

**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF WISCONSIN**

**Guidelines for Proceedings – Public and Media (Updated December 5, 2025)**

**Case No. 25-CR-89, United States v. Hannah C. Dugan**

The following information outlines public and media accommodations for the proceedings in *United States v. Dugan*. All information is subject to change. Updated versions of this guide will be posted on the [Cases of Interest](#) page of the Court's website.

Jury selection is scheduled to begin on **Thursday, December 11, 2025, at 9:00 a.m.** and trial proceedings are scheduled to commence on **Monday, December 15, 2025, at 9:00 a.m.** All proceedings will be held in Courtroom 390.

## **I. Resources**

Members of the public and media should be familiar with the following resources:

1. **Media Information and Cases of Interest Pages** – These pages contain information about the Clerk's Office, courthouse access, and case-specific updates, including pleadings and orders in *United States v. Dugan*.
2. **PACER** – Federal court dockets and filings are available through the Public Access to Court Electronic Records system at [www.pacer.gov](http://www.pacer.gov).
3. **Public Information Officer** – Questions concerning courthouse operations or case procedures may be directed to [media\\_inquiries@wied.uscourts.gov](mailto:media_inquiries@wied.uscourts.gov). Inquiries should **not** be directed to Judge Adelman's chambers.

## **II. Media Registration**

1. **Requirement** – Media representatives must register to obtain a court-issued badge to access designated media areas, including the Media Workroom (Room 464) and Broadcast Room (Room 190). Media without a court-issued badge will be admitted to the Public Overflow Room (Room 398).
2. **Application Process** – Information and a link to the registration form is available on the [Media Information](#) page of the Court's website.
3. **Badge Pickup** – Notification will be sent when badges are available for pickup. Badge distribution is anticipated to begin **on or about December 8, 2025**, at the

Clerk's Office.

4. **Timetable** – To ensure badge availability by the start of trial, registration should be completed by **December 5, 2025**. Registration will remain open throughout the trial; however, late registrants may experience brief delays.

### III. Rules of Conduct

Failure to comply with the following rules may result in sanctions, including revocation of media privileges and removal from the courthouse.

1. Photographing, recording, or streaming court proceedings is **strictly prohibited**.
2. Photographing, audio recording, or video recording is not permitted inside the courthouse, except that journalists with a court-issued media pass are authorized to conduct interviews and broadcast **only in Room 190**.
3. All instructions from U.S. Marshals, Court Security Officers, or other safety personnel must be followed.
4. Contact with jurors or potential jurors is strictly prohibited.
5. Entrances and walkways must remain clear at all times.

### IV. Courthouse and Courtroom Access

1. **Courthouse Hours:** The courthouse is open to the public from **8:00 a.m. to 5:00 p.m.** All persons entering must go through security screening. Individuals must exit by **5:30 p.m.** unless a court proceeding continues past **5:00 p.m.** For any proceeding that begins before or continues after business hours, the Jackson Street entrance will be open for public and media access. When an after-hours proceeding concludes, all individuals must exit the building **within 30 minutes** of adjournment.
2. **Courtroom 390:** Jury selection and the trial are scheduled to take place in Courtroom 390. The courtroom will open at 8:00 a.m. each day. Seating is limited and available on a first-come, first-served basis. Because the number of jurors during jury selection may be equal to the courtroom's seating capacity, public or media seating may not be available. Cell phones and laptops are permitted but must be switched to silent mode. Photography, recording, food, and beverages are prohibited. Water bottles are permitted.

3. **Public Overflow Room (Room 398):** The Public Overflow Room will open at 8:00 a.m. each day and will close at the conclusion of trial proceedings. An audio and video feed of the proceedings will be provided during jury selection and trial. Cell phones and laptops are permitted but must be switched to silent mode. Food and beverages are permitted but should be limited to simple, non-messy items such as brown-bag lunches and bottled drinks. Photography, recording, and streaming are prohibited.
4. **Media Workroom (Room 464):** Access is limited to media with a court-issued media pass. The Media Workroom will open at 8:00 a.m. each day and will remain available until the conclusion of trial proceedings or 5:30 p.m., whichever is later. If proceedings extend past 5:00 p.m., the room will close 30 minutes after adjournment, and all media must depart at that time. Workspace will be available for media use. An audio and video feed of the proceedings will be provided during jury selection and trial.

