

February 24, 2025

The Honorable Paul Ridgeway
Senior Resident Superior Court Judge
Wake County Justice Center
paul.ridgeway@nccourts.org

The Honorable Margaret Eagles
Chief District Court Judge
Wake County Justice Center
margaret.eagles@nccourts.org



North Carolina

P.O. Box 28004
Raleigh, NC 27611
(919) 834-3466
acluofnc.org

Jenna Beckham
Board President

Chantal Stevens
Executive Director

Re: ICE Courthouse Presence and Enforcement

Dear Honorable Judge Ridgeway and Honorable Judge Eagles,

We write to express strong concern regarding the United States Immigration and Customs Enforcement (ICE)'s recent disruptive activities at the Wake County Justice Center. A few weeks ago, an ICE agent in plainclothes confronted two attorneys at the Wake County Justice Center as they discussed an immigration related case and ordered them to take their conversation elsewhere. It is wholly inappropriate for ICE agents to disrupt court activities and dictate where attorneys can and cannot have conversations. What's more, the presence of ICE and the threat of immigration enforcement at courthouses also endangers North Carolinians' constitutional rights, threatens the independence of the state judiciary, and undermines the safety of all North Carolinians.

First, it is troubling that the ICE agent in question demanded that attorneys halt their conversations and move from the courthouse's hallway. ICE does not have authority over how and where attorneys conduct their work at courthouses. The ICE agent's actions go against ICE's own recently issued (2025) guidance advising agents to "avoid unnecessarily alarming the public or disrupting court operations" and conducting enforcement "discreetly to minimize [] impact on court proceedings."¹ The agency also advises that "officers and agents should generally avoid enforcement actions in or near courthouses, or areas within courthouses that are wholly dedicated to non-criminal proceedings — examples include family court

¹ U.S. Immigration and Customs Enforcement, *ICE Interim Guidance: Civil Immigration Enforcement Actions in or near Courthouses* (Jan. 20, 2025).

and small claims courts” unless “operationally necessary.”² It is unclear why it was operationally necessary for ICE agents to be at the Wake County Justice Center. Moreover this agent’s behavior was both disruptive and antagonistic, in direct contradiction to ICE’s own guidance limiting ICE operations in courthouses.

Access to courts is a fundamental right. When that access is inhibited, several core constitutional rights are threatened. These rights apply equally to noncitizens. *See Padilla v. Kentucky*, 559 U.S. 356 (2010); *Wong Wing v. United States*, 163 U.S. 228 (1896).



First, North Carolinians, regardless of immigration status, have the right to petition and access courts under both the First Amendment of the U.S. Constitution and Article I, § 18 of the N.C. Constitution. *Borough of Duryea, Pa. v. Guarnieri*, 564 U.S. 379, 387 (2011) (“This Court’s precedents confirm that the Petition Clause protects the right of individuals to appeal to courts and other forums established by the government for resolution of legal disputes.”); N.C. Const. art. I, Sec. 18 (“All courts shall be open . . .”); *Virmani v. Presbyterian Health Servs. Corp.*, 350 N.C. 449, 474 (1999). The texts of the First Amendment and Article I, Section 18 do not differentiate between citizens and non-citizens. The U.S. Supreme Court has long recognized that the First Amendment applies to noncitizens. *Bridges v. Wixon*, 326 U.S. 135, 148 (1945). When ICE conducts enforcement and effectuates civil arrests in and around courthouses, it interferes with court business and creates an environment of fear that chills North Carolinians’ ability to access courts.

