

**CITY OF CARLSBAD  
MUNICIPAL COURT  
PROCEDURES FOR  
INSPECTION OF PUBLIC RECORDS**

Pursuant to Section 14-2-8, NMSA 1978

- A. Any person wishing to inspect public records may submit an oral or written request to the custodian. However, the procedures set forth in this section shall be in response to a written request. The failure to respond to an oral request shall not subject the custodian to any penalty.
  
- B. Nothing in the Inspection of Public Records Act shall be construed to require a public body to create a public record.
  
- C. A written request shall provide the name, address and telephone number of the person seeking access to the records and shall identify the records sought with reasonable particularity. No person requesting records shall be required to state the reason for inspecting the records.
  
- D. A custodian receiving a written request shall permit the inspection immediately or as soon as is practicable under the circumstances, but no later than fifteen days after receiving a written request. If the inspection is not permitted within three business days, the custodian shall explain in writing when the records will be available for inspection or when the public body will respond to the request. The three-day period shall not begin until the written request is delivered to the office of the custodian.
  
- E. In the event that a written request is not made to the custodian having possession of or responsibility for the public records requested, the person receiving the request shall promptly forward the request to the custodian of the requested public records, if known, and notify the requester. The notification to the requester shall state the reason for the absence of the records from that person's custody or control, the records' location and the name and address of the custodian.

Requests for Municipal Court Records should be directed to Municipal Court, Court Administrator, 401 South Halagueno Street, 505-885-3363.

**CITY OF CARLSBAD  
MUNICIPAL COURT  
RECORD REQUEST FORM**

**401 South Halagueno Street  
Carlsbad, New Mexico 88220  
(505) 885-3363 or (505)885-4711  
Fax (505) 887-4042**

Procedures for Inspection of Public Records on Reverse Side of this form.

Date \_\_\_\_\_

To: Municipal Court:

I am requesting to view documents and /or records concerning:

Name: \_\_\_\_\_

DOB (if applicable): \_\_\_\_\_

Date of Incident: \_\_\_\_\_

I am requesting \_\_\_\_\_ copies of the following documents:

- Traffic Citations(s)
- Criminal Complaint(s)
- Waiver of Counsel
- Judgment and Sentence
- Other (explain) \_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

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For Court Office Use Only

Request Filled Via: \_\_\_\_\_

Date Request Filled: \_\_\_\_\_

Notations: \_\_\_\_\_