



District of New Mexico – Access Coordinator Procedures

Rev. March 2026

In accordance with the [Guide to Judiciary Policy, Volume 5, Chapter 2, §255](#), these procedures are designed to guide the Access Coordinator in responding to requests for accommodation for those appearing before the Court who are deaf, hearing impaired, or have communication disabilities. The Judicial Conference requires courts to provide sign language or other auxiliary aids and services¹ to participants needing such accommodations (JCUS-SEP 1995).

Role of the Access Coordinator

The Access Coordinator works with the requesting party and the deciding official to identify reasonable accommodations. The Court will honor a participant's choice of auxiliary aid or service unless it is determined that another equally effective means of communication is available, or the requested means would either fundamentally change the nature of the judicial proceeding or cause undue financial or administrative burden.

- ◆ The Access Coordinator has authority to work with a contracting officer to secure services of a sign language interpreter or computer-assisted real-time translation (CART) provider without further approval of a deciding official.
- ◆ The Access Coordinator is not a deciding official and will not directly deny any reasonable request without first consulting with the appropriate deciding official.
- ◆ JCUS, in mandating courts to provide services to persons with communications disabilities, was focused on those who are deaf or hearing impaired. As such, while the Access Coordinator will receive and review requests for other types of accommodations, the presiding judge(s) will necessarily be the deciding official to determine if any additional accommodations can be provided, particularly any that could fundamentally impact the nature of the proceeding or the management of the case.
- ◆ Any such accommodation requests that are unrelated to the litigation of a case will be reviewed with and evaluated by the appropriate deciding official (Clerk of Court, Building Manager, etc.).

Eligibility

Eligibility for accommodation is limited to parties in a case, attorneys representing those parties, testifying witnesses, and jurors.

- ◆ When a sign language interpreter is provided, their services will be limited to the specific purpose required by the impacted participant in order to facilitate communication with the Court. Where appropriate, a sign language interpreting team will be provided.

¹ Auxiliary Aids and Services are defined in the *Guide to Judiciary Policy*, Vol. 5, Ch. 1, §140 as "effective methods of making orally delivered materials available to individuals with hearing impairments, including qualified interpreters and assistive listening devices or systems."

- ◆ When CART services are provided, they will be limited to the specific purpose required by the impacted participant in order to facilitate communication with the Court, will be limited to a video display of the spoken words, and will not include enhancements such as word searching or for use as an official or unofficial transcript of the proceeding².

Procedures

Requests **must be submitted in writing**, either via email or by mailing the request to the appropriate address below. Requests will be reviewed and responded to by a member of the Executive team whether or not the request is approved.

Email: AccessCoordinator@nmd.uscourts.gov

Mailing address: Clerk of Court, US District Court, District of New Mexico
333 Lomas Blvd. NW, Suite 270
Albuquerque, NM 87102

- ◆ A request must be submitted with sufficient time prior to any hearing to ensure it can be reviewed, and if approved, that resources can be timely arranged. Ideally a requester should allow for no less than three weeks for this process, but exceptions will be made for any hearings scheduled where the requester received less than three weeks' notice.
- ◆ The requester may be required to provide medical documentation from a provider with direct knowledge of the medical condition and the individual.
- ◆ If a request is denied by the deciding official, there is no process to seek an appeal of that decision, and any subsequent requests for the same accommodation will not be responded to.

Information on how to submit a request to the Access Coordinator will be published on the court's external website, along with these procedures.

² See the [Guide to Judiciary Policy, Vol. 6, Ch. 3, §320.60](#)