



MEDIA CREDENTIALS APPLICATION INSTRUCTIONS AND REQUIREMENTS

The non-transferable Media Identification Card allows court approved members of the media to possess electronic devices for use in limited areas within the courthouse. However, at no time will members of the media be allowed to use their electronic devices while in the courtroom. Members of the media may use their electronic devices only from public or common areas in the courthouse. All cardholders will be subject to the provisions of Local Rule 83.2 which prohibits photographing, recording and broadcasting. Unauthorized use of an electronic device during a court proceeding may result in contempt proceedings. Any person violating the court's policy in a courtroom shall be immediately removed from the courtroom and may lose the privilege of keeping an electronic device on his or her person while at federal courthouses in the District.

The application is to be completed and signed by each applicant. Media Identification Cards will be valid for three years unless requested and issued for the duration of a particular event or case. Media Identification Cards will not be granted to individuals who are employed in the business, advertising or circulation departments of media providers.

Media Identification Cards will be issued to approved members of the media who have a need for an identification card in order to fulfill their various assignments. Upon approval of an application for a Media Identification Card, successful applicants will be scheduled to appear at any one of the court's locations in Burlington, Brattleboro, or Rutland to have their photo taken for inclusion on the identification card. Once issued, media credentials shall be displayed in plain sight at all times by the cardholder (eg. lanyard, clip) while in the courthouse.

First time and renewal applicants must include one of the following items with their application:

- A cover letter from the applicant's Editor or News Director requesting credentials for the individual. If numerous applications are being filed, one letter with all the applicants' names will suffice.
- For independently employed applicants, reference letters from at least two agencies that recently have hired them on a freelance basis. The company name line on the application should indicate, "self-employed."

Applications for media credentials should be submitted to:

Jeffrey S. Eaton, Clerk of Court
United States District Court
P.O. Box 945
Burlington, VT 05402-0945