

INSTRUCTIONS

Process

Media Request and Order:

Requests for media coverage should be submitted on Judicial Council **form MC-500** (*Media Request to Photograph, Record, or Broadcast*) accompanied by a **completed proposed order** on Judicial Council form **MC-510** (*Order on Media Request to Permit Coverage*): The appropriate Request and Order forms are available at the Attorney Service Window, on the Court's Public Website under Media, or on-line at:

Request - <http://www.courtinfo.ca.gov/forms/fillable/mc500.pdf>, and
Order - <http://www.courtinfo.ca.gov/forms/fillable/mc510.pdf>.

Procedure

Time Requirements::

The forms must be filed at least five (5) court days before the portion of the proceeding to be covered unless good cause is shown as discussed below.

The procedure to request and obtain media coverage is as follows:

- 1) Both the request and proposed order forms must be completed by the media agency and submitted with copies to the clerk at the Attorney Service Window at least five (5) court days prior to the court hearing;
- 2) The Clerk will review the request for completion of the appropriate information;
- 3) The Clerk will file stamp the request and make a notation of the event in the case management system;
- 4) The Clerk will immediately forward the request and order to the appropriate court for review;
- 5) After the court has ruled on the request, the courtroom clerk will return the order to the Clerk for processing;
- 6) The Clerk will file stamp the order, conform a copy, contact the media agency to inform them of the court's ruling and make a notation of these actions in the case management system;
- 7) The media agency should pick up the conformed order from the clerk at the Attorney Service Window where the orders will be retained in a specially marked folder;
- 8) The media agency should have a conformed order to present to the bailiff before entering the courtroom.

Exception to Five-Day Rule:

The five-day filing requirement shall not apply if the case is set less than five (5) days in advance of the next hearing. The request should still be filed at

the earliest opportunity. In these instances the process above will be followed except:

- 1) If the case is short set, the media agency may submit the request and proposed order to the clerk at the Attorney Service window as stated in Paragraph 1) above or fax the documents to the clerk's office. Once the court has ruled on the request, the clerk will notify and fax the conformed request and order to the media agency.
- 2.) In the event the matter is filed and set on the same day, the agency may submit the request and proposed order as stated in the previous paragraph, or, if necessary, may submit the request and proposed order to the courtroom clerk (usually through the bailiff) of the judicial officer assigned to hear the matter. The courtroom clerk will file the documents in court. After the court has ruled on the request, the courtroom clerk will return a conformed copy of the request and order to the agency.

The forms shall be filed with the Clerk's Office or via fax in the division of the Court where the request is directed.

Criminal

Superior Court Clerk's Office
240 Church Street, Room 205
Salinas, CA 93901

FAX (831) 775-5497

Civil

Superior Court Clerk's Office
1200 Aguajito Road
Monterey, CA 93940

FAX (831) 647-5897