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COURTHOUSE LACTATION SPACE HANDBOOK



TABLE OF CONTENTS

Acknowledgements	3
Message from The President	4
FAWL's Mission	6
Why are Dedicated Lactation Spaces Important to FAWL's Mission?	6
Lactation Spaces: A National Trend	7
Why Women Need a Dedicated Lactation Space	8
The Law Regarding Lactation Breaks and Spaces	9
In Public	9
In the Workplace	9
Best Practices for Establishing Lactation Spaces	10
Best Practices for Outreach to Establish Spaces	10
Best Practices for Space Access	11
Best Practices for Space Naming	12
Best Practices for Space Specifications	12
Location	12
Space Identification	13
Size	13
Lactation Space Amenities	13
Lactation Space Inventory Checklist	15
Funding the Space	16
Sample Budget	16
Sheriff's Guide to Best Practices For Clearing Breast Pumps, Breast milk, Formula, and Accessories	17
What is a breast pump?	17
What does a breast pump look like?	17
Why do women need to have breast pumps?	18
Ice Packs, Coolers, and Empty Bottles	18
Formula and Water for Women with Children	19
What Does the Transportation Security Administration (TSA) Say and Do?: A Model for Courthouse Procedure	19
Appendixes	21
Appendix A - Sample Press Release	21
Appendix B - Sample Sponsorship request Letters	22
Appendix C - Sample Blog Post	26
Appendix D - Sample Amazon Wish List	28
How to create an Amazon Wish List for your Lactation Space	28
Appendix E - Sample Grand Opening/Ribbon Cutting invitations	30
Appendix F - Sample Announcement for Website	32

Appendix G - Sample Courthouse Signage	33
Appendix H - Sample Sign-in Sheet	35
Appendix I – Sample Lactation Space Protocol and Space usage guidelines	36
Appendix J - Pictures of Established Lactation Spaces	38
Appendix K - Questionnaire for Future Chapters to Complete	40
Appendix L - Contact List for Guidance	42
Appendix M - Article of Interest: A New Mother’s Guide to Pumping During a Jury Trial	43
Appendix N – Proposed Motions and Orders for Lactation Accommodations	46
Appendix O - Polk Association of Women Lawyers Fundraiser Flyer	49

ACKNOWLEDGEMENTS



Since the release of the first edition of this Handbook in June 2018, leaders across the state of Florida have been working hard to ensure that their courthouses and other public spaces have dedicated lactation spaces. We've seen the ABA pass a resolution on courthouse lactation areas, and saw federal legislation passed to require spaces in airports and federal public buildings. Learn more about these updates in this edition of our Handbook. Indeed, we are in the midst of a tremendous movement!

To me, breastfeeding was not a movement or a statement - it was simply a matter of feeding my child. My son was born premature and he had an intolerance to formula during his NICU stay. I was given a breast pump an hour after his delivery and told to set an alarm every three hours. Four weeks after my return from leave, I tried a 5-day civil jury trial.

We need to make litigation – and lawyering in general – a safe space for women. Establishing a dedicated space where a woman can comfortably and conveniently express milk while in a courthouse will make it easier for her to fully participate in her career. However, while women certainly benefit from convenient access to dedicated lactation rooms, this is not just a women's issue. Ensuring that our profession is diverse and inclusive is all of our responsibility.

Setting aside the lawyers for a minute, think about the thousands of women who come to the courthouse to do their public service as jurors on a daily basis. They may already be anxious about navigating the courthouse and the trial process. Add the stress of worrying how you're going to pump breast milk, store it, and announce your needs to the judge/lawyers. It is for this reason that I see the lactation space discussion as an access to justice issue.

FAWL has gained national attention for our efforts in this space and while we have made big progress, in many ways, our work is just beginning. With the addition of the pending legislation sponsored by Senator Lori Berman and Representative Ashley Gantt, we have an opportunity to protect our investment by ensuring that lactation spaces remain in our courthouses, and are accessible throughout the state.

Thank you for continuing to advocate for these spaces, women, and access to justice. Together, we can continue to make the world a little bit easier for mothers. I am so proud to be on this journey with you.

With gratitude,

Jennifer LeVine Feld

Jennifer@FeldLegal.com

Chair, Lactation Space Task Force

MESSAGE FROM THE PRESIDENT



Dear FAWL Member,

FAWL's mission is to actively promote gender equality and the leadership roles of FAWL's members in the legal profession, judiciary and community at large. With that in mind, through the FAWL Lactation Taskforce and the giving of grants, FAWL continues to encourage its members and chapters to keep up the good work of opening dedicated lactation spaces in every State courthouse across the State. FAWL will always support and celebrate the work of FAWL members and community leaders who come together to ensure that Florida's courthouses are as welcoming and inclusive to nursing

mothers as they can be. I thank you for your dedication to this project, as it will continue to make an impact on our legal community.

