

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. **Website**: Check the Court's website (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. **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.

3. **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.

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 vehicles, cameras, cables, or other equipment may block entrances or exits 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 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 department, the jury assembly areas, **the grand jury areas**, and the jury deliberation room 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 the 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 the 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 Jun 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 Request**: Requests for copies of orders, pleadings, and other filings can be made on this Court's website, by mail, or in person at all of our court locations. The cost is 50 cents per page.

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

12. **Court House Security**: 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 and/or property. Presentation of photo identification will be required. All packages, bags, parcels, briefcases, and other items shall be submitted for inspection upon entry to the Court House. See *also* Local Criminal Rule 57.4 and Local Civil Rule 83.4.

13. **Courtroom and Court House 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.

Revised 10/24/2024