



UNITED STATES COURTS FOR THE FIRST CIRCUIT  
OFFICE OF THE CIRCUIT EXECUTIVE  
JOHN JOSEPH MOAKLEY UNITED STATES COURTHOUSE  
1 COURTHOUSE WAY - SUITE 3700  
BOSTON, MA 02210

GARY H. WENTE  
CIRCUIT EXECUTIVE  
617 - 748 - 9613

BARBARA RABINOVITZ  
PUBLIC AFFAIRS OFFICER  
(617) 748 - 4012

## GUIDELINES FOR THE MEDIA

\_\_\_\_\_ THE FOLLOWING GUIDELINES HAVE BEEN PREPARED FOR MEDIA ORGANIZATIONS PLANNING TO COVER THE CASE OF UNITED STATES OF AMERICA V. RICHARD C. REID. THE GUIDELINES ARE SUBJECT TO CHANGE AS THE TRIAL DATE NEARS.

### COURTROOM SEATING:

The trial will be conducted in Courtroom 18, located on the east wing of the fifth floor of the John Joseph Moakley United States Courthouse in Boston. One-third of the spectator benches in this courtroom (50 seats) will be set aside for members of the media providing *gavel-to-gavel* coverage of the trial. Each media outlet will be allocated one seat only in this courtroom; the seat can be rotated among staff from the same outlet depending on who is assigned to cover the trial at a particular time. A check-in procedure will be in place so that court security officers will know which media representatives are in the courtroom at any one time. Two other courtrooms are being reserved for use by members of the media who will providing *periodic* coverage of the trial and by the public. A closed-circuit television monitor and sound system will be installed in each of the overflow courtrooms so that the proceedings taking place in Courtroom 18 can be seen and heard. The overflow courtrooms are yet to be determined.

One-third of the spectator seats in the overflow courtrooms (50 seats in each) will be set aside for the media. Any seats not occupied by members of the public in these two courtrooms may be used by members of the media holding press credentials for these courtrooms.

There will be no pre-assigned seats for the media in any of the courtrooms. Those journalists credentialed for Courtroom 18 must take seats in the press rows 10 minutes before the start of court business each day and will, with the exception of an emergency, be required to remain seated while the court is in session. Because of limited space in Courtroom 18, if a media outlet holding a press credential for gavel-to-gavel coverage fails to use the seat for two consecutive days, the seat will be assigned to another outlet.

The doors to the courtrooms will be opened 30 minutes prior to the start of each day's session.

Seating will be available in the center front row of the spectators' section in Courtroom 18 for two courtroom sketch artists, who also must be credentialed.

## PRESS CREDENTIALS:

Press credentials for admission to any of these three courtrooms will be issued on a color-coded basis, i.e. journalists covering the trial from beginning to end will receive credentials in one color and those providing occasional coverage will receive credentials in a different color.

Media representatives and support staff assigned to cover this trial must apply for press credentials no later than Monday, Oct. 7. A letter of application is required from an official of the media organization and must indicate the names and titles of staff members assigned to the coverage, their dates of birth, their Social Security numbers and whether the coverage will be gavel-to-gavel or periodic. The letter should also contain a contact name/address for bill payment. Each media entity, including those planning gavel-to-gavel coverage, will be limited to no more than four periodic passes.

Letters of application should be addressed to:

Gary Wente  
Circuit Executive/Attn: Media Credentials  
John Joseph Moakley United States Courthouse  
1 Courthouse Way, Suite 3700  
Boston, MA 02210.

An online application form is available at the Web site of the U.S. District Court of Massachusetts at [www.mad.uscourts.gov](http://www.mad.uscourts.gov). The form can be returned by fax or e-mail to the fax number/e-mail address listed at the bottom of the form.

Applicants will be contacted by the Office of the Circuit Executive about the schedule for credentialing by U.S. Marshal Service personnel in the Moakley courthouse. Each press credential will contain a photograph of the person whose name appears on the pass; the photo will be taken by the USMS, which will run a criminal background check on each applicant.

A tour of the courthouse – including visits to the three courtrooms, the press room, the parking area to be available for satellite vehicles and the outdoor space for interviews and TV stand-ups – will be provided by members of the Office of the Circuit Executive at the conclusion of the credentialing process.

