

# **GUIDE FOR JOURNALISTS**

## **USA v. BONDS**



**UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF CALIFORNIA**

**Updated for March 2011**

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## Purpose of this Guide

This guide is intended to provide optimum information and access to members of the media in the case of **USA v. Bonds**, pending before United States District Court Judge Susan Illston. This information both repeats and supplements the information available on the court's webpage for media, [www.cand.uscourts.gov/media](http://www.cand.uscourts.gov/media). Please review this information carefully and only contact court personnel with questions not answered on the court's website or in this guide.

## Court Contacts

For purposes of the case of **USA v. Bonds** and other routine media issues, members of the media may contact the court's Media Liaison, Lynn Fuller by email at [USAvBonds@cand.uscourts.gov](mailto:USAvBonds@cand.uscourts.gov) or (urgent matters only) by phone at 415-522-4051. All members of the media following the case should register for the Email Listserve devoted to **USA v. Bonds** at [www.cand.uscourts.gov/maillinglists](http://www.cand.uscourts.gov/maillinglists); most court communication about this case to the media will be via the Email Listserve. *Please DO NOT contact Judge Illston's chambers or members of her staff for any reason.*

## General Information about Federal Court Proceedings

The U.S. District Court for the Northern District of California is one of 92 federal courts in the United States and is completely separate and distinct from courts in the state court system. If you need further information about the federal court system, consult either of the following documents:

**The Journalists' Guide** prepared by the Administrative Office of the U.S. Courts, which can be downloaded at: <http://www.uscourts.gov/journalistguide/July2007.pdf>

**The Federal Courts and What They Do** prepared by the Federal Judicial Center, which can be downloaded at: [http://www.fjc.gov/library/fjc\\_catalog.nsf](http://www.fjc.gov/library/fjc_catalog.nsf)

## Information about USA v. Bonds

- **Judge presiding over the case:** Hon. Susan Illston
- **Case number:** 3:07-CR-00732
- **Courtroom:** No. 10, 19th Floor
- **Trial proceedings begin:** March 21, 2011. The first day will be devoted to jury selection; special seating arrangements for the media and the public will apply during jury selection to accommodate prospective jurors in the courtroom.
- **Duration of trial:** The trial is expected to last 3-4 weeks.
- **Trial hours:** Proceedings will be held Monday through Thursday of each week, from 8:30 a.m. to 3:30 p.m. with a 30 to 45 minute break for lunch at noon.
- **Indictment filed:** November 15, 2007
- **Superseding indictment filed:** February 10, 2001
- **Attorneys** are listed in this guide and on the court's docket.

## Court Website

The court's website address is [www.cand.uscourts.gov](http://www.cand.uscourts.gov). The website contains a wealth of information about the court, judges, personnel, practice and procedures. A specific page has been established for **USA v. Bonds** (at [http://www.cand.uscourts.gov/usa\\_v\\_bonds](http://www.cand.uscourts.gov/usa_v_bonds)) with frequently-updated information about this case. You may view this page by clicking on [USA v. Bonds](#) under "Cases of Interest" on the homepage. General information for the media is at [www.cand.uscourts.gov/media](http://www.cand.uscourts.gov/media).

## Obtaining Information About the Case, Including Copies of Documents

It is the policy of the clerk's office that documents of *special interest* will be posted on the **USA v. Bonds** webpage soon after they are electronically filed in the court's docket. In addition to checking the **USA v. Bonds** page on the court's website there are several ways to make sure that you obtain information about the case. Additional information about each option is detailed below.

1. Registering for the Email Listserve
2. Registering for Pacer
3. Viewing files in the clerk's office

### 1. Registering for the Email Listserve

We highly recommend joining the Email Listserve for this case. To subscribe, go to [www.cand.uscourts.gov/maillinglists](http://www.cand.uscourts.gov/maillinglists). By subscribing, you will receive two types of notices:

- **Logistical Information:** You will receive important announcements from the Clerk's Office related to **USA v. Bonds**, which might include schedule changes, new orders of the court affecting the media, and information when immediate contact is necessary (e.g., updates during jury deliberations).
- **Notices of Electronic Filing:** This court uses an electronic filing ("e-filing") system called "Case Management/Electronic Case Files" (CM/ECF). This system sends out emails called "Notices of Electronic Filing" (NEF) to subscribers each time a filing occurs in this case. This is the method by which attorneys on the case get notice that the court or the attorneys have filed new documents. The NEFs are sent immediately after a document has been added to the system. Listserve subscribers receive NEFs in **USA v. Bonds**.