Second, ICE’s enforcement efforts threaten constitutional due process rights. The Due Process Clause guarantees “[n]o State shall . . . deprive *any person* of life, liberty or property, without due process of law[.]” U.S. Const. amend. XIV, § 1 (emphasis added); *see also* N.C. Const. art. I, Sec. 19. “[D]ue process requires, at a minimum, that absent a countervailing state interest of overriding significance, persons forced to settle their claims of right and duty through the judicial process must be given a meaningful opportunity to be heard.” *Boddie v. Connecticut*, 401 U.S. 371, 376 (1971). The Due Process clause applies to all people within the United States, including noncitizens “whether their presence here is

² U.S. Immigration and Customs Enforcement, *Protected Areas and Courthouse Arrests*, <https://www.ice.gov/about-ice/ero/protected-areas> (last visited February 12, 2025).



lawful, unlawful, temporary, or permanent.” *Zadvydas v. U.S.*, 533 U.S. 678, 679 (2001). Criminal defendants also have rights under the Sixth Amendment to confront witnesses, *Faretta v. California*, 422 U.S. 806, 819-20 n. 15 (1975), and to present a defense, *Chambers v. Mississippi*, 410 U.S. 284, 302 (1973) (“Few rights are more fundamental than that of an accused to present witnesses in his own defense.”).

Individuals facing criminal charges may be robbed of these core rights if the threat of immigration enforcement prevents them from attending court dates related to their charges and having the opportunity to meaningfully present their defense. Noncitizen victims and those who have witnessed a crime may also be hesitant to participate in court proceedings knowing that such participation could lead to their own arrest by an immigration enforcement agent. Domestic violence victims are less likely to access legal protection from the court because they are afraid of facing immigration enforcement at courthouses. A 2018 study conducted by the National Immigrant Women’s Advocacy Project (NIWAP) and the ACLU underscores these concerns, finding that the fear of deportation is preventing immigrants from reporting crimes and participating in court proceedings.³ This chilling effect not only makes North Carolina less safe for everyone, it also undermines the judiciary’s ability to provide equal access to justice and public confidence in the courts. The justice system cannot function effectively when noncitizen victims, witnesses, defendants, and family members feel unable to safely access the courthouse without the fear of being arrested and deported.

We urge Wake County Justice Center and courts across North Carolina to issue guidance that mitigates ICE’s disruptive presence in courthouses. “Through its inherent power the court has authority to do all things that are reasonably necessary for the proper administration of justice.” *Beard v. North Carolina State Bar*, 320 N.C. 126, 129 (1987). Courts across the country have adopted policies to address ICE enforcement at or near courthouses. We have attached a few examples to this letter. We recommend that Wake County Courthouse adopt the following directives:

- ICE agents must identify themselves to court security upon entering the court.
- Court employees’ duties do not include facilitation of federal

³ ACLU, *Freezing Out Justice: How immigration arrests at courthouses are undermining the justice system*, (2018) p. 1.

immigration enforcement activities, as such they are not required to disclose citizenship or immigration status information about individuals unless required by judicial order or state or federal law.

- Court employees should inform ICE agents that their enforcement efforts should not disrupt orderly and fair operation of the courthouse.
- ICE agents cannot access non-public areas of the court.

If you have questions or would like to meet to discuss proposed guidance further, please feel free to reach us at mtalukder@acluofnc.org or kgraunke@acluofnc.org.



Sincerely,

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Kristi L. Graunke
Legal Director
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SUPREME COURT OF NEW JERSEY



STUART RABNER
CHIEF JUSTICE

RICHARD J. HUGHES JUSTICE COMPLEX
PO BOX 023
TRENTON, NEW JERSEY 08625-0023

TO: Assignment Judges
Municipal Court Presiding Judges
Trial Court Administrators

FROM: Chief Justice Stuart Rabner *SSR*

RE: Immigration-Related Policies: Revisions to Judiciary Forms;
Updated Attorney General Guidance; Court Involvement with ICE Activities

DATE: May 23, 2019

This directive modifies the Judiciary's policies on the collection of immigration-related data and the protocol for responding to Immigration and Customs Enforcement (ICE) activities at courthouses. These changes are consistent with the Attorney General's revised policy on assistance to ICE officials.

Revisions to Judiciary Forms; Collection of Immigration Information

Courts generally gather and retain needed information about litigants. In some instances, the Judiciary has requested and recorded information about an individual's immigration status. Effective today, the Judiciary will request and retain information about immigration status only when needed to fulfill a legitimate court purpose. Courts will no longer collect immigration-related data for demographic or other non-specific purposes.

