0	0.0	0.0	0.0	
14500	549600	Employee O/S Mileage & Fares	5.2	10.9	0	0.0	3.5	2.6	0.0	6.1	
14500	549700	Employee O/S Meals & Lodging	0.0	6.9	0	0.0	2.5	1.8	0.0	4.3	
400	Other		835.0	641.2	0	472.9	128.6	42.0	0.0	643.5	
TOTAL EXPENSE			16,116.7	15,953.2		16,641.8	175.6	97.4	0.0	16,914.8	

State of New Mexico
Contract by PCode Detail
(Dollars in Thousands)

Fund	Account	#	Contract Purpose	Actuals	FY 2028 Agency Request				Total	Justification
					GF	OSF	ISF/IAT	FF		
14500	535100	Medical Services	1000	48.8	0.0	0.0	92.0	0.0	92.0	Drug Court therapeutic services, drug testing services
14500	535200	Professional Services	1000	413.1	0.0	0.0	0.0	0.0	0.0	
14500	535300	Other Services	1000	372.4	498.0	0.0	381.3	0.0	879.3	CASA Services, Magistrate Court security services, Drug Court surveillance services, Drug Court peer support and alumni coordinator services.
14500	535400	Audit Services	1000	23.5	24.9	0.0	0.0	0.0	24.9	FY27 Financial Audit Services
68220	535300	Other Services	1000	0.0	0.0	90.0	0.0	0.0	90.0	Fund 68220 Civil Mediation Services (Alternative Dispute Mediation)
92500	535300	Other Services	1000	91.3	0.0	130.0	0.0	0.0	130.0	Fund 925000 Domestic Mediation services and Supervised Exchange/ Supervised Visitation Services
92500	535999	Prior Year Expense Contractu	1000	4.8	0.0	0.0	0.0	0.0	0.0	
TOTAL EXPENSE				953.9	522.9	220.0	473.3	0.0	1,216.2	

DFA Performance Based Budgeting Data System

Annual Performance Report

Agency: 23500 Fifth Judicial District Court

Program: P235 Fifth Judicial District Court

The purpose of the fifth judicial district court program, statutorily created in Eddy, Chaves and Lea counties, is to provide access to justice, resolve disputes justly and timely and maintain accurate records of legal proceedings that affect rights and legal status to independently protect the rights and liberties guaranteed by the constitutions of New Mexico and the United States.

Performance Measures:		2025-26 Target	2025-26 Result	Met Target	Year End Result Narrative
Explanatory	Number of active cases pending	N/A	7,083	N/A	
Explanatory	Number of jury trials	N/A	74	N/A	
Outcome	Age of active pending civil cases, in days	540	290	Yes	
Outcome	Age of active pending criminal cases, in days	365	221	Yes	
Outcome	Number of days to disposition for civil cases	540	215	Yes	
Outcome	Number of days to disposition for criminal cases	365	241	Yes	
Output	The number of outgoing cases as a percentage of the number of incoming cases	100%	101%	Yes	

P235	Fifth Judicial District Court					
Purpose:	The purpose of the fifth judicial district court program, statutorily created in Eddy, Chaves and Lea counties, is to provide access to justice, resolve disputes justly and timely and maintain accurate records of legal proceedings that affect rights and legal status to independently protect the rights and liberties guaranteed by the constitutions of New Mexico and the United States.					
Performance Measures:		2024-25 Actual	2025-26 Actual	2026-27 Budget	2027-28 Request	2027-28 Recomm
Output	The number of outgoing cases as a percentage of the number of incoming cases	97%	101%	100%	100%	
Outcome	Number of days to disposition for civil cases	206	215	540	540	
Outcome	Age of active pending criminal cases, in days	254	221	305	305	
Outcome	Number of days to disposition for criminal cases	244	241	295	295	
Outcome	Age of active pending civil cases, in days	293	290	540	540	
Explanatory	Number of jury trials	79	74	N/A	N/A	
Explanatory	Number of active cases pending	7,243	7,083	N/A	N/A	



