



## **NEW MEXICO MUNICIPAL COURT AUTOMATION PROGRAM MONTHLY ELECTRONIC DWI CONVICTION REPORTING & DWI CONVICTION REPORT CHANGE REQUESTS BEST PRACTICES & INSTRUCTIONS**

---

All New Mexico Municipal Courts who hear DWI cases should be reporting dispositions electronically to MCAP on a monthly basis. Reporting is accomplished by:

- Entering case dispositions. The case lookup application only displays a few details however it's important for them to be correct for public access. The filing date, charges, citation, initial and final plea, disposition and disposition date, the Judge who adjudicated the case, and party information are key to the information being available to the public.
- Pay attention to punctuation. Please do not use or submit periods after middle initials, apostrophes or quotes in height information. Dashes (-) to indicate hyphenated names are acceptable.
- Use your CMS (Case Management System) to run reports that verify data, and then run the applications that create the zip files you will be uploading. If you need assistance with the CMS tools, contact your CMS support provider.
- Use Filezilla to connect to the municourt ftp site and transfer your zip file for processing. You can review the files by saving the zip file to your computer and using your notepad application to open them. The case information is in several (up to 11) individual files and is delimited, or separated by the "|" symbol.
- You will receive an email confirmation that your cases have been uploaded. Please respond as soon as possible to any questions about the data to expedite the process.

If you have a change in the case disposition or need to update any other case information that appears in the Case Lookup application, you will need to complete a change request. Two forms are available:

- (1) DWI Change Request - Single Case. This form allows to you update any case information for one case. Use the Case Lookup application to verify any information before you request changes, and determine the field label (ex. FILING DATE).
- (2) DWI Disposition Change Request – specifically for updating final disposition codes on up to four cases. Use the Case Lookup application to verify any information before you request changes.
- The acceptable case disposition codes are listed at the bottom of each form for your convenience. If you are requesting that the case disposition be changed, your Judges signature is required on the form.
- Email or fax completed forms to the email address/number listed below. Save the postage, no need to mail in hard copies.

|   |   |
|---|---|
| Municipal Court Automation Program<br>2905 Rodeo Park Drive East, Bldg. 5<br>Santa Fe, NM 87505 | NM Courts Case Lookup: <a href="http://caselookup.nmcourts.gov">caselookup.nmcourts.gov</a><br>Phone: 505.819.9162 - Fax: 505.231.0386<br>Email: <a href="mailto:muni@nmcourts.gov">muni@nmcourts.gov</a> |
|---|---|