

How to Request to Photograph, Record or Broadcast in a Courtroom

Forms MC-500 and MC-510

Before any media outlet is allowed to photograph, broadcast and/or record in any California courtroom, written authorization from the judicial officer conducting the legal proceeding must be obtained. This is done by filling out and submitting forms MC-500 and MC-510.

Forms are available at: <http://www.lacourt.org/newsmedia/UI/media.aspx>

To begin, you will need:

- Case name
- Case number
- Name of judicial officer presiding over the hearing
- Courtroom/Department hearing the proceeding

Contact the District Attorney's Office or City Attorney if you don't have the information above.

STEP 1: Fill Out Form MC-500

MC-500	
MEDIA AGENCY (name): 1.	<div style="border: 2px solid red; padding: 10px; color: red; font-weight: bold;">Clear This Form button at the end of the form when finished.</div>
CHANNEL/FREQUENCY NO.: 2.	
PERSON SUBMITTING REQUEST (name): 3.	
ADDRESS: 4.	
TELEPHONE NO.: 5.	
Insert name of court and name of judicial district and branch court, if any: 6.	
TITLE OF CASE: 7.	
NAME OF JUDGE: 8.	
MEDIA REQUEST TO PHOTOGRAPH, RECORD, OR BROADCAST	
CASE NUMBER: 9.	

Fill out:

1. Media Agency/Name
2. Channel/Frequency broadcasted on
3. Your name
4. Agency's address
5. Agency's phone number
6. Courthouse and department where you are requesting to photograph/record/broadcast
7. Title of the case
8. Name of the judicial officer
9. Case number

STEP 2: Fill Out Sections 1-4

1. PORTION OF THE PROCEEDINGS TO BE COVERED (e.g., particular witnesses at trial, the sentencing hearing, etc.):

Section 1: Enter the type of proceeding you wish to cover (e.g. arraignment, motion, trial). For trials, indicate whether it will be daily coverage or certain parts of the trial like opening statements or verdict.

2. DATE OF PROPOSED COVERAGE (specify): _____ . (File this form at least five court days before the proposed coverage date. If not feasible, explain good cause for noncompliance):

Section 2: Enter the date of the proceedings. For trials, enter the date the trial will begin.

3. TYPE OF COVERAGE

- a. TV camera and recorder
- b. Still camera
- c. Motion picture camera
- d. Audio
- e. Other (specify):

Section 3:

Check the boxes for the equipment you want to bring.

If you want to distribute the footage live or stream it live, check "Other" and specify what you are requesting and what equipment you will be using, including placement of microphones.

4. SPECIAL REQUESTS OR ANTICIPATED PROBLEMS (specify):

Section 4: You can request an early set up time or explain any anticipated technical complications here.

STEP 3: Fill Out Certification

6. PROPOSED ORDER. A completed, proposed order on Judicial Council form MC- 510 is attached (required by Cal. Rules of Court, rule 1.150).

CERTIFICATION

I certify that if the court permits media coverage in this case, all participating personnel in this media agency will be informed of and will abide by the provisions of California Rules of Court, rule 1.150, the provisions of the court order, and any additional restrictions imposed by the court.

Date: ←

← (TYPE OR PRINT NAME) → Sign ←

Telephone No.: ← Title ←

NOTICE OF HEARING (A hearing is optional.)

A HEARING will be held as follows:

Do not make entries below the double line. ↑

Date: Room:

Address:

STEP 4: Fill Out Form MC-510

MEDIA AGENCY (name): <input type="text"/> 1. CHANNEL/FREQUENCY NO.: <input type="text"/> 2. PERSON SUBMITTING REQUEST (name): <input type="text"/> 3. ADDRESS: <input type="text"/> 4. TELEPHONE NO.: <input type="text"/> 5.		<div style="border: 2px solid red; padding: 5px; text-align: center;"> Clear This Form button at the end of the form when finished. </div>
Insert name of court and name of judicial district and branch court, if any: <input type="text"/> 6.		
TITLE OF CASE: <input type="text"/> 7.		
NAME OF JUDGE: <input type="text"/> 8.		
ORDER ON MEDIA REQUEST TO PERMIT COVERAGE		
		CASE NUMBER: <input type="text"/> 9.

