

## **Provisional Policy on Media Use and Placement of Equipment and Personnel (9/3/19)**

*The Court Administrator approved this policy pursuant to Administrative Order 46 § 2. This policy applies to all media registered under that Administrative Order. A “device” means anything “that can record or transmit or receive transmissions of data, images, or sounds, or can access the internet.” V.R.C.P. 79.2(b)(4), V.R.A.P. 35(b)(5).*

**Division/Unit:** Orange Unit – All Divisions

**Courtroom Name/Number:** The courthouse has two courtrooms designated as: [1] 1<sup>st</sup> Floor Hearing Room and [2] 2<sup>nd</sup> Floor Courtroom

### **Authorized number/types of devices:**

1<sup>st</sup> Floor Hearing Room – 1 device (handheld or on a tripod)

2<sup>nd</sup> Floor Courtroom – 1 device (handheld or on a tripod)

### **Location of device and operators:**

2<sup>nd</sup> Floor Courtroom – the device and operator shall use the right side of the courtroom, in the area in front of the first row of spectators, and before the jury box.

1<sup>st</sup> Floor Hearing Room - the device and operator shall use the rear of the hearing room (to the right as one enters through the doors), at the back of the aisle between the spectator bench rows.

**Audio:** In each courtroom/ hearing room, a control box near the court officer’s station (located near the front of the courtroom, just below the judge’s bench) has the capacity for media to plug into the control box for direct audio pick up of the court audio system. Media need to supply their own connecting cable/wire, which can be run to media devices placed at the above locations.

### **All Operators Must Comply with the Following:**

- No person may use a device to communicate orally.
- No device may be operated in a manner that makes a distracting sound.
- Bench conferences, conferences between co-counsel, and activity during a recess may be recorded or transmitted visually, but not orally.
- Proceedings in chambers may be recorded or transmitted only by permission of the judge.
- Conferences between counsel and client may be recorded with visual still images, but not recorded or transmitted orally or with video.
- Activities of the jury and images of jurors or prospective jurors may not be recorded or transmitted. The court may permit visual recording of trial participants that necessarily includes the seated jury on terms that protect the jurors’ identity.
- Any required pooling arrangements are the media’s sole responsibility without court mediation.
- No artificial lighting equipment is allowed.
- Unless specifically authorized in the policy, no equipment operator may move from the area specifically assigned to that operator. No operator may move about to attract attention to the operator.
- Except for hand-held devices, equipment must be placed in or removed from the courtroom prior to commencement or after adjournment of proceedings.
- Audio pickup is from existing audio systems. If there is no technically suitable audio system, any necessary wiring or microphones must be unobtrusive (including removing microphone ID flags of microphones places inside the bar) and located in places designated above.