

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 and Local Rule 10.19.

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

- To obtain basic case information, contact the Court Clerk's Office at 916-408-6000. Or, you may contact Court Administration at 916-408-6186 or courtadmin@placer.courts.ca.gov.

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 or courtadmin@placer.courts.ca.gov.
- When asking the court for comment, note that the court cannot comment on pending cases. California Code of Judicial Ethics, Canon 3B(9) provides, in essence, that: (1) a judge shall not make any public comment about a pending or impending proceeding in any court, and (2) the judge shall require a similar abstention on the part of staff subject to the judge's direction and control.

SECTION V. REQUESTS TO FILM, RECORD, OR BROADCAST

5.1 PROCEDURE FOR SUBMITTING FORMS MC-500 & MC-510 TO THE COURT

- A. Media representatives must complete forms MC-500 and MC-510 and email them to Court Administration at courtadmin@placer.courts.ca.gov. Please double check to ensure that your MC-500 is signed before submitting to the court.

- B. Pursuant to CRC 1.150, media representatives must file the MC-500 and MC-510 forms with the court at least five court days before the proceeding unless good cause is shown. Requests received less than five court days before the proceeding will be sent to the courtroom; however, the judge may not rule on the requests in advance of the proceeding.

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, if the judge rules on the request in advance of the proceeding. If the judge rules on the request in court, the media representative may obtain a copy of the order from courtroom staff.

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's 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: 10/21/2024