

POLICY DIRECTIVE NO. 4 (Reissued June 1993)

POLICY RELATING TO REPORTING OF LEAVE TAKEN BY MAGISTRATES

This policy is issued in accordance with NMSA 1978, Section 35-7-1 to provide guidelines and directions regarding the reporting of leave taken by magistrate.

All magistrates shall notify the presiding judge of their magistrate district, or, if there is no presiding judge, the AOC director (or designee), of any absences longer than two days from the office which cannot or will not be covered by another magistrate during the absence.