

# Notice of Right to Inspect Public Records

By law, under the Inspection of Public Records Act, every person has the right to inspect public records of the Third Judicial District Attorney's Office. Compliance with requests to inspect public records is an integral part of the routine duties of the officers and employees of the Third Judicial District Attorney's Office.

## Procedures for Requesting Inspection

Our office accepts records requests via mail, in-person, fax, and email to the contact information included below. Requests should be directed to the Records Custodian:

Eddie Estrada  
Third Judicial District Attorney's Office  
845 N. Motel Blvd. Suite D | Las Cruces, NM 88007  
(575) 232-2052  
[3rdDAipra@da.state.nm.us](mailto:3rdDAipra@da.state.nm.us)

A person desiring to inspect public records may submit a request to the Records Custodian orally or in writing. However, the procedures and penalties prescribed by the Act apply only to written requests. A written request must contain the name, address and telephone number of the person making the request. The request must describe the records sought in sufficient detail to enable the Records Custodian to identify and locate the requested records.

The Records Custodian must permit inspection immediately or as soon as practicable, but no later than 15 calendar days after the Records Custodian receives the inspection request. If inspection is not permitted within three business days, the person making the request will receive a written response explaining when the records will be available for inspection or when the public body will respond to the request. If any of the records sought are not available for public inspection, the person making the request is entitled to a written response from the Records Custodian explaining the reasons inspection has been denied. The written denial shall be delivered or mailed within 15 calendar days after the Records Custodian receives the request for inspection.

## Procedures for Requesting Physical Copies and Fees

There is no fee for records produced electronically. However, if a person requesting inspection would like a physical copy of a public record, a reasonable fee will be charged. The fee for printed documents 8.5 inches by 11 inches or smaller is \$0.75 per page. The fee for larger documents is \$1.00 per page. The fee for CD or DVD is \$5.00 per disc. The fee for a portable USB drive is \$7.00 per device. The Records Custodian may request that applicable fees for copying public records be paid in advance, before the copies are made. Requests for records to be sent via postal service may require payment of postage costs in advance. A receipt indicating that the fees have been paid will be provided upon request to the person requesting the copies.

**No cash or personal checks will be accepted.** Please provide a money order or cashier's check made out to: Third Judicial District Attorney's Office. 845 N. Motel Blvd., Suite D., Las Cruces, NM 88007. Attn: IPRA Records.