

# Administrative Office of the Courts

Supreme Court of New Mexico

Arthur W. Pepin, Director



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## SIGNATORY AUTHORITY POLICY

### PURPOSE

The Director of the Administrative Office of the Courts has signatory authority for documents, advices, checks, disciplinary actions, and other instruments essential for operation of the courts and Administrative Office. This policy is intended to allow for continuity of operation of the Administrative Office of the Courts during the absence of the Director. The term "absence of the Director" means an absence due to sick leave, annual leave, or other planned or unplanned absence from the Santa Fe office of more than two regularly scheduled business days.

### POLICY

In the event of the absence of the Director from the Administrative Office of the Courts, the following shall be have signatory authority.

- A. Deputy Director, if any, then,
- B. General Counsel, if any, when the Director and Deputy Director are absent, then,
- C. Director, Fiscal Services Division, when the Director, Deputy Director, and General Counsel are absent,
  - If the instrument being signed is a contract or other instrument under the direct purview of the Fiscal Services Division, signatory authority shall pass to the Director, Human Resources Division, then,
- D. Director, Human Resources Division.

Only the Director shall sign bank authorization cards or documents memorializing the Director's signature for bank accounts including magistrate court trust accounts.

This policy is effective: January 3, 2018

  
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Arthur W. Pepin, Director  
Administrative Office of the Courts

January 3, 2018  
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Date