



**NEW MEXICO JUDICIAL BRANCH
PERSONNEL RULES PART I**

Form No. 2025.NMJBPR.115

10.01 and 10.03 GRIEVANCE – 10.01 Purpose and 10.03 A-D Filing a Grievance

**NEW MEXICO JUDICIAL BRANCH
GRIEVANCE REQUEST FORM**

REFERENCE

10.01 PURPOSE

To provide an administrative appeal process for an *employee* who has completed probation and who has been *suspended without pay, demoted, or terminated*.

10.03 Filing a Grievance

- A. Within fifteen (15) *business days* of the effective date of the action, an *employee* who has completed probation may file a grievance to appeal a *suspension without pay, demotion, or termination*. (Amended 08/01/10)
- B. An *employee* shall initiate a grievance by delivering a completed Grievance Form to the *Director*.
- C. The Grievance Form shall contain a statement of facts, the issues, and the relief sought and shall have attached to it a copy of the Notice of Final *Disciplinary Action*. (Amended 08/01/10)
- D. The chairperson shall dismiss the grievance for lack of jurisdiction if the grievance is not filed within fifteen (15) *business days* of the effective date of the action.

**PLEASE SUBMIT FORM TO: [AOCHRD@nmcourts.gov](mailto:Aochrd@nmcourts.gov), fax to 505/479-2641 or mail to
Administrative Office of the Courts
Attention AOC Director and AOC HR Director
202 East Marcy Street
Santa Fe, NM 87501**

Grievant Information

Name of Employee:	Judicial Entity:
Date:	Work Phone:
Personal Phone:	Physical Home Address:
Personal Email:	Work Email:
Job Title or Job Classification:	Employee ID:
Action Grieved:	Date served Final Action:

Grievant’s statement of facts, the issues, and the relief sought: [attach a copy of the Notice of Final Disciplinary Action to this form]

If Grievant will be represented at the Grievance Hearing, please provide the name and contact information for representation. If not known at this time please provide as soon as it is known.

Signatures

Grievant’s Signature: (Print & Sign)	Date:
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TO BE COMPLETED BY AOC HRD

RECEIVED BY:

(Please print)

DATE RECEIVED:

HUMAN RESOURCES REPRESENTATIVE SIGNATURE:

CC: Employee; Employee Confidential Personnel File; AOC HRD Judicial Entity Central File