



United States District Court
For the District of Columbia

Application for Standard Media Room Pass

Standard media room passes issued by the U.S. District Court for the District of Columbia are valid for three years.

Please answer the questions below and return this form by email or hard copy to the Court's Media Liaison.

1. Name and Contact Information:

Full Name:

Title:

Organization Name:

Mobile Phone:

Email Address:

Please note: holders of standard media room passes should communicate any changes in contact or employer information occurring during the three-year pass term promptly to the Media Liaison.

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

3. Acknowledgement and Agreement: 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. _____

4. **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.

5. **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

Updated: March 14, 2025