

PROCEDURES FOR REQUESTING JUDGES PRO TEMPORE

(As adopted by Supreme Court Administrative Order No. S-1-AO-2024-00025)

1. All requests for out-of-district designations when all district judges have recused or are otherwise unavailable and a Standing Designation Order is insufficient shall be made through the Supreme Court Pro Tempore Request form. See [CEOC Pro Tempore Request](#).
2. All requests shall include:
 - a. Dates the coverage is needed. If the request is to cover a specific trial, the request should include estimated time for post-trial motions or hearings, such as sentencing and post-sentencing hearings in criminal trials;
 - b. Reason for the designation;
 - c. Docket number and/or cases the judge will cover, if available;
 - d. Recommendations for a specific judge or judges;
 - e. Estimated mileage and per diem costs for the duration of the designation;
 - f. Certification that the district has exhausted in-district and Standing Designation Orders;
 - g. Funding source; and
 - h. Any other notes or special circumstances.
3. Unless a district is experiencing a hardship, funding for a judge pro tempore should come from the district.
4. If requesting funding from the Administrative Office of the Courts Judges Pro Tempore Fund due to a hardship, the request must provide justification as to why the district cannot cover the cost from its own budget.
5. Requests should be made well in advance and may take several weeks to process.
6. Amendments and extension requests must be made as soon as possible upon the district's knowledge of a need for amendment or extension to ensure adequate time to complete the request before the original designation order expires.
7. Sample invoices for pro tem hourly work and mileage/per diem are included below.

SAMPLE HOURLY INVOICE

Name:

Address:

Date:

Bill to:

Re: Pro Tempore 13th Judicial District Cibola County

DATE OF SERVICE	DESCRIPTION	Number of Hours Worked	Rate	AMOUNT DUE
5/1/24	Phone conference with TCAA concerning scheduling	0.25	97.41	24.34
5/8/24	Reviewed and signed documents from Cibola county	0.50	97.41	48.71
5/8/24	Reviewed and signed 2 orders	0.25	97.41	24.34
5/9/24	Preparation for May 9th docket	1.00	97.41	97.41
5/9/24	Criminal docket (virtual)	2.00	97.41	194.82
5/9/24	Reviewed and signed orders from 5/9 docket	0.50	97.41	48.71
5/10/24	Picked up laptop computer to access Odyssey	0.50	97.41	48.71
5/13/24	Travel time to Grants, New Mexico	1.50	97.41	146.12
5/13/24	1 day criminal docket in Grants	8.75	97.41	852.34
5/13/24	Travel time from Grants, New Mexico	1.50	97.41	146.12
5/14/24	Review of documents from 5/13 docket	0.50	97.41	48.71
5/17/24	Reviewed and signed documents from Cibola county	0.50	97.41	48.71
5/20/24	Travel to Grants, New Mexico	1.50	97.41	146.12
5/20/24	1 day criminal docket in Grants	8.25	97.41	803.63
5/20/24	Travel from Grants, New Mexico	1.50	97.41	146.12
5/22/24	Reviewed and signed documents from Monday's docket	0.25	97.41	24.34
5/23/24	Reviewed and signed documents from Monday's docket	0.25	97.41	24.34
5/29/24	Signed continuance and reviewed docket for 5/30/24	0.75	97.41	73.06
5/30/24	Preparation for May 30th docket	0.75	97.41	73.06
5/30/24	Criminal docket hearings (virtual)	2.50	97.41	243.53
5/31/24	Reviewed and signed orders from 5/30/24 docket	0.50	97.41	48.71
	SUBTOTAL	34.00	97.41	3,311.94
	GROSS RECEIPTS TAX 7.5625%			250.46
	TOTAL DUE			3,562.40

SAMPLE MILEAGE INVOICE

Name:

Address:

Bill to:

Date:

Re: Pro Tempore _____ Judicial District Court _____ County

DATE OF SERVICE	DESCRIPTION	Miles	Rate	AMOUNT DUE
			0.52/mile	
TOTAL DUE				