

# **Policy for Social Media Use by New Mexico Courts**

Approved by Supreme Court 12/11/2019

Amended 7/15/2020

Amendment 3/16/2026

## **Introduction**

This statewide policy governs the use of social media by New Mexico courts and judicial programs. The Supreme Court has authorized the Administrative Office of the Courts (AOC) to establish and maintain social media accounts to disseminate information to the public, subject to provisions outlined in this policy. Any social media accounts operated by state courts prior to the adoption of this policy must be deactivated. By operating a unified New Mexico Courts account on approved social media platforms, the Judiciary maximizes its content and audience, promotes the branding of New Mexico Courts, and efficiently manages the platforms.

## **Approved Social Media Platforms**

X (formerly Twitter), LinkedIn, and YouTube are approved social media platforms for the Judiciary, but the Supreme Court recognizes that because of changes in the social networking era the use of other platforms may become necessary to effectively communicate with the public. Therefore, the Supreme Court has the following requirements for any platform a judicial entity may use in the future:

- The platform must be approved by the Supreme Court to ensure that it is an appropriate platform for use by a judicial entity.
  - The platform must retain a history of postings by the judicial entity and not automatically delete postings.
  - Any existing social media platforms shall conform to this policy.
- As of March 16, 2026, the Court approves the following accounts: New Mexico Courts X, New Mexico Courts LinkedIn, and New Mexico Courts YouTube.

## Content

Social media may be used to:

- Promote court events and services.
- Distribute news releases or advisories.
- Inform the public of changes in court hours or operations because of weather, emergencies and holidays.
- Drive viewers to the court's website, e.g., promoting new web content or features.
- Share reports and updates on programs and services.
- Help people understand the judicial branch of government by explaining court procedures and processes.
- Notify the public and press about decisions or information regarding high-profile court cases.
- Notify the public and members of the State Bar about proposed or approved changes in court rules.
- Highlight awards and recognition of judges, court staff and court programs.
- Share information about investitures of new judges, other judicial ceremonies, retirements.
- Alert the public to issues of concerns, such as scams about jury service or other court operations.

## Managing Content

In managing a social media account, the AOC shall:

- Establish social media email accounts in consultation with the Judicial Information Division, and maintain names and cell phone numbers of site/content administrators
- Ensure that all content and social media activities comply with the [Judicial Branch Code of Conduct for Employees](#) and the [Code of Judicial Conduct](#).
- Include court contact information on a social media site.

- Create content to post at least once a week.
- Link to the court's website when possible in postings.
- Ask permission before taking photos of the public, particularly students, and using the pictures on social media.
- Obtain prior written approval through a signed waiver before taking photos of minors, and using the pictures on social media.
- Obtain prior approval before posting photographs or information concerning a judge or staff member of your court.
- Establish a protocol for retention of any public records created by a social media post.

Courts shall not post:

- Confidential and non-public information, including protected personal identifying information such as dates of birth.
- Any content that identifies members of the Judiciary as judicial candidates in public elections, including announcements or stories about political activities of judicial candidates between the election filing date for candidates and Election Day, or content that would otherwise constitute inappropriate political activities in violation of the Code of Judicial Conduct, New Mexico Judicial Branch Personnel Rules (NMJBPR) and the Judicial Branch Code of Conduct for Employees (JBCCE). See [Rules 21-401 and -402 NMRA](#), [NMJBPR Section 7](#) and [JBCCE Canon 5](#).
- Personal opinions.
- Copyrighted material without permission.
- Endorsements of commercial products, businesses, political candidates, advocacy groups, social issues or legislation not part of the Judiciary's legislative agenda or a judicial budget proposal.

## Security

- A court-sanctioned social media account must be established with settings that restrict or disable advertising and the ability of visitors

to post comments, videos and photos. This serves as a safeguard against visitors potentially posting inappropriate or commercial content. Facebook is not approved for use by New Mexico courts or judicial entities because the platform prevents the complete disabling of comments.

- Consult with the Judicial Information Division (JID) to properly configure privacy and security settings of any court-sanctioned social media account.
- Designate a social media site administrator(s) to manage and monitor content.
- Use a dedicated email account to create a social media account, not an individual employee's judicial email account. Contact JID for assistance in doing this.
- Restrict access to passwords and social media account information as a security safeguard.
- Limit to no more than three (3) court employees with shared access to the email account used for social media management.
- Change passwords and access information on social media accounts when an authorized employee leaves their court job or has administrative access privileges revoked.
- Immediately notify JID and its IT security team(jiditsecurity@nmcourts.gov) if a social media site is hacked or there is a security breach.