

**ADMINISTRATIVE OFFICE OF THE COURTS  
VOLUNTEER (INCLUDING COMMUNITY SERVICE PARTICIPANT)  
AGREEMENT**

*[Please note volunteers may not use or make entries into the Odyssey case management system]*

Thank you for wanting to volunteer (including a community service participant), with the Administrative Office of the Courts (AOC)! As a volunteer, you will receive a beneficial and life-enriching experience including opportunities for professional development and social interaction.

The undersigned wishes to participate as a volunteer for the AOC and agrees to abide by all applicable state, federal, and local government statutes, ordinances and rules, as well as AOC personnel policies, and policies controlling the program activity in which the undersigned will participate or the area where that activity will be performed. The undersigned recognizes this agreement or any other agreement to perform volunteer services for the AOC may be terminated at any time with or without cause by the volunteer, by the agency or its agent.

**Risk Management**

The undersigned agrees to help minimize risks by exercising reasonable judgment and due care for his/her own safety. The undersigned also recognizes he/she is a volunteer and may choose not to perform a task requested by the AOC, especially if the request goes beyond the risks the undersigned wishes to accept. The undersigned agrees not to undertake any task that the AOC has directed the undersigned specifically or volunteers in general not to perform.

**Insurance Coverage**

The undersigned accepts he/she is not an employee of the AOC and is therefore not provided with workers' compensation coverage, salary, retirement, or medical insurance. If an injury should occur in the course of the volunteer service, the AOC will not be responsible or liable, except to the extent provided by the Tort Claims Act, NMSA 1978, § 41-4-1 et seq.

**State Vehicles and Insurance**

The undersigned agrees he/she may not *operate* a state vehicle in conjunction with volunteer service, but may *ride* in a state-owned vehicle *after* the appropriate approvals from the General Services Department are received. The undersigned agrees that the state is not liable for damage to personal vehicles used in conjunction with volunteer activities and that any personal vehicle used in volunteer work must be adequately insured.

Name \_\_\_\_\_

Address \_\_\_\_\_

Volunteer Sponsor, Program, School or University \_\_\_\_\_

In case of emergency, contact (1) \_\_\_\_\_

(2) \_\_\_\_\_

Volunteer Services to be performed (include program, location and supervisor) \_\_\_\_\_

This Volunteer Agreement will begin on \_\_\_\_\_, and continue until \_\_\_\_\_, or until terminated by the AOC or myself, which I understand can happen at any time, and without notice.

*I have read and agree to the terms of the Volunteer Agreement, as stated above. I also acknowledge that I will abide by the AOC Personnel Policies during my volunteer service.*

\_\_\_\_\_  
Volunteer Signature & Date  
(*& Parents Signature if volunteer is under age 18*)

\_\_\_\_\_  
Supervisor Signature & Date

\_\_\_\_\_  
Division Director Signature & Date

\_\_\_\_\_  
AOC HRD Director Signature & Date

\_\_\_\_\_  
AOC Director Signature & Date