

**CIRCUIT COURT OF COOK COUNTY
EXTENDED MEDIA COVERAGE PILOT PROGRAM**

MEDIA CHECKLIST

This checklist is offered as a helpful resource for use in complying with required procedures. It is designed to be used with restrictions and rules governing EMC found in the Supreme Court’s policy, the Circuit Court’s general administrative order, and orders entered by judges presiding in individual proceedings. It is not intended as a legally binding interpretation of the above policy, general administrative order, or individual judges’ orders or as an exhaustive list of subjects required to be addressed in providing coverage of a specific proceeding.

FILING OF MEDIA REQUEST

- ☐ 1. Filed only by the (principal) media coordinator
- ☐ 2. Filed with the clerk of the court
- ☐ 3. Copy emailed to the court media liaison
- ☐ 4. At least 14 days prior to the court proceeding (unless otherwise allowed by the judge)
 - ☐ a. Includes assignment of an on-site media coordinator, who will attend the court hearing on the request
 - ☐ b. Phone court media liaison to confirm receipt of request

REVIEW OF APPROVED REQUEST

- ☐ 5. Review the order permitting extended media coverage (EMC) with the court media liaison for any restrictions or special instructions by the judge. Examples include, but are not limited to, the following:
 - ☐ a. Number of cameras allowed in the courtroom
 - ☐ b. Location of cameras in the courtroom
 - ☐ c. Safeguards to prevent filming or photographing of jury selection, the sworn jury, or individual jurors (e.g., setting up a curtain, draped or locked tripod)
 - ☐ d. Limits on coverage when the jury is not present

- e. Visual images of defendants appearing in jail garb and restraints
 - f. Limits on live broadcasting and Internet streaming
 - g. Limits on text messages (e.g., SMS) or use of social media while court is in session
- 6. Conduct a site survey of the courtroom with the court media liaison to determine:
 - a. Location of still and television cameras in the courtroom
 - b. Means of ensuring the jury is never within cameras' line of sight
 - c. Electrical needs (i.e., number and location of outlets, best routes for running wire on the floor
 - d. Lighting requirements and restrictions
 - e. Use of courtroom (preferred) or media-provided microphones and audio systems
 - f. (For video) Use of videotape, "Elmo" (remote broadcast transmission system), or line-of-sight for the broadcasting equipment.
 - g. Location of broadcast truck, if needed.

ADVANCE PREPARATIONS

- 7. On-site media coordinator makes arrangements with media organizations to:
 - a. schedule coverage, including setup
 - b. organize pool coverage, if necessary
 - c. review with pool members
 - i. general EMC policies
 - ii. any rules or restrictions imposed by the judge
 - iii. site-specific equipment requirements
- 8. On-site media coordinator makes arrangements with the sheriff to:
 - a. allow camera persons to enter the courtroom at least a half-hour before court begins to set up and test equipment
 - b. review any rules or restrictions imposed by the judge
 - c. designate courthouse areas where live reporting will be permitted

- 9. On-site media coordinator works with the court media liaison to:
 - a. arrange any necessary location for “overflow” coverage
 - b. review restrictions on EMC of persons whose objections to coverage have been granted

DAY OF PROCEEDING

- 10. Camera persons arrive at pre-set time before the beginning of the proceeding, to allow sufficient time for camera equipment to go through security screenings and be set up in the courtroom
- 11. Camera persons and their equipment are escorted by the sheriff to and from the assigned courtroom, to assure photographs are not taken in unauthorized locations.
- 12. On-site media coordinator makes arrangements for any reasonable need for reserved seating or “overflow” location for other media covering the proceedings
- 13. Compliance with:
 - a. EMC is only permitted for the proceeding(s) stated in the judge’s order
 - b. EMC is not permitted until the authorized case(s) is called
 - c. prohibitions on EMC of jury selection, the sworn jury, or individual jurors
 - d. restrictions on EMC of persons whose objections to coverage have been granted
 - e. prohibitions on EMC of exhibits or other objects on evidence carts or counsel tables that have not been admitted by the court into evidence
 - f. prohibitions of EMC during recesses and at the conclusion of the proceeding
 - g. prohibitions on recording of conversations between:
 - i. counsel and defendants
 - ii. opposing counsel
 - iii. co-counsel
 - iv. between counsel and the judge during a sidebar conference
 - h. designated areas for live reporting
- 14. Operability of monitors and delay buttons required for the use of the judge