

For Media Coordinators

Media coordinators facilitate interaction between the courts and the electronic media regarding audio or video coverage of authorized court proceedings. Responsibilities of media coordinators include:

- Serving for first point of contact for news reporters.
- Making sure that each courtroom has a judge-approved location for news media to stand -- keep courtroom maps on hand with the location of camera(s)-approved areas.
- Working with all judges, reporters, clerks' offices, and attorneys to be sure accurate information is shared.
- Communicating with news reporters regarding judge's requirements (e.g. set-up time, need for extension cords, where to locate microphones).

Media Request for Coverage:

Process for coordinator to review application:

- Review submitted form-- is everything accurate and appropriate?
- **Check the requestor** to be sure they are on the "Credentialed Media" list (Judicial Branch Website). If individual is not on the credentialed list, return the form and let them know that they must be on the list to bring media into court.
- If form is **incomplete**, return to requester noting the omission and ask to have the form resubmitted
- If the form is **completed properly**, immediately notify judge and route to proper office for JUSTICE filing
- **Inform first requestor that they will serve as *pool camera**, unless they are unable to do so.

Courthouse Security:

- Work with courthouse security – notify security when expanded media coverage has been approved and equipment in the courtroom is authorized.
- Post notification of media appearance outside the courtroom when required or requested.

Where to find Credentialed Media and Media Coordinators:

- Media coordinators for various areas of the state are identified on the main state court web site. (Under the "Media" tab)

****POOL coverage** requires stations to share video, audio, and still photos with other reporters who come to the courtroom. One (1) designated station will take photos, video, audio inside the courtroom. If the designated "pool" station doesn't show up or has a conflict and another station available, the reporter who is present in the courtroom should be allowed to serve as the pool camera.*

