

# MEMORANDUM OF UNDERSTANDING

## Governing the Usage of Cameras and Recording Devices in Fourth District Court Facilities

### Purpose

The State of Minnesota Supreme Court's Rule 4 of the General Rules of Practice for the District Courts provides that no pictures or voice recordings, except the recording made as the official court record or as expressly provided by the Fourth District Court, shall be taken in any courtroom or area of a courthouse where courtrooms are located. This memorandum of understanding has been developed between the Fourth District Court and Hennepin County Administration to set forth procedures and define affected areas to ensure that this rule is enforced in Hennepin County buildings where the Fourth District, Hennepin County Courts, operates- while at the same time assuring general public access to county facilities.

### Fourth District Court Facilities

The Fourth District Court operates in the following Hennepin County facilities. It is in these areas that cameras and recording equipment would be prohibited.

1. Hennepin County Government Center
  - a. Court Tower: Floors 3 through 19
  - b. Administration Tower: Floor 17 (IT)
  - c. Street Level: Room A-190 (Hearing Office)
  - d. A Level: Jury Assembly Room
  - e. B Level: B Vault
2. Hennepin County Public Safety Facility
  - a. Floor 1: Courtrooms and waiting area immediately adjacent to the courtrooms
3. Hennepin County Juvenile Justice Center
  - a. Entire building
4. Hennepin County Family Justice Center
  - a. Floor 1
  - b. Floor 4
  - c. Floor 5
  - d. Floor 6
5. Hennepin County Brookdale Regional Center and Library
  - a. Floor 1: District Court courtrooms, chambers, District Court administration area and waiting areas immediately adjacent to the courtrooms.
6. Hennepin County Southdale Regional Center and Library
  - a. Floor 2: District Court courtrooms, chambers, District Court administration areas and waiting areas immediately adjacent to the courtrooms.

7. Hennepin County Ridgedale Regional Center and Library
  - a. Floor 3: District Court courtrooms, chambers, District Court administration areas and waiting areas immediately adjacent to the courtrooms.
  
8. City Hall
  - a. Floor 3 – Conciliation Court courtrooms, chambers, District Court administration areas and waiting areas immediately adjacent to the courtrooms.

### **Enforcement**

The objective of this Memorandum of Understanding is to allow public access to county facilities but ensure the privacy and protection of those accessing the court as well as District Court staff.

Media requests to film and/or record county activities will be managed by the Hennepin County Director of Public Affairs, or her designee. Hennepin County Public Affairs staff will work closely with the Hennepin County Department of Property Services and the Hennepin County Sheriff's Office to allow appropriate media access consistent with the Supreme Court rules and applicable law.

The Hennepin County Sheriff's Office, Court Security Division, provides security to the Fourth District Court, including:

- Providing personal protection to members of the judiciary, court officials, witnesses, jurors, defendants, the general public and others while they are engaged in the judicial process; and
- Maintain decorum within the courtroom to ensure safe, peaceful and effective operation of the Court.

With regard to this memorandum of understanding, the Hennepin County Sheriff's Office will be responsible for monitoring and enforcing these procedures in the District Court areas.

Hennepin County Property Services Department, Security Division, provides routine and emergency building security services. Signs will be posted at appropriate entrances and/or at the weapons screening stations notifying individuals that cameras and recording devices cannot be used in the specified District Court areas. Security officers can provide clarification about the rules but will not confiscate cameras or recording devices.

### **Hours and Exceptions**

These procedures limiting camera and recording usage apply during regular court hours.

Exceptions would include:

- Wedding, adoption, citizenship or other proceedings within the courtroom or chambers of a Fourth District Court Judge, upon his or her approval.

— Filming as mutually agreed upon by the Hennepin County Director of Public Affairs and the Fourth Judicial District Court Administrator.

Either party may terminate this Memorandum of Understanding with or without cause upon ninety (90) days advance written notice.

Dated November 19, 2013



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Peter A. Cahill  
Chief Judge  
Fourth Judicial District

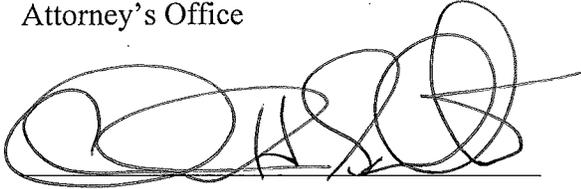


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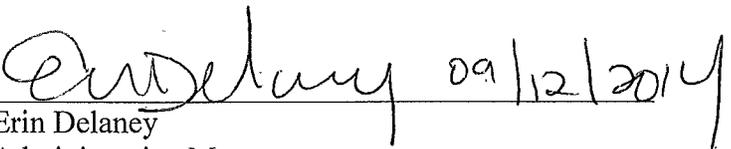
David J. Hough  
County Administrator  
Hennepin County

Reviewed By  
*Daniel Rogen*  
Hennepin County Attorney's Office

Reviewed by the County  
Attorney's Office

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

Date: 9/12/14

A handwritten signature in black ink, appearing to read 'Erin Delaney', followed by the date '09/12/2014' written in a similar cursive style.  
Erin Delaney 09/12/2014  
Erin Delaney  
Administrative Manager  
Municipal Building Commission