**MEDIA GROUND RULES**

All media representatives are required to register for credentialing with the Mid-Atlantic Region Public Affairs escort. Media representatives must display "Media" pass at all times while on the Norfolk Naval Station. Please have agency photo ID/driver’s license available.

All media representatives, vehicles and gear will be subject to security procedures when entering Naval Station Norfolk and the RLSO building. Please do not bring unnecessary bags, books, purses, and gear.

Live/satellite vehicles will be positioned on base, along side of the RLSO building. All other vehicles will park in the Tour & Information parking area and media representatives will be transported to RLSO in Navy vehicles.

No cameras, recording devices, or cell phones will be allowed inside the RLSO building – this also includes laptops or smartwatches. Artists will be allowed to sketch in the courtroom.

The designated spot for stand-ups and interviews will be on the right side of the front of the RLSO building and far enough away from the front entrance so as not to impede pedestrian traffic and RLSO customer access.

Media representatives will be escorted/accompanied by Navy public affairs representatives at all times while inside the RLSO building. Once inside, media representatives are required to remain on the third floor, in the courtroom, or in the media room (if one is made available) to minimize disturbance to RLSO personnel. Media representatives will be escorted by public affairs representatives while on the naval station.

During lunch, media representatives may return to the Tour & Information Office parking area, remain in their mode of transportation, or remain in media room (if one is made available) to lunch on their own.

Restroom facilities are located on the third floor.

Requests for interviews with the defense counsel, defendant, prosecutors or witnesses will be passed from media to Navy public affairs personnel for staffing with appropriate individual for approval. At no time will interviews be conducted in the courtroom or the RLSO building.

If necessary due to space constraints, seats available in the courtroom will be allocated to media to attend proceedings on a pool basis. The pool, to include TV, radio, and wire service/print media representatives, will be determined by the media representatives present.

At the end of the day’s proceedings, media representatives will be transported back to the Tour & Information Office parking area.

Should the proceedings extend beyond one day, any changes to the following day’s agenda will be sent via e-mail to the original distribution list or other e-mail addresses as provided to CNRMA Public Affairs Office.

Please advise public affairs personnel as early as possible of any plans to change out reporters or crew at any point during the day.

Television outlets may be allowed, as feasible, to remain at the RLSO site for live hits. Please advise public affairs personnel as early as possible to determine feasibility of such opportunities.