



UNITED STATES DISTRICT COURT  
DISTRICT OF MASSACHUSETTS  
OFFICE OF THE CLERK  
1 COURTHOUSE WAY  
BOSTON, MASSACHUSETTS 02210

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**Sarah Allison Thornton**  
CLERK OF COURT

**PRESS CREDENTIALS APPLICATION**  
**INSTRUCTIONS AND REQUIREMENTS**

The non-transferable Press Identification Card provides an exception to the Court's Policy regarding Electronic Devices. However, all Press Identification Cards are issued and are subject to the provisions and sanctions of **Local Rule 83.3** that prohibits photographing, recording and broadcasting. A valid Press Identification Card will entitle that individual to enter the Courthouse with a laptop (with a silent keyboard) and/or cell phone (off or in silent mode while in a courtroom).

Applications for Press 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 must be approved by the United States Marshals Service.

This application is to be completed by each applicant (printed or typed) and certified by your Editor/News Director only. Department Supervisors are not authorized to certify applications.

**Press Identification Cards** will be valid for three (3) years (unless requested and issued for the duration of a particular event or case) and are issued to full-time members of the press who have a need for an identification card in order to fulfill their various assignments. Press 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. Should any item be omitted, the application will be returned.

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

Failure to comply with these instructions will cause a delay or disapproval of your request.

Thank you for your cooperation and attention in this process.

### **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.*