

# Media Request for Electronic Recording, Writing and/or Transmission

Form must be downloaded to complete and email

_____
Plaintiff,
vs.
_____
Defendant

## IN THE CIRCUIT COURT FOR THE STATE OF OREGON FOR WASHINGTON COUNTY

Case Number: \_\_\_\_\_  
 Courtroom/Location: \_\_\_\_\_  
 Hearing/Trial Date: \_\_\_\_\_  
 Hearing/Trial Start Time: \_\_\_\_\_

Name \_\_\_\_\_ Representing (media agency) \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

- **Requests for media or other public access coverage must be made at least 2 business days in advance** of court proceedings, when practical, for which the request is made. Unless otherwise noted, permissions are only valid for this specific hearing or trial requested above. Separate requests must be submitted for future proceedings.

### In the Courtroom

I request permission to use an electronic device or still/video camera to:

*Take notes or compose* web posts, emails, text messages, or other *electronic writing*

Record Audio Video Still Images .....

*Send/transmit* web posts (blog, social media, etc.), emails, text messages, or other *electronic writing* .....

*Send/transmit* Audio Video Still Images.....

*Request for pooled coverage* – I have **checked** with other like media and have been designated representative to coordinate media coverage and pooling arrangement

*Request for coverage* – I have **not checked** with other like media, but I am *willing and technologically capable to pool my coverage* if it is so requested .....

### Courthouse Premises and Remote Observation

On site electronic transmission is only allowed with permission.

I request permission to use an electronic device or still/video camera on courthouse premises *outside the courtroom specified above* to:

Record Audio Video Still Images

I request permission to use an electronic device or still/video camera *outside of courthouse premises* to:

Record Audio Video Still Images

*This Section For Court Use Only*

\_\_\_ Approved

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I agree to abide by Uniform Trial Court Rule 3.180 and any WASHINGTON COUNTY CIRCUIT COURT supplemental local court rules related to interviewing, recording, photography, and electronic writing on courthouse premises, including allowable spaces and locations for media activity.

Signature \_\_\_\_\_ Date \_\_\_\_\_

PLEASE RETURN THIS FORM TO: WSH.media@ojd.state.or.us

Trial/Presiding Judge \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_