Revised May 2012
Space Assignment Committee

UNITED STATES DISTRICT COURT
CENTRAL DISTRICT OF CALIFORNIA

POLICY FOR LIMITED USE OF COURT FACILITIES

Use of courtroom facilities requires the permission of the Judges normally assigned to those facilities, and is generally discouraged.

The District Court delegates administration of this policy to the Clerk of Court. The Clerk reserves the right to refuse any request.

Each party is responsible for any costs associated with court security officers and overtime utilities. The Clerk will advise parties about these costs and method of payment.

I. Official Government Use by Federal Government Agencies

Federal government agencies may request the use of District Court facilities for use by judges from other federal judicial districts, Ninth Circuit judges holding court in this district, the United States Attorney's Office for grand jury proceedings, federal government agencies located within the various courthouses and outside federal government agencies such as the Multi-District Litigation Panel. Court staff will assist federal agencies in planning logistical arrangements; however, it is expected that federal agencies will provide their own staff support, equipment, extra furniture and the like.

II. Law-Related Organizations and After-Hours Use by Federal Government Agencies

Courtroom and meeting room space is generally unavailable for use by other agencies or parties. Use of courtroom facilities requires the permission of the judges normally assigned to those facilities.

A. Bar associations and law schools may request use of district court facilities for educational activities related to the law. The law-related

organization must certify that the fee charged to participants

attending the activity is based upon estimated cost and has no component representing proceeds in excess of estimated costs.

B. No court equipment (such as audio visual equipment, microphones, cameras) nor furniture will be used, except for that already set up in the reserved room(s). Representatives of the Court or party making the reservations must meet with Court staff to coordinate and understand use of non-Court equipment, set up of video recordings, interface with existing Court equipment, schedule deliveries, and to review general program logistics at least two weeks in advance of the reserved date. Court staff is unavailable after hours to handle logistical problems. Additional courtrooms on an overflow, audiovisual, basis are unavailable.

C. The Clerk will advise each party about required security and overtime utility needs. Each party is responsible for any costs associated with court security officers and overtime utilities. The Clerk will advise parties regarding method of payment.

D. Each party will assume responsibility for any damage caused by its participants to the building facilities and/or Court equipment and furniture. Neither equipment nor furniture should be moved without the express permission of the Court.

E. Food service events are generally not permitted.

F. Each party is responsible for restoring the used facilities to the original condition, as determined by the Clerk. The Clerk will arrange for the disposal of properly bagged trash.

III. Reservation Procedures

Requests from federal government agencies and law-related organizations to use District Court facilities must be made, in writing, to the Clerk or to the Deputy-in-Charge of a divisional office. An Application and Agreement to Use

Court Facility, Form G-58, is attached.

Facilities reservations are subject to cancellation if a District Court judicial officer declares a need to use said space, or if the space becomes inaccessible for reasons of security or building maintenance.

DATED: May 9, 2017

Audrey B. Collins
Chief United States District Judge