

Oct 25 2019

United States District Court  
Northern District of Ohio  
General Order

**AMENDED GENERAL ORDER NO. 2003-14**

**UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF OHIO**

IN RE: MEDIA GUIDELINES

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ORDER NO. 2003-14-3

The applicable Media Guidelines governing each Court location in the Northern District of Ohio are set forth herein.

**IT IS SO ORDERED.**

FOR THE COURT



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Patricia A. Gaughan  
Chief Judge

United States District Court  
Northern District of Ohio at Cleveland  
United States Court House  
Two South Main Street  
Akron, OH 44308

### **MEDIA GUIDELINES**

1. **Web Page**: Check the Court's web site ([www.ohnd.uscourts.gov](http://www.ohnd.uscourts.gov)) frequently for information pertaining to schedules, notices, and orders and filings. Many case related documents can be obtained over the Internet through the Court's electronic filing system. See Section 8 below for more details.
2. **Press Room**: Room B3-52 has been designated as the temporary Press Room in this court house. The room is basic and is not equipped with any special facilities. The Press Room will be open between the hours of 8 a.m. to 6 p.m., Monday through Friday, unless specified otherwise by the Court. Absent court order, media representatives are not permitted in the Court House, including the Press Room, outside of normal court hours.
3. **Equipment**: Media representatives may store approved equipment in the Press Room, subject to available space and to the court rules. Media representatives are solely responsible for the safety of their own equipment. Cameras and recording equipment of any kind are not permitted anywhere in the District Court floors (4th and 5th). See *Local Criminal Rule 53.1*. Permission from the General Services Administration, Supervisory Property Manager Kathy Lease, 216-522-3475, is required

for access to non-court floors. Cellular phones, palm pilots, pagers, computers and all other electronic and telecommunications equipment must be turned off and kept off in the vicinity of the courtrooms. Prior to entering a courtroom, cellular phones, palm pilots, pagers, computers and all other electronic and telecommunications equipment should be stored in the lockers that are located outside of the courtroom.

4. **Location of Media Communication Vehicles:** Because no parking (except for authorized law enforcement vehicles) is permitted around the perimeter of the Federal Building and U.S. Court House on Dart Street and Market Street, parking locations of communication vehicles and other media vehicles should be arranged by media organizations through the Akron Police Department.

5. **Interviews:** Interviews may be conducted on the East Plaza on Main Street. No cameras or cables may block entrance or exit from the Court House, including the main entrance, all emergency exits and all vehicle driveways. Care should be taken that pedestrian traffic along the sidewalks is not impeded. Interviews are not permitted in the Akron Court House.

6. **Communications with Jurors:** Media representatives shall not communicate with jurors or their families during any jury selection or trial. Media representatives are prohibited from entering the jury check-in area on the fifth floor, the jury assembly areas and the jury deliberation room at any time during jury selection and trial.

7. **Court Transcripts:** Same-day transcripts of proceedings may be obtained if arranged 24 hours in advance, including payment of charges, with the Court Reporter assigned to the proceeding. You may call the Chief Court Reporter at 216-357-7186

for information. *Transcript Order Forms* are available on the Court's web site or from the Clerk's Office. *Local Criminal Rule 57.20*.

8. **Electronic Access to Court Records:** Up-to-the-second docket sheets and documents for most pending civil cases are available electronically over the Internet through the Court's Case Management / Electronic Case Files (CM/ECF) system. The CM/ECF system includes documents for nearly all civil cases filed on or after July 1, 2000 as well as for many cases filed prior to that date. In order to access the system you will need a national PACER (Public Access to Court Electronic Records) account. Fees apply for most documents. For information on obtaining a PACER account or questions regarding PACER fees, contact the PACER Service Center at:

PACER Service Center, P.O. Box 780549, San Antonio, TX 78278  
(800) 676-6856 or (210) 301-6440  
<http://pacer.psc.uscourts.gov/>

9. **Copy Request:** Requests for copies of orders, pleadings, etc. can be made on line at the Court's web site, by mail, or in person at all of our court locations. The cost is 50 cents per page if copied or printed by Clerk's Office staff. Self-serve copies printed via the public access terminal are 10 cents per page.

10. **Messages:** Court staff will not take or deliver messages for media representatives.

11. **Security in the Court House:** For security purposes, all persons entering the Court House are required to pass through an electronic metal detector before gaining access to the building and to submit to a reasonable search of person or property.

All packages, bags, parcels, brief cases and other items shall be submitted for inspection upon entry to the Court House. See *Local Criminal Rule 57.4*.