NEFs are emails generated by CM/ECF stating:

- Who filed the document
- Who was served the filing electronically (via e-mail)
- Date and time of filing
- The title of the document(s)
- The docket text associated with the document(s)
- On which party's behalf the document was submitted
- A hyperlink to download an Adobe PDF copy of the document.

**IMPORTANT:** Although you will be able to view the NEFs without a login, you must still use a valid PACER account (see below) to view/receive/download all documents, and all documents not subject to the E-Government Act of 2002 will be subject to a fee. (See next section.)

## 2. Registering for PACER

PACER is the judiciary's electronic method of providing copies of court documents. You may register for Pacer at <http://pacer.psc.uscourts.gov>. To expedite your registration, provide a credit card number. There is no registration fee and a fixed number of pages may be viewed or printed per quarter without charge; above the limit, all registered agencies or individuals: \$.08 per page.

## 3. Viewing Files in the Clerk's Office

Any member of the media or the public may view files and make copies at a cost of \$.25 per page. In the San Francisco division, these services are available from 9 a.m. to 1 p.m. daily.

## Obtaining Information about the Attorneys

A list is included in this guide, but information regarding the attorneys may change at any time. The most current information is always available on the court docket (see above). The docket shows the names, addresses, phone numbers and email addresses for all attorneys who have appeared on the case to date.

## Obtaining Credentials to Attend Proceedings

Proceedings will be held in Courtroom 10 on the 19th floor of the Phillip Burton Federal Building, 450 Golden Gate Avenue, San Francisco 94102.

Seating for these hearings is limited, but a generous number of seats are reserved for members of the media in the main courtroom. This reserved seating is limited to holders of court-issued media credentials (see below). Special seating arrangements for the media and the public will apply during jury selection (first day of trial) to accommodate prospective jurors in the courtroom. In addition, there will be a video simulcast to the Media Center on the ground floor of the courthouse, which will provide overflow seating for those who cannot be accommodated in the main courtroom. Credentials will not normally be required for access to the Media Center, but if for any reason there is excess demand for seating in the Media Center, priority will be given to holders of court-issued media credentials.

To request seating for a hearing/trial in the main courtroom, please send an email to [usavbonds@cand.uscourts.gov](mailto:usavbonds@cand.uscourts.gov) indicating the following:

- Specify the hearing you wish to attend OR that you would like to attend trial;
- The name of the media organization you represent;
- The number of seats requested;
- The email address for future communication.

***For TRIAL PROCEEDINGS***, a court-issued media credential will be required to access the reserved seating for members of the media at the trial. Without a credential, the trial will still be a public proceeding open to members of the public and the media but seating will not be guaranteed. A court-issued credential for the trial is issued to the news organization, not the individual reporter; it may be shared by different reporters in the same news organization.

***Media credentials for trial attendance will be issued on the first day of trial to those who have requested and received confirmation from the Media Liaison.***

## **Obtaining Transcripts of the Proceedings**

To obtain a transcript of any proceeding, arrangements must be made with the court reporter assigned to the hearing or trial. For contact information for a specific reporter, contact Debra Campbell: [Debra\\_Campbell@cand.uscourts.gov](mailto:Debra_Campbell@cand.uscourts.gov) or 415-522-2079.

## **Viewing Exhibits**

Documentary exhibits and photographs introduced into evidence will be posted on the court's website at the conclusion of the proceedings each day.

## **Booking Photos or Mug Shots**

The U.S. Marshals Service does not provide access to booking photos or mug shots.

## **Information about Jurors**

Jury selection will begin on the first day of trial. Jurors will be questioned primarily by the court, although the judge may permit the attorneys to ask limited questions. Twelve jurors and two alternates will be selected. The government will have six peremptory challenges, the defendant will have ten peremptory challenges and each side will have one additional peremptory challenge for the alternates.

At the close of the case, jurors will retire to deliberate. If the jurors have questions, they will submit such questions in writing. If possible, the media coordinator will send an email notification to subscribers to the email subscription list in this case regarding the receipt of a question from the jurors or that a verdict has been received.

Throughout the trial, jurors will be wearing blue "JUROR" badges while in the courthouse. Jurors will be under strict orders not to speak to anyone in the courthouse about the case.