To that end, electronic and paper forms used by the Judiciary, including complaint forms (E-CDR and CDR2), will be revised to capture only information needed for court purposes. Administrative Directive #11-07, issued in response to the Attorney General's Law Enforcement Directive No. 2007-03, is accordingly superseded.

By way of example, the Judiciary will continue to receive information about immigration status to resolve criminal matters, make findings related to Special Immigrant Juvenile Status, and process child adoptions. More generally, immigration status may be pertinent to particular court proceedings or decisions. In such cases, attorneys – not judges – are responsible to raise relevant issues. Judges retain discretionary authority to ask about immigration status.

The AOC will provide guidance and training to Judiciary staff to ensure compliance with these revised practices.

ICE Activities at Courthouses

This directive also clarifies the Judiciary’s protocol on how court staff should respond to ICE activities at courthouses.

To ensure the effectiveness of the justice system, courthouses must be viewed by the public, all parties, victims, and witnesses as a neutral and safe forum to resolve disputes. With that in mind, I wrote to then-Homeland Security Secretary John F. Kelly in April 2017 and asked that federal authorities designate courthouses as “sensitive locations” -- the same designation given to schools, hospitals, and places of worship. Under its own policy, ICE does not conduct arrests at those sensitive locations, except for emergencies.

A number of other State Supreme Court Chief Justices made the same request, but the Department of Homeland Security declined to make the change. Instead, it issued revised regulations on January 10, 2018. See ICE Directive No. 11072.1.

ICE’s Directive states that “ICE officers and agents should generally avoid enforcement actions in courthouses, or areas within courthouses that are dedicated to non-criminal (e.g., family court, small claims court) proceedings”; that enforcement actions should be conducted “discreetly to minimize their impact on court proceedings” and should “take place in non-public areas”; that “officers and agents will make every effort to limit their time at courthouses while conducting civil immigration enforcement actions”; and that enforcement actions should “be conducted in collaboration with court security staff.” The ICE Directive, thus, seeks to limit enforcement activities at courthouses.

On November 29, 2018, Attorney General Gurbir S. Grewal issued Law

Enforcement Directive No. 2018-6, which clarified the role and limits of state and local law enforcement officers in their enforcement of state criminal law and assistance to federal immigration authorities. The Attorney General also rescinded the prior Directive on this subject, No. 2007-3.

The Judiciary continues to believe that civil immigration enforcement activities should not take place in courthouses. In light of the above directives, we anticipate that enforcement efforts by ICE will occur in courthouses only in rare situations. In a recent meeting, ICE's Field Office Director for Newark, John Tsoukaris, confirmed that ICE will minimize arrests in courthouses.

On the rare occasion when ICE seeks to carry out a civil enforcement action at or near a courthouse, the following practices should be followed:

- ICE officials should identify themselves to courthouse security personnel -- sheriff's officers at a county courthouse and local police officers at a municipal court -- and state the purpose of their visit. Notifying court security in advance will help avoid risks to the public, court staff, and law enforcement.
- Courthouse security personnel should ask ICE agents to display a copy of the warrant that authorizes an arrest.
- Courthouse security personnel should notify their respective Assignment Judge, Trial Court Administrator, Municipal Court Judge, Municipal Court Director, or designee, of the presence of ICE officials in the courthouse.
- Absent an emergency, ICE agents should conduct an arrest only after the conclusion of the relevant court event, in a non-public area.

Federal law provides a backdrop to the above measures. As a reminder, federal law does not allow judges and court staff to shield undocumented persons from immigration enforcement activities. Judges and court staff may not forcibly resist, impede, or interfere with a law enforcement officer's performance of official duties. That extends to the arrest of an individual based on a judicial warrant.

In the event the above practices are not followed, please advise the Administrative Director at once.