Cell phones and laptops are permitted but must be switched to silent mode. Food and beverages are permitted but should be limited to simple, non-messy items such as brown-bag lunches and bottled drinks. Any equipment left in the Media Workroom overnight is the sole responsibility of its owner. The court does not guarantee wireless internet access. Photography, recording, and streaming are prohibited.

5. **Media Broadcast Room (Room 190):** Access is limited to media with a court-issued media pass. The Media Broadcast Room will open at 8:00 a.m. each day and will remain available until the conclusion of trial proceedings or 5:30 p.m., whichever occurs later. If proceedings extend past 5:00 p.m., the room will close 30 minutes after adjournment, and all media must depart at that time. Journalists may conduct interviews and broadcast live only in Room 190. There will be no audio or video feed in the Media Broadcast Room. Food and beverages are permitted but should be limited to simple, non-messy items such as brown-bag lunches and bottled drinks. No equipment may be left in the Media Broadcast Room overnight.
6. **Sketch Artists:** Two seats in Courtroom 390 will be reserved for sketch artists. Sketch artists must call 414-297-1285 prior to the day of the trial to make arrangements. Sketch artists may not depict or otherwise identify individual jurors or prospective jurors.

Sketch artists will be permitted to access the Media Broadcast Room (Room 190) for the purpose of sharing their work with the media. Any sketch may only be scanned or photographed from within that room. No capturing or copying of sketches is permitted elsewhere in the courthouse.

7. **Sidewalks and Area Surrounding the Courthouse:** Public sidewalks are available for use in accordance with applicable city ordinances and state and local laws, rules, and regulations. No one may block any courthouse doors or entrances. Street parking, parking lots, and parking garages are available in the area surrounding the courthouse. Street parking adjacent to the courthouse is restricted.

## V. Coverage and Information Access

1. **Closed-Circuit Feeds:** An audio and video feed of the proceedings will be provided during jury selection and trial. These feeds will be accessible in the Public Overflow Room (Room 398) and the Media Workroom (Room 464). The Court will use a multi-camera system that permits views of the judge and witness stand, and a frontal view of the lectern and counsel tables. In addition, exhibits presented electronically will be shown on the closed-circuit screen. Jurors will not be visible via the closed-circuit system during the trial.
2. **Viewing Exhibits:** Trial exhibits that are admitted into evidence become part of the public record. Public access to admitted exhibits is at the discretion of the presiding judge and will not be available until the trial has concluded.
3. **Transcripts:** Copies of trial transcripts may be ordered directly from the court reporter. To request an estimate for the price of the transcript, please complete the [request form found on the Transcript Orders page of the Court's website](#). Transcript preparation and delivery times will begin when payment has been satisfied with the court reporter.
4. **Media Alerts and Inquiries:** Members of the media may request email updates at the time of online registration. Media alerts will be sent to advise registered members of schedule changes. Additional alerts will be sent as warranted.
5. **Website Updates:** The [Cases of Interest](#) page will be updated as soon as practical to reflect any changes or developments as they occur.

## VI. Juror Privacy

1. The names of jurors or prospective jurors shall not be disclosed to the public or media.

2. Any depiction, photograph, or other identification of individual jurors or prospective jurors is prohibited.
3. Attempts to contact, photograph, or communicate with jurors or prospective jurors are strictly prohibited during jury selection and trial. Conversations, interviews, or any form of communication with jurors, including alternates, before they have been discharged by the Court are not permitted.
4. After the jury has been discharged, jurors may consent to be interviewed by the media or other persons. Jurors are not obligated to speak with the media. Once a juror has indicated his or her desire not to discuss the trial, no further attempts to contact that juror may be made. The Media Broadcast Room (Room 190) is the only location within the courthouse designated for conducting interviews and broadcasting.

## **VII. Additional Information**

Additional information will be posted on the Court's **Cases of Interest** page as it becomes available.

For questions, contact:

**Public Information Officer** – [media\\_inquiries@wied.uscourts.gov](mailto:media_inquiries@wied.uscourts.gov)