PROCEDURES - PRESS ROOM AND COURT ROOM

Those persons accredited to cover the trial in assigned seats will gather in Assembly Room 126, in the County Building between 8:00 a.m. and 8:25 a.m. each trial day. At 8:30 a.m., one representative of each approved agency will be escorted to the processing area and consequently to the courtroom and to their assigned seats. Under the directions of the judge, they will be allowed to leave the courtroom only during recesses or with his special permission.

At any recess, deputies will escort those newsmen who so desire back to the press room in an orderly manner. Alternates will be processed in at times specified by the Sheriff.

Space adjacent to the courtroom will be provided for court reporters to transcribe testimony and copy the transcript of the trial. Copies of the transcript will be distributed approximately hourly by an agent of the Sheriff's Office in the press room and in the auxiliary press room.

The press room will be open from 8:00 a.m. until two hours after the trial ends each day. It will be closed at other times.

Identification badges will be distributed in the press room.

Messengers and copy boys should have access to the press room and so should Western Union and teletype operators. They should not be allowed past the press room.

TRANSCRIPT POOL

Bill Sorrels of the Commercial Appeal has received approval from the judge to use an electronic recording disc which will be taken from the courtroom about every 15 minutes and transcribed by secretaries in space adjacent to the courtroom.

They estimate it will take one-half hour to transcribe 15 minutes of testimony. As the pages are typed, a secretary of the Sheriff's Office will be available to xerox the specified number of pages and sort into stacks for the pool members. Approximately each hour, a representative of the Sheriff's Office will distribute sets of transcribed copy to the list of pool agencies provided by Mr. Sorrels. These will be distributed in the press room in the County Building.

AUXILIARY PRESS ROOM

Media representatives who applied for and failed to receive court room accreditation have been directed to use the auxiliary press room. They must provide their own telephones, typewriters, teletype machines, etc.

PHOTOGRAPH AND NETWORK TELEVISION PROCEDURES

Photographers and reporters will have access to public sidewalks surrounding buildings on street sides except the sidewalk on on the North side of Washington which will be restricted. Washington Avenue between curbs will be restricted and closed to all but emergency traffic.

Network television control vans(3) will be allowed to park permanently on the South side of Washington beginning at Second Street. Their cameras will be located on top of the vans. Permission will be obtained from the City Police to park their service trailers (3) around the corner on Third Street South of Washington nearest the intersection.

Parking spaces on the South side of Washington to allow clear view of the route to be taken by spectators will be reserved for photographers.

Network television representatives will provide a list giving names and functions of all people using the vans.

Use of the hand camera locations will be restricted to photographers accredited by the Sheriff's Office or the Memphis Police Department.

All photographers are to be notified that they can work from sidewalks or the previously mentioned reserved areas and will not be allowed to cross police lines on sidewalks or to cross or work from Washington Street. Violation of these regulations will subject the violator to arrest and revocation of his accreditation and all rights insured thereby.