* * * * *

The above issues pose concerns on a number of levels. Thank you for your professionalism in responding to sensitive situations and complying with applicable laws.

cc: Glenn A. Grant, J.A.D., Acting Administrative Director
Attorney General Gurbir S. Grewal



**NEW MEXICO JUDICIAL BRANCH
Second Judicial District Court**

Reference Article III of the New Mexico Constitution

Reference NMSA 1978, § 34-6-28

Reference New Mexico Loss Control and Prevention Rule 1.6.4 NMAC

Reference Second Judicial District Court Loss Prevention and Control Plan

Bernalillo County Sheriff's Department Rules and Regulations, Sect. 239

Albuquerque Police Department Procedural Orders, SOP 2-8, Use of on-Body Recording
Devices

SJDC Policy No. 2017-SJDC-010

COURTHOUSE ACCESS POLICY

PURPOSE

The Second Judicial District Court is dedicated to serving the community by providing equal access to justice through the fair, timely and efficient resolution of all cases. This policy is to establish guidelines for Courthouse access, which respects the dignity of the courtroom and the proceedings occurring in the Courthouse. The Second Judicial District Court (SJDC) is committed to ensure that SJDC facilities remain open and accessible to individuals, families, and business entities to resolve disputes under the rule of law. To that end, SJDC must ensure that independent and internal operation of the Court is conducted safely, transparently, without undue interruption or interference, and with no impediment to open public access.

APPLICABILITY

This policy applies to the Bernalillo County Courthouse (BCC), the Juvenile Justice Center (JJC) and Pretrial Services located at the Bernalillo County Public Safety Building (BCPSB).

BERNALILLO COUNTY COURTHOUSE AFTER HOURS 6PM- 6AM

Authorized SJDC personnel may access SJDC facilities after business hours and over weekends and holidays. After business hours consists of after 6 P.M. through 6 A.M. Monday through Friday and during weekends and holidays. Each of the three Court locations has one or more established after-hours entrances with sign-in and out sheets. Court employees and officials are to use these sign-in and out sheets upon entrance and exit of the facilities.

BCC After-Hours Entrances:

There are three established after-hours entrance locations for the BCC, consisting of the main public entrance, the Purchasing Division entrance, and the underground parking entrance. At each of these locations is an after-hours sign-in sheet, which court employees and officials are to use to register their presence at the court outside of normal business hours. These registries are intended to assist emergency personnel and law enforcement in the event of an emergency arises after-hours or over weekends or holidays. Authorized employees and officials should use the same sign-in sheet and sign-out sheet, providing name, date, time, and other required information upon arrival and departure.

JJC After-Hours Entrance:

There are two established after-hours entrance locations for the JJC, consisting of the main public entrance, and the secured judges entrances on the south side of the facility. At each of these locations is an after-hours sign-in sheet, which court employees and officials are to use to register their presence at JJC outside of normal business hours. These registries are intended to assist emergency personnel and law enforcement in the event of an emergency arises after-hours or over weekends or holidays. Authorized employees and officials should use the same sign-in sheet and sign-out sheet, providing name, date, time, and other required information upon arrival and departure.

BCPSB After-Hours Entrance:

There is one established after-hours entrance location for the BCPSB, consisting of the main public entrance. At this location is an after-hours sign-in sheet, which court employees and officials are to use to register their presence within the facility outside of normal business hours. This registry is intended to assist emergency personnel and law enforcement in the event of an emergency arises after-hours or over weekends or holidays. Authorized employees and officials should use the same sign-in sheet and sign-out sheet, providing name, date, time, and other required information upon arrival and departure.

EMERGENCY/NON-EMERGENCY CONTACTS

Contact information is attached hereto as **Addendum 1**, which will be updated as personal and contact information changes.

IN CASE OF AN EMERGENCY ALARM AFTER BUSINESS HOURS, OVER WEEKENDS OR ON HOLIDAYS

Court employees and officials should gather personal belongings and exit through the nearest emergency exit. Any such court employees or officials should remain within a safe distance of the court facility in order to advise emergency personnel of their individual knowledge of the situation. Court employees and officials should advise the Court Executive Officer, the Deputy Court Executive Officer responsible for court facilities, and the Support Services Manager at the

contact numbers provided in **Addendum 1**, when an emergency alarm activation occurs after business hours and on weekends.

