

Superior Court of Placer County

Media Policy

SECTION I. PURPOSE AND SCOPE OF POLICY

In an effort to ensure the prompt handling of media requests related to cases pending before the court and to ensure public access to court proceedings, the following policy has been adopted by the court.

SECTION II. LIMITATIONS ON SCOPE OF POLICY

Organizations seeking to film in the courthouse for commercial or documentary purposes should review the Third Party Use of Court Facilities Policy in addition to this Media Policy.

SECTION III. MEDIA INQUIRIES RELATED TO BASIC CASE INFORMATION (i.e. CASE NUMBER, PARTIES, NEXT HEARING DATES)

- To obtain this information, contact the Court Clerk's Office at 916-408-6000 or you may contact Court Administration at 916-408-6186.

SECTION IV. REQUESTS FOR COMMENT BY THE COURT

- Media calls seeking comment by the court or that are more detailed than a simple case-related query **MUST** be directed to the Executive Assistant in Court Administration or the Court Executive Officer by contacting 916-408-6186.

SECTION V. REQUESTS TO FILM, RECORD, OR BROADCAST

5.1 PROCEDURE FOR SUBMITTING MC-500 REQUESTS TO THE COURT

- A. Media representatives must email or fax the MC-500 to Court Administration.

Email: courtadmin@placer.courts.ca.gov
Fax: 916-408-6188

- B. Media representatives must also call Court Administration to notify that request has been submitted.

Phone: 916-408-6186

5.2 COURT PROCEDURE FOR NOTIFYING MEDIA OF RULING

- A. If original request was submitted to the court via email, the court will email the order back to the media representative.
- B. If the original request was submitted to the court via fax, the court will fax the order back to the media representative.
- C. The Executive Assistant or his/her designee will also call the media representative to notify them that ruling has been made.

SECTION VI. ISSUANCE OF PRESS RELEASES/PUBLIC NOTICES

Press releases/public notices will be posted on the court's website and in the courthouse. The court will also distribute press releases to media organizations that have requested receipt of such notices via email. To be added to the distribution list, email your contact name, news organization, phone, and email address to courtadmin@placer.courts.ca.gov or you may contact Court Administration at 916-408-6186.

SECTION VII. WHERE TO DIRECT QUESTIONS OR CONCERNS

If you have questions or concerns, please direct them to the Executive Assistant in Court Administration or the Court Executive Officer by contacting 916-408-6186.

APPROVAL

This policy will remain in place unless rescinded or modified by the Court Executive Officer.



Jake Chatters
Court Executive Officer

Date: 12/1/2010