

HENDERSON MUNICIPAL COURT
243 Water Street, 3rd Floor
Henderson, NV 89015

MEDIA REQUEST AND ORDER FORM INSTRUCTIONS

1. Complete page 1 of the *Media Request and Order* form.
2. Press the Submit Form button in the top right-hand corner of Adobe.
(IMPORTANT: If you use web mail you will need to save the form to your computer and then attach to an email addressing to: [MUNI COURT JUDICIAL ASSISTANTS@cityofhenderson.com](mailto:MUNI_COURT_JUDICIAL_ASSISTANTS@cityofhenderson.com))
3. You will be contacted with the Judge's decision within 24 hours from the time the request was made.

If you require a status on a request or need additional information please call:

(702) 267-3350, Department 1

(702) 267-3354, Department 2

(702) 267-3352, Department 3

1 IN THE MUNICIPAL COURT OF THE CITY OF HENDERSON
2 IN THE COUNTY OF CLARK, STATE OF NEVADA

3 CITY OF HENDERSON,)
4)
5 Plaintiff,)
6 v.)
7)
8 _____,)
9 Defendant.)

CASE NO.
DEPT. NO.

MEDIA REQUEST AND ORDER

9 _____, an employee of _____
10 hereby requests permission to:

11 **(CHECK ALL THAT APPLY)**

- 12 Televisе/Record Photograph
13 Broadcast/Record (audio only) Other: _____

14 the proceedings in the above-entitled case, in Department No. _____, on the _____ day of
15 _____, 20____, at the hour of _____ .m.

16 I hereby certify that I am familiar with and will comply with, the Supreme Court’s
17 “Rules on Cameras and Electronic Media Coverage in the Courts” (Supreme Court Rule 229-247,
18 inclusive). If this Media Request is being submitted less than seventy-two (72) hours before the
19 above-described proceedings commence, the following facts provide good cause for the Court to
20 grant the request on such short notice: _____
21 _____

22 It is further understood that any pooling arrangements necessitated among the media
23 shall be the sole responsibility of the media and must be arranged prior to coverage, without asking
24 for the Court to mediate disputes.

25 DATED THIS _____ day of _____, 20_____.

26 SUBMITTED BY: _____

27 PHONE: _____ FAX: _____

28 ADDRESS: _____

ORDER

IT IS HEREBY ORDERED THAT:

() The Media Request for Case No. _____ is **denied** because it was submitted less than seventy-two (72) hours before the scheduled proceeding was to commence and no “good cause” has been shown to justify granting the request on shorter notice.

() The Media Request for Case No. _____ is **denied** for the following reasons: _____

() The Media Request for Case No. _____ is **granted**. The requested media access will apply for each and every hearing in the above-entitled case, at the discretion of the Court, and unless otherwise notified. This Order is made in accordance with Supreme Court Rules 229-247, inclusive, and is subject to reconsideration upon motion of any party to the action. Media access may be revoked, if it is shown that access is distracting the participants, impairing the dignity of the Court or otherwise materially interfering with the administration of justice.

() Other: Case No. _____

IT IS FURTHER ORDERED that this document shall be made a part of the record of the proceedings in the instant case.

DATED THIS _____ day of _____, 20____.

MUNICIPAL COURT JUDGE

Media notified via _____ on _____ by: _____

Plaintiff’s Attorney notified via _____ on _____ by: _____

Defendant’s Attorney notified via _____ on _____ by: _____

The Court did not have contact information for the following individuals: _____

Any written objection to the Court’s Order should be filed at least twenty-four (24) hours prior to the subject hearing.