

Chapter 9 City of San Bernardino Special Instructions for Courtroom Attendance

General Public

- 1) Scheduled hearings begin promptly at designated time.
- 2) Plan on arriving two hours prior to hearing to allow sufficient time to clear security and to obtain seating.
- 3) Allow for adequate time for security procedures for entry in the building. All persons and belongings will be subject to U.S. Marshals' review and inspection.
- 4) Public parking is available for a fee adjacent to the courthouse on the corner of Lime Street and 12th Street.
- 5) Use of cell phone, camera, and recording devices is strictly prohibited.
- 6) Courtroom seating is limited, however additional seating may be available in auxiliary rooms with live closed-circuit feed. Except for media and news personnel rules described below, seating is on a first come, first served basis, and those who wish to attend must be seated prior to the start of the hearing.

Media and News Personnel

- 1) No media or press room available within the premises.
- 2) No cameras in the courtroom at any time. This will be strictly enforced.
- 3) If you wish to obtain an official court recording, please contact the designated Public Information Officer (PIO) for details.
- 4) All media personal must check-in with the PIO before entering the courtroom:
 - Present a valid I.D. along with a business card;
 - Courtroom seats are limited. One person per organization will be allowed in the courtroom until all media representatives have been given the chance to be seated. In the event additional seating becomes available, those seats will be distributed on a first come, first served basis. Please contact the PIO for details.
- 5) Courtroom will open 30 minutes before the first hearing.
- 6) Persons may exit the courtroom while in session, but no re-entry will be allowed until court recess.
- 7) Cell phone use in the courtroom is prohibited.

For additional information regarding scheduled hearing(s), filed document(s), frequently asked questions, or general case information please visit the following websites:

www.ci.san-bernardino.ca.us [city's web page]

www.cacb.uscourts.gov [court's web page]

www.sbchapter9.com [noticing agent's web page]