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# PRESS ID CARD INSTRUCTIONS AND REQUIREMENTS

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U.S. DISTRICT COURT, DISTRICT OF MAINE

In an effort to relax the prohibition on the use of electronic devices and as an exception to Local Rule 83.8 (prohibiting the use or possession of electronic devices) the Court has instituted the issuance of non-transferable Press Identification Cards which will permit credentialed members of the press to bring a laptop or other electronic device into the courthouse and into the courtrooms to aid in their work.

- All Press Identification Cards are issued subject to the provisions of Local Rule 83.8 (Attached) that prohibits photographing, recording and broadcasting.
- A valid Press Identification Card will entitle the individual to whom it is issued to enter the Courthouse with a laptop, cell phone or other electronic device subject to the parameters of use described below.

## APPLICATION PROCESS

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Application forms for a Press Identification Card are available on the Court's website at [www.med.uscourts.gov/press-page](http://www.med.uscourts.gov/press-page).

1. Applications should be submitted electronically to [press@med.uscourts.gov](mailto:press@med.uscourts.gov) or to Clerk of Court, Edward T. Gignoux U.S. Courthouse, 156 Federal Street, Portland, ME 04101. Applications will be reviewed by the Court and the Clerk's Office.
2. The application for a Press Identification Card is to be completed by each applicant and certified by an editor or news director. First-time and renewal applicants must include a cover letter from the applicant's editor or news director requesting the credential. Independently employed applicants must submit reference letters from at least two agencies that have hired them on a freelance basis.

3. The application shall include a signed waiver and acknowledgement that (1) discipline may be imposed if the Court's directions and policies are not followed, and (2) the press member agrees to not email, text message, twitter, post to a website, blog or transmit from inside of the courtrooms without express, written consent of the Court.

## CREDENTIAL GUIDELINES

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1. Press Identification Cards will be issued by the Clerk after submission and approval of an application form which can be obtained on the Court's website. Press Identification Cards will be issued to members of the press who have a need for the card in order to fulfill their assignments.
2. Press Identification Cards will be valid for three years unless revoked or issued only for the duration of a particular case or event.
3. Press Identification Cards will not be issued to general business, advertising and circulation departments.
4. All Press Identification Cards will be subject to the provisions of Local Rule 83.8 prohibiting photography, recording, transmission, and broadcasting.
5. Notwithstanding the issuance of a Press Identification Card, court security personnel will screen all electronic devices before they may be brought into the courthouse. Court security personnel may also bar from the courthouse or from portions of the building any item that appears to pose a threat to security or safety.
6. The Clerk of Court shall keep a list of credentialed press members who have been approved and who have signed the Press Identification acknowledgment.
7. The Clerk shall notify the U.S. Marshals Service of issued Press Identification Cards and any and all changes to the list of credentialed press members.

## PARAMETERS FOR USE OF ELECTRONIC DEVICES BY THE PRESS

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Subject to security screening, credentialed press members may bring their electronic devices, such as cell phones, smart phones, personal digital assistants, tablets and laptops into the courthouse and into the courtrooms, as an exception to Local Rule 83.8 within the following parameters:

1. Credentialed press members may not email, text message, twitter, post to a website, blog or transmit from inside the courtrooms without express, written consent of the Court. Use of electronic devices inside the courtrooms is limited to quiet note taking, word processing or accessing the internet. Only quiet keyboards may be used in the courtrooms. Electronic devices must be in silent mode with ring tones or other functional sounds disabled.

2. Transmission of data, such as documents, notes, email, text messages and postings, are permitted only from public areas in the courthouse or from areas or conference rooms designated for use by the press. Transmission of audio or visual content is prohibited.
3. No filming, photography, visual or audio recording, transmission, use of cameras or recording devices will be permitted on Court property.
4. Violations of the Court's prohibition on photography and recording or any similar policy may result in court-imposed sanctions.

## **RELEVANT PORTIONS OF LOCAL RULE 83.8: SECURITY**

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### **(a) Courthouse Security**

(1) Screening and Search. All persons entering federal courthouse facilities in this district and all items carried by them are subject to appropriate screening and search by a deputy U.S. Marshal, or any other designated law enforcement officer. Persons may be requested to provide identification and to state the nature of their business in the courthouse. Anyone refusing to cooperate with these security measures may be denied entrance to the courthouse. ...

(3) Cellular Telephones, Photographs, Recording and Transmission. In the Edward T. Gignoux U.S. Courthouse in Portland, including its courtyard, and in those parts of the Margaret Chase Smith Federal Building occupied or used by the United States District Court and in any other space occupied or used by the United States District Court, the bankruptcy court, the probation office or the U.S. Marshal, the possession and use of cellular telephones or other wireless communication devices, computers and recording devices, the creation of photographs, including digital or video images, the recording or transmission of information, sound or images by any means, or the possession and use of radio, television or broadcasting equipment is prohibited without prior approval of the court. Without prior approval of the Court, parties may not use electronic devices to access the internet or electronic mail. Nothing in this rule restricts the Court's inherent power to prohibit or restrict the use of any such devices at any time.

(4) Cellular Phones, Computers, Other Wireless Communication Devices and Recording Devices for Use by Members of the Bar. Subject to the Court's inherent power to prohibit or to restrict the use of such devices, members of the bar of this Court are permitted to use and possess cellular telephones, other wireless communication devices, computers and recording devices in the court facilities identified in subdivision (a)(3), provided that such use is silent or otherwise does not interfere with the proceedings and provided that no photographic, digital, video or audio transmission or recording of any court proceeding or facility occurs in violation of subdivision (a)(3). A member of the bar may authorize a person providing services to that member of the bar in connection with a case to use a cellular telephone, wireless communication device, computer or recording device in the court facilities on the same basis as a member of the bar. The member of the bar authorizing such use is responsible for that person's compliance with the rules of this Court. No voice telephone or audible electronic communications are permitted in any courtroom at any time or in any location where a Court proceeding or conference is being held. ...

### **(d) Other Security Measures**

This rule sets out established security procedures. It does not preclude either the Court or a security officer from imposing additional security restrictions in particular cases.