

Media Accreditation Policy and Form



Responsibilities of Journalists and Media Organisations

When reporting on County Court matters, journalists should familiarise themselves with the County Court *Media Guidelines*.

The onus is on all journalists and media organisations to ensure their broadcasts and/or published news reports comply with relevant legislation and suppression orders.

Journalists should also familiarise themselves with the *Court Security Act 1980*, which sets out unlawful conduct within the Court building.

Identifying as a Journalist

Bona fide journalists are given additional privileges in court, permitted by legislation or the direction of the Judge, that are not afforded to members of the general public.

In order to take advantage of such privileges detailed in this document, an individual must satisfy Court staff that they are a bona fide journalist by identifying themselves upon entering the Court room or upon request through the presentation of at least one of the following forms of identification:

- Court-issued media lanyard (if the journalist is accredited with the County Court).
- Media organisation ID card (with photo, full name, and organisation).
- Media, Entertainment and Arts Alliance (MEAA) 'media accredited' member card.

These forms of identification must be current, and not expired.

If Court staff are not satisfied that an individual is a bona fide journalist, they can refer them to the Media & Communications Team.

Become Accredited

The most effective way for a journalist to identify themselves to Court staff is to become accredited.

County Court accredited journalists are also given access to additional services, benefits, and communications including:

- Access to the media portal (*a secure website containing audio recordings of recent sentences/decisions*).
- Email notifications for Daily Criminal Hearings Accused Charges List (*contains the charges of all criminal matters to be heard for the day*).
- Email notifications of induction sessions for journalists new to Court reporting (*held regularly at the County Court of Victoria*).
- Email notifications regarding County Court events for journalists/media.
- Access to Media Room (*shared office space provided as a courtesy for journalists who frequent the Court*).

Accreditation is only valid for 12 months and must be renewed annually with the Media and Communications Team.

This is an opportunity for current Court journalists to update their preferences for additional services or communications and also ensures former journalists do not receive irrelevant notifications from the Court.

Contact Us

For any questions or to submit a media accreditation application form, please email: media@countycourt.vic.gov.au

Media Accreditation Application Form



Please complete the following information and return to media@countyCourt.vic.gov.au

Full name: _____

Name of employer / organisation: _____

Title / position: _____

Phone: _____

Email: _____

Please tick the services / communications you wish to access:

- Media portal
- Daily Criminal Hearings Accused Charges List
- County Court induction / refresher sessions for journalists
- Other County Court events for journalists
- Media room
- Suppression Orders

Supporting documentation and photo

Please attached the following supporting documentation in an email with your completed form:

- A scanned copy of your current business card / media organisation ID card / MEAA membership card; and
- A clear, professional passport size photo for your Court-issued media lanyard in JPEG format.

Declaration

I _____ (full name) declare that:

- I am a bona fide journalist employed by a media organisation or self-employed as a freelancer.
- I will identify myself as a journalist upon entering the Courtroom to / or upon request by Court personnel.
- I have read and understood and will abide by the Court's *Media Guidelines* and, if applicable, *Media Room Guidelines*.
- The information and documentation provided for this application is true and correct.

Signature: _____

Date: _____

For internal use only

Reviewed by: _____

Date: _____

Issued by: _____

Date: _____

Notes: _____