

**Media Procedures**  
**Case No.: 04-21448-CIV-Gold/McAliley**

**Building Access**

Hours: 7:30 a.m. - 9:30 a.m.; 30 minutes prior to and after start time after lunch break; on call as needed throughout the day.

**Process**

A media sign-in table will be set up in the lobby.

Press will show credentials and be given copies of A0 2009-12 and Media Order from this case.

(A letter on media company letterhead, a pre-printed business card or other similar items will be accepted. Questions as to acceptability shall be directed to Clerk of Court, Steven Larimore or Chief Deputy Clerk, Kevin Kappes.)

Press will fill out and sign access form.

Upon review and acceptance, press will be given a temporary press badge.

Press will then be directed to the USMS regular check in area for processing.

Per USMS regulations, all persons entering the courthouse including the press must have a government issued photo ID, such as a driver's license, passport, or other official ID.

***Press credentials alone will not be sufficient for building entry.***

Upon presentation of an acceptable photo ID, the USMS will permit entry into the building.

All media personnel and electronic equipment will be submitted through regular x-ray screening.

Only cell phones, blackberries, laptops and other acceptable electronic equipment as identified in the court orders will be permitted.

***Other electronic equipment, including but not limited to recording devices, microphones, and video equipment, will not be permitted in to the courthouse.***

After passing through screening, press members will be directed to take elevators to the 11<sup>th</sup> floor.

**11th Floor**

**Process**

As members of the media and public exit elevators, they will be directed to appropriate areas. For those simply wishing to observe, they will be directed to courtroom 11-1.

*No electronic equipment may be used while observing live proceedings in courtroom 11-1.*

For those wishing to use electronic equipment, they will be directed to the temporary press room on the 11th floor, courtroom 11-3.

Once courtroom 11-1 reaches capacity, overflow also will be directed to the temporary press room.

### **Temporary Press Room Procedures**

Hours: 8:00 a.m. - 30 minutes past conclusion of court session at day's end.

#### **Process**

Live video and audio feeds will be available.

Wi-Fi (wireless) internet access will be activated; it will be secured and limited to that courtroom.

Tables and chairs will be available, along with additional gallery seating.

Extra power strips will be temporarily installed for power, but members of the press will need to bring their own power cords and adapters.

The Press room is intended to facilitate media access to the proceedings, as well as to provide the media with a location for reports to be filed, whether by cellular messages, email, text message, twittering or electronic submission of written stories.

**Absolutely no recording, streaming or other transmissions of the actual court proceedings or the live feeds to the press room of those proceedings (audio or video), nor any other transmission of video or pictures shall be made from anywhere within the courthouse, including this press room. (See Administrative Order 2009-12 and the Order Regarding Media Conduct dated November 22, 2010.)**

If capacity of this temporary press room is not sufficient, the court will attempt to make available an additional overflow press room. While every effort will be made to provide the same level of service in overflow space, resources may limit live feeds to audio only.

All courtroom and press room access will be on a first come, first serve basis, subject to space and availability.