



**Sarah Allison Thornton**  
CLERK OF COURT

**MEDIA CREDENTIALS APPLICATION**  
**INSTRUCTIONS AND REQUIREMENTS**

The non-transferable Media Identification Card provides an exception to the Court's Policy regarding Electronic Devices. A valid Media Identification Card will entitle an individual to bring to a courtroom a laptop with a silent keyboard and/or a cell phone that must be off or in silent mode while in a courtroom. All Media Identification Cards will be subject to the provisions of the attached Local Rule 83.3 that prohibits photographing, recording and broadcasting.

Applications for Media Credentials should be submitted to the John Joseph Moakley United States Courthouse, Office of the Clerk of Court, One Courthouse Way, Suite 2300, Boston, MA 02210. Applications will be reviewed by the United States Marshals Service.

The application (printed or typed) is to be completed by each applicant and certified by an Editor or News Director.

Media Identification Cards will be valid for three years unless requested and issued for the duration of a particular event or case. They will be issued to full-time members of the media who have a need for an identification card in order to fulfill their various assignments. Media Identification Cards will not be granted to individuals who are employed in the business, advertising or circulation departments.

First time and renewal applicants must include the following items with their application.

- A cover letter from the applicant's Editor or News Director requesting credentials for the individual. If numerous applications are being filed, one letter with all the applicants' names will suffice.
- For independently employed applicants, reference letters from at least two agencies that recently have hired them on a freelance basis. The Company Name box on the application should indicate, "self employed."

### **RULE 83.3 PHOTOGRAPHING, RECORDING AND BROADCASTING**

**(a) Recording and Broadcasting Prohibited.** Except as specifically provided in these rules or by order of the court, no person shall take any photograph, make any recording, or make any broadcast by radio, television, or other means, in the course of or in connection with any proceedings in this court, on any floor of any building on which proceedings of this court are or, in the regular course of the business of the court, may be held. This prohibition shall apply specifically but shall not be limited to the second, third, ninth, eleventh, twelfth, thirteenth, fifteenth, sixteenth, eighteenth, nineteenth and twentieth floors of the John W. McCormack Post Office and Courthouse Building in Boston and the fifth floor of the Courthouse Building in Springfield.

**(b) Voice Recordings by Court Reporters.** Official court reporters are not prohibited by section (a) from making voice recordings for the sole purpose of discharging their official duties. No recording made for that purpose shall be used for any other purpose by any person.

**(c)** The court may permit (1) the use of electronic or photographic means for the preservation of evidence or the perpetuation of a record, and (2) the broadcasting, televising, recording, or photographing of investitive, ceremonial, or naturalization proceedings.

**(d)** The use of dictation equipment is permitted in the clerk's office of this court by persons reviewing files in that office.

*Effective September 1, 1990.*