	CLERK OF THE COURT INTERNAL POLICY	
	Area: ODIR Document Number: POL-ODIR-1010 Subject: Media Relations and Contacts	Effective Date: 4/15/91
	Page: 1 of 3	Revision Level: E Last Revised Date: 7/13/15

PURPOSE:


It is the purpose of this policy to standardize the presentation and dissemination of information from the Clerk of the Superior Court's (COSC) Office to ensure accurate information is provided to the general media.

POLICY:

All requests identified as from the media will be referred to the Public Affairs and Education (PAE) Division of the COSC in accordance with the following guidelines:

Inquiries:

- All requests related to search warrants or other special warrants are to be directed to PAE.
- All members of the media (i.e., reporters for radio, TV, or newspapers, etc.) requesting publications, interviews, policy information, or to film or take still photography inside buildings are to be directed to PAE.
- Routine requests for public case records other than search warrants and special warrants should be fulfilled. Requests for internal or administrative records are to be directed to PAE.
- If staff knows or suspects an inquiry is from the media, the employee is to notify their supervisor who will notify PAE and provide, if possible, the name, business/agency for whom the media representative works, the phone number, and any other contact information at which the representative can be contacted.
- Special arrangements for media interested in highly sensitive and high profile cases will be referred to and coordinated by PAE.
- Juvenile case information is governed by guidelines established by the Juvenile Presiding Judge. Refer requests for juvenile case information to the COSC Juvenile Management Team. They will contact PAE as needed.

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	Page: 2 of 3	Revision Level: E Last Revised Date: 7/13/15

Tours:

- Requests for tours will be referred to and coordinated by PAE. Tours will be conducted by staff members designated by the appropriate Deputy Director.
- PAE will advise the appropriate Deputy Director and the Chief Deputy of any unusual media interest/requests, requests for sensitive information, or requests for information which may bring significant attention upon the COSC.

APPLICABILITY:

This policy applies to all COSC employees. Failure to comply with this policy may result in disciplinary action.

DEFINITIONS:

None

PAE CONTACTS:

Aaron Nash	506-2309
Executive Assistant	506-3452
Len Keso	506-6114

If staff in PAE are unavailable, the media request is to be referred to a Deputy Director or to the Chief Deputy.



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Area: ODIR
Document Number: POL-ODIR-1010
Subject: Media Relations and Contacts

Page: 3 of 3

Effective Date: 4/15/91

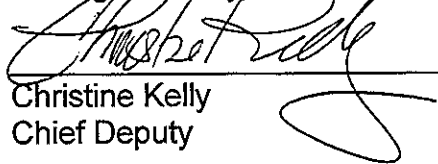
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REVISION HISTORY:

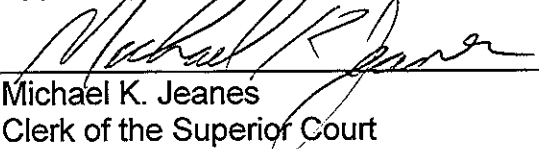
Revision Number	Issuing Authority	Summary of Changes	Approval Date
-	N/A	Document Origination	4/15/91
A	N/A	Revised	9/1/95
B	N/A	Revised	4/22/08
C	N/A	Revised	9/14/09
D	N/A	Revised	9/28/12
E	Christine Kelly	Revised/Updated to Controlled Document Index	7/13/15

AUTHORIZED SIGNATURES:

Issuing Authority:


Christine Kelly
Chief Deputy

Approving Authority:


Michael K. Jeanes
Clerk of the Superior Court

Date Signed: 7/16/15