

**IN THE UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF NEW MEXICO**

IN THE MATTER OF:
BACKGROUND CHECKS

Misc. No. 10-MC-00004- 5

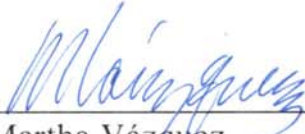
ADMINISTRATIVE ORDER

To ensure the security and well-being of all who work in the space and facilities of the Court, the Court adopts the following policies:

(1) New employees, interns, and contractors must undergo background checks in accordance with Volume 12, Redesigned Guide to Judiciary Policy, ch. 5, § 570. Understanding that the background check process is lengthy and that it may be necessary for employees, interns and contractors to access court space prior to a successful background check determination being made, the appointing officer or appropriate unit head shall request that the New Mexico District Office of the United States Marshals Service provide a preliminary NCIC/Criminal history check.

(2) Upon request of the appointing officer or appropriate unit head, the New Mexico District Office of the United States Marshals Service shall conduct such background checks.

IT IS SO ORDERED.



Martha Vázquez
Chief District Judge

Notices

[1:10-mc-00004 Administrative Orders](#)

U.S. District Court

District of New Mexico - Version 3.2.3

Notice of Electronic Filing

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Case Name: Administrative Orders

Case Number: [1:10-mc-4](#)

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Docket Text:

ADMINISTRATIVE ORDER: Background Checks. (jkb)

1:10-mc-4 Notice has been electronically mailed to:

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The following document(s) are associated with this transaction:

Document description:Main Document

Original filename:n/a

Electronic document Stamp:

[STAMP dcecfStamp_ID=1167529506 [Date=2/10/2010] [FileNumber=2862018-0
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