

## Media Credentials Procedure

Media may attend daily court proceedings that are open to the public and do not require a media credential issued by the Department. ***Media credentials are not required to attend court, observe proceedings, take notes, or write stories. Credentials are only necessary to take part in a media pool and to use electronic devices when permitted by decorum orders issued by judges when allowed by decorum orders issued by judges.***

Cases deemed high-profile may require a request for a media credential from the Department. Credential requirements for specific high-profile cases are provided in the case's media plan, published online or requested from the Department's Communications Team.

The Colorado Judicial Department (Department) issues media credentials to professional reporters, editors, producers, researchers, photojournalists, radio hosts, still photographers, and other designated individuals, as defined below, for certain high-profile trials as space and orders allow. To qualify, individuals must present valid press identification from an accredited organization or outlet.

The Department and judicial officers may reserve the right to restrict the number of media credentials issued if space is limited at a trial, hearing, or event.

### Accredited Media Outlets

Print publications include newspapers, magazines, wire services, and digital content. Accredited broadcast media outlets include television, online, digital, and radio networks, stations, and programs. Accredited online media outlets must maintain a website or homepage primarily dedicated to news stories of general or technical interest. Podcasts must be associated with an accredited media outlet.

An accredited media outlet is a source of legitimate information that acts as a news organization producing credible information that meets the following criteria:

1. Accredited media outlets must have apparent editorial oversight, beholding content according to journalism ethics and standards.
2. Outlets must distribute published content produced regularly, at least quarterly for print publications, and at minimum weekly for online publications.
3. Publications or content must be available via regular subscription or viewing for general circulation and consumption. Corporate or organization internal newsletters do not meet this definition.
4. Publications must be supported by paid advertising or subscriptions.
5. Publications must be issued from an established business address with a working business phone number.
6. Online outlets must be supported by paid advertising or associated with an accredited print publication.

Acceptable job roles include, but aren't limited to:

- Editor
- Producer
- Director (for accredited film, documentary, broadcast, print, or radio/audio)
- Reporter
- Digital Reporter
- Assignment Editor
- News Desk Editor
- Writer
- Author
- Copywriter
- Columnist
- Photographer
- Videographer
- Anchors
- Broadcasters
- Hosts
- Camera operators and engineers
- Sound Mixer
- Social Media Coordinator (for accredited broadcast, print, or radio)

Freelance journalists may be required to demonstrate proof of assignment from an accredited media outlet as well as contact information for the publication's editor and/or editorial staff.

Administrative, analyst, sales, marketing, public relations, publishing, brand manager, and non-technical job roles do not qualify as accredited media.

### **Media Relations Policy on Press Credentials for Bloggers, Digital and Social Media Content Creators**

Bloggers, digital content creators, social media content creators, podcasters, and other citizen journalists without formal press credentials for an accredited media outlet or agency are not considered credentialed media. Bloggers, digital content creators, podcasters, social media content creators, and citizen journalists must represent well-established law-related or legal technology-related outlets. The Chief Communications Officer will issue credentials.

Content must be journalistic or newsworthy; personal video diaries, opinion pieces, or sponsored content do not qualify. Requestors must adhere to ethical journalistic standards in reporting and content creation.

Requestor must adhere to any extended media coverage orders, decorum orders, court orders, or guidelines for covering an event, trial, hearing, or proceeding, whether provided in written or verbal form.

### **When and How to Apply for a Media Credential**

Media credential requests must be received a minimum of three days prior. The Department may reject any requests or applications received after the deadline. Submitting a request/application does not guarantee that you will receive a credential.

Requirements for media credential requests must be submitted with the following information for consideration to the Chief Communications Officer:

1. Provide proof of assignment from an accredited media outlet
2. Written explanation of the use of any video, audio, or still photography requested.
3. Demonstration of prior publications about the Colorado court system, judiciary, or related legal issues within the past year.
4. Information on audience reach, traffic data, number of subscribers, and description of platforms for all digital content,
5. Digital platform usernames and links,
6. Copies of written policies on editorial standards, ethical guidelines, research and fact-checking procedures, or professional conduct,
7. Names and contact information of editors, producers, or editorial board members.

To apply for a media credential, send the required information to [Suzanne.Karrer@judicial.state.co.us](mailto:Suzanne.Karrer@judicial.state.co.us) three days before the event, hearing, or proceeding, including the case number, date, time, and location information.