

# *Superior Court of Placer County*

## Media Policy

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### **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**

This policy does not cover requests to film in the courthouse for commercial or documentary purposes. All such requests are governed by the Judicial Council of California's Third-Party Use of Court Facilities Policy.

### **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](mailto: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](mailto: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 FILMING, RECORDING, OR BROADCASTING WITHIN A COURTROOM.**

#### **A. Request by Submitting Form MC-500 & MC-510 to the Court**

- i. Media representatives must complete forms MC-500 and MC-510 and email them to Court Administration at [courtadmin@placer.courts.ca.gov](mailto:courtadmin@placer.courts.ca.gov) to request permission to film, record or broadcast a proceeding in a courtroom. Please double check to ensure that your MC-500 is signed before submitting to the court.
- ii. 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.

#### **B. Court Procedure for Notifying Media of Ruling on MC-500**

- i. 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.

### **5.2 FILMING, RECORDING, OR BROADCASTING INSIDE COURTHOUSE OR ON COURTHOUSE CURTILAGE, EXCLUDING COURTROOMS**

#### **A. Submitting a Request to Film, Record, or Broadcast in Lobbies, Clerk's Offices, Self-Help Centers, Non-Courtroom-Based Remote Services, or Curtilage**

- i. Pursuant to Superior Court of Placer County Local Rules, rule 10.19(B), media representatives must contact Court Administration at [courtadmin@placer.courts.ca.gov](mailto:courtadmin@placer.courts.ca.gov) or 916-408-6186 to request permission to film inside courthouse facilities or on courthouse curtilage. Such request must be related to an ongoing court proceeding. This is separate from a request to film within a courtroom as outlined in Section 5.1. Court Administration will respond to all requests made at least one court day prior to the proposed filming. Requests made same day may not receive a response. Media must receive approval prior to any filming or recording.
- ii. Requests to film, record, or broadcast for purposes related to a civics education event must be submitted as part of a Third-Party Use of Court Facilities – Civics Education Event request as outlined in the Superior Court of Placer County's Third-Party Use of Court Facilities Policy.

- iii. Requests to film for any purpose other than those outlined in i and ii above, must be submitted to the Judicial Council of California pursuant to the Judicial Council Third Party Use of Court Facilities Policy.

B. Court Procedure for Notifying Media of Decision on Filming Request (Outside of Courtroom)

- i. The court will notify the media representative of the Court Executive's response by email or telephone consistent with the medium used for the request.

**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](mailto: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: 3/20/2025