

**UNITED STATES DISTRICT COURT
CENTRAL DISTRICT OF CALIFORNIA**

**INTERNAL SUPPLEMENT TO POLICY REGARDING PUBLIC REQUESTS
TO USE DISTRICT COURT FACILITIES**

The Court’s policy regarding outside requests to use court facilities is set forth in the “Policy Regarding Public Requests to Use District Court Facilities” (“Policy”), approved by the Court on April 10, 2017, and available on the Court’s public website at www.cacd.uscourts.gov/clerk-services/policy-regarding-public-requests-use-district-court-facilities. This “Internal Supplement” to the Policy, concurrently approved by the Court, sets forth additional information for judges who agree to serve as “Sponsors” under the Policy, for court employees identified as the “Sponsor’s designee” for an event, and for any other court employees assigned to assist with an outside organization’s event.

This document also provides information regarding requests to use court facilities initiated by judges or other court employees rather than members of the public.

I. Additional Duties of Every Sponsor of an Outside Organization’s Event

1. At least **five days** in advance of the event, the Sponsor (or the Sponsor’s designee, such as a judicial assistant, law clerk, or courtroom deputy clerk assigned to a Judge) must notify the USMS in writing about the details of the event. For circulation to security, send a copy of this memo outlining the details of the event to the POC. (See sample memo attached.)
2. Sponsors (or their designees) are responsible for accepting deliveries at loading dock. Only federal employees may access this area without an escort. For events in Los Angeles, the Sponsor (or designee) is required to attend a mandatory training session on how to properly receive a delivery. Contact the Space & Facilities Help Desk at least **one week** in advance for this one-hour training.
3. Parking may only be available for federal judicial officers. Parking for others (judicial spouses, vendors, special guests, etc.) will be provided based upon limited availability. The POC should be contacted at least **four days** in advance with the visitor’s name and vehicle information (make/model, year, license plate and color).
4. For locations requiring a key to access, the Sponsor (or designee) must contact the POC at least **two business days** before the meeting.
5. The reserving Sponsor (or designee) is responsible for set-up and reset of the room.

II. After Hours Use of Court Facilities and/or Assistance from Clerk’s Office Staff

In general, if a judge wants to use his or her assigned courtroom, chambers, or jury room to host a function during normal court hours, with the assistance of only those court employees normally

assigned to that judge, no special request is necessary. However, approval from the Clerk of Court must be obtained if other Clerk's Office staff are to provide assistance with the event. If use of space other than the judge's assigned courtroom, chambers, or jury room is necessary, please contact the Space & Facilities Department to reserve the space, and to determine whether it is necessary to complete a Form G-58 (Application and Agreement to Use Court Facility).

In addition, please be aware that there may be a charge for the use of Court Facilities outside normal court hours, even when a request to use the space is initiated by a judge or court employee rather than a member of the public. Appropriated funds may only be used to pay for overtime services for "Official Court Functions," which are those that the chief judge has determined in writing are necessary to carry out the mission of the judiciary. Guide to Judiciary Policy, Vol. 16, § 620.30.10. The Guide specifically notes that appropriated funds may not be used for "unofficial functions," which it defines to include: (1) receptions and other social events that have no relationship to the District Court's official business, even if a federal judge or judiciary employee is hosting, sponsoring, or attending the event; and (2) bench and bar association meetings, and other events of legal organizations or entities using Court Facilities, even if a federal judge or judiciary employee, either as a federal jurist or as an association member, is attending. For example, routine meetings or activities of Inns of Court, law student visits, bar association board meetings, state court programs, law school moot court competitions, and community outreach or educational events sponsored by an individual judge would all be considered Unofficial Events.

Therefore, if overtime services are necessary in connection with the use of Court Facilities outside normal business hours, please complete Form G-58 and submit it to the Point of Contact for the relevant Courthouse. (See Policy at § II.) Please direct questions about whether overtime services will be required to the Point of Contact.

Draft Last Revised: 3/1/17

Approved by Space Assignment Committee: 3/22/17

Approved by Executive Committee: 3/23/17



UNITED STATES DISTRICT COURT
CENTRAL DISTRICT OF CALIFORNIA

MEMORANDUM

DATE: October 3, 2014

TO: David M. Singer, United States Marshal
Ernie Cobarrubias, CSO Lead, Spring Street Courthouse

FROM: Pamela Gamble Jackson, Event Coordinator

RE: Notice of Event: Teachers' Institute Program

This is to advise that District Judge Consuelo B. Marshall will host the Annual Teachers' Institute Program on *Wednesday, October 8, 2014 at 8:00 a.m.* in Training Room 1001. Approximately 35 teachers and 5 attorney panel members will participate.

City Fare Catering will provide breakfast and lunch for this group. Please permit staff member Nicolas Pleitez and Ariela Garza to park at the Spring Street dock. They will drive a 2004 Ford Econoline 150 license plate #8Y64263 and will arrive by **6:15 a.m.** and return by **11:00 a.m.** to deliver the lunch. At **3:00 p.m.**, City Fare will return to pick up the remaining items.

Please contact Amy Emi, Judicial Assistant to Judge Marshall, upon their arrival at (213) 894-6314.

If you have any questions or concerns, please contact me at (213) 894-5708. Thank you for your courtesy.

cc Judge Marshall