



United States District Court  
For the District of Columbia

**Application for Long-Term Media Room Pass**

This application is for a long-term media room pass valid for five years. Most members of the media will be issued standard three-year passes. Long-term passes will be issued only to members of the media who work for media organizations that have a longstanding history of regular reporting on matters relating to this Court and who are physically present in the Courthouse on a regular basis to cover a range of matters. Any questions about eligibility for a long-term pass should be directed to the Court's Media Liaison.

Please answer the questions below completely and return this form by email or in hard copy to the Court's Media Liaison. Please also provide a copy of your employer-issued credential.

**1. Name and Contact Information:**

Full Name:

Title:

Organization Name:

Business Address:

Mobile Phone:

Email Address:

Please Note: Holders of long-term media room passes should communicate any changes in contact or employer information occurring during the five-year pass term promptly to the Media Liaison.

**2. Media Credentials:** Please list any governmental agencies or organizations with which you have press credentials:

**3. Eligibility for Long-Term Pass:**

- a. For how long has your media organization regularly reported on cases or matters relating to this Court?
- b. For how long have you personally regularly reported on cases or matters relating to this Court on behalf of your media organization?
- c. Please describe the breadth of your reporting on cases or matters relating to this Court:
- d. In the last five years, how often have you been present in the Courthouse to cover court proceedings?

4. **Acknowledgement and Agreement to Media Room Rules:** Please read the statements below and sign your initials to indicate your acknowledgement and agreement:

- a. I have read and I understand the Court's Media Room Rules of Use (as updated March 2025). \_\_\_\_\_
- b. I understand that photographing, recording, broadcasting, and livestreaming judicial proceedings from the Media Room, or elsewhere, is strictly prohibited. \_\_\_\_\_
- c. I agree to abide by the Court's rules, and I recognize that any violation could result in revocation of my media room pass, among other consequences. \_\_\_\_\_
- d. A media room pass is issued to an individual, not an organization, and is non-transferable. Inappropriate transfer or use of a Media Room Pass will result in its revocation. \_\_\_\_\_

5. **Employer-issued Credential:** Please provide a copy of an employer-issued credential with photograph with this application. A government-issued press credential with photograph, or a government-issued identification document with photograph, is also acceptable. If you already have a credential on file with the Media Liaison, you do not need to submit one with this application.

6. **Signature:** By my signature below, I attest to the truthfulness of the information I have provided in this application.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Media Liaison Contact Information:

Lisa J. Klem, Special Assistant to the Chief Judge  
202-354-3324 (desk)  
202-631-7893 (mobile)  
[Lisa\\_Klem@dcd.uscourts.gov](mailto:Lisa_Klem@dcd.uscourts.gov)

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