- Fill out:
- Media Agency/Name
 - Channel/Frequency broadcasted on
 - Your name
 - Agency's address
 - Agency's phone number
 - Courthouse and department where you are requesting to photograph/record/broadcast
 - Title of the case
 - Name of the judicial officer
 - Case number

STEP 5: Fill Out Form MC-510 Page 2

CASE NAME: <input type="text"/>		CASE NUMBER: <input type="text"/>																				
<p align="center">FACTORS CONSIDERED BY THE JUDGE IN MAKING THIS ORDER (Rule 1.150)</p> <table border="0"> <tr> <td>1. Importance of maintaining public trust and confidence in the judicial system</td> <td>11. Effect of coverage on the willingness of witnesses to cooperate, including the risk that coverage will engender threats to the health or safety of any witness</td> </tr> <tr> <td>2. Importance of promoting public access to the judicial system</td> <td>12. Effect on excluded witnesses who would have access to the televised testimony of prior witnesses</td> </tr> <tr> <td>3. Parties' support of or opposition to the request</td> <td>13. Scope of the coverage and whether partial coverage might unfairly influence or distract the jury</td> </tr> <tr> <td>4. Nature of the case</td> <td>14. Difficulty of jury selection if a mistrial is declared</td> </tr> <tr> <td>5. Privacy rights of all participants in the proceeding, including witnesses, jurors, and victims</td> <td>15. Security and dignity of the court</td> </tr> <tr> <td>6. Effect on any minor who is a party, prospective witness, victim, or other participant in the proceeding</td> <td>16. Undue administrative or financial burden to the court or participants</td> </tr> <tr> <td>7. Effect on the parties' ability to select a fair and unbiased jury</td> <td>17. Interference with neighboring courtrooms</td> </tr> <tr> <td>8. Effect on any ongoing law enforcement activity in the case</td> <td>18. Maintaining orderly conduct of the proceeding</td> </tr> <tr> <td>9. Effect on any unresolved identification issues</td> <td>19. Any other factor the judge deems relevant</td> </tr> <tr> <td>10. Effect on any subsequent proceedings in the case</td> <td></td> </tr> </table>			1. Importance of maintaining public trust and confidence in the judicial system	11. Effect of coverage on the willingness of witnesses to cooperate, including the risk that coverage will engender threats to the health or safety of any witness	2. Importance of promoting public access to the judicial system	12. Effect on excluded witnesses who would have access to the televised testimony of prior witnesses	3. Parties' support of or opposition to the request	13. Scope of the coverage and whether partial coverage might unfairly influence or distract the jury	4. Nature of the case	14. Difficulty of jury selection if a mistrial is declared	5. Privacy rights of all participants in the proceeding, including witnesses, jurors, and victims	15. Security and dignity of the court	6. Effect on any minor who is a party, prospective witness, victim, or other participant in the proceeding	16. Undue administrative or financial burden to the court or participants	7. Effect on the parties' ability to select a fair and unbiased jury	17. Interference with neighboring courtrooms	8. Effect on any ongoing law enforcement activity in the case	18. Maintaining orderly conduct of the proceeding	9. Effect on any unresolved identification issues	19. Any other factor the judge deems relevant	10. Effect on any subsequent proceedings in the case	
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Enter the Case Name and Case Number at the top of page 2 and then stop.

STEP 6: Review Prohibited Coverage and Sanctions

PROHIBITED COVERAGE (Rule 1.150)

This order does not permit photographing, recording, or broadcasting of the following in the court:

1. The jury or the spectators
2. Jury selection
3. A conference between an attorney and a client, witness, or aide
4. A conference between attorneys
5. A conference between counsel and the judge at the bench ("sidebars")
6. A proceeding closed to the public
7. A proceeding held in chambers

SANCTIONS FOR VIOLATING THIS ORDER (Rule 1.150)

Any violation of this order or rule 1.150 is an unlawful interference with the proceedings of the court. The violation may result in an order terminating media coverage, a citation for contempt of court, or an order imposing monetary or other sanctions.

STEP 7: Submit MC-500 and MC-510

Email the completed MC-500 and MC-510 forms to the Court's Communication Office at CameraRequests@lacourt.org at least five days before the scheduled hearing.

Forms that are incomplete or incorrect will be rejected, so please verify all information is correct before submitting.

The judicial officer will review the forms and if a decision is made before the proceeding, the Communications Office will notify you. Some judicial officers will make the decision from the bench after hearing from both sides in the case. Please note, if a request is denied, there is no appeal process.

If you have any additional questions about the forms or the process, please call (213) 830-0815 or email publicinfo@lacourt.org.