

Administrative Office of the Courts

Supreme Court of New Mexico

Arthur W. Pepin, Director
Lynette Paulman-Rodriguez, HR Director



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ACKNOWLEDGEMENT FORM Signed form due back to AOC/HRD

I, _____ acknowledge that it is my responsibility to access, review, and comply with the

Print Name

- **NM Judicial Branch Personnel Rules & Regulations (NMJBPR)**
- **NM Judicial Branch Personnel Policies including the Code of Conduct effective February 9, 2010 Adopted by Supreme Court Order #10-8500 including the Five Canons.**

Specific provisions of the NMJBPR you are responsible for adhering to includes but is not limited to the following:

- (1) failing to comply with federal and state constitutions, statutes, municipal ordinances, rules and regulations including the New Mexico Judicial Branch Personnel Rules or Policies; (Amended 07/01/14)
- (15) attempting to use influence to affect a court action's outcome;
- (29) failure to immediately report to the Administrative Authority any misdemeanor or felony citations, arrests, and/or criminal charges filed against the employee, since becoming employed with the Judicial Branch; (Added 08/01/10)
- (31) failure to immediately report to the Administrative Authority any civil litigation in which the employee or an employee's family member is a party or participant; (Added 08/01/10) and
- (35) failing to follow and abide by the New Mexico Judicial Branch Code of Conduct. (Added 07/01/14)

Signature of Acknowledgment - I understand that I am responsible for reading and adhering to the NMJBPR and the NMJB Personnel Policies, including the Code of Conduct (5 Cannons) effective February 9, 2010 adopted by Supreme Court Order #10-8500. It is my responsibility to contact my HR representative if I have questions.

These materials are general in nature and do not address all the possible applications of, or exceptions to, these Rules, Policies, and Procedures. The Supreme Court of the State of New Mexico retains the sole right in its judgment to modify, suspend, interpret or cancel in whole or part at any time these Rules, personnel policies or practices as defined in NMJBPR 1.04.

The Administrative Office of the Courts does not recognize verbal or implied contracts for employment. Such employment agreements will only be valid and binding when the agreement is set forth, and approved, in a written document.

Signature

Date

cc: Employee Personnel File

To view the Code of Conduct including the Five Canons please visit:

<http://www.nmcourts.gov/newface/hr/nmjbp/NMJB%20CODE%20OF%20CONDUCT%20and%20SUPREME%20COURT%20ORDER%20%209%2010.pdf>

To view the NMJBPR please visit:

<http://www.nmcourts.gov/newface/hr/uploadedfiles/judicialbranchpersonnelrulesPart-I.pdf>