

PROCEDURES FOR REQUESTING INSPECTION

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 3rd 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 3rd Judicial District Attorney's Office.

Procedures for Requesting Inspection. Requests to inspect public records should be submitted to the records custodian, located at:

845 N. Motel Blvd. Suite D.

Las Cruces, NM 88007

(575)524-6370 x1140

rgarcia-mcelmell@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. Written requests may be submitted in person or sent via US mail, email or fax. 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 Copies and Fees. If the person requesting inspection and would like a copy of a public record, a reasonable fee will be applicable. The fee for printed documents 11 X 17 or smaller is \$1.00 per page. The fee for downloading copies of public records to a computer disk or storage device is \$7.00. If a person requests that a copy of a public record be transmitted to a file hosting service, i.e. Dropbox, a fee of \$10.00 will be charged for transmission. All applicable fees for copying public records must be paid for in advance. A receipt indicating that the fees have been paid will be provided 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.

Las Cruces, NM 88007

Attn: IPRA Records