

Emilio J. Chavez
CHIEF DISTRICT JUDGE - DIVISION I



Steven A. Romero
DISTRICT JUDGE - DIVISION II

Jeffrey Shannon
DISTRICT JUDGE - DIVISION III

Pamela Nay
COURT EXECUTIVE OFFICER

Ernest Ortega
Sara Blankenhorn
MAGISTRATE JUDGES - TAOS COUNTY

Felix Pena
Amy Hronich
MAGISTRATE JUDGES - COLFAX COUNTY

Mary Louise Harkins
MAGISTRATE JUDGE - UNION COUNTY

STATE OF NEW MEXICO
EIGHTH JUDICIAL DISTRICT

TAOS COUNTY
District Court
105 Albright St. Suite N Taos NM, 87571
Phone: 575-758-3173 Fax: 575-751-1415
Magistrate Court
105 Albright St. Suite M Taos, NM 87571
Phone: 575-758-4030 Fax: 575-751-0983

COLFAX COUNTY
District Court
1413 South Second St. Raton, NM 87740
Phone: 575-445-5585 Fax: 575-445-2626
Magistrate Courts
1413 South Second St. Raton, NM 87740 300 Colbert Ave. Springer, NM 87747
Phone: 575-445-2220 Fax: 575-445-8966 Phone: 575-483-2417 Fax: 575-483-0127

UNION COUNTY
District Court
100 Court St. Suite S Clayton, NM 88415
Phone: 575-374-9577 Fax: 575-374-2089
Magistrate Court
100 Court St. Suite S Clayton, NM 88415
Phone: 575-374-9472 Fax: 575-374-9368

October 10th, 2025.

Dear Prospective Juror:

We are looking forward to working with you and we greatly appreciate your readiness to serve as a Juror! This correspondence includes general information regarding your Jury Service.

Term of service: October 20, 2025 through January 20, 2026.

JUROR SEQUENCE NUMBER: The Court will utilize your Sequence Number when you are needed for jury trial selections. (**Example:** If your sequence number is 55, and the Jury Instruction line notifies jurors with Sequence numbers 1 through 100 being needed for jury trial selection, then Sequence Number 55 is within the range of 1 through 100 being called in.) Your sequence number is located below your Juror ID on your summons and on the juror portal.

QUALIFICATION & QUESTIONNAIRE FORMS: Please complete the online Juror Qualification form, the Questionnaire form and return to the court by the date indicated in your summons. Your options to complete the Qualification and Questionnaire forms are:

- 1) Visit the Juror Portal <https://jurorportal.nmcourts.gov>
- 2) Call Colfax County Raton Courts at 575-445-5585, and request both documents be emailed or mailed to you.
- 3) Visit Colfax County Raton Courts, located at 1413 South 2nd Street, where you can pick up both documents.

JURY INSTRUCTION LINE: Beginning Friday, October 17th, 2025, please call the Jury Instruction line every Friday after 5pm, and the night before a scheduled Jury Trial Selection for updates (a Jury Trial Selection is subject to change). Please call 575-445-5585; choose option two (2) for Jury Services and one (1) for the Jury Message. The Jury instruction line will notify jurors of the date, time, and the range of sequence numbers needed for jury trial selection for the following week. You may also visit www.nmcourts.gov, choose the Jury tab, and the website is updated every Friday after 5pm.

ELECTRONIC NOTIFICATIONS: The jury program will send a text message and/or email notifications to only those who signed up to receive electronic notifications. If you would like to receive e-notifications via text and email, you may update that information by logging into the Juror portal <https://jurorportal.nmcourts.gov> or you may contact the Court for assistance during business hours.

*****Please note that you should not solely rely on e-notifications, if you DID NOT receive an e notification, please call the Jury instruction line or check the website*****

DATES REQUESTED FOR EXCUSAL: If you are requesting certain dates to be excused, please send the court supporting documentation (ex. Travel itinerary or reservations) for the dates requested. You may, if you wish redact information with the exception of your name and dates requested. If there are no such documents, please email the court explaining what your travelling consists of driving and if you are staying with family or friends.

MILEAGE REIMBURSEMENT: If you are requesting reimbursement for mileage, please log into the juror portal at <https://jurorportal.nmcourts.gov> to add your residential address. If you do not have access to the juror portal, please call the Court for assistance with updating your residential address. The Court will not capture mileage if a P.O. Box is entered.

JUROR FEES AND PAYMENTS: The court is authorized by Supreme Court order to reimburse for jury service at the rate of \$12.00 per hour. In addition, if your round-trip mileage from your home to the courthouse is more than forty (40) miles, you will be paid at \$0.67 per mile after the first forty (40) miles. Mileage is computed based on the information you provide on the juror portal and your physical address. Checks will be mailed to your mailing address. Your payment cannot be split between hourly and mileage reimbursement. Reimbursement payments take approximately three (3) weeks to process.

GOVERNMENT EMPLOYEE PAY: If you are a government employee reporting on your regular day off, on the day, you are reporting; please notify the Jury Clerk so that you can be paid for your time that you are at the Courthouse.

ELECTRONICS / WEAPONS SCREENING: If and when you are notified to report for Jury Selection, please leave all electronic devices in your vehicles. **No electronic devices** are allowed in the Courthouse. You must pass through security screening, and will not be allowed if you are in possession of a weapon or items that could be used as weapons.

DRESS CODE: Business causal attire is suggested. Tank tops are not appropriate Courtroom attire. The temperature of the Courtroom and Jury room are unpredictable, so please bring light sweaters or jackets. Jurors should wear comfortable clothing that is appropriate to the seriousness and dignity of the Courtroom.

INCLEMENT (BAD or SEVERE) WEATHER CONDITIONS: All Jurors that are notified to report during bad or severe weather conditions are to check frequently for any delays or cancellations by checking e-notifications, the website or calling the Jury Instruction line. The Court will send updates as soon as the court is updated.

JUROR PROFILE: If there are any changes in your physical or mailing address, contact information or employment, please update this in your profile in the Juror Portal, or you may call the court to assist you.

****If you are currently awaiting for a response from the Court regarding excusals from Jury Service, please be patient as we are working diligently to respond to multiple requests and other correspondence****

The Courts thank you in advance, and appreciates your valuable time!

Respectfully,
Jury Services for Eighth Judicial District & Magistrate Courts
Email: ratonjury-grp@nmcourts.gov