



United States District Court  
For the District of Columbia

Application for Long-Term Media Room Pass

This application is for a long-term Media Room Pass. Most members of the media will be issued annual passes. Long-term passes will be issued only to members of the media who work for media organizations that have a longstanding history of regular reporting on matters relating to this Court and who are physically present in the Courthouse on a regular basis to cover a range of matters. Any questions about eligibility for a long-term pass should be directed to the Court's Media Liaison.

Please answer the questions below completely and return this form by email or in hard copy to the Court's Media Liaison. Please also provide a copy of your employer-issued credential.

1. Name and Contact Information:

Full Name:

Title:

Organization Name:

Business Address:

Office Phone:

Mobile Phone:

Email Address:

2. Media Credentials:

Please list any governmental agencies or organizations with which you have press credentials:

3. Eligibility for Long-Term Pass:

(a) For how long has your media organization regularly reported on cases or matters relating to this Court?

(b) For how long have you personally regularly reported on cases or matters relating to this Court on behalf of your media organization?

(c) Please describe the breadth of your reporting on cases or matters relating to this Court:

(d) In the last five years, how often have you been present in the Courthouse to cover court proceedings?

4. Acknowledgement and Agreement to Media Room Rules:

Please read the statements below and sign your initials to indicate your acknowledgement and agreement:

(a) I have read and I understand the Court’s Media Room Rules of Use, a copy of which is attached to this application. \_\_\_\_\_

(b) I understand that photography and audio and video recording of court proceedings from the Media Room, or elsewhere, is strictly prohibited, and that absolutely no broadcasting or transmission of court proceedings is allowed. \_\_\_\_\_

(c) I agree to abide by these rules, and I recognize that any violation could result in revocation of my Media Room Pass, among other consequences. \_\_\_\_\_

5. Signature:

A Media Room Pass is issued to an individual, not an organization, and is non-transferable. Inappropriate transfer or use of a Media Room Pass will result in its revocation.

Long-term passes are valid for three years. Current pass holders should contact the Media Liaison upon any change in employment status to confirm continued eligibility for a pass.

By my signature below, I hereby acknowledge the requirements for a Media Room Pass, the rules governing use of the Media Room, and I attest to the truthfulness of the information I have provided in this application.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Media Liaison Contact Information:

Lisa J. Klem, Special Assistant to the Chief Judge  
202-354-3324 (desk)  
202-384-7306 (mobile)  
[Lisa\\_Klem@dcd.uscourts.gov](mailto:Lisa_Klem@dcd.uscourts.gov)

Effective: June 12, 2023



United States District Court  
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## Media Room Rules of Use

1. Location: The Court's Media Room is located on the first floor of the E. Barrett Prettyman Courthouse in Room 1206 (near the entrance to the Courthouse at John Marshall Park). Additional spaces may be designated as "media rooms" when the need arises. The Court's Media Room and other spaces so designated are referred to collectively as the "Media Room."
2. Media Room Pass Required: Members of the media who wish to use the Media Room must first apply for and receive a Media Room Pass. Most members of the media will be issued annual passes. Long-term passes will be issued only to members of the media who work for media organizations that have a longstanding history of regular reporting on matters relating to this Court and who are physically present in the Courthouse on a regular basis to cover a range of matters. Passes are issued to individuals, not organizations, and are non-transferable. Details about media room passes and application forms are available on the Court's website and in hard copy from the Court's Media Liaison.
3. Operation of the Media Room:
  - (a) The Media Room provides opportunities for members of the media to view live audio/video feeds of high-interest court proceedings. The final decision on whether to send an audio/video feed of a proceeding to the Media Room rests with the presiding judge.
  - (b) Only authorized court staff may open the Media Room and activate the audio/video feed. Members of the media should not approach Court Security Officers to request that the Media Room be unlocked or that an audio/video feed be turned on. Under no circumstances may a member of the media touch or manipulate the audio/video feed control panel. Any concerns regarding whether an audio/video feed should be turned on or off should be communicated promptly to the Media Liaison or another member of the court staff.
  - (c) Members of the media must display their Media Room Pass while in the Media Room.
  - (d) Use of the Media Room is on a daily first-come, first-served basis, and members of the media must sign in as requested. There generally is no reserving of seats. A seat may be held during breaks in court proceedings but otherwise for no more than 30 minutes when others are waiting to enter the room. For a proceeding of

particularly high interest, the Media Liaison may reserve a limited number of seats in the Media Room for members of the media holding long-term passes. Reserved seats may be limited to one reporter per media organization.

- (e) Members of the media may use laptops and other electronic devices in the Media Room while viewing an audio/video feed from a live courtroom.
- (f) **Photography and video and audio recording of court proceedings is strictly prohibited. No transmission or broadcasting of court proceedings is allowed.** Any violation of this rule may result in the banning of all electronic devices from the Media Room, the closing of the Media Room, the revocation of an individual's media room pass, and/or the imposition of contempt sanctions against the violator individually and, if attending as an employee or agent, against the employer or principal.<sup>1</sup>
- (g) Cell phones may not be used inside the Media Room for calls while the live audio/video feed is activated. They may be used in the anteroom or hallway.
- (h) The Court may adjust these rules or take additional steps as necessary to assure fair and reasonable access to the Media Room and compliance with these rules.

Questions or concerns about use of the Media Room should be directed to the Media Liaison.

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<sup>1</sup> Media Policy of the U.S. Courts of the D.C. Circuit (June 2018).