**Members of the Media Advisory Committee who are representing other organizations in their respective media are asked to notify their counterparts about this credentialing process and the Oct. 7 deadline.**

## ACCESS TO COURT DOCUMENTS:

Each written document and each written exhibit docketed in the case will be filed on the U.S. District Court's Web site at the following address: [www.mad.uscourts.gov](http://www.mad.uscourts.gov). According to the policy of the Judicial Conference of the United States in major trials, the usual per-page fee to gain access to this information will be waived. Arrangements for providing this access will be finalized as the trial nears.

Transcripts of the trial proceedings will be made available online on the Web site [exemplaris.com](http://exemplaris.com) on a same-day basis beginning late in the afternoon. An access fee can be paid by credit card.

## PRESS CONFERENCES AND INTERVIEWS:

Attorneys in the case will be permitted to conduct press conferences in the ground-floor rotunda only. TV outlets will be allowed to install cables to connect the broadcasting equipment set up in the rotunda with satellite vehicles parked outside; the cables will remain in place for the duration of the trial.

One-on-one interviews and stand-up broadcasts will be permitted outside the satellite vehicles in the parking lot; a temporary staging area will be provided. This location affords a view of the waterfront side of the courthouse, the downtown skyline and the harbor and airport. No outside power will be available at this site.

Canopies to shelter journalists from the elements will be provided at this location. Bills for the rental of canopy space will be forwarded to media outlets.

Interviews will not be allowed in the main lobby or in the corridors of the courthouse; cameras will not be permitted on the sidewalk in front of the courthouse entrance.

## SATELLITE VEHICLES:

The Office of the Circuit Executive has reserved parking spaces for satellite trucks/vans on the waterside section of the commercial parking lot adjacent to the Moakley courthouse. Because of space constraints, no more than two spaces may be reserved by each television station or network. Pool satellite uplinks are encouraged.

The fee for parking will be on a pro rata basis for one month and will be based on the size of the vehicle and the stand-up space. The fee will be billed to those media that lease space.

Parking for other vehicles owned by media organizations or their representatives will be subject to the parking restrictions in effect for the general public in the area. Commercial parking spaces are available in the lots adjacent to and across the street from the courthouse.

Applications to lease parking spaces for satellite vehicles should be sent no later than Monday, Oct. 7, to Circuit Executive Gary Wentz at the address listed above. Applications must include an estimate of the size of each vehicle.

**Members of the Media Advisory Committee who are representing media organizations that will need cable connections and large-vehicle parking spaces are asked to notify their counterparts about cable installation, parking, the application process and the Oct. 7 deadline.**

## PRESS ROOM:

A press room is located on the first floor of the Moakley courthouse within the suite labeled Boston Courthouse Management Associates, which is the first right after one leaves the main lobby area. Signs will be posted directing journalists to the room.

Dedicated computers with printers, linked to the court's Web site, will be provided in the press room. The 50-cent per-page copying costs will be waived for the media.

Counter space and lockers (individual padlocks to be provided) are available. Individual phone service and data connections can be arranged by contacting Verizon. **(Please see enclosed press release.)**

Public telephones are located in the rotunda area on each floor of the courthouse.

## ELECTRONIC EQUIPMENT:

No electronic equipment, such as cell phones, beepers or recorders, will be permitted in the courthouse. Any such devices have to be left with security personnel at the front desk in the main lobby before visitors can pass through the magnetometers. To avert delays in security screening in the lobby, journalists are strongly urged not to bring such devices into the courthouse.

Media representatives will be allowed to bring laptop computers into the press room, but not the courtrooms, after the computers pass inspection by the magnetometers. Press-credential application letters on behalf of journalists wishing to bring laptops into the press room should indicate whether a special designation on the press pass, which will authorize clearance for the laptop, is being sought.

## COMPLIANCE:

Due to security concerns related to this trial, your compliance with these guidelines would be most appreciated. Failure to comply with these guidelines or with restrictions imposed in the courtroom by the judge and/or the court security officers will result in the revocation of any and all credentials issued to cover the trial.

## CONTACTS:

If you have any questions about these guidelines, please contact Circuit Executive Gary Wente at (617) 748-9331 or Barbara Rabinovitz, public affairs officer, at (617) 748-4012.