12. **Courtroom and Court House Decorum:**

*Local Criminal Rule 57.3:*

- (a) No loitering, sleeping, or disorderly conduct is permitted in any Court buildings.
- (b) No food, drink, cards, placards, signs or banners are permitted in any courtroom or adjoining areas, except as permitted by the Court.

13. **Compliance:** Failure to comply with these Guidelines may result in sanctions for a media representative and/or the organization he or she represents.

The Court and the U.S. Marshal will enforce these Guidelines. See *Local Criminal Rule 57.4*.

United States District Court  
Northern District of Ohio at Cleveland  
Carl B. Stokes United States Court House  
801 W. Superior Avenue  
Cleveland, OH 44113

### **MEDIA GUIDELINES**

1. **Web Page**: Check the Court's web site ([www.ohnd.uscourts.gov](http://www.ohnd.uscourts.gov)) frequently for information pertaining to schedules, notices, and orders and filings. Many case related documents can be obtained over the Internet through the Court's electronic filing system. See Section 8 below for more details.
2. **Press Room**: Room 109 has been designated as the Press Room in this court house. The room is basic and is not equipped with any special facilities. The Press Room will be open between the hours of 7 a.m. to 5 p.m., Monday through Friday, unless specified otherwise by the Court. Absent court order, media representatives are not permitted in the Court House, including the Press Room, outside of normal court hours.
3. **Equipment**: Media representatives may store approved equipment in the Press Room, subject to available space and to the court rules. Media representatives are solely responsible for the safety of their own equipment. Cameras and recording equipment of any kind are not permitted anywhere in the Court House. See *Local Criminal Rule 53.1*. Cellular phones, palm pilots, pagers, computers and all other electronic and

telecommunications equipment must be turned off and kept off in, or in the vicinity of, the courtrooms.

4. **Location of Media Communication Vehicles**: Because no parking (except for authorized law enforcement vehicles) is permitted around the perimeter of the Carl B. Stokes U.S. Court House, parking locations of communication vehicles and other media vehicles should be arranged by media organizations through the Cleveland Police Department.

5. **Interviews**: Interviews may be conducted on the Huron Road sidewalk to the right of the Court House steps as you exit the building. No cameras or cables may block entrance or exit from the Court House, including the main entrance, all emergency exits and all vehicle driveways. Care should be taken that pedestrian traffic along the sidewalks is not impeded. Interviews are not permitted in the Cleveland Court House.

6. **Communications with Jurors**: Media representatives shall not communicate with jurors or their families during any jury selection or trial **and are prohibited from communicating at any time with grand jurors about any matter which occurred or may occur before the grand jury, including after the grand jury has completed its service**. Media representatives are prohibited from entering the jury department, the jury assembly areas, **grand jury areas** and the jury deliberation room at any time during jury selection and trial.

7. **Court Transcripts**: Same-day transcripts of proceedings may be obtained if arranged 24 hours in advance, including payment of charges, with the Court Reporter assigned to

the proceeding. You may call the Court Reporter Supervisor at 357-7034 for information. *Transcript Order Forms* are available on the Court's web site or from the Clerk's Office. *Local Criminal Rule 57.20.*

8. **Electronic Access to Court Records:** Up-to-the-second docket sheets and documents for most pending civil cases are available electronically over the Internet through the Court's Case Management / Electronic Case Files (CM/ECF) system. The CM/ECF system includes documents for nearly all civil cases filed on or after July 1, 2000 as well as for many cases filed prior to that date. In order to access the system you will need a national PACER (Public Access to Court Electronic Records) account. In general, the cost for retrieving documents from the CM/ECF system is ten cents per page, maximum \$3.00 per document. To obtain a PACER account, and for more detailed billing information, contact the PACER Service Center at:

PACER Service Center, P.O. Box 780549, San Antonio, TX 78278  
(800) 676-6856 or (210) 301-6440  
<http://pacer.psc.uscourts.gov/>

9. **Copy Request:** Requests for copies of orders, pleadings, etc. can be made on line at the Court's web site, by mail, or in person at all of our court locations. The cost is 50 cents per page.

10. **Messages:** Court staff will not take or deliver messages for media representatives.

11. **Security in the Court House:** For security purposes, all persons entering the Court House are required to pass through an electronic metal detector before gaining access to



the building and to submit to a reasonable search of person or property. Presentation of photo identification will be required.

All packages, bags, parcels, brief cases and other items shall be submitted for inspection upon entry to the Court House. See *Local Criminal Rule 57.4*.

