

## REQUESTING A REIMBURSEMENT FROM THE MUNICIPAL COURT AUTOMATION FUND

---

For each request, complete a [Reimbursement Request Detail](#) worksheet in Excel, or provide an itemized summary of what you are requesting.

For each item line requested, you must provide:

1. A legible copy of the vendor or supplier invoice. The invoice must clearly state:
  - the vendor or supplier name
  - the item or service purchased or supplied
  - the amount charged
  - the date of the purchase or service period
  
2. A legible and complete copy of the payment information including:
  - If the invoice was paid by check, the proof of payment document must include the check number, check date, payee, and preferably the invoice number and invoice amount to match the invoice paid.
  - For items paid by credit card, payment proof is the check or bank draft that paid the credit card bill. A copy of the credit card statement may be helpful to connect the items.

For shared expenses or purchases for multiple departments, clearly indicate what portion was allocated to the court.

**PLEASE DO NOT SEND COPIES OF YOUR REQUISITIONS, PURCHASE ORDERS OR VENDOR QUOTES UNLESS THEY ARE SPECIFICALLY REQUESTED.**

✉ **EMAIL** your itemized list, invoices & payment information to: [muni@nmcourts.gov](mailto:muni@nmcourts.gov) or

☎ **FAX** small batches of items to 505.231.0386 or

✉ **MAIL** larger batches of items via USPS to my attention at:

C. Berry  
Municipal Court Automation Program  
New Mexico Supreme Court - AOC/JID  
2905 Rodeo Park East, Bldg. 5  
Santa Fe, NM 87505

**IF YOU MAIL YOUR ITEMS VIA USPS, PLEASE SEND SINGLE SIDED COPIES AND DO NOT STAPLE YOUR ITEMS.**

## REQUESTING A REIMBURSEMENT FROM THE MUNICIPAL COURT AUTOMATION FUND

---

### Reimbursement FAQs

Who is eligible for reimbursement?

---

Funding is provided in the form of reimbursements to municipalities for qualified expenditures, not individuals. Any municipality whose municipal court is in compliance with statutory requirements may apply for reimbursement. The statutory requirements are:

- Report and remit automation fees monthly. If no fees collected, send a \$0-fee report.
- Provide an electronic DWI Disposition report or “no-dispositions” status monthly for municipalities with an ordinance for DWI.

What is eligible for reimbursement?

---

Refer to the [Court Resources](#) page @ nmcourts.gov. **The Fiscal Year 2021 Reimbursement Guidelines** section will give you the latest information and information.

What is not eligible for reimbursement?

---

Examples of thing that can't be reimbursed:

- Organization dues
- Postage meters & postage
- Cell phone service
- On-Line payment services
- Copier or printer paper
- Late fees
- Sales tax on goods purchased
- Vari-Desk or similar desk-risers

Note: Gross Receipts Tax on services will be reimbursed as invoiced.

How much is eligible for reimbursement for the fiscal year?

---

Starting with FY 2018, no pre-set allocation is set by the Automation Committee for each court. All items, including special requests and pre-approval are reviewed and approved or denied based on the stated guidelines and available funds on a first come – first served basis.

Who reviews and approves reimbursement requests?

---

MCAF staff, the Automation Committee, the AOC Director or Chief Information Officer, AOC Fiscal Services Division, and the Department of Finance and Administration (DFA).

How often should I request reimbursements?

---

You can send in your requests monthly, bi-monthly, or quarterly.

NOTE: OF 11/15/19, all items must be received within 120 days. [Rules for Reimbursements 2019-11-15](#) for details

## REQUESTING A REIMBURSEMENT FROM THE MUNICIPAL COURT AUTOMATION FUND

---

Are allocations and reimbursements guaranteed?

---

No. MCAF will make every attempt to reimburse all items based on stated policies based on the availability of funds.

How will we know that a reimbursement has been paid?

---

The court and will be notified when a check or ACH is paid to the municipality.

When can we expect payment?

---

Individual requests are batched and submitted for approval 6 – 8 times per year. Timing will vary on the volume of requests received.

Are there rules specifying what the city can do with reimbursement funds?

---

No. Reimbursement funds are paid to the municipality, and it is up to the municipality if the reimbursement will go to the general fund or back to the Court's budget.

Who manages the fund?

---

The fund is administered by the New Mexico Administrative Office of the Courts (AOC) with the Automation Committee of the New Mexico Municipal Judges Association (NMMJA) assuming primary oversight. The Automation Committee is a panel of judges appointed by the NMMJA president annually, plus one Court Clerk Representative. One full-time individuals, employed by AOC, comprise the Municipal Court Automation Program (MCAP) and complete the day-to-day work of the program, which includes reimbursement processing.