

## Petition Submission and Technical Evidence Instruction

The Medical Cannabis Advisory Board may accept and review petitions from any individual or association of individuals requesting the addition of a new medical condition, medical treatment or disease for participating in the medical cannabis program and all lawful privileges under the act. Except as otherwise provided, a petitioner filing a petition shall file the petition and a copy with the Medical Cannabis Program staff by either personal delivery or certified mail.

Please read below for submission instructions.

### Submission of Petitions

- Must be submitted a minimum of 30 days prior to the meeting
- May be submitted at any time to be scheduled for the next Medical Advisory Board Meeting.
- Petitions should be mailed, or hand delivered to the Medical Cannabis Program.
- Please provide two copies of petition
- Do not bind petitions and if possible submit an electronic copy.
- Petitions must follow the format listed below:

**Petition format:** All petitions must adhere to the following format: All documents, except for exhibits shall be prepared on 8 ½ x 11-inch white paper double sided. If possible and where appropriate, the first page of every document shall contain a heading and caption. Petitions should be submitted unbound, to allow for scanning and copies. The Department also recommends submission of all petitions and materials in a readable electronic format.

The petitioner shall include within the documents a narrative addressed to the Advisory Board that includes:

1. A caption stating the name, address and telephone number of the petitioner and the medical condition, medical treatment or disease sought to be added to the existing medical conditions;
2. An index of the contents of the petition
3. An introductory narrative of the individual or association of individuals requesting inclusion of a new medical condition, medical treatment, or disease to include the individuals' relationship or interest for the request, whether that interest is professional or as a concerned citizen;
4. A statement of the proposed benefits from the medical use of cannabis specific to the condition being requested;
5. Any additional supporting documents, testimonials, or scientific documentation, including copies of any scientific documentation cited in petition;

### **What happens after petition is submitted?**

- **Petitioner will receive a letter identifying the date, time, and location for when petition will be heard.**

#### **MEDICAL CANNABIS PROGRAM**

1190 St. Francis Drive, S3400 • P.O. Box 26110 • Santa Fe, New Mexico • 87502-6110  
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- **If a petitioner would like to present materials in addition to the petition they should follow the instructions below for intent to present technical evidence.**

**Statement of intent to present technical evidence:**

If the petitioner wishes to present technical evidence at the hearing, the petition shall include a statement of intent. The statement of intent to present technical evidence shall include:

- (a) The name of the person filing the statement;
- (b) The name of each witness;
- (c) An estimate of the length of the direct testimony of each witness;
- (d) A list of exhibits, if any, to be offered into evidence at the hearing; and;
- (e) A summary or outline of the anticipated direct testimony of each witness.

**The public may provide comment on any petition submitted. These comments may be provided either in written comment or oral public comment the day of the meeting. The comments should not be repetitive of comments already provided. All comments submitted and provided to the Medical Advisory Board will be considered public, unless a person provides protected health information.**

**Public comment period:** The advisory board may provide for a public comment period. Public comment may be by written comment, verbal or both.

**(a) Written comment:** Any individual or association of individuals may submit written comment to the advisory board either in opposition or support of the inclusion of a medical condition, medical treatment or disease to the existing list of debilitating medical conditions contained under the act. All written comment shall adhere to the requirements of Subsection F of this section.

**(b) Public comment:** Any member of the general public may testify at the public hearing. No prior notification is required to present general non-technical statements in support of or in opposition to the petition. Any such member may also offer exhibits in connection with his testimony, so long as the exhibit is non-technical in nature and not unduly repetitious of the testimony.

For more detailed information on the petition process, see the New Mexico Administrative Code at 7.34.2.9 NMAC, which can be found at [www.nmhealth.org/go/mcp](http://www.nmhealth.org/go/mcp)

Only the Medical Cannabis Program staff will know the identity of the petitioner, unless the petitioner wishes to meet with the Medical Advisory Board at the actual hearing. The Board is not available for individual meetings prior to the hearing.

All petitions should be either hand delivered or mailed to the address listed below:

Mailing Address:  
Department of Health  
Medical Cannabis Program  
PO Box 26110  
Santa Fe, NM 87502

Physical Address:  
Department of Health  
Medical Cannabis Program  
1474 Rodeo RD Suite 200  
Santa Fe, NM 87502