

**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.