***Members of the media should not speak to jurors under any circumstances until the trial is completely over.***

## **Entry and Exit from the Courtroom**

Observers may exit the courtroom at any time. Entry and re-entry will be permitted by the U.S. Marshal. If you have been provided with a pass for access to the proceedings and you must leave the courtroom, even briefly, for any reason, you must leave some type of item or note to



indicate your intent to return to your seat. Otherwise, the seat will be made available to another observer at the next break in proceedings.

## Access to the Courthouse

All parties entering the Federal Building must show a government issued picture ID and must pass through a security screening device. Acceptable forms of identification include official identification issued by any U.S. state or by the U.S. government. ***The only acceptable international identification is a government issued passport with a current U.S. visa.*** Proper decorum is expected of all visitors to the Federal Building and U.S. Courthouse.

## Prohibition on Photography, Recording and Broadcasting

***Audio and/or video recording*** of proceedings in federal court by any means violates a nationwide policy promulgated by the Judicial Conference of the United States, subject to limited exceptions not applicable in this case.

***Photography*** is also prohibited. Federal Rule of Criminal Procedure 53 prohibits courts from allowing the taking of photographs in the courtroom during criminal proceedings in federal court.

***Broadcasting*** of judicial proceedings from the courtroom is also prohibited. The closed-circuit video feed to the Media Center is not “broadcasting.”

***These prohibitions apply both to live proceedings in the courtroom and to any video/audio feed (e.g. to an overflow courtroom or the Media Center. Violation of these rules may result in the immediate loss of press credentials and be subject to contempt of court or other action as the court deems appropriate.***

## Electronic Devices

General Order No. 58 regulates possession and use of electronic devices in the courthouse. “GO 58” can be found on the court’s website and is included in this guide. Court security personnel will screen all electronic devices and cameras before permitting them to the courthouse and may bar any item that appears to pose a threat to security or safety. Subject to this screening, electronic devices may be brought into the courthouse and may be used in a non-disruptive manner. As a general rule, media use of laptops or PDA’s for notetaking and to transmit wirelessly to editors are allowed only with advance, express permission from the judge. Wireless internet access is available in the courtroom.

***Judge Illston has established the following policies for members of the media specifically applicable in USA v. Bonds:***

- Quiet use of laptops is permitted in courtroom 10 and the overflow courtroom;
- Use of Blackberry or other similar personal device for electronic transmission of email, including filing of reporter’s stories, is permitted in courtroom 10 and the adjoining overflow courtroom.

Unless a specific area is officially designated by the US Marshals Service for photography inside the building (such as the Media Center on the first floor), cameras may not be used in the Federal Building. Photography and interviews are permitted outside the building and in the Media Center only. No cabling is permitted in the federal building.

Inside the courtroom, *cell phones, pagers and other devices* may not be used *except for text functions* and must be turned off or set to vibrate mode. Cell phones may be used for voice communication in the hallways outside the courtrooms and other public areas. A public phone is available on the second floor of the Federal Building.

*Violation of these rules may result in the immediate loss of press credentials and be subject to contempt of court or other action as the court deems appropriate.*

## **Other Courthouse Resources for Members of the Media**

### **1. Pressroom**

The pressroom on the 18th Floor has work space to accommodate visiting reporters in addition to members of the print media who permanently cover the court.

### **2. Federal Bar Association Media Center**

The Federal Bar Association Media Center will offer closed-circuit viewing of the **USA v. Bonds** trial. It is also available for holding press conferences when trial proceedings are not in session. To arrange for use of the Media Center for a press conference, contact the court's Media Liaison at 415-522-4051. Technical information regarding broadcast transmissions from the Media Center is included on this page. The broadcast feed to the Media Center of court proceedings from any courtroom is subject to the court's policies on photography, audio and video recording and broadcasting.

### **3. Peer Media Contacts**

Print Media: Paul Elias (Associated Press) via the pressroom house phone: 415-436-7964 or cell phone: 415-602-6329.

Broadcast media: For the Federal Bar Association Media Center on the 1st Floor, Darryl Compton, NorCal RTNDA Executive Director at [darryl@norcalRtnda.com](mailto:darryl@norcalRtnda.com) or 650-341-9979 or 415-518-2421 (cell).

### **4. Parking for Broadcast Satellite Vehicles**

Parking for broadcast satellite vehicles on the streets adjacent to the federal building is extremely limited. For further information regarding allocation of these spaces, contact the Federal Protective Service at 415-522-3440. Other parking arrangements may be made on an individual basis with public parking lots in the area.

