



UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF NEW YORK

Office of the District Court Executive

LORETTA A. PRESKA
Chief Judge

EDWARD A. FRIEDLAND
District Court Executive

TO: Members of the Media
FROM: Stephanie Cirkovich, Public Information Officer
DATE: February 11, 2013
SUBJECT: Instructions for Reporters Attending *United States v. Valle* Trial

What follows are instructions for members of the media who wish to attend proceedings in *United States v. Valle* (docket number 12-CR-847)—the Honorable Paul G. Gardephe presiding. Please read this e-mail and attachments carefully.

TRIAL DATE & TIME

The trial will begin on Monday, February 25 in courtroom 110 of the Thurgood Marshall United States Courthouse, located at 40 Centre Street. Please note that this is a different building than the one in which jury selection is currently taking place. The trial is expected to last approximately two weeks, and the court will sit Monday through Friday from 9:30 a.m. to 5 p.m.

RESERVED PRESS SEATING

A limited number of seats in courtroom 110 will be reserved for members of the media. Journalists and sketch artists who wish to sit in these reserved seats *must* complete an application for a press ID (attached). Please note that a press ID does not guarantee that you will have a seat in the courtroom: Members of the SDNY in-house press corps and sketch artists will be seated first, then other members of the press will be seated on a first-come, first-served basis. However, there is no requirement that members of the press sit in the reserved seating area, and in fact you may prefer to wait in line for general seating if the press line is long when you arrive at the courthouse.

PRESS ID APPLICATION

To apply for a press ID, please thoroughly read and complete the attached application. **All applicants must submit a letter from their editor or supervisor authorizing them to cover the trial on behalf of their news organization.** Applicants with NYPD press credentials do not need to submit any clips along

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with their applications. Applicants without NYPD press credentials should submit samples of their relevant work per the application instructions. Depending on the number of applications received, the court may issue only one pass per news organization to ensure that as many journalists who wish to attend the trial may do so.

HOW TO SUBMIT APPLICATIONS

Press ID applications and supporting materials are due by 5 p.m. on Friday, February 15. You can e-mail materials to the attention of Stephanie Cirkovich at stephanie_cirkovich@nysd.uscourts.gov; fax them to 212-805-0383; or drop them off in person at 500 Pearl Street, Room 820. Late applications will not be processed.

PICKING UP YOUR ID CARD

Those who receive IDs will be able to pick them up at 500 Pearl Street, Room 820 on Thursday, February 21 and Friday, February 22 from 9 a.m. to 5 p.m. We will not distribute IDs after Friday, February 22, so if you have not picked up your ID by that time, you will not be able to sit in the reserved seating area.

If you have questions about these instructions, please contact Stephanie Cirkovich at 212-805-0529. Thank you for your attention and cooperation.

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STEPHANIE CIRKOVICH
Public Information Officer

PRESS PASS APPLICATION

Please print or type clearly and follow all instructions. The United States District Court for the Southern District of New York (SDNY) will make every effort to accommodate your request; however, completing a press pass application does not guarantee you a seat at a proceeding. **Please note that no cell phones, laptops, cameras, or other recording devices are allowed in SDNY courtrooms.**

1. TYPE OF PRESS PASS REQUESTED (check one):

☐ **Permanent/In-House**

If this is an application to RENEW your existing press pass, please provide the press pass number and expiration date.

PP No.: _____ PP Exp. Date: _____ Security/Swipe Card No.: _____

☐ **Proceeding-Specific (Case Name/Docket No.: _____ / _____ - _____ - _____)**

If applying for a proceeding-specific press pass, please list all the dates you plan to attend the proceeding. If you plan to attend the proceeding in its entirety, type or write "ALL DATES":

2. CONTACT INFORMATION

Last Name _____

First Name _____ MI _____

Title _____

Organization Name _____

Business Address _____

City, State, ZIP _____

Office Phone _____

Mobile Phone _____

E-mail Address _____

3. OTHER CREDENTIALS

Please list the other New York governmental agencies/organizations with which you have press credentials:

4. AUTHORIZATION & INSTRUCTIONS—PLEASE READ CAREFULLY

ALL APPLICANTS: Along with this application, please submit a letter from your editor or supervisor, if any, on your company's letterhead that authorizes you to represent the organization named above. APPLICANTS WITHOUT NYPD PRESS CREDENTIALS: In addition to a letter from your editor/supervisor, please submit six or more articles, commentaries, books, photographs, videos, films, or audios published or broadcast within the last 24 months preceding this application.

Applications, authorization letters, and supporting materials must be submitted no later than two weeks prior to the proceeding. SDNY will notify applicants who are approved for a press pass; approved applicants must present the SDNY with a photo ID at the time the pass is issued and may be asked to submit to a criminal background check.

5. SIGNATURE—TO BE SIGNED IN PERSON AT THE TIME CREDENTIALS ARE ISSUED

I hereby acknowledge that I am in receipt of a SDNY press pass and/or swipe card, and that **these credentials are nontransferable**. I will notify the SDNY of any changes in my status while I am covered by these credentials.

Signature: _____ Date: _____