New Mexico Judiciary Strategic Campaign 2022-2026

DATE

31 October 2022

PREPARED FOR

New Mexico Supreme
Court

PREPARED BY

National Center for
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MESSAGE FROM THE CHIEF JUSTICE



On behalf of New Mexico's Judiciary, it is my pleasure to introduce our 2022-2026 Strategic Campaign. This campaign recognizes our constitutional obligation to provide justice with the highest level of integrity for all New Mexicans. Through our strategic planning process, we developed key objectives guided by five primary themes or strategies. I hope you will join us in working to achieve the objectives identified under each theme over the course of the next few years.

Some objectives are well on their way to implementation, while others will take more time and thoughtful planning - all are critically important and achievable.

This campaign is the work of the New Mexico Judicial Council (NMJC) and our Strategic Planning Steering Committee, with assistance from the National Center for State Courts and the State Justice Institute. The 2022-2026 strategic planning process began with the development of themes and objectives through a survey of judges and court staff and interviews with each of the members of the Supreme Court and selected Chief Judges and Chief Court Executives. The results of this preliminary work were brought to the June 2022 meeting of the NMJC. A two-day session refined the emerging themes and identified key objectives for the plan. Throughout the project, NCSC staff worked with the Steering Committee to provide guidance and input into the ultimate plan.

I am thankful to all of those who participated in the campaign, and trust that the Judiciary's strategic plan is an accurate reflection of our justice community's aspirations. This engaging and thoughtful process provided the structure to better address the challenges of our communities, increase public trust and confidence in our courts, and improve our services for all. I encourage continued support of the innovative and forward-thinking objectives described in this campaign. To all who join us in implementing our goals, we thank you for sharing our mission to provide fair, accessible, and timely justice and our resolution to resolve disputes with impartiality and the highest level of integrity. Your participation can ensure we achieve that mission, and we are committed to working together for the benefit of all New Mexicans

C. Shannon Bacon
Chief Justice

INTRODUCTION

The COVID 19 pandemic created unheralded challenges for the Judicial Branch, but thanks to the dedication and professionalism of judges and court staff, the New Mexico courts never closed, and remained fully accessible throughout the epidemic. Judges, court executives, and court employees pivoted quickly to adjust modes of operation to provide many court services online. This required dealing with a host of technological and human resource issues.

The public has responded favorably to many of these changes. However, like other courts nationally, this “new normal” has presented both complications and opportunities. The **New Mexico Judiciary Strategic Campaign** represents a four-year (2022-2026) strategic effort that provides a road map for long-term change.

Mission

The New Mexico Judiciary provides fair, accessible, and timely justice and resolves disputes with impartiality and the highest level of integrity.

As statewide input from interviews, surveys, focus groups, and a retreat of Judicial Branch leaders makes clear, members of the New Mexico Branch are devoted to serving courts users; preserving the innovation gains realized during the pandemic; and pursuing the opportunity to further enhance public trust and confidence in the New Mexico Judicial Branch. Members of our Branch expressed great respect for each other and the professionalism routinely demonstrated across all courts in the state.

This strategic campaign is designed to be a living document to help guide the New Mexico Judicial Branch as it moves into the future. It is a result of an extensive collaborative approach. Judicial Branch leaders identified a set of core values shared by our judges and staff. Themes and objectives were identified to support these core values. Commentary that emerged in the various interviews and meetings is included below each objective to provide context. Finally,

New Mexico Courts Uphold these Core Values

- *Acting as an Independent Branch of Government*
 - *Exhibiting Impartiality in all Matters*
 - *Safeguarding Equality Before the Law*
 - *Demonstrating Integrity*
 - *Protecting Individual Rights*
 - *Providing Fair, Accessible, and Timely Justice*
-

Appendix A provides a concrete Operational Plan necessary to achieve these objectives. The objectives are listed in order of importance, as identified by members of the campaign Steering Committee. A timeline and designation of the entity accountable for each objective is noted.