MEDIA ACCESS POLICY

The SJDC has established Guidelines for Media Video & Photo, which are attached to this policy as **Addendum 2**. The guidelines were developed by the SJDC consistent with Supreme Court Rule 23-107, which governs broadcasting, televising, photographing and recording of proceedings. Pursuant to Rule 23-107(A)(1), all news media coverage is subject at all times to the authority of the Judge. Please comply with all directives issued by the Judge.

COURTHOUSE ACCESS BY LAW ENFORCEMENT OFFICERS

The SJDC affirms the principle that the courts should remain open and accessible to the public. Recognizing the important role the courts fulfill in our democracy, access to the courthouse should be free of restriction that hinders or impedes the proper administration of justice. To this end, the Court:

1. Seeks to maintain an open and safe environment in which parties, witnesses, jurors, staff and others (“participants”) in the justice system can exercise their role in a manner that is free of harassment or threats to their security or freedom, unless founded upon a lawful court order or arrest warrant;
2. Finds that allowing law enforcement officers, agents, or others to arrest, detain, interrogate, hold, or restrict the freedom of individuals in the courthouse without the protection of due process, based on any ground other than immediate public safety concerns, creates an environment of fear, confusion and mistrust among courthouse participants;
3. Finds that a reasonable courthouse access policy and rule is necessary and appropriate for the court’s proper functioning;
4. Finds that local, state or federal law enforcement officers should not hinder or impede individuals in the courthouse conducting court business unless founded upon a lawful arrest warrant;
5. For purposes of this rule, “hinder” or “impede” shall mean to stop, detain, hold, question, interrogate, arrest or delay individuals while in the courthouse conducting business.

Law Enforcement to Identify. All on-duty local, state and federal law enforcement agents/officers shall present and display appropriate badge/credentials or other identifying documents to BCSO deputies upon entering the courthouse.

Identification Rule. Law enforcement officers may not randomly interrogate individuals about their identity or their purpose for being in the courthouse unless necessary: (1) to protect the safety and security of Judges, Special Commissioners, Hearing Officers, other Court personnel, or the public; or (2) to enforce a lawful court order/warrant under these rules.

Courthouse Arrests.

- A. **Public Space.** Law enforcement officers, agents, or other persons shall not arrest any person, or otherwise take them into custody, in or around the courthouse unless:
 - 1. The arrest is performed by a BCSO deputy assigned to the courthouse security detail and engaged in the performance of the deputy's duties; or
 - 2. In the case of non-BCSO law enforcement officers or agents, they display a lawful warrant or lawful court order to BCSO deputies upon entering the courthouse; and
 - 3. If BCSO personnel is available, a deputy may accompany the outside law enforcement officer at the time of arrest to secure public safety.
- B. **Courtroom/Hearing Room.** With regard to an active trial/hearing, arrests shall generally occur outside the court/hearing room, unless the judicial officer presiding over the legal proceeding authorizes an arrest or immediate arrest is necessary to secure public safety.
- C. Nothing in this policy shall limit the authority of a law enforcement officer to make a lawful arrest for criminal conduct occurring in the courthouse or other grounds.

PROHIBITION OF WEAPONS

No firearms or other weapons shall be taken into the BCC, JJC, BCPSB, or in any other building, facility or space used, in whole or in part, for official Court business except by authorized BCSO deputies. The BCC and JJC have storage lockers for law enforcement weapons. With prior approval of the BCSO and in concurrence with the Court, law enforcement officers may be permitted to carry firearms when exigent circumstances warrant such action.

