

Court Security Conference Tips for Judges

1. Begin planning immediately – it is very complex
 - a. Contact Court Information Officer first
 - b. Don't be afraid to change as case progresses
2. Issue a Case Administrative Order prior to Initial Appearance, if possible
 - a. Covers media, security and operation of the court
 - b. Include document requests and distribution procedures
3. Meet as soon as possible regarding media
4. Include as many players as possible
 - a. Courts
 - b. Sheriff's Dept.
 - c. Media Coordinator
 - d. IT
 - e. TV technicians
5. Meet with DA and Defense Counsel regarding security as soon as possible
6. Have backup plans for tech problems/failures
7. Don't reinvent the wheel – reach out to colleagues who have faced same or similar cases
8. Maintain same routine with enhancements
9. Make clear to law enforcement you cannot be told anything about the case

Learned

- 1. Needed an ordinance to regulate persons and vehicles in the staff parking lot.**
- 2. Clerk was inundated with document requests.**
- 3. Fewer media wanted to be in the courtroom as the case progressed.**
- 4. Life still goes on. The Courts need to remain open for other people and their cases.**