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| **STATE OF WISCONSIN, CIRCUIT COURT, DANE COUNTY** | | | | |  |
| **Media Request for Cameras in the Courtroom**  Case No.  Branch No. | | |  | |
| Pursuant to Dane County Circuit Court Rule 101, this form should be eFiled with the judicial officer when there is a request to bring cameras or other recording equipment into a courtroom or hearing room. This form must be eFiled at least **3 business days** prior to the proceeding, unless good cause is demonstrated to shorten the timeline. Media organizations making this request should be familiar with the requirements in Dane County Circuit Court Rule 101 and Wisconsin Supreme Court Rule 61. Information on how to eFile this form can be found at <https://courts.danecounty.gov/Resources/Forms/other-court-forms>.  Media organizations wanting to live-stream a court proceeding must complete a separate request form – “Media Request to Live-Stream Court Proceedings.” | | | | | |
| 1. | Name of Person Making Request | Organization | | Address | |
|  | Telephone Number | Email Address | |
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| 2.  3. | I am requesting to bring cameras or other recording equipment into the courtroom for:  All proceedings related to this case. [Explain details of the request:]  Only the following proceedings: [List the dates and/or proceedings:]  [Explain details of the request:]  This request is not is not being made at least 3 business days before the proceeding because: | | | | |
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|  | **NOTE:** If the court grants permission to bring cameras or other recording equipment into the courtroom, it is the media organization’s responsibility to promptly notify the court if it does not intend to appear at a particular proceeding. Failure to provide notice of non-attendance may result in the court requiring the media organization to file separate request forms going forward for each subsequent proceeding.  Once a decision is made, the clerk shall promptly enter the court’s decision into the court record.  **\_\_** | | | | |
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