



UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF LOUISIANA
Office of the Clerk of Court—Media Liaison
777 Florida Street, Suite 139
Baton Rouge, Louisiana 70801

INSTRUCTIONS AND REQUIREMENTS FOR MEDIA IDENTIFICATION CARD APPLICATION

The Media Identification Card is non-transferable. It provides an exception to the Court's Policy regarding Electronic Devices for non-members of the legal bar. In other words, the ability to acquire a Media Identification Card is a privilege. A valid Media Identification Card will entitle a media member with the ability to bring a laptop with silent keyboard, tablet, and/or a smart phone that must be off or in silent mode into a courtroom. All Media Identification Cards will be subject to the provisions of Local Rule 83(c)(10), which prohibits photographing, broadcasting, and recording in the courtroom or its environs.

All applications for Media Identification Cards must be submitted to the Office of the Clerk of Court—Media Liaison, Russell B. Long Federal Building and United States Courthouse, 777 Florida Street, Suite 139, Baton Rouge, LA 70801.

The application is to be completed by each applicant and certified by an Editor or News Director, unless Self-Employed. In the event of the latter, the applicant must provide at least two media references from agencies that recently hired him/her on a freelance basis.

Media Identification Cards will be valid for two (2) years. They will only be issued to full-time members of the media who have a need for an identification card in order to fulfill their various assignments. Media Identification Cards will not be issued to individuals who are employed in the business, advertising, or circulation departments.

First time and renewal applicants **must** include the following items with their application:

- A cover letter from the applicant's Editor or News Director requesting credentials for the individual. If numerous applications are being filed, one letter with all of the applicants' names will suffice.
- For independently employed applicants, media reference letters from at least two agencies that have recently hired them on a freelance basis. The Company Name box on the application should indicate that the applicant is "Self Employed."

The Court reserves the right to perform a background check and due diligence examination on those issues that would bear directly on the Applicant's ability to acquire a Media Identification Card.

If issued a Media Identification Card, it must be visibly displayed outside of the holder's clothing at all times while in the Courthouse.



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APPLICATION FOR MEDIA IDENTIFICATION CARD
PLEASE CHECK THE APPROPRIATE BOX BELOW

- NEW APPLICATION FOR MEDIA IDENTIFICATION CARD
- RENEWAL – PREVIOUS CARD # _____

APPLICANT NAME: LAST: _____ FIRST: _____ MI: _____ D.O.B.: _____ GENDER: _____	COMPANY NAME (IF APPLICABLE): _____ DEPARTMENT: _____ JOB TITLE: _____
HOME ADDRESS: STREET: _____ CITY: _____ STATE: _____ ZIP: _____	BUSINESS ADDRESS (IF APPLICABLE): STREET: _____ CITY: _____ STATE: _____ ZIP: _____
HOME PHONE NO.: _____ CELL PHONE NO.: _____ PERSONAL EMAIL ADDRESS: _____	BUSINESS PHONE NO.: _____ (IF APPLICABLE) CELL PHONE NO.: _____ EMAIL ADDRESS: _____
ARE YOU EMPLOYED BY THE ABOVE ORGANIZATION ON A FULL-TIME STAFF/SALARIED BASIS, OR ARE YOU AN INDEPENDENT? <input type="checkbox"/> FULL TIME <input type="checkbox"/> INDEPENDENT	

LIST THREE OF YOUR MOST RECENT ASSIGNMENTS, WITHIN THE PAST SIX MONTHS:

1. DATE: _____ LOCATION: _____

ASSIGNMENT:

2. DATE: _____ LOCATION: _____

ASSIGNMENT:

3. DATE: _____ LOCATION: _____

ASSIGNMENT:

I hereby certify that I have read and will abide by the terms of General Order 2018-15 and Local Rule 83(c)(9) and Local Rule 83(c)(10). I understand that all Media Identification Cards are subject to provisions of Local Rule 83(c)(9), which provides that a laptop, smartphone, or tablet is subject to seizure if it rings or makes any other noise in the courtroom, and Local Rule 83(c)(10), which prohibits photographing, recording, and broadcasting.

