

Michigan Office of Administrative Hearings and Rules Policy and Procedure Media Coverage and Equipment Use During Administrative Hearings	Effective Date 3/05/2019	Number 9
	Supersedes: 3/11/2014	
Subject: Media Coverage/Equipment at Administrative Hearings	Page 1 of 4	

Policy Statement:

MOAHR must have a clear and consistent method of processing media requests to cover administrative hearings.

Policy:

1. Requests for film or electronic coverage must be made at least 3 business days before proceedings are scheduled to begin. The request must be in writing. See attached form. The presiding Adjudicator (Commissioner, Magistrate, Tribunal Member, Administrative Law Judge) has discretion to waive these requirements for good cause. Media who fail to comply with this guide may be denied permission to film or electronically cover the requested proceedings. A written request on the attached form shall be sent to:

Michigan Office of Administrative Hearings and Rules (MOAHR)
P. O. Box 30695
Lansing, Michigan 48909

Telephone: (517) 335-2484
Facsimile: (517) 335-6696

Where advance notice is not possible, the media should alert MOAHR by telephone of the request to record as soon as practicable. Once the session has begun, media may not interrupt the session to accommodate recording.

2. Unless the Adjudicator (Commissioner, Magistrate, Tribunal Member, Administrative Law Judge) orders otherwise:
 - a. Media who are granted permission for film or electronic coverage must arrive at least 30 minutes before the proceedings are scheduled to begin. All equipment must be in place and tested at least 15 minutes in advance of the starting time scheduled for the session. Media who are granted permission for film or electronic coverage, but arrive less than 30 minutes in advance of the starting time for proceedings, will not be allowed to film or cover that session.

- b. Electronic media must have taped down all cables with cloth gaffer's tape; tape on the floor must not create a safety hazard. Tape cannot be placed on hearing room panels.
 - c. Observers may not move about the hearing room while the proceeding is in session. This particularly applies to media with recording and photographic equipment, who must remain in one place through the session or proceeding.
 - d. Only one video camera and one still camera are permitted within a hearing room.
 - e. No artificial lighting is permitted.
 - f. Only one audio microphone is permitted within a hearing room. If at all possible, media should tap into the existing audio system, if any.
 - g. Only one operator for each camera/microphone setup is permitted to operate equipment within the hearing room.
 - h. Where more than the permitted number of cameras and microphones are present for a hearing, media shall confer and pool resources, if at all possible, to accommodate each other.
 - i. Any decision to exclude excess equipment **does not exclude media personnel from the hearing.**
3. Media should solicit and receive instructions from the Adjudicator and/or the assigned secretary prior to the setting up of equipment.
 4. Media shall be silent and stationary during a hearing, shall be properly attired, and shall observe all rules of decorum while in a hearing.
 5. Media shall not record sidebar conversations or private conversations between parties and their counsel.
 6. Other than hand-held equipment, equipment may be installed and removed only while the hearing is not in session.
 7. Permission cannot be granted to tap into power outlets of the State.
 8. Media may not conduct any interviews of parties, attorneys, or other persons in the hearing room. Interviews may not be conducted at the hearing room doors. Media may use conference rooms and other public areas to conduct interviews, provided they do not disrupt the business of the facility.
 9. Out of courtesy for the hearing participants and the hearing itself, all in the hearing room should remain quiet and avoid disrupting the proceedings. Disrupting includes cell phone usage, frequent exiting during the hearing, excessive moving around, eating/drinking. The Adjudicator has the authority to counsel anyone who disrupts

proceedings, and to order the removal of anyone who does not comply with the request for proper hearing room behavior.

10. The Adjudicator may exclude media coverage where (a) the law requires exclusion, (b) the interests of justice require exclusion, or (c) this guide or associated rules have been violated.

11. This guide will be provided to any media and to other persons upon request.

For further information, please contact MOAHR at (517) 335-2484.

Approved by:

Julie A. McMurtry, Executive Director, MOAHR

**STATE OF MICHIGAN
MICHIGAN OFFICE OF ADMINISTRATIVE HEARINGS AND RULES
MEDIA CONTACT FORM**

DATE: _____ **TIME:** _____

NAME OF CASE: _____

DOCKET NO: _____

NAME OF PERSON MAKING CONTACT: _____

ORGANIZATION: _____

ADDRESS: _____

TELEPHONE NO.: () _____ **FAX NO.:** () _____

REQUEST:

- _____ To attend hearing as member of press with expressed intention of issuing print or electronic media coverage following the hearing;
- _____ To photograph individuals and/or hearing room for print or electronic media;
- _____ To televise or video tape a hearing;
- _____ To receive a copy of the decision when it is issued

FORM PREPARED BY: _____

NOTES: _____