

Media Coordinator Responsibilities

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 as 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).
- Maintaining a daily check of an email (posted on the Judicial Branch Website) where media requests are to be submitted (<https://supremecourt.nebraska.gov/media/coordinators>).

Media Request for Coverage, Process for Coordinator Review:

(AD 1:01 Request and Notice for Expanded News Media Coverage of Proceedings or AD 1:07 Request and Notice for Expanded News Media Coverage of County Court Initial Proceedings)

- Review submitted form-- is everything accurate and appropriate?
- **Check if the requestor** is on the "Credentialed Media" list (<https://supremecourt.nebraska.gov/media/coordinators> -- second tab). If individual is not on the credentialed list, return the form and let them know that they must be on the list to bring equipment into the 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 filing with the JUSTICE system.
- **Inform first requestor (or whomever is selected) that they will serve as *pool camera**, unless they are unable to do so. Inform other requestors of the name of the news entity designated as pool.

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 Coordinator Listings:

- Media coordinators for various areas of the state are identified on the main state court web site. (Under the "Media" tab <https://supremecourt.nebraska.gov/media/coordinators>)

**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--It is possible to have (3) separate providers: pool for radio (audio), a pool for television (video) and a pool for still cameras. If the designated "pool" station doesn't show up or has a conflict and another station is available, the reporter who is present in the courtroom should be allowed to serve as the pool camera.*

