

1 **23-102. Clerk of the Court.**

2 A. ~~[Residence. The clerk of this Court shall reside in Santa Fe.]~~ **Office and limitation**  
3 **on practice.** The office of the clerk shall be located in the Supreme Court building. The clerk shall  
4 not practice law in any of the courts of the state.

5 B. **Original papers and records.** Original papers or records may not be taken from  
6 the clerk's office, or from the courtroom, without permission from the clerk.

7 C. **Return of borrowed items.** Any transcript, brief or other document filed in the  
8 Supreme Court and supplied to counsel for use must be returned to the court file in the clerk's  
9 office on or before the date of submission of the cause. The clerk shall so require in all cases. A  
10 failure of counsel to comply with this rule shall constitute contempt.

11 D. **Oral argument.** The clerk will make up the calendars for oral arguments of cases  
12 giving attorneys at least five (5) days' notice of the setting of cases in which they appear as record  
13 counsel.

14 E. **Decision of court.** Unless otherwise requested by counsel, the clerk will notify one  
15 attorney of record on each side of a case of the decision of the Court in the case.

16 F. **Copies of opinion.** Immediately after an opinion is filed, the clerk will transmit one  
17 (1) copy to one counsel of record on each side of the case, without charge.

18 G. **Docket entry.** The clerk will enter cases on the docket in the order in which  
19 opening documents are filed in the clerk's office. The date of the allowance of the appeal or the  
20 issuance of the writ of error, together with the name of the judge who tried the case, will also be  
21 entered on the docket by the clerk.

1           H.     **Documents not complying with rules.** It shall be the duty of the clerk to enforce  
2 the requirements of these rules and the Rules of Appellate Procedure by refusing to file documents  
3 not complying therewith.

4 [As amended, effective August 17, 1999; as amended by Supreme Court Order No. 22-8300-006,  
5 effective March 30, 2022.]