

WHAT TO EXPECT IN THE COURTROOM

You have the right to legal representation by an attorney. If you face a jail term and you can meet State financial needs requirements to hire an attorney, the court will appoint an attorney for you. You do not have a choice in the selection of the court appointed attorney. You also have the right to proceed without an attorney.

You have three plea options:

GUILTY - By pleading guilty you agree that you committed the violation listed in the citation or complaint.

NO CONTEST - A plea of no contest means you do not want to contest the charges against you. It is not an admission of guilt and cannot be used against you in a civil suit. The Judge will treat your plea of no contest as a guilty plea for purposes of sentencing.

NOT GUILTY - A plea of not guilty means that you deny any guilt or fault and the City must prove its charges against you beyond a reasonable doubt.

THE TRIAL

The prosecution will present its case first by giving testimony, presenting any witnesses, and providing any evidence. You have the right to question those witnesses or examine the evidence. The prosecution must prove their case beyond a reasonable doubt.

Once the prosecution has presented its case, you may give your testimony or present any witnesses or evidence you have. If you will be presenting witnesses you must provide names, addresses, and telephone numbers to the Court ten days prior to your trial date - The Court will mail subpoenas to these witnesses requiring their appearance.

If you have signed for a Court Appearance you must:

- 1: Appear in Municipal Court at the assigned date and time, or
- 2: Payout the fine by 4:30PM the day before your Court date, or
- 3: Provide documentation, which will permit the court to dismiss your citation by 4:30PM the day before your Court date.

PAYING YOUR CITATION

*Please be sure that the citation is from the Village of Los Ranchos and you are set to appear in the Village court

**The Village of Los Ranchos de Albuquerque
Municipal Court
6718 Rio Grande Blvd NW
Los Ranchos, NM 87107
(505) 344-6582**

Payments may be made at the above address - Please note that payments must be RECEIVED by the due date - the Court is not responsible for mail delays

Payments may be made in person at the court offices during regular business hours. 8 am to 5 pm Monday through Friday. The Court does not accept credit cards.

Judges:

If you wish to speak with a judge about your or someone else's case, you are only permitted to do so in open Court, the judges are not allowed to speak to you otherwise.

You may write a letter to the judge, but the letter will become part of the Court record.

PROVIDING DOCUMENTATION FOR DISMISSAL

If you have decided to comply with the requirements of the Village Official that issued the complaint and can provide proof of such compliance, the Village may dismiss the complaint at its discretion, and Court may be avoided.

Failure to appear for your Court date may result in the issuance of a Bench Warrant as well as additional fines

Unpaid Fines, Fees and Costs may be turned over to a third party agency for collection.

****Reschedule/late fees will not be refunded unless proof of medical emergency is provided****

Robert J. Maw, Jr.
Municipal Judge

rjmaw@losranchosnm.gov
(o) 505.344.6582
(f) 505.344.8978
6718 Rio Grande Blvd. NW,
Los Ranchos, New Mexico 87107



**The Village of Los Ranchos de Albuquerque
Municipal Court, Hon Robert Maw, Judge
6718 Rio Grande Blvd NW
Los Ranchos, NM 87107
(505) 344-6582**

The Municipal Court handles violations against the ordinances of the Village of Los Ranchos

We DO NOT hear small claims cases, civil cases, or felonies.

**THE VILLAGE OFFICES ARE OPEN
MONDAY THROUGH FRIDAY - 8 AM TO 5 PM**

COURT POLICIES

Please arrive at the Court 20-30 minutes prior to your scheduled court appearance time to allow for check-in with the Bailiff. If you arrive after Court has begun you will be required to pay a rescheduling fee and return for another Court date.

**NO WEAPONS IN THE COURTROOM
Except for court personnel and Law Enforcement Officers**

- ~ Cell phones and pagers are not permitted in the Court
- ~ Hats must be removed in the Courtroom
- ~ No gum chewing, food or drink permitted in Courtroom
- ~ Proper attire must be worn in the Courtroom,
- ~ Noise from conversation, children, etc. must be kept to a minimum or you will be asked to leave the courtroom.
- ~ Please bring your citation and any documents regarding your case with you.