12. **Courtroom and Court House Decorum:**

*Local Criminal Rule 57.3:*

- (a) No loitering, sleeping, or disorderly conduct is permitted in any Court buildings.
- (b) No food, drink, cards, placards, signs or banners are permitted in any courtroom or adjoining areas, except as permitted by the Court.

13. **Compliance:** Failure to comply with these Guidelines may result in sanctions for a media representative and/or the organization he or she represents.

The Court and the U.S. Marshal will enforce these Guidelines. See *Local Criminal Rule 57.4*.

**United States District Court  
Northern District of Ohio at Toledo  
James M. Ashley and Thomas W. L. Ashley U.S. Courthouse  
1716 Spielbusch Avenue  
Toledo, Ohio 43604**

**MEDIA GUIDELINES**

1. **Court Media Contact:** All media inquiries must be directed to the Deputy in Charge with the Clerk of Court:

Jennifer Beaver  
Telephone: (419) 213 - 5513  
Email: [jennifer\\_beaver@ohnd.uscourts.gov](mailto:jennifer_beaver@ohnd.uscourts.gov)

2. **Court Website:** Check this Court's website ([www.ohnd.uscourts.gov](http://www.ohnd.uscourts.gov)) frequently for information pertaining to schedules, notices, orders, and other filings. Many case-related documents can be obtained through this Court's electronic filing system. See Paragraph 9 below for more details.

3. **Equipment:**

(a) Cameras and recording equipment of any kind are not permitted anywhere in the courthouse. *See also* Local Criminal Rule 53.1 and Local Civil Rule 83.1. Violations may result in seizure of the equipment.

(b) In an effort to advance the goals of Federal Criminal Rule 53, no broadcasting of any kind may be done from inside the courthouse. This includes posting on social media, blogging, and any other direct, real-time dissemination of information to a general or public audience.

(c) Unless directed otherwise, cell phones are permitted in the courthouse but must be turned off, and remain off, whenever in or near courtrooms.

(d) Media members are permitted to use their laptops in the courtroom, but **only for the limited purpose of taking notes**. Laptops may not be used for any other purpose inside the courtroom. Any unauthorized use will result in removal from the courtroom or loss of the privilege to use a laptop.

4. **Media Room:**

(a) When deemed necessary, this Court shall provide a media room with a live, closed-circuit audiovisual feed of courtroom proceedings.

(b) All the above rules regarding broadcasting and the use of electronics apply in the media room, with the exception that media personnel may use their cell phones for the limited purpose of placing and receiving calls. Any unauthorized use may result in permanent seizure of the equipment, loss of the privilege to use the media room, or any other sanction this Court finds appropriate.

5. **Interviews:** Interviews may be conducted on the Spielbusch Avenue sidewalk in front of the courthouse or in the Civic Center Mall to its rear. No vehicles, cameras, cables, or other equipment may block entrances to or exits from the courthouse, including the main entrance, back entrance, all emergency exits, and the vehicle driveways. Care should be taken so that pedestrian traffic along the sidewalks is not impeded. Media are not allowed at any point along the fenced parking lot. Interviews are not permitted in the Toledo courthouse.

6. **Communications with Jurors:** Media representatives shall not communicate with a prospective or selected juror, or his/her family, until after the juror has been discharged. Even then, jurors may elect to maintain their privacy.

Media representatives **are prohibited from communicating at any time with grand jurors about any matter which occurred or may occur before the grand jury, including after the grand jury has completed its service.** Media representatives are prohibited from entering the jury commissioner's office, the jury assembly areas, **the grand jury room, the hallway and lobby adjacent to the grand jury room,** and any jury-deliberation room and adjacent corridors at any time during jury selection and trial.

7. **Sketch Artists:** Sketch artists rendering drawings of court proceedings are prohibited from drawing detailed sketches of any member of the jury or minor (non-adult) witnesses. Silhouettes with no distinguishing features, however, are permitted.

8. **Court Transcripts:** Same-day transcripts of proceedings may be obtained if arranged twenty-four hours in advance, including payment of charges, with the Court Reporter assigned to the proceeding. Transcript Order Forms are available on this Court's website or from the Clerk's Office. *See also* Local Criminal Rule 57.20 and Local Civil Rule 80.1.

9. **Electronic Access to Court Records:** Up-to-the-second docket sheets and documents for most pending civil and criminal cases are available electronically through this Court's Case Management / Electronic Case Files (CM/ECF) system. Online access can be obtained through CM/ECF which contains docket sheets for nearly all civil and criminal cases filed in the Northern District of Ohio since 1990. In addition, the system provides access to individual documents for most civil cases filed since June 1, 2000 and most criminal case documents filed May 1, 2005 or later.

