

FILED  
13th JUDICIAL DISTRICT COURT  
Valencia County  
04/14/2026 13:20:23  
KEVIN JARAMILLO  
CLERK OF THE COURT  
Jaramillo, Kevin

**STATE OF NEW MEXICO  
COUNTIES OF SANDOVAL,  
VALENCIA, & CIBOLA  
THIRTEENTH JUDICIAL DISTRICT COURT**

**IN THE MATTER OF THE  
DESIGNATION OF THE  
THIRTEENTH JUDICIAL  
DISTRICT COURT PUBLIC  
RECORDS CUSTODIAN**

**D-1314-MS-2026- 00005  
D-1329-MS-2026-  
D-1333-MS-2026-**


**ORDER DESIGNATING PUBLIC RECORDS CUSTODIAN**

1. The Inspection of Public Records Act (IPRA), NMSA 1978, § 14-2-7 (2011), requires a public body to designate at least one custodian of public records.

2. The custodian of public records is responsible for receiving requests to inspect public records, responding to such requests, providing proper and reasonable opportunities to inspect public records, providing reasonable facilities to make or furnish copies of the public records during business hours, and posting a notice as described in NMSA 1978, § 14-2-7(E)(1) to (5) (2011);

**NOW, THEREFORE, IT IS ORDERED** that the Thirteenth Judicial District's Court Executive Officer shall serve as the custodian of public records for requests under the Inspection of Public Records Act to inspect Thirteenth Judicial District Court records.

**IT IS FURTHER ORDERED** that the Court Executive Officer or the Administrative Authority may direct Court staff to assist in receiving, processing, and responding to IPRA requests.



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**JAMES A. NOEL  
CHIEF DISTRICT COURT JUDGE**