

Media Credentials Procedure

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. To qualify, individuals must present valid press identification from accredited, bona fide media organizations or outlets. The Chief Communications Office must approve of any exceptions.

The Department reserves the right to restrict the number of media credentials issued if space is limited at a trial, hearing, or event.

Media representatives who violate 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—may have their credentials revoked.

An accredited press member may email the Chief Communications Officer or their designee to obtain media credentials for specific trials, hearings, events, or proceedings.

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, as determined by the Department's Communications staff. Credentials may be granted at the sole discretion of the Chief Communications Officer.

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. Those who fail to do so will have their credentials revoked and will be ineligible to reapply for a period of two years.

Those credentialed in the past two years will be considered for new credentials. Individuals who can demonstrate that they have written about the Colorado court system, judiciary, or related legal issues within the past year will be considered.

When and How to Apply for a Media Credential

Media may attend daily court proceedings that are open to the public and do not generally require a media credential issued by the Department. However, 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.

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. ****Required:** Provide proof of assignment from an accredited media outlet**
2. Online platforms must be supported by paid advertising or associated with an accredited print publication. The requester must submit a list of paid advertisers or sponsors.
3. Written explanation of the use of any video, audio, or still photography requested.
4. Demonstration of prior publications about the Colorado court system, judiciary, or related legal issues within the past year.
5. Information on audience reach, traffic data, number of subscribers, and description of platforms for all digital content,
6. Digital platform usernames and links,
7. Copies of written policies on editorial standards, ethical guidelines, research and fact-checking procedures, and professional conduct.
8. 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 three days before the event, hearing, or proceeding, including the case number, date, time, and location information.