The key objectives in this campaign are guided by the following five primary themes or strategies:

1. Foster unified judicial leadership and continuity in developing judicial policy initiatives by developing strong and consistent leadership;
2. Enhance public access to New Mexico courts using technology and expanding self-represented litigant services;
3. Address critical infrastructure, security, and resource needs;
4. Strengthen the expertise, talents, and professionalism of judges and court staff; and,
5. Improve public trust and confidence in the New Mexico courts.

APPROACH

The Chief Justice of New Mexico brought together a Steering Committee of court leaders to work with staff from the National Center for State Courts to develop this strategic campaign. The Chief Justice emphasized the need to obtain broad input and to incorporate that input into the plan. This was accomplished through interviews with key judicial branch leaders, a planning retreat with the New Mexico Judicial Council, a brief survey of judges and court executives who were not able to attend the retreat, and two focus groups with court staff.

The Judicial Council met for two days in late June 2022. A background report was provided to the Judicial Council before the retreat.¹ The Chief Judges gathered on the first day of the retreat to identify key themes and major objectives for the strategic plan. They were joined on the second day by the Chief Executive Officers. The charge on day two was to prioritize the objectives derived from day one into short-term and long-term goals. In addition, participants discussed the impact of implementing these objectives in their courts.

Following the retreat, the National Center for State Courts staff developed a report with possible themes and objectives for review by the Steering Committee.² To assure that court staff had input into the plan, two focus groups were held in November 2022 to review and comment upon the draft Strategic Campaign results.

THEMES AND KEY OBJECTIVES

Five themes with nineteen key objectives emerged as shown below. They are listed with brief commentary to give more context to the objectives. The objectives are listed in order of importance as recommended by the Steering Committee.

Theme 1. Foster Unified Judicial Leadership and Continuity in Developing Judicial Policy Initiatives by Developing Strong and Consistent Leadership.

Objective 1.1: Develop robust leadership training for Chief Judges and Chief Executive Officers that clarifies their respective roles and leads to the building of productive pairs.

¹ See “Background Report for the Strategic Planning Retreat with the New Mexico Judicial Council”, June 2022.

² See “New Mexico Judicial Council Retreat—Report”, June 27-28, 2022.

Comment: Leadership training is distinct from management training. Leadership training includes topics such as relationship building, strategic planning, communication skills, and how to act as a leader in the community. In addition, Chief Judges and Chief Executive Officers need training on management skills such as budget, human resources, performance management, and how to form productive pairs.

Objective 1.2: Develop innovative and effective internal communication processes to provide internal transparency to policy decision making. This includes the development of forms and establishment of judicial programs.

Comment: Fairness is a key value of the New Mexico Judiciary. Trust is a critical component of perceived fairness because not all members of an organization can participate in all decisions that affect them.³ To build trust, effective communication strategies are needed that engage employees, capitalize on “round table” candidness, and keep key people informed. Effective communication can build a strong bridge between the AOC and the frontline staff.

Objective 1.3: Develop a vigorous external communication program designed to enhance transparency, by demonstrating the courts’ core values in order to increase public trust and confidence in the New Mexico Judiciary.

Comment: An external communication plan should be developed for justice system partners and the public that would advance civics education, communicate the work of the judiciary, and combat misinformation and disinformation. Chief Judges are effective

³ Natalia Cuguero-Escoget, “Justice to Generate Trust, Two Aspects of Human Relationships in Management,” published April 2, 2022, accessed at <https://www.intechopen.com/online-first/81062>

conveners of justice partners to address challenges in coordinating existing programs, establishing new programs, and addressing funding shortfalls.

Objective 1.4: Review Rule 23-109 on the length of a Chief Judge's term of office, and the appointment process for the Chief Judge, and the duties and responsibilities of the Chief Judge.

