

## **MEDIA SERVICES FAQs**

### **MEDIA AUTHORIZATION CARDS (Credentials)**

#### **Do the media need a Ninth Circuit Court-issued media authorization card to cover court proceedings?**

Yes, you need a Ninth Circuit Court-issued credential and your media outlet's credential to cover court proceedings. If you do not have Court-issued credentials, you can sit in a courtroom as a member of the public, but you will not be allowed to take advantage of the privileges afforded to the media.

#### **How do I obtain a Court-issued media authorization card?**

You must apply for a card through the Court's [website](#). Be sure to fill out all required fields and submit a high-resolution headshot. Cards are generally available two business days after a valid application is submitted and can be picked up between 9:00 a.m. and 4:00 p.m. in suite 325 of the Orange County Courthouse or on the 6<sup>th</sup> floor of the Osceola County Courthouse.

#### **Is there a charge to obtain a card?**

Ten complimentary cards are handed out per media agency. Additional cards may be obtained for \$20 each card. Payment must be made via check or money order payable to the State of Florida.

#### **How do I replace a lost or misplaced card?**

You will need to reapply for a card and pay the \$20 renewal fee. In the meantime, you can request to utilize a temporary card, which is available in suite 325 of the Orange County Courthouse or on the 6<sup>th</sup> floor of the Osceola County Courthouse between 9:00 a.m. and 4:00 p.m.

### **POOL CAMERA RESPONSIBILITIES**

#### **Is the court responsible for coordinating pool camera coverage?**

No, per [circuit administrative order](#), the media is responsible for coordinating pool camera coverage.

#### **What are the responsibilities of the pool camera?**

You must set up while court is not in session and be plugged in at all times to the courtroom media panel (BNC and XLR cables needed). You must also disable the camera's onboard microphone and not shoot jurors' faces. In locations where there is no media panel, the pool camera must share tape with other media.

#### **How many cameras can be utilized to cover courts?**

Per [administrative order](#), one pool operator with one camera and one still photographer with up to two cameras are permitted in court proceedings. If you would like to use additional cameras, email Karen Levey at [klevey@ninthcircuit.org](mailto:klevey@ninthcircuit.org) and Julio Semino at [jsemino@ninthcircuit.org](mailto:jsemino@ninthcircuit.org) and they will communicate your request to the presiding judge, who may or may not approve the request.

## COVERING COURT PROCEEDINGS

### When can I access a courtroom?

Courtroom access is provided once the deputy opens the courtroom to the public. This generally occurs at least 15 minutes prior to a court session beginning.

### Does the media have to notify the court before they can cover a proceeding?

No, but it helps facilitate courtroom access if we can inform the presiding judge that media will be present and answer any questions you may have.

### Are bloggers and other New Media able to cover the courts?

Yes, so long as your agency meets the circuit's definition for media and you obtain a Ninth Circuit Court-issued media authorization card. To do so, you must first [apply for a media card](#), choose the "apply for media status" box, and provide the requested information:

1. Proof your agency has a readership of more than 1,000 hits per month
2. Proof your agency has covered the judicial branch in the last six months
3. Links to two bylined articles within the past six months
4. Copy of the current masthead or agency business card

Be sure to fill out all required fields and submit a high-resolution headshot. Cards are generally available two business days after a valid application is submitted and can be picked up between 9:00 a.m. and 4:00 p.m. in suite 325 of the Orange County Courthouse or on the 6<sup>th</sup> floor of the Osceola County Courthouse.

### Can I utilize my cellphone or laptop during court proceedings?

Yes, but only for clerical purposes (like texting your office) and if you possess a Ninth Circuit Court-issued media authorization card. You cannot use any device (other than the pool camera) to record audio or video.

### How do I access the courtroom feed?

Provided there is a pool camera that is plugged into the courtroom media panel, you may connect to the media pedestals outside the Orange or Osceola County Courthouses. Please note there is **no power available at the pedestal**. In Osceola, you may also obtain the feed in the media room. There is no media pedestal at the Justice Center.

### Can the media cover juvenile proceedings?

Yes, so long as the proceedings are not closed to the public, like in adoption or termination of parental rights hearings. While serving as pool, the media should not capture the faces of juveniles.

## INTERVIEWS AND RECORDS REQUESTS

### Where can I conduct interviews at the courthouse?

Interviews can be conducted throughout the courthouse so long as ingress and egress are not blocked.

**How do I schedule an interview with a judge?**

Email Karen Levey at [klevey@ninthcircuit.org](mailto:klevey@ninthcircuit.org) and Julio Semino at [jsemino@ninthcircuit.org](mailto:jsemino@ninthcircuit.org) to schedule an interview with a judge. In your email, include a list of questions and any deadline you're working under.

**How do I obtain court documents?**

The Clerk of Courts Office is the recordkeeper for most court documents. If you would like a copy of any court record, please contact the Clerk's Office where the case was filed.

**How do I obtain information about juvenile proceedings?**

The court is prohibited from providing any information about juvenile proceedings, including the juvenile's name and the date, time, and location of any proceedings. Juvenile detention hearings are usually held at 1:30 p.m. on weekdays and 8:30 a.m. on weekends and holidays.