## 5. Fiber Optic Cable

A fiber optic cable is available to allow the media to connect audio, video and/or data from inside the Media Center to media trucks parked nearby. The court provides the fiber connection only. All other equipment and electronic devices (data, audio, video, transmission, reception, distribution, etc.) using the fiber must be provided by news organizations.

The inputs are located inside the Media Center. The fiber patch panel is surface-mount 12-port housing, located toward the rear (west) of the Media Center, on the north wall. The cables are six strands (three pairs) to each location (six strands to Larkin St., and six strands to the 16th Floor). All connections are "SC" type and labeled: "To Larkin St. (1-6)" and "To 16th Floor (7-12)." All fiber optic cables are single mode.

The primary output is outside the federal building on the 400 block of Larkin Street in a padlocked box above the black, exit-only door, 30 feet to the right of the entrance driveway. The secondary output is located in the Clerk's Office on the 16th floor of the courthouse and is for use only if the Larkin Street connections are unavailable: All connections are type "SC" type and labeled "1-6." For the access key and/or further information or assistance, contact the court's Media Liaison (415-522-4051). The court provides access to the fiber optic cable as a service to the public and expressly disclaims any and all liability for problems arising from use of the fiber optic cable installation, including, but not limited to: equipment installed by others, operational issues in relation to this installation (such as if broadcasts are interrupted or faulty) and the safety of others (such as hazards due to cable installations by non-court personnel).

## 6. Parking

Civic Center Plaza Garage  
355 McAllister Street  
415-863-1537  
Hours: 6 a.m. - midnight

Federal Auto Parks  
530 Turk Street  
415-474-2237  
Hours: 6 a.m. – 6 p.m.

Federal Auto Parks  
659 Franklin Street & Golden Gate  
Avenue  
415-626-6506  
Hours: 6:30 a.m. - midnight

UC Hastings Parking Garage  
Golden Gate Ave & Larkin Street  
Hours: 6 a.m. – midnight

## 7. Food & Drink

The following are available to the public:

- A cafeteria on the second floor, Café 450, serves breakfast and lunch;
- A snack and sandwich shop on the 10th floor, the Midway Café, is open until 4:00 pm;
- A coffee cart is located on the second floor, serving coffee, tea and specialty drinks.

## Attorney List

### *Attorneys for the Prosecution*

**Melinda Haag**

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### *Attorneys for Defendant Bonds*

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**GENERAL ORDER No 58**  
**REGULATING POSSESSION AND USE OF**  
**ELECTRONIC DEVICES IN THE COURTHOUSE**

The purposes of this General Order are to promote security for all persons who enter federal courthouses (or the portions of federal buildings occupied by the District Court), to protect the integrity of judicial proceedings, to facilitate legitimate use of electronic devices for communication or for the storage, retrieval, or presentation of information, and to comply with the mandates of the Federal Rules of Criminal Procedure and the policies of the Judicial Conference of the United States.

- I. Definition: “Electronic Device”  
As used in this General Order, the phrase “electronic device” embraces all equipment (regardless of how it is powered or operated) that can be used for
  - A. wireless communication; or
  - B. receiving, creating, capturing, storing, retrieving, sending, or broadcasting any signals or any text, sound, or images; or
  - C. accessing the internet or any other network or off-site system or equipment for communicating or for storing or retrieving information.
  
- II. Federal Rule of Criminal Procedure 53 prohibits “the taking of photographs in the courtroom during judicial proceedings or the broadcasting of judicial proceedings from the courtroom.”
  
- III. Policy of the Judicial Conference of the United States prohibits, in both civil and criminal cases in all district courts, broadcasting, televising, recording, or photographing courtroom proceedings for the purpose of public dissemination.
  
- IV. Additional Rules in this District.  
Except as may be otherwise ordered by a judge of this court, possession and use of electronic devices and cameras in federal courthouses in this district, and in the portions of buildings in which judicial proceedings are held, shall be governed by the following rules and policies:
  - A. Court security personnel will screen all electronic devices and cameras before permitting them to be brought into the courthouse or into any facility or portion of any facility in which a judicial proceeding is held. The purpose of this screening is to make sure that the items do not contain weapons, dangerous devices or materials, or contraband.
    1. Court security personnel may bar from the courthouse, or from portions of a building in which judicial proceedings are held, any item that appears to pose a threat to security or safety.

