



MEDIA PROTOCOL FOR CAMERAS IN THE COURTROOM

Approval Process

- All requests must be filed through the Public Information Office. Requests must be submitted for pre-approval at least 24 hours in advance. Photographers and/or reporters should not show up at the courtroom and ask the judge for permission to be the pool photographer or make last-minute requests. Requests for Monday hearings should be submitted by Friday at noon.
- Photographers should plan on bringing the approved court form to the hearing to ensure they are aware of the exclusions and to notify the bailiff, if necessary.
- Photographers should dress appropriately.

Camera Set-up and Positioning

- Set up: Photographers should plan to arrive at least 15 minutes prior to the start of the hearing to set up their equipment. If a hearing is already underway, the photographer should check with the bailiff to see when a good time is to set up. In Juvenile Court, photographers are not allowed to enter the courtroom until the bailiff calls the case.

Please note it may not be possible for other stations to plug in if there is a full court calendar.

- Camera Positioning the Courtroom: In general, cameras are to remain outside of the well of the courtroom, unless directed otherwise. Cameras should always be positioned to focus on the well of the courtroom where the defendant, defense, and prosecution are seated. The camera should not face out of the well and into the audience in order to maintain the public's privacy, unless directed otherwise. Photographers should remain in one position throughout the hearing.

- Microphones: Use of other microphones—besides the one on the camera—is not allowed. Use of the court's audio assisted device is being tested at the Matheson Courtroom only.

Exceptions

- If a media outlet is interested in an exception to any part of the rule or protocol, they should make the request through the Public Information Office at least 24 hours in advance.