

CITATION INFORMATION

PENALTY ASSESSMENT

If the penalty assessment box is checked you have 30 days to pay your citation.

Options:

- Mail a check or money order with your case number and date of birth to the office.
- Pay in person - cash, check and money order only.
- Pay online. www.CitePayUSA.com
There is a credit card fee above the fine. You will need two of the three items: citation number, case number, date of birth.

OTHER CITATIONS

If your citation is not a penalty assessment, you will be cited into court. Contact the Court to see if a guilty plea and payment is an option.

MANDATORY FINANCIAL RESPONSIBILITY:

Payment must be received within 30 days of your citation or by the date the judge assigned in court.

IT IS YOUR RESPONSIBILITY TO NOTIFY
THE COURT OF ANY CHANGE OF
ADDRESS OR PHONE NUMBER.

BENCH WARRANTS

INFORMATION YOU NEED

The judge may issue a bench warrant after a Court Summons for the following reasons:

- Failure to appear
- Failure to pay
- Failure to comply with a court order.

If you have a bench warrant, you may contact the court for information about how to correct this.

To find out if the Judge has issued a bench warrant contact the Court you believe has issued a bench warrant.

AVAILABLE ON THE WEBSITE

Forms You Need
Wedding Planning
Zoom Requests (Remote Hearings)
Zoom Link
Translation or other Needs Request
Court Policies and Court Rights
Online Paying Information

COURTS CAN NOT PROVIDE ANY
INFORMATION ABOUT CASES IN OTHER
COURTS.

Bosque Farms Municipal Court

INFORMATION YOU NEED

Judge G. Eldridge

1455 West Bosque Loop
Bosque Farms, NM 87068

505-869-9231
Courtclerk@bosquefarmsnm.gov

<https://bosquefarmsnm.gov/>



DISMISSING CASES

The following citations may be dismissed at the courthouse window:

- No Registration
- No License Plate
- No Insurance
- No License
- Broken lights/windshield
- Tint/Sunscreen

Registration, License Plate, Insurance, Driver's License **MUST** be current at the time you were stopped.

ONLY proof these were valid at the time of the stop will be accepted for dismissal at the window prior to court.

Broken lights/windshields, Tint/sunscreen must be fixed and you must bring proof to the Court House Window.



YOU MAY APPEAL TRIAL AT DISTRICT COURT WITHIN 15 DAYS.

ATTENDING COURT

PLEA OPTIONS

Guilty – If you plead guilty, you may explain anything you believe is relevant prior sentencing. There is no right to appeal if you plea guilty.

No Contest (Nolo Contendre) – This has the same effect of a guilty plea in Municipal Court. The judge will proceed as if you pled guilty.

Not Guilty – If you enter a plea of Not Guilty the judge may not hear anything further until a trial is scheduled. The officer will be subpoenaed, You will be notified by mail of the trial date and time. You can also plea **Not guilty** by reason of insanity at the time

GOING DIRECTLY TO TRIAL

You may go directly to trial by pleading not guilty using a waiver of appearance form. These are available online. A trial will be scheduled, and you will be notified of the date and time.

NEED HELP?

FIVE DAYS notice is required for:

- Zoom Meetings
- Interpreters or other accommodations
- Inability to attend Court

Forms available online or at window

THIS COURT HEARS AND TAKES MONEY ONLY FOR CASES IN THIS COURT.

COURT POLICIES

IN THE COURT

- **Be polite.** The decorum of the Court will be **always** maintained. This includes when you call the Court.
- Check in 15 min. early. Be prepared to wait, there is a rolling docket.
- **Wear appropriate clothing.** No: tank tops, exposed underwear, pictures or words with offensive language or illegal drugs.
- Hats removed.
- **No** Food, beverages, chewing gum or tobacco, smoking etc.
- **No** weapons of any kind.
- **No** cell phone or recording in court.

AT THE COURT WINDOW

- Court Clerks cannot provide legal advice.
- Court Clerks can among other actions: answer questions, take money and provide forms, and help you fill out forms.

A complete list of policies for attending court is available online.

Court Rights will be provided prior to Court, also they are available online.

FAILURE TO FOLLOW THESE POLICIES MAY RESULT IN FURTHER ACTION.