

# MEDIA REQUEST FORM

## 13<sup>th</sup> Judicial Circuit Court

*Note: Use a Separate Request Form for Each Case*

Name of Person Requesting Coverage: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### NATURE OF REQUEST

- Still Photography   Audio Recording   Videotaping 

### PROCEEDING

County:  Boone  Callaway

Title of Case: \_\_\_\_\_ Case Number: \_\_\_\_\_

Judge: \_\_\_\_\_ Division: \_\_\_\_\_

Stage(s) of the proceeding for which this request is being made:  ALL

- Initial Arraignment  Preliminary Hearing  Circuit Court Arraignment  
 Hearing  Trial  Sentencing

Date(s) of Hearing(s): \_\_\_\_\_

### NOTE:

- All requests must be made to the media coordinator in writing at least five days before the proceeding.
- The court may specify conditions of the media coverage.
- If approved, all media equipment and personnel must be in place in the courtroom at least 15 minutes prior to the scheduled commencement of the court session. Equipment may be installed in or removed from the courtroom *only when the court is not in session*.
- Individuals covering court proceedings may not have contact with, nor photograph or video, jurors.

### RETURN THIS FORM TO:

**Media Coordinator:** Jim Robertson, Managing Editor, *Columbia Daily Tribune*  
Phone: (573) 815-1707 Fax: (866) 628-5873

**Back-Up Coordinator:** Madeleine Leroux, Associate City Editor, *Columbia Daily Tribune*  
Phone: (573) 815-1735