Comment: Having strong and consistent leadership requires clarity of roles and responsibilities, training, and continuity. Current rules relating to Chief Judges' terms of office, the appointment and succession process, and the core functions and expectations of the Chief Judge should be reviewed and developed, where needed developed.

Theme 2: Enhance Public Access to New Mexico Courts Using Technology and Expanding Self-Represented Litigant (SRL) Services.

Objective 2.1: Establish a committee to review the benefits and challenges of the expanded use of remote hearings and make recommendations to the Supreme Court on what innovations in this area should be retained and how they should be administered statewide.

Comment: During the pandemic, judges, court executives, and court employees pivoted quickly to new methods of providing services to court users through remote-access technology. The Judiciary recognizes the benefits of these innovations, but there are still significant challenges in how remote hearings are managed, what cases they should be used in, which types of hearing should preclude the use of remote technology, and how to provide access to technology in remote areas that lack internet access or access to computers.

Objective 2.2: Assess the critical needs of SRLs and develop a comprehensive strategy to expand self-help programs throughout New Mexico similar to the model successfully implemented in Alaska.

Comment: The Foreclosure Settlement Program (FSP) has been successful and should be permanently funded for statewide implementation. This effort could serve as a model to develop court programs addressing behavioral health, the elderly, and the disabled. Logistical services could be expanded to provide hearing notifications through

text and emails on a statewide basis. SRLs should have electronic access to their case documents in all case types. A guiding principle is to serve litigants where they are located. Initial efforts should include developing a centralized self-help assistance program housed in the AOC which would benefit all districts and specifically the needs of SRLs in rural areas.

Objective 2.3: Investigate ways to provide the public with more flexible approaches to access the courts.

Comment: This might include leveraging metropolitan resources into rural areas, considering changes to pro bono rules, changing court schedules to be more flexible, and eliminating the requirement for in-person appearance for limited hearings. In addition, this effort should consider consolidating probate and municipal courts into magistrate courts. Magistrate court services should be expanded and improved by enhancing magistrate judges' qualifications, making these courts of record whose decisions can be appealed, and expanding the magistrate court's jurisdiction to adjacent counties.

Objective 2.4: Develop robust self-help "Justice Stations" throughout the state that utilize innovative technology and house other self-help services to assist litigants navigating their court interactions.

Comment: More technology infrastructure is needed to support remote hearings. Justice Stations would utilize technology pods with hot spots located in various public locations such as libraries, community centers, and high traffic businesses. More study is needed to develop the concept including the identification of the funding and management requirements.

Objective 2.5: Expand statewide non-lawyer services to litigants.

Comment: This would include expanded use of mediation and arbitration services throughout the state. Other non-lawyer legal models should be developed similar to the nurse practitioner in the medical profession where legal services can be provided independently but under supervision protocols. A more robust website and better self-help services are needed. It is recognized that courts must work with their justice partners to build solutions.

Theme 3: Address Critical Infrastructure, Security, and Resource Needs.

Objective 3.1: Increase judicial and court employee compensation to enable the courts to attract and retain well-qualified personnel.

Comment: Salaries for judges and staff are lagging behind salaries in the private sector, other states, and the New Mexico Executive Branch. Judicial compensation needs to improve in order to increase the Judiciary's ability to recruit and retain mid-career judges and judges from the private sector. In addition, retirement benefits have eroded over the years. Improving these conditions would help with judicial and court employee recruitment. In addition, modifications to New Mexico's Public Employee Retirement Association (PERA) should be investigated which would improve advice provided to judges by PERA staff.

Objective 3.2: Pursue increased funding for technology-related initiatives including expansion of internet availability. Also, hardware and software enhancements are needed to improve public access to court records and electronic filing systems.

Comment: A common thread that touched each of the five themes was the need for greater technology capacity.

Objective 3.3: Move the functions and funding of the Judicial Education Center (JEC) to the AOC's Education Services Division and provide increased funding to support the necessary trainings.

