

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:

All required 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 via email or to the Clerk's Office / 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 Judge for review;
- 5) After the Judge 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 and return the request and order via email. The Clerk will make a notation of these actions in the case management system;
- 7) 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) 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.

All required forms shall be filed with the Clerk's Office via email or at the Clerk's Office in the division of the Court where the request is directed, as follows:

Criminal

Superior Court Clerk's Office
240 Church Street, 1st Floor
Salinas, CA 93901

Email: SubmitSalinas@monterey.courts.ca.gov

Civil and Family Law

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

Email: SubmitMonterey@monterey.courts.ca.gov

ⁱ Clerks shall use a scanner to email the conformed copies to their own email address and forward this email to the appropriate media agency contact(s) with a cc: to the appropriate internal DL for tracking purposes (DLSubmitSalinas or DLSubmitMonterey). For ease of use, local media contact DL's have been pre-programmed into the Court's network, but these may not be all-inclusive of media outlets submitting requests. The email address of the submitter should be used in these instances.