

MUNICIPAL COURT, TOWN OF COLUMBINE
VALLEY and BOW MAR, COLORADO
Court Address: 2 Middlefield Road
Columbine Valley, CO 80123

Δ Court Use Only Δ

**STANDING ORDER CONCERNING RECORDING AND DECORUM IN THE
COLUMBINE VALLEY AND BOW MAR MUNICIPAL COURTS**

In the exercise of its inherent power to provide for the orderly disposition of cases and pursuant to the canons in the Code of Judicial Conduct, the Colorado Municipal Court Rules of Procedure 257, the Presiding Judge of the Court hereby enter the following orders pertaining to the conduct of persons, including the media, who wish to record proceedings or activities in the Columbine Valley Municipal Court. It is of significant importance to preserve the processes by which a fair trial may be conducted. Any inappropriate attempts to disrupt the operation of the Columbine Valley Municipal Court or the judicial process may result in exclusion from the Courthouse, further proceedings and/or other legal sanctions. At all times, access to and movement within the Columbine Valley Municipal Court must remain available for the efficient and orderly conduct of the normal business of the Court for all involved parties during every stage of the judicial process, both inside and outside the courtroom. To that end, reasonable accommodation and coordination is necessitated.

1. Applicability: Members of the public having gained access to the Columbine Valley Municipal Court, parties and their legal representatives and agents thereof, employees not operating within the course and scope of employment, and the media shall at all times be subject to this Order to the extent that it is not inconsistent with any other specific court order.
2. Definitions:
 - A. "Proceeding" means any trial, hearing or any other matter held in open court that the public is entitled to attend.
 - B. "Courthouse" means the building that houses the Columbine Valley Municipal Court and encompasses the lobby, hallways, bathrooms, courtrooms, jury rooms, and any other place the public is permitted to go inside the Courthouse.

- C. "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.
- D. "Recording" means the act of recording any type of image and/or sound on any device, including but not limited to computers, cameras, cell phones, video phones, tape recorders or other recording or transmitting apparatus.

3. Prohibitions and Restrictions:

- A. All recording and photography from any device is prohibited in the Courthouse except as set forth herein and below or as permitted by an expanded media coverage order. This restriction includes recordings and photography of persons inside the Courthouse even if taken or obtained from outside the Courthouse. Nothing in this Order prohibits a person from recording or taking photographs into the Courthouse through the glass doors on the main west side entry way, but no recording or photography that is intended to capture inside images shall be permitted through any other window or door of the Courthouse. Any person who attempts to or does record or photograph within the Courthouse shall be ordered to stop and may be removed from the premises and the device may be confiscated. This provision shall not apply to employees of the Court or the Marshal's Office, or to other law enforcement personnel in the Columbine Valley Municipal Court for law enforcement purposes.
- B. No recorded interviews by the media or members of the public shall be conducted within the Courthouse. This provision does not restrict any member of the public or press from making non-recorded, non-photographed inquiries of court personnel regarding the scheduling of proceedings, the filing of papers with the Court or requesting any other information in the public record concerning a case.
- C. The media and members of the public may record or photograph persons outside the Courthouse as they come and go, except that persons known or identified to be summoned or selected jurors may not be photographed or recorded in any manner. Selected jurors will be given a juror badge and any such person displaying the badge shall not be photographed or recorded. Any summoned juror who displays a jury summons upon entrance to the Courthouse shall not be photographed or recorded. If they are photographed or recorded before determined to be a summoned or selected juror, their image shall not be displayed, distributed or identified as a juror. The foregoing provisions pertaining to summoned and selected jurors shall also apply to the hallway cameras when permitted herein or by separate order of the Court.
- D. At all times there shall be clear passage and entry into the Courthouse for all persons who conduct business with the Court. There shall be no obstructions to clear passage through the lobby or hallways in the Courthouse. At all times there shall be clear passage and entry for law enforcement and other emergency vehicles through the parking lots, entrances and roadways leading to and from the Courthouse. A person may not harass or chase any person entering or leaving the Courthouse and may not impede the flow of pedestrian or vehicular traffic outside the Courthouse.