Comment: Adequate training for judges and judicial employees is critical to supporting a modern justice system in New Mexico. There is an underlying structural issue that needs to be addressed to develop the necessary training and improve accountability. This entails moving the current funding and functions from the JEC to the Administrative Office of the Courts. This is particularly important as specific training in leadership and management recommended in the next theme are pursued.

Objective 3.4: Secure adequate courthouse funding at the state and local levels to improve court security and improve outdated court facilities.

Comment: Court facilities in many locations across the state are aging, crowded, and need maintenance. Better security is needed in all courts and especially in the rural areas of the state.

Theme 4: Strengthen the expertise, talents, and professionalism of judges and court staff.

Objective 4.1: Develop a comprehensive training program that addresses leadership, communication, and judicial management skills within the AOC's Education Services Division.

Comment: A comprehensive training program on leadership is a cornerstone to maintaining continuity as judicial leaders succeed each other. These trainings should include potential leadership candidates as part of the succession planning process. Chief Judges and Chief Court Executives would benefit from training as productive pairs. Court staff need training on core case processing procedures, data entry, customer service, and managing challenging litigants.

Objective 4.2: Establish a program within the AOC to provide internal advancement opportunities for judicial employees.

Comment: More programs are needed to develop career paths for key employees to retain and develop a well-trained workforce.

Theme 5: Improve public trust and confidence in the New Mexico courts.

Objective 5.1: Develop a program to educate judges on community outreach within the AOC's Education Services Division.

Comment: More effort should be made to combat misinformation and disinformation and assist with responses to the media. Chief Judges and Chief Executive Officers should be trained on how to respond to issues raised by the media. This would include the types of documents that would address the issue (orders, copies of the record, and/or press releases). Other initiatives could include:

- How judges can engage with their communities through community outreach, focus groups, and media engagements.

- Reaching out to jurors as advocates of the Judiciary.
- Developing a community engagement toolkit for judges.

Objective 5.2. Develop a plan to eliminate court reliance on fees and replace that revenue with general fund appropriations.

Comment: The current practice of relying on fees to fund New Mexico courts not only poses a barrier to accessing courts but contributes to an erosion of public trust and confidence because it creates a perception that courts may have a financial stake in their own rulings.

Objective 5.3: Review the judicial selection process to assure all judicial candidates are vetted by a nominating commission and extend the period before an appointed judge runs for election.

Comment: An outside entity, such as the National Center for State Courts, should be asked to review the judicial evaluation process based on experiences from other states that have evaluation commissions.

Objective 5.4: Investigate programs that would engage the bar association, legal educators, and justice partners as spokespersons for the Judiciary.

Comment: New Mexico should investigate the benefit of using a coalition of retired judges and attorneys to act as spokespersons for the courts. For example, California formed the Judicial Fairness Coalition using retired judges and private attorneys to help explain things about which sitting judges are prohibited from speaking. Such a group can better clarify information and address misinformation or attacks on judges.

NEXT STEPS

The New Mexico Judiciary Strategic Campaign for 2022-2026 is designed to provide a framework for the New Mexico Judiciary to address major structural, resource, and training

initiatives. It is intended to capitalize on the desire of judicial leadership to create an atmosphere of teamwork by allowing for adequate input and appreciation for various points of view within the branch. It is intended to provide a vehicle for the Judiciary to integrate goals and objectives into the organization that transcend and guide leadership changes. This Strategic Campaign has two parts. The first is the identification and prioritization of key themes and objectives. The second part begins with the initial Operational Plan in Appendix A that lists the timeline and the responsible entity for each objective. The next step in the operational plan is to identify the deliverable and possible outcomes for each objective.