A PACER user account is required to access the system. Fees apply for most documents. For information on obtaining a PACER account or questions regarding PACER fees contact:

PACER Service Center  
P.O. Box 780549  
San Antonio, TX 78278  
(800) 676-6856 or (210) 301-6440  
<http://pacer.psc.uscourts.gov/>

10. **Copy Requests:** Requests for copies of orders, pleadings, and other filings can be made on this Court's website, by mail, or in person at all our court locations. The cost is 50¢ per page.

11. **Messages:** Court staff will not take or deliver messages for media representatives.

12. **Courthouse Security:** For security purposes, all persons entering the courthouse are required to pass through an electronic metal detector before gaining access to the building and to submit to a reasonable search of person and/or property. Presentation of photo identification will be required. All packages, bags, parcels, brief cases, and other items shall be submitted for inspection upon entry to the courthouse. *See also* Local Criminal Rule 57.4 and Local Civil Rule 83.4.

13. **Courtroom and Courthouse Decorum:**

As stated in Local Criminal Rule 57.3 and Local Civil Rule 83.3:

- (a) No loitering, sleeping, or disorderly conduct is permitted in any Court buildings.
- (b) No food, drink, cards, placards, signs, or banners are permitted in any courtroom or adjoining areas, except as permitted by the Court.

14. **Compliance**: Failure to comply with these Guidelines may result in sanctions for a media representative and/or the organization he/she represents, including seizure of equipment. Court security officers and U.S. Marshals will enforce these Guidelines. *See also* Local Criminal Rule 57.4 and Local Civil Rule 83.4. Further, this Court reserves the right to use its full contempt powers to enforce these Guidelines, and where appropriate refer a violation to the U.S. Attorney's Office.

United States District Court  
Northern District of Ohio at Youngstown  
Thomas D. Lambros United States Court House  
125 Market Street  
Youngstown, Ohio 44503

### **MEDIA GUIDELINES**

1. **Web Page**: Check the Court's web site ([www.ohnd.uscourts.gov](http://www.ohnd.uscourts.gov)) frequently for information pertaining to schedules, notices, and orders and filings. Many case related documents can be obtained over the Internet through the Court's electronic filing system. See Section 6 below for more details.
2. **Equipment**: Cameras and recording equipment of any kind are not permitted anywhere in the Court House. See *Local Criminal Rule 53.1*. Cellular phones, palm pilots, pagers, computers and all other electronic and telecommunications equipment must be turned off and kept off in, or in the vicinity of, the courtrooms.
3. **Interviews**: Interviews may be conducted on the Market Street Plaza or on the Plaza on E. Front Street. No vehicles, cameras, cables, or other equipment may block entrance to or exit from the Courthouse, including the main entrance, all emergency exits and the vehicle driveways. Care should be taken that pedestrian traffic along the sidewalks is not impeded. Interviews are not permitted in the Youngstown Court House.
4. **Communications with Jurors**: Media representatives shall not communicate with jurors or their families during any jury selection or trial. Media representatives are

prohibited from entering the jury commissioner's office, the jury assembly areas, and any jury deliberation room and the corridors adjacent thereto at any time during jury selection and trial.

5. **Court Transcripts**: Same-day transcripts of proceedings may be obtained if arranged twenty-four hours in advance, including payment of charges, with the Court Reporter assigned to the proceeding. *Transcript Order Forms* are available on the Court's web site or from the Clerk's Office. *Local Criminal Rule 57.20*.

6. **Electronic Access to Court Records**: Up-to-the-second docket sheets and documents for most pending civil cases are available electronically over the Internet through the Court's Case Management / Electronic Case Files (CM/ECF) system. The CM/ECF system includes documents for nearly all civil cases filed on or after July 1, 2000 as well as for many cases filed prior to that date. In order to access the system you will need a national PACER (Public Access to Court Electronic Records) account. In general, the cost for retrieving documents from the CM/ECF system is ten cents per page, maximum \$3.00 per document. To obtain a PACER account, and for more detailed billing information, contact the PACER Service Center at:

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All packages, bags, parcels, brief cases and other items shall be submitted for inspection upon entry to the Court House. See *Local Criminal Rule 57.4*.

10. **Courtroom and Court House Decorum**:

*Local Criminal Rule 57.3*:

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The Court and the U.S. Marshal will enforce these Guidelines. See *Local Criminal Rule 57.4*.