



**NEW MEXICO JUDICIAL BRANCH
ACKNOWLEDGEMENT FORM**

COMPUTER AND INTERNET USE POLICY NO. 2017.NMJB.95

Finalized April 4, 2017

I, _____, an employee of the New Mexico Judicial Branch (NMJB) hereby
(print name)

certify that I have received the revised Computer and Internet Use Policy No.2017.NMJB.95. I understand it is my responsibility to read and abide by the revised Computer and Internet Use Policy, all NMJB Personnel Rules, Policies, as well as any internal policies of my Judicial Entity. These materials are general in nature and do not address all the possible applications of, or exceptions to the Policies and Procedures.

I received a copy of the Computer & Internet Use Policy & Supreme Court Order on: _____.

EMPLOYEES: I realize that violation of this policy can subject me to disciplinary action, up to and including dismissal.

JUDGES: I understand that violation of this policy can subject me to the superintending control of the New Mexico Supreme Court and the disciplinary jurisdiction of the New Mexico Judicial Standards Commission and the New Mexico Supreme Court.

I understand it is my responsibility to inform management and JID of any violation of the NMJB Computer and Internet Use Policy, including the receipt of any prohibited and inappropriate content sent to me at my nmcourts.gov email address.

I understand it is my responsibility to inform JID, my Judicial Entity's IT security office and Human Resources should I receive an email that might be in violation of Section 5.F.8 of the computer and Internet Use Policy; and that Human Resources must be notified prior to an inappropriate item being deleted.

I understand it is my responsibility to inform senders to not send inappropriate items to my work email, and/or unsubscribe from any site that may be deemed inappropriate.

I accept responsibility for contacting the AOC Human Resources Division, at (505) 470-7205, with any questions or concerns regarding the training, NMJB Rules, or Policies.

Employee or Judge Name (Please Print)

Judicial Entity / Court / Division

Employee Signature

Date

Please return to your Judicial Entity's HR Professional

Original: Employee Personnel File
Copy: Employee