



**SUPERIOR COURT OF CALIFORNIA
COUNTY OF MERCED**
627 W. 21st Street
Merced, CA 95340

BRIAN L. McCABE
PRESIDING JUDGE

**STANDING ORDER – AMENDMENT
#2016-04**

EFFECTIVE DECEMBER 23, 2016

This Standing Order 2016-04 is a revision of Standing Order 2009-07 dated July 22, 2009 and shall replace said Standing Order.

MEDIA REQUESTS-CALIFORNIA RULES OF COURT, RULE 1.150

All media request are handled by the Executive Assistants¹.

There are two forms that need to be submitted when the Media is requesting to photograph, record, or broadcast an event. There is the Media Request and the Order on Media Request to Permit Coverage (MC-500) and (MC-510).

The requesting agency will need to complete the (MC-500) and the (MC-510) and e-mail those forms to all.executive-assistants@mercedcourt.org.

There is a five-day notice rule (CRC Rule 1.150) for Media Requests, but a Judicial Officer can find “good cause” if the request comes in at a later time.

When the Request and Orders are received, properly filled out by the media, the Judicial Assistant/Los Banos Supervisor will:

1. Confirm that the case information (name, number, date and location of the hearing) is accurate.
2. File stamped the MC-500 as soon as it case information is confirmed to be correct.
3. E-mail a scanned copy of the filed request to all parties or attorneys of record pursuant to Rule 1.150(1).
4. The filed request, printed copy of notice (e-mail) to parties, and proposed order will be submitted to the Judicial Officer who is hearing the matter as some Judicial Officers request

¹ In Los Banos, the division supervisor will process all Media Requests.

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specific things such as no photos of the Judge and/or no pictures of staff. If no judicial officer is assigned, it should be reviewed by the Presiding Judge.

5. Once the MC-510 Order has been signed, it must be file-stamped.
6. The Executive Assistant will send the requesting agency a copy of the file-stamped request and order by e-mail.
7. A scanned copy of the filed request and order are to be e-mailed to the Court CEO, Calendar Manager, and head of Court Security (cc: all Executive Assistant and Supervising Courtroom Clerk) along with the case information, including date, time, and location of the hearing for which the request and order were made.
8. The original request and order will be forwarded to the appropriate division once all steps are complete.



BRIAN L. MCCABE
PRESIDING JUDGE OF THE SUPERIOR COURT

cc: Linda Romero Soles, CEO
All Staff Attorneys
All Managers and Supervisors