

Administrative Office of the Courts

Supreme Court of New Mexico

Karl W. Reifsteck, AOC Director
Sarah E. Jacobs, AOC Deputy Director
Tamara A. Roybal, AOC HR Director



202 E. Marcy St.
Santa Fe, NM 87501
(505) 470-7205
(505) 479-2641 (Fax)

ACKNOWLEDGEMENT FORM

Signed form due back to AOC/HRD or Judicial Entity's HR Professional

I, _____ understand that I am responsible for reading, reviewing,
Print Name

and adhering to the NM Judicial Branch Personnel Rules (NMJBPR) Part I for classified employees, or Part II for at-will employees adopted by Supreme Court Order S-1-AO-2024-00043 effective January 1, 2025.

I acknowledge my responsibility for complying with future changes and revisions of such policies, procedures, practices, and regulations as they are communicated to me, and that it is my responsibility to contact my HR Professional should 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 Part I Section 1.04, and Part II Section 15.04.

Employee's Signature

Date

cc: Employee Personnel File

The New Mexico Judicial Branch Personnel Rules, general policies, and the Code of Conduct or Canons are located on the nmcourts website at <https://humanresources.nmcourts.gov/for-judicial-branch-personnel/>.