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| Michigan Office of Administrative Hearings and Rules Policy and Procedure Media Coverage and Equipment Use During Administrative Hearings | Effective: 7/12/22 | Number 4 |
| Subject: Media Coverage/Equipment at Administrative Hearings | Supersedes: Policy #9, 2/21/2019 Page 1 of 4 | |

Policy Statement:

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

Policy:

I. In-Person Hearings

1. Requests for in-person film or electronic coverage of a MOAHR proceeding must be made at least 3 business days before proceedings are scheduled to begin. The request must be in writing and should be submitted on the attached form. The presiding Adjudicator (Commissioner, Magistrate, Tribunal Member, Administrative Law Judge) has discretion to waive these requirements for good cause. Media that fail to comply with this policy may be denied permission to film or electronically cover the requested proceeding. 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
Email: MOAHR-GA@michigan.gov

Telephone: (517) 335-2484
Facsimile: (517) 763-0148

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

2. Unless the Adjudicator orders otherwise:
 - a. Media granted permission to film or record a MOAHR proceeding in person must arrive at least 30 minutes before the proceeding is scheduled to begin. All equipment must be in place and tested at least 15 minutes in advance of the starting time scheduled for the proceeding. Media that is granted permission to film or record a proceeding, but that arrives less than 30 minutes in advance of the scheduled start time for the proceeding, will not be permitted to film or record

the proceeding.

- b. Electronic media must tape 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 throughout the proceeding.
 - d. Media may only utilize one video camera and one still camera in a hearing room.
 - e. No artificial lighting is permitted.
 - f. Only one audio microphone is permitted in a hearing room. Where feasible and applicable, media should utilize MOAHR's existing audio system.
 - g. If a presiding Adjudicator allows multiple media recording devices (video camera, still camera, microphone), media should confer and pool resources, if possible, to accommodate each other.
 - h. An Adjudicator's decision to exclude excess media equipment from a hearing room **does not exclude media personnel from attending the hearing** absent a decision to exclude media under paragraph I (9) below.
3. Media should solicit and receive instructions from the Adjudicator and/or the assigned secretary prior to setting up media equipment.
 4. Media shall be silent and stationary during a proceeding, shall be properly attired, and shall observe all rules of decorum while attending the proceeding.
 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 proceeding is not in session.
 7. Media may not conduct any interviews in the hearing room or 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.
 8. All attendees of a MOAHR proceeding should remain quiet and avoid disrupting the proceedings. Disruptions include, but are not limited to, cell phone usage, frequent exiting during the hearing, excessive moving around, and 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.
 9. The Adjudicator may exclude media coverage where (a) the law requires exclusion, (b) the interests of justice require exclusion, or (c) this policy or associated rules have been violated.

II. Remote Hearings

1. For MOAHR public hearings held remotely (via video conferencing or telephone), MOAHR will provide telephone dial-in or internet link to the media or members of the public upon request.
2. Media and non-party hearing attendees must announce their presence to the Adjudicator reasonably in advance of the hearing start time, remain silent (placing their phone and/or microphone on mute) and unseen (for video conference, keeping their camera turned off).
3. The Adjudicator may exclude non-party hearing attendees, including the media where (a) the law requires exclusion, (b) the interests of justice require exclusion, or (c) this policy or associated rules have been violated.

This policy will be provided to any media and to other persons upon request. For further information, please contact MOAHR at (517) 335-2484.

**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: (____) _____ **FAX:** (____) _____

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: _____