

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 necessary to take part in a media pool, to use electronic devices, and other privileges designated for media representatives when permitted by decorum orders issued by judges.***

High-profile cases 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 those entities and individuals as defined in Colorado Supreme Court Rules, Chapter 38, Rule 3, Media Coverage of Court Proceedings, detailed below.

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

Rule 3. Media Coverage of Court Proceedings

(a) Expanded Media Coverage: A judge may authorize expanded media coverage of court proceedings, subject to the guidelines set forth below.

(1) *Definitions. As used in this section, unless the context otherwise requires:*

(A) *“Proceeding” means any trial, hearing, or any other matter held in open court which the public is entitled to attend.*

(B) *“Photograph” and “photography” means all recording or broadcasting of visual images, by means of still photographs, videotape, television broadcasts, motion pictures, or otherwise.*

(C) *“Expanded media coverage” means any photography or audio recording of proceedings.*

(D) *“Judge” means the justice, judge, magistrate, or other judicial officer presiding over the proceedings. In proceedings with more than one judge presiding, any decision required shall be made by a majority of the judges.*

(E) *“Media” means any news gathering or reporting agency and the individual persons involved, and includes newspapers, radio, television, radio and*

television networks, news services, magazines, trade papers, in-house publications, professional journals, or any other news reporting or news gathering agency whose function it is to inform the public or some segment thereof.

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

- Editor
- Producer
- Director (for accredited broadcast, print, or radio/audio)
- Reporter
- Digital Reporter
- Assignment Editor
- News Desk Editor
- Writer
- Copywriter
- Columnist
- Photographer
- Videographer
- Anchors
- Broadcasters
- 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, Podcasters, Digital and Social Media Content Creators

Bloggers, digital content creators, social media content creators, podcasters, and other citizen journalists without formal press credentials or active employment with an accredited new outlet or agency, as defined by Rule 3, are not considered credentialed media. These entities and individuals may apply for media credentials as long as they meet the following criteria and complete the application process for media credentials:

Bloggers, digital content creators, podcasters, social media content creators, and citizen journalists must represent well-established law-related or legal technology-related outlets. Content must be journalistic or newsworthy; personal video diaries, opinion pieces, or sponsored content do not qualify. Requestors may not rely on revenue from individual creator-fund programs, influencer- or platform-based monetization, or other

forms of personal content creator income. Requestors must be producing coverage for an established outlet or on assignment, not for personal financial gain. Requestors must also follow recognized editorial standards and ethical guidelines, including fact-checking practices, professional conduct expectations, and clear editorial independence from political, advocacy, or special-interest organizations.

Requestors 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, or before deadlines established by judicial officer orders. The Department reserves the right to 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 as defined by Rule 3 definition of media.
2. Written explanation of the use of any video, audio, or still photography requested and intended platform for broadcast or publication.
3. Examples of original, published news reporting on Colorado courts, the judiciary, or related legal issues demonstrating consistent coverage for at least the past 18 months.
4. Names and contact information of current editors, producers, or editorial leadership.
5. Documentation of revenue sources showing support from readership, viewership, advertising, or subscriptions rather than individual creator-fund, influencer, or platform-based monetization programs.
6. Copies of editorial standards or ethical guidelines outlining fact-checking practices, professional conduct expectations, and editorial independence from political, advocacy, or special-interest organizations
7. Audience metrics, including reach, traffic data, subscriber numbers, and a description of all platforms where digital content is published.
8. Usernames and direct links to all digital platforms associated with the outlet.

All media credentials will be issued by the Chief Communications Officer or their designee. The Chief Communications Officer reserves the right to approve or reject applicants at their discretion.

To apply for a media credential, send the required information to Suzanne.Karrer@judicial.state.co.us a minimum of three days before the event,

hearing, or proceeding. Incomplete applications will not be processed. The three-day requirement may be amended by presiding judges' EMC orders. Include the case number, date, time, and location information in email requests.