APPENDIX A: OPERATIONAL PLAN

New Mexico Strategic Plan Objectives: Timelines and Responsibility			
Theme 1: Foster Unified Judicial Leadership and Continuity in Developing Judicial Policy Initiatives by Developing Strong and Consistent Leadership		Timeline	Lead/Responsible Entity
		• Short term: 1-2 years • Medium Term: 2-3 Years • Long -Term: 3-4 Years • Immediate and On-going	
1.1	Develop robust leadership training for Chief Judges and Chief Executive Officers that clarifies their respective roles and leads to the building of productive pairs.	Short-Term	NMJC and Judicial Education Center (JEC)
1.2	Develop innovative and effective internal communication processes to provide internal transparency to policy decision-making. This includes the development of forms and establishment of judicial programs.	Medium-Term	NMJC
1.3	Develop a vigorous external communication program designed to enhance transparency, by demonstrating the courts' core values in order to increase public trust and confidence in the New Mexico Judiciary.	Medium-Term	NMJC and Administrative Office of the Courts (AOC)

1.4	Review Rule 23-109 on the length of a Chief Judge's term of office and the appointment process for the Chief Judge, and the duties and responsibilities of the Chief Judge.	Short-Term	New Mexico Judicial Council (NMJC)
Theme 2: Enhance Public Access to New Mexico Courts Using Technology and Expanding Self-Represented Litigant (SRL) Services.		Timeline	Lead/Responsible Entity
2.1	Establish a committee to review the benefits and challenges of the expanded use of remote hearings and make recommendations to the Supreme Court on what innovations in this area should be retained and how they should be administered statewide.	Immediate and On-going	Supreme Court and Remote/In-Person Committee
2.2	Assess the critical needs of SRLs and develop a comprehensive strategy to expand self-help programs throughout New Mexico similar to the model successfully implemented in Alaska.	Short-Term	Chief Justice, AOC, and Access 2 Justice (A2J) Committee
2.3	Investigate ways to provide the public with more flexible approaches to access the courts.	Immediate and On-Going	AOC and NMJC
2.4	Develop robust self-help "Justice Stations" throughout the state that utilize innovative technology and house other self-help services to	Short-Term	Chief Justice and AOC

	assist litigants navigating their court interactions.		
2.5	Expand statewide non-lawyer services to litigants.	Medium-Term	Supreme Court, AOC, and Committee
Theme 3: Address Critical Infrastructure, Security, and Resource Needs		Timeline	Lead/Responsible Entity
3.1	Increase judicial and court employee compensation to enable the courts to attract and retain well-qualified personnel.	Immediate and On-Going	Supreme Court, AOC, and Budget Committee
3.2	Pursue increased funding for technology-related initiatives including expansion of internet availability. Also, hardware and software enhancements are needed to improve public access to court records and electronic filing systems.	Short-Term	Supreme Court, AOC, and JID
3.3	Move the functions and funding of the Judicial Education Center (JEC) to the Education Services Division and provide increased funding to support the necessary trainings.	Immediate and On-Going	Supreme Court and AOC
3.4	Secure adequate courthouse funding at the state and local levels to improve court security	Security: Immediate and On-Going	Supreme Court, AOC, and NMJC

	and improve outdated court facilities.	Facilities: Medium-Term	
Theme 4: Strengthen the expertise, talents, and professionalism of judges and court staff.		Timeline	Lead/Responsible Entity
4.1	Develop a comprehensive training program that addresses leadership, communication, and judicial management skills within the AOC's Education Services Division.	Short-Term	JEC and AOC
4.2	Establish a program within the AOC to provide internal advancement opportunities for judicial employees.	Medium-Term	JEC and AOC
Theme 5: Improve public trust and confidence in the New Mexico courts.		Timeline	Lead/Responsible Entity
5.1	Develop a program to educate judges on community outreach within the AOC's Education Services Division.	Short-Term	AOC
5.2	Develop a plan to eliminate court reliance on fees and replace that revenue with general fund appropriations.	Immediate and On-Going	Supreme Court and AOC
5.3	Review the judicial selection process to assure all judicial candidates are vetted by a nominating commission and extend the period before an appointed judge runs for election.	Short-Term	Supreme Court and AOC

5.4	Investigate programs that would engage the bar association, legal educators, and justice partners as spokespersons for the Judiciary.	Medium-Term	Supreme Court and AOC
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