



# Application for in-court media coverage

## When to use this form

Fill in this form if you want permission to film, record sound or take photos in a New Zealand court. You must be a member of the media as defined by the In-Court Media Coverage Guidelines.

## Sending in your application

This form should be sent in at least 10 working days before you want access to the court. You can email, post or hand it in to the court where you want to record or take photos. (If you're emailing it, you will need to print out page 5, sign it and then scan it.)

Contact details for courts are on our website at [justice.govt.nz/contact-us/find-us](https://justice.govt.nz/contact-us/find-us)

## Getting more information

Contact the court you have sent your application to by calling 0800 268 787 (if you're in New Zealand) or +64 9 583 1900 (if you're not in New Zealand).

The *In-court media coverage guidelines* can be viewed on our website at [justice.govt.nz/about/news-and-media/media-centre/media-information/media-guide/](https://justice.govt.nz/about/news-and-media/media-centre/media-information/media-guide/)

## Step 1 Write down your details

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Media organisation \_\_\_\_\_

### Responsible person

Name \_\_\_\_\_

Business address

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Postal address, if different from business address

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Email \_\_\_\_\_

Contact phone numbers      business \_\_\_\_\_      mobile \_\_\_\_\_

## Step 2 Write down what you want to record

Case name \_\_\_\_\_

Case number (if known) \_\_\_\_\_

Scheduled start date \_\_\_\_\_

Court (such as Wellington District Court) \_\_\_\_\_

We want to cover:

- the trial
- sentencing (if the defendant is convicted)
- the appeal
- other (please give details)

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Expected dates of coverage \_\_\_\_\_

We ask permission to:

- film
- take photos
- record sound

### Conditions

The following conditions of coverage should apply:

- standard conditions
- standard conditions as modified (please specify)

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### Step 3 **Where may the recordings or photos be used?**

Name of the tv or radio programmes on which the recordings or photos may be used:

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Name of the publications in which the photos may be used:

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Name and address (url) of the website on which the recordings or photos may be used:

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Write down the details of any syndication arrangements:

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## Step 4 Sign and date the form and send it in

**This form should be sent in at least 10 working days before you want access, unless it is for a first appearance on a criminal matter**

- This application has been sent in at least 10 working days in advance.
- This application has **not** been sent in 10 working days in advance because:

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Although this application has **not** been sent in 10 working days in advance, it should be approved because:

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- (Please tick) Our organisation and our staff have been trained in our obligations under the *In-court media coverage guidelines* and will abide by them.

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Responsible person's signature Date

(If you're emailing this form, you will need to print out the page, sign it and then scan it.)

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### What happens next?

A judge at the relevant court will review your application and decide if your request will be approved and if any conditions will be applied. You will be contacted as soon as possible with their decision.

**Court use only**

Received by   
NAME & POSITION

COURT NAME

Date   
DATE FORM RECEIVED

Forwarded to  for action.  
JUDGE

Date   
DATE FORM FORWARDED

Note: when forwarding the application to the parties, provide a copy of this application and the guidelines.

**Judge use only**

Approved  Declined

Date

Signed

Name

Notes