

**UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF PUERTO RICO**



**NOTICE FROM THE CLERK**

**NO. 13-03**

***COURT-ISSUED PRESS CREDENTIALS***

The Clerk of Court will manage issuance and registration of official credentials to members of the media who cover stories related to the cases before the United States District Court for the District of Puerto Rico. The Clerk of Court requires that news media outlets interested in Court credentials for its reporters and/or photojournalists must comply with the requirements set forth below.

1. **List and Contact Information.** Local or internationally recognized news media organizations shall submit a list of the names of reporters and photojournalist together with the name and contact information of the representative designated to confirm or corroborate the identity or current status of anyone requesting media credentials on their behalf, to be mailed or personally delivered to: Clerk, U.S. District Court (attn: Media Credentials), Room 150 Federico Degetau Federal Bldg., 150 Carlos Chardón Street, San Juan, Puerto Rico 00918-1767; or delivered via email to [presscredentials@prd.uscourts.gov](mailto:presscredentials@prd.uscourts.gov).
2. **Request for Appointment to Receive Credentials.** Once the news media organization has submitted the List and Contact Information, as required, the designated individual reporters and photojournalists must contact the Office of the

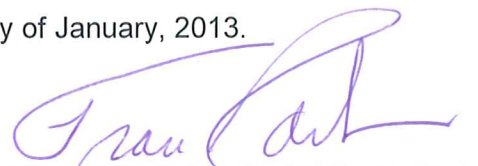
Clerk (787-772-3026/3032) to schedule an appointment to process and receive their Court media credentials. Reporters and photojournalists must present a valid current identification issued by their news media organization employer, fill-out an application form, and have their photograph taken on site prior to issuance of their medial credential.

3. **Freelance or Independent Reporters and Photojournalists.** “Freelance” reporters and photojournalists interested in obtaining Court-issued media credentials must fill-out an application form and present a valid current document that certifies his or her membership in a local or internationally recognized professional news media organization (i.e., ASSPRO, Overseas Press Club, etc.).
4. **Previously Issued Media Credentials no Longer Valid.** Media credentials previously issued by the Court will no longer be valid after March 1, 2013. Reporters and/or photojournalists that currently hold previously issued media credentials must contact the Office of the Clerk to schedule an appointment to receive newly issued media credentials pursuant to this Notice.

For additional information regarding this Notice, contact Staff Attorney Jorge E. Soltero-Palés at 787-772-3018 or [jorge\\_soltero@prd.uscourts.gov](mailto:jorge_soltero@prd.uscourts.gov).

**BY ORDER OF THE COURT.**

In San Juan, Puerto Rico, this 17 day of January, 2013.



FRANCES RIOS DE MORAN, ESQ.  
CLERK, U.S. DISTRICT COURT