ELECTRONIC DEVICES

The Second Judicial District Court bans all persons from bringing electronic devices, including cellphones (excluding the Children's Court location), lap top computers, tablets, any device that is capable of recording audio or video or taking photos and other communication devices, into the Bernalillo County Courthouse and the Juvenile Justice Center unless specifically authorized below. The following persons shall have specific authorization to bring their electronic devices into the Bernalillo County Courthouse and the Juvenile Justice Center:

Second Judicial District Court Employees
Court Employees from other districts
District Attorney's Employees
Public Defender's Employees
Bernalillo County Youth Services Center Employees
Metropolitan Detention Center Employees
Law Enforcement Office Employees
i.e.: Sheriff's Officers, NM State Police, and Albuquerque Police Department Officers etc.

Attorneys and their Staff
Children Youth and Families Department Employees
Department of Corrections Employees
Bernalillo County Facility Staff
Mediation Contract Employees
Contract Interpreters
Vendors
US Postal Service
Jurors
Credentialed Members of the Media

These specifically authorized persons must be able to identify themselves and the entity they work for by carrying their employee-issued badge, bar card and/or business card or their juror "ticket" to gain entry with their electronic device.

USE OF ON-BODY RECORDING DEVICES

Active use of on-body recording devices is prohibited within court facilities except in exigent circumstances in which law enforcement officers other than BCSO are called upon to assist BCSO, court staff or officials in emergency situations.

SOLICITATIONS

- A. It is the policy of SJDC that solicitors are not permitted in either the BCC, JJC or BCPSB to solicit for business or personal reasons. Solicitation is not permitted by SJDC employees or officials while engaged in the assigned duties of their positions to include, but are not limited to, doorways, employee offices, conference rooms, and meeting rooms, except as permitted by federal or state law.
- B. Solicitors are permitted to conduct solicitations, so long as such solicitations are peaceable, lawful, and are not reasonably anticipated to pose a threat to the safety, health, and welfare of the citizens or employees of the SJDC only by obtaining approval in advance by SJDC Court Administration.
- C. Solicitors may be permitted to conduct solicitations within certain specifically identified areas of the Bernalillo County Courthouse, the Juvenile Justice Center or Pretrial Services only upon obtaining approval in advance from the Chief Judge, Presiding Judge at the Juvenile Justice Center or the Court Executive Officer. Such approval shall be limited, or confined, to specifically identified areas.

D. Approval Guidelines:


1. Any restrictions or limitations imposed on such approvals, shall be made with reasonable, and equally applied, standards of time, place and manner.
2. Under no circumstances, should approvals, restrictions, or limitations imposed on such approvals, be based on the content or subject matter of a solicitor's speech.

EXCLUSIONS TO SOLICITATION POLICY

All persons, companies, vendors, corporations, business entities, non-profit organizations or for profit organizations who currently conduct business or provide services in conjunction with the SJDC, provide commodities or services to the SJDC, or any such entity who has been invited to provide commodities or services to the SJDC are excluded from this policy when such entities are operating in the scope of the business relationship.

A copy of this policy will be distributed to all local, county state and federal law enforcement agencies who regularly appear in the Second Judicial District Court.

Effective Date: November 20, 2017



James A. Noel, Court Executive Officer
Second Judicial District Court

11.20.17
Date



NEW MEXICO JUDICIAL BRANCH
Second Judicial District Court
Addendum 1
COURTHOUSE ACCESS POLICY
SJDC Policy No. 2017-SJDC-010

LIFE THREATENING SITUATIONS.

Life threatening situations call 911.

NON-EMERGENCY PERSONAL SAFETY SITUATIONS

Call the Albuquerque Police Department at 505-242-2677 or Bernalillo County Sheriff Office Communication Center at 505-798-7000 to advise them of the situation. Be specific with what is occurring and the location of the occurrence.

NON-EMERGENCY BUILDING SITUATIONS

Call Bernalillo County Facility Management at 505-314-0110. Provide a detailed description of the non-emergence situation, including the location and time of the occurrence.

