

**APPLICATION FOR PHOTOGRAPHING, FILMING, RECORDING,  
OR STREAMING IN A COURT FACILITY**

Name: \_\_\_\_\_ Organization (if applicable): \_\_\_\_\_

Names of all other individuals who may attend the proceeding: \_\_\_\_\_

**I request to photograph, film, record, or otherwise document:**

Proceedings in a specific case. Case Name: \_\_\_\_\_  
Case Number: \_\_\_\_\_ Judge: \_\_\_\_\_

A common area of the court facility located at \_\_\_\_\_

**Type of Coverage/Device:** *[Check all that apply]*

Video Recording  Photograph  Audio Recording  Sketching  Electronic Streaming  
 Screen Shot or Video/Audio Clip of Court Streaming  Other: \_\_\_\_\_

**Details of Requested Coverage:**

Location: *[e.g., lobby, courtroom number]* \_\_\_\_\_

Dates and Times: \_\_\_\_\_

Describe what will be covered: \_\_\_\_\_

*[Trial, Motion, Appellate Argument, Oral Argument, Evidentiary Hearings, Other Hearings, etc. If coverage of activity during recesses is requested, include "recesses."]*

Purpose: \_\_\_\_\_

I request permission to cover the above proceeding and/or common areas under [Administrative Rule 50](#). I understand and agree to abide by the provisions of that rule, [Administrative Bulletin No. 45](#), and [Presiding Judges' Order on Use of Cameras and Electronic Devices in Common Areas of Court Facilities](#) (dated July 24, 2023).

If consent of an individual is required under Administrative Rule 50(a)(3)(A), the consent is attached. *[Applies to victims of sexual offenses and parties in protective proceedings.]*

Requestor's Signature \_\_\_\_\_ Date \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Email ( I authorize the court to email me the signed Approval by Court.)

**APPROVAL BY COURT**

Permission for the coverage requested above is:  GRANTED  DENIED

Reason for denial or special restrictions imposed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date \_\_\_\_\_ Judicial Officer/  
Clerk of the Appellate Courts \_\_\_\_\_ Print or Type Name \_\_\_\_\_

Distribution: (1) Media File; (2) Court File (if applicable); (3) Requestor with a copy of Administrative Bulletin No. 45; (4) Parties to the Case (for requests to cover a specific hearing, trial, or oral argument)

TF-945 (11/24)

APPLICATION/APPROVAL FOR RECORDING IN A COURT FACILITY

Administrative Rule 50  
Administrative Bulletin No. 45