

POLICY DIRECTIVE NO. 8 (Reissued June 1993)

**POLICY RELATING TO LEASES FOR OFFICE SPACE
FOR MAGISTRATE COURTS**

This policy is issued in accordance with NMSA 1978, Section 35-7-1 to provide guidelines and directions regarding the awarding and renewal of leases for office space.

The Administrative Office of the Courts shall be responsible for the leases for magistrate court space. The AOC shall award a lease based on proposals received in accordance with published Requests for Proposals; when leasing from a public entity, the requirement for proposals may be waived in accordance with NMSA 1978, Section 13-1-98. When a lease is awarded, its expiration date shall be calendared. At least four months prior to the expiration of a lease, the AOC and the affected magistrate(s) shall review the lease provisions and conditions of tenancy, and shall make a determination whether to renew the lease, hold over on a month-to-month basis, or seek new space.

Leases and facilities shall comply with the Court Facilities Standards adopted by the Supreme Court and/or the Chief Judges Council. The AOC shall consult with magistrates and staff in considering court locations.

If the lease is to be renewed pursuant to an option to renew contained in the lease agreement, adequate notice shall be given to the landlord in accordance with the terms of the agreement.

Upon expiration of the lease and any renewal period, the lease may revert to a month-to-month tenancy. The AOC shall notify the magistrate and the landlord before a new lease is awarded.

This policy applies to all magistrate courts.