

REQUEST FOR MEDIA BLOGGING

Pursuant to General Order 18-54-01, entered on 01/05/18, the media may request that a presiding judge grant permission to bring into the courtroom, together with wireless internet access, an electronic device, such as a laptop, tablet or smart phone, for the purposes of uploading text to an internet site or to a peer who will use the text for on-line, televised or print news coverage.

Requests must be made in writing using the *Request to Conduct Electronic Reporting* form and be emailed to the presiding judge's orders email address. The form and the judges email addresses are available on our public website.

For matters calendared at least 28 days in advance, requests must be received by the Court 14 days prior to the start of the hearing. For matters calendared less than 28 days in advance, requests must be received as far in advance as possible.

Process

<i>Individual Responsible</i>	<i>Process</i>
Media Representative	Emails <i>Request to Conduct Electronic Reporting</i> form to presiding judge's orders email address.
Presiding Judge	Approves/Denies Request. Order is posted for docketing.
CA or Chambers	Dockets Order - Copy is emailed to USM via ECF event. Copy is emailed to Media Representative who submitted Request and Courtroom Deputy is cc'd. The Media Representative's email address is available on Order.
Media Representative	If request is granted, comes to Clerk's Office on day of hearing to obtain Media Badge.
Intake	Get case number for hearing. Check case for Order Authorizing Media Blogging. If Judge granted, request Media Representative's photo ID and media credentials (anything that shows this person works for the media).
Intake	Fills out Media Identification Request Form and obtains signature of Media Representative.
Intake	Writes down Media Badge number and issue date on form and distributes Media Badge. Write down who received Media Badge on Media Identification Log.
Media Representative	At end of day or end of hearing, return Media Badge to Clerk's Office. If Court goes after 5:00 p.m., Media Representative may return Media Badge the following day.
Presiding Judge	Will determine media seating location in assigned courtroom.
Court Staff	Will place Reserved Seating for Media signage in courtroom.