4. Media Coverage:

- A. Notwithstanding the above provisions any member of the media may submit a request for expanded media coverage at least 24 hours prior to any proceeding, to the Court Clerk.
 - B. Upon being given permission by the Presiding Judge, the members of the media shall identify themselves to the Police Officer at the front entrance.
 - C. The media may position one still camera and one video camera with audio transmission disabled in the Courthouse lobby and one still camera and one video camera will be permitted at the exterior front entryway as coordinated with the Court Clerk's Office. The cameras shall be placed in locations acceptable to the judge and shall be positioned and operated so as to minimize any distraction in the public hallway and at the entranceway.
 - D. The Court reserves the right to vacate its expanded media coverage order if final arrangements are not acceptable to the Court or if changed circumstances warrant vacating or modifying the order.
 - E. If there is more than one (1) media request, a media representative shall be designated for each camera at least twenty-four (24) hours prior to any proceeding. The designated media representative shall inform the Court of his or her identity, affiliation and contact information. No cameras will be permitted if more than one designation is received by the Court. The designated media representative is responsible for arranging an open and impartial distribution scheme for all participants of the media pool.
5. Courtroom Restrictions: The following restrictions shall apply to all Courtrooms. For purposes of this section 5, "Courtroom" shall also include any spillover Courtroom or other auxiliary listening facility, whether operated by the Court or the media or other approved entity.
- A. No electronic devices, including but not limited to computers, cameras, cell phones, video phones or other recording or transmitting devices, shall be operated In the Courtroom except pursuant to an expanded media coverage order or except those electronic devices needed by attorneys or parties, or their agents, for the prosecution or defense of a case, subject to the discretion of the Judge. Electronic devices permitted pursuant to an expanded media coverage order shall be turned on and operating only while court is in session.
 - B. No media interviews or interviews of any type, except those conducted by attorneys or parties as part of the preparation, prosecution, or defense of a case shall be conducted in the Courtroom at any time.
 - C. Except for the front row on each side, which will be reserved for the parties in accordance with a predetermined seating plan, the seating on the left side of the Courtroom will be reserved for the media In accordance with a predetermined seating plan and the seating on the right side of the Courtroom will be reserved for the public in accordance with a predetermined seating plan. The public will be admitted to the media portion of the Courtroom only if seating remains available after all media have been seated. The media will be admitted to the public portion of the Courtroom only if seating remains available after all members of the public have been seated. The Court reserves the right to reserve additional seating for the parties and witnesses. Requests for specific seating for family members of the parties shall be made to the Court Clerk. Separate procedures may be established for jury selection days.
 - D. A Judge may authorize specific recording³ or photography during a case as a means for the

perpetuation of a record, or for purposes of judicial administration. Further, a Judge may authorize the recording or photographing of or related to ceremonial proceedings conducted in the Courthouse.

- E. All members of the public and media must be seated before the court is in session and must remain seated in the Courtroom (except for emergencies) until the next recess is called. No routine admittance or departure while court is in session will be permitted.
- F. All members of the public and media must remain quiet and not comment on the proceedings and not engage in any disruptive behavior while in the Courtroom. Signs or symbols on clothing or otherwise indicating support for any party is considered prohibited comment.
- G. No members of the public and media will be permitted in any area of the Courtroom other than the areas designated for public and media seating.
- H. All persons who enter the Courtroom may be subject to screening by a magnetometer or wand. The police officer on duty shall have discretion as to whether a person may be admitted to the Courtroom depending on the results of the screening.

- 6. The Court may enter further orders concerning movement outside of the Courthouse including the parking areas.
- 7. Any violation of the foregoing and any other conduct which the Court finds disruptive of the proceedings may result in an order of temporary or permanent exclusion from the Courthouse, the proceedings and/or other legal sanctions.
- 8. Additional provisions pertaining to photography or videography of the alleged victim, Defendant, their counsel, families, witnesses and jurors may be addressed by the Court as it becomes necessary.
- 9. A copy of the Order shall be posted on the website for the Town of Columbine Valley and available to any person upon request.

This Order shall remain in effect until vacated by the Court.

DONE AND SIGNED THIS 14th DAY OF JANUARY, 2022.

BY THE COURT:

/s/ Tricia A. McCarthy

Columbine Valley Municipal Court Judge