

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) 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.*