COURT CONTACTS

Lt. Van Eldredge, BCSO.....505-263-1285
Sgt. Edward Vigil, BCSO Security, BCC.....505-980-2489
Sgt. Charles Holmes, BCSO Security, JJC.....505-269-6803
James A Noel, Court Executive Officer.....505-239-1184
Arthur Gallegos, Deputy Court Executive Officer.....505-249-4574
Danny Smith, Support Services Manager.....505-301-4177



NEW MEXICO JUDICIAL BRANCH
Second Judicial District Court
Addendum 2
COURTHOUSE ACCESS POLICY
SJDC Policy No. 2017-SJDC-010

GUIDELINES FOR MEDIA VIDEO & PHOTO

- **Do not** film or take photos of jurors or prospective jurors at any time or in any area of the Courthouse.
- **Do not** film or take photos of faces of juvenile defendants in Children's Court.
- **Do not** record audio of bench conferences. Any microphones that are positioned beyond the rail must be turned off during bench conferences.
- **Do not** set up or take down equipment until a recess.
- **Do not** go in front of or take your equipment in front of the rail.
- **Do** follow all rules set forth by the judge in the courtroom, including any rules prohibiting filming or photographing certain witnesses.
- **Do** set up all equipment 15 minutes before the start of a proceeding.
- **Do** tape wires or cables securely to the floor.
- **Do** be aware of images that are being captured. For example, a tight shot of a defendant may show graphic images of evidence on a nearby computer monitor in the background.
- **Do** dress appropriately for a courthouse setting:
 - No shorts, T-shirts, sweatshirts, hats, sunglasses or flip-flops.
- **Do** use only natural light for video and still photography.
- **Do** coordinate with the Court administration and the Judge's bailiff on permissible locations for a TV camera and any microphones, the use of social media (Twitter, etc.), the use of laptops or texting during proceedings and any live coverage including an internet stream.
- **Do** limit movement in the Courtroom. Still photographers must remain seated in the same location but may relocate during a recess.
- **Do** minimize distractions and wait for a recess before switching out tapes, connecting cables, unpacking or storing gear or performing other noisy activities.
- **Do** use a noise-reduction device, if possible.
- Only one TV camera and two still cameras are permitted in a courtroom. Although the Court administration may facilitate, journalists are ultimately responsible for organizing and complying with pool agreements.

Note: These guidelines were developed by the Second Judicial District Court consistent with Supreme Court Rule 23-107, which governs broadcasting, televising, photographing and recording of proceedings. Pursuant to Rule 23-107(A)(1), all news media coverage is subject at all times to the authority of the Judge. Please comply with all directives issued by the Judge.



NEW MEXICO JUDICIAL BRANCH
Second Judicial District Court
Addendum 3
COURTHOUSE ACCESS POLICY
SJDC Policy No. 2017-SJDC-010

**QUESTION AND ANSWER SHEET
AFTER BUSINESS HOURS AND WEEKENDS POLICY**

What if I see smoke in the building or have a medical emergency? Call 911.

What do I do if I notice a water leak or another similar building issue?

Call Bernalillo County Facility Management at the number identified in **Addendum 1** to this policy.

What do I do when I need to take a break outside the building?

Exit using only the designated doors. At the BCC, if you use the main public entrance, only use the accessibility front door as use of the other front doors will sound the alarms and activate an emergency response.

What do I do if I see someone I am unfamiliar with or do not know?

Politely ask who they are. If they are not an employee of the Court, an employee of the County, or an authorized individual, contractor or delivery personnel/vendor, call the Albuquerque Police Department or Bernalillo County Sheriff Office Communications at the numbers identified in **Addendum 1**. If the person is a direct personal safety threat, call 911.

How do 911 personnel get into the building and how do they find me?

Emergency personnel have a designated access card to enter into the building and will find you by the instructions given to the 911 operator and/or the sign/in out sheet located at the entrances to the BCC, JJC or BCPSB.

What if the elevator breaks down and I am in it?

Pick up the phone in the elevator and the elevator company will dispatch someone to the building.

What do I do if there is a power outage? Will I be able to get out of the building?

Yes, the emergency generator will kick on allowing you to exit. Please call Bernalillo County Facility Management, the Court's CEO, DCEO and SSM at the numbers identified in **Addendum 1**.