I hereby acknowledge that the presiding Judge in the courtroom is authorized to determine whether the use of an electronic device is disturbing to the proceeding at hand and to direct its discontinuance if it is found to be disruptive. I agree to comply with any such determinations or requests made by the presiding Judge regarding the use of electronic devices in the courtroom.

I further certify that if I am found to be recording visually or audibly any proceeding in the Courthouse, or photographing the same, I may be subject to a contempt proceeding, suspension, and/or revocation of my Media Identification Card, and/or any additional remedy or penalty provided by statute in order to enforce the rules of the Judicial Conference.

APPLICANT'S SIGNATURE: _____ DATE: _____

IF APPLICABLE, THE FOLLOWING MUST BE COMPLETED BY BUREAU CHIEF, MANAGING EDITOR, OR NEWS DIRECTOR

I HEREBY CERTIFY THAT THE ABOVE NAMED INDIVIDUAL REQUIRES A MEDIA IDENTIFICATION CARD IN ORDER TO PERFORM HIS/HER ASSIGNED DUTIES.

DATE: _____ FIRST AND LAST NAME: _____

POSITION: _____ SIGNATURE: _____

THIS APPLICATION WILL NOT BE PROCESSED UNLESS COMPLETED IN ITS ENTIRETY, SIGNED BY THE BUREAU CHIEF/MANAGING EDITOR/NEWS DIRECTOR, AND THE APPLICANT HAS ACKNOWLEDGED THAT HE OR SHE AGREES TO ABIDE BY THE COURT'S RULES REGARDING PHOTOGRAPHY, RECORDING, OR BROADCASTING.

SUBMISSION INSTRUCTIONS: Complete all applicable application fields and sign. Attach the application along with the supporting documents as indicated on the instruction page (cover letter or media reference letters). Send the completed packet to the Office of the Clerk of Court for the U.S. District Court for the Middle District of Louisiana, attention: Mike McConnell. You may choose one of the following methods to return your application:

**Scan all documents to a single PDF formatted document and email to:
lamd_micsys@lamd.uscourts.gov**

FAX to: 225-389-3501, attention: Mike McConnell

**Mail to: Russell B. Long Federal Building and United States Courthouse
Attention: Mike McConnell
777 Florida Street, Suite 139
Baton Rouge, LA 70801**

LOCAL RULE 83(c)(9) Cameras and Electronic Equipment provides in pertinent part:

- (A) Unless authorized by the Court, no camera, recording equipment, cellular telephone, tablet, pager, laptop computer or other type of electrical or electronic device shall be brought into the premises. No person shall introduce or attempt to introduce any type of camera, recording equipment, or other type of electrical or electronic device into the premises without court permission. No person shall introduce any type of camera, recording equipment or other type of electric or electronic device into the premises while, or immediately before or after, the grand jury is in session.

- (C) The permission to bring a cell phone, pager, smart phone, laptop or tablet into the building is subject to the following sanction: Any cell phone, pager, smart phone, laptop or tablet which rings or makes any other noise in the courtroom, chambers or in the hallways outside of a courtroom shall be subject to seizure and may not be returned to the owner.

LOCAL RULE 83(c)(10) Photographs, Radio, or Television Broadcasting provides in pertinent part:

- (A) The taking of photographs in the courtroom or its environs, or radio or television broadcasting from the courtroom or its environs, during the progress of or in connection with judicial proceedings, including proceedings before a judicial officer, whether or not court is actually in session, is prohibited.
- (B) As used in these rules the term “environs” means any place within any United States Courthouse wherein these Rules apply, and any place wherein a Judicial Officer may conduct judicial proceedings and any public place immediately adjacent thereto.
- (C) Use of audio, video and photographic recording equipment is banned from all areas of the courthouse grounds other than the areas expressly permitted in this paragraph. Permitted areas consists of the area located east and directly adjacent to the south half of the front courthouse steps, referred to as the “media bullpen,” and the public sidewalks and flagpole areas located on the perimeter of the courthouse block (see diagram posted on the Court’s website).