

**MEMBERSHIP DATA AND EMAIL SERVICES POLICY
FOR OFFICIAL COURT COMMUNICATIONS**

(Approved 9/11/09)

The State Bar will provide member data at no cost for court communications requested by the following: New Mexico Appellate Courts, New Mexico District Courts, and the Administrative Office of the Courts. Agencies serving under the Supreme Court of New Mexico or in compliance with its rules may request services per this policy.

1. State Bar membership data may be made available to the Court, as defined above, for approved purposes. Requests will be reviewed by the Executive Director on a case-by-case basis. Release of data is for informational purposes only unless otherwise specified and approved.
2. The Court shall provide a sample copy of material to be mailed, or advise the purpose for which the data is to be used. The State Bar, in its discretion, may decline to approve any part or all of material to be communicated or any purpose for which data is requested.
3. The Court may use State Bar data for a single, specified, and pre-approved purpose and must not duplicate or copy the data or any portion thereof, in any manner unless specifically approved by the Executive Director. The Court will not at any time permit any membership data to pass into the hands of any other person, association, organization or company except for execution of the exact purpose for which it was agreed to.
4. The Court shall forward to the State Bar Executive Director, within 30 days of receipt by the Court, copies of any letters or other documents containing complaints by State Bar members regarding court use of membership data, the matter transmitted therein, and the nature of the communication.
5. Membership data shall not be used in connection with any communication regarding investment opportunities, any fundraising effort, employment advertising, any commercial purposes or any lobbying activity for or against legislation.
6. Campaign and political mailings are not permissible under this policy. Please refer to the Membership Data Policy for these services.
7. Email services are made available for approved purposes and the State Bar, on behalf of the Court, will execute all emailing, unless otherwise agreed to by the Executive Director.
8. All rights to membership data are reserved and retained by the State Bar, subject to the limited use permitted by the Executive Director. State Bar data is made available "as is" and the State Bar does not guarantee the currency or accuracy of any data extracted from State Bar database. The State Bar reserves the right to revise this policy as necessary.