I am proud to be part of an organization that has actively promoted the opening of dedicated lactation spaces in state courthouses. However, I am even more proud that our organization has, for the last two years, advocated for the Florida Legislature to pass legislation that will ensure that no dedicated courthouse lactation space can ever be eliminated after it has been opened. The passage of such legislation is crucial to not only protecting the privacy and hygiene of nursing mothers who desire to return to work without sacrificing their most personal of family choices, but it will also bring the State of Florida in line with federal law that protects the rights of nursing mothers to have dedicated lactation spaces on federal property and in federal courthouses.

The FAWL Lactation Taskforce has thoughtfully prepared two guides that I hope are of service to its members. First is this Handbook, which should provide all the information and guidance needed to open a dedicated lactation space in your local courthouse. The second is a Courthouse Directory which lists all of the dedicated lactation spaces in State courthouses and judicial complexes across the State. Not only can the guide be used by any FAWL member who is, or knows of a nursing mother who needs to travel to distant courthouses for work, but that Directory also highlights the many areas that are still in need of dedicated lactation spaces.

If FAWL can support your efforts in any other way, or if you have any questions or suggestions about this Handbook, or the Lactation Space Task Force, please do not hesitate to reach out to myself or Jennifer ("Jen") Feld, Chair of the FAWL Lactation Taskforce, at jennifer@feldlegal.com.

Sincerely,

Donna L. Eng

FAWL President, 2022-2023

FAWL'S MISSION

To actively promote gender equality and the leadership roles of FAWL's members in the legal profession, judiciary and community at large. To achieve these goals, FAWL will uphold the highest standard of integrity, honor and courtesy in the legal profession, promote reform in law, and facilitate administration of justice.

WHY ARE DEDICATED LACTATION SPACES IMPORTANT TO FAWL'S MISSION?

By working to establish dedicated Lactation Spaces¹ in courthouses, FAWL promotes accessibility to women in the legal field. According to the American Bar Association, women make up 36% of the legal profession,² and 38% of Florida attorneys are women.³ Additionally, women represent 39% of the Florida judges,⁴ and 27.1% of all federal and state judges in the country.⁵ The number of women entering the legal field is likely to rise as the number of women law students in Florida alone approaches 50%.⁶ While motherhood has been previously considered a barrier for women wanting to enter the legal field,⁷ organizations like FAWL and projects like the Courthouse Lactation Space Task Force help tear down these barriers. Lactation Spaces allow attorneys to balance their career and their nursing needs, while also helping employers to fulfill legal requirements for lactation breaks.⁸

In addition to supporting the needs of women working in the legal field, lactation spaces also promote access to justice by allowing women jurors, witnesses, and other patrons of the courthouse to be able to go the courthouse with the comfort of knowing they will have an appropriate place to pump or nurse their child.

Although the percentage of women serving on juries is unclear,⁹ women perform this civic duty just as men do. The Supreme Court has held that barring women from the jury pool undermines

¹ Throughout this Handbook, you will note that FAWL Chapters refer to dedicated lactation spaces as Nursing Rooms, Mother's Rooms, Lactation Rooms, etc. While FAWL supports a variety of names for these spaces, for consistency and clarity, the authors of this Handbook will refer to these areas as Lactation Spaces.

² *A Current Glance at Women in the Law*, AMERICAN BAR ASSOCIATION 2 (Jan. 2017), https://www.americanbar.org/content/dam/aba/marketing/women/current_glance_statistics_january2017.authcheckdam.pdf.

³ *Board Issue Paper – Women in the Law/Gender Bias*, THE FLORIDA BAR (Feb. 13, 2017), <https://www.floridabar.org/news/resources/issue-04/#IV.%20Facts%20and%20Statistics>.

⁴ *Id.*

⁵ *Id.*

⁶ *Id.* (stating that the number is currently at 48.7% and has risen over the last few years.)

⁷ *Leaving Law and Barriers to Reentry: A Study of Departures From Reentries to Private Practice*, LSAC (Nov. 2013) [https://www.lsac.org/docs/default-source/research-\(lsac-resources\)/gr-13-02.pdf](https://www.lsac.org/docs/default-source/research-(lsac-resources)/gr-13-02.pdf).

⁸ Reasonable Break Time for Nursing Mothers, 75 Fed. Reg. 80073, 80075 (Dec. 21, 2010).

⁹ It is unknown exactly how many jurors are women. However, studies have been done examining the impact of women jurors on verdicts. See Laughlin McDonald, *A Jury of One's Peers*, ACLU (March 18, 2011) <https://www.aclu.org/blog/mass-incarceration/jury-ones-peers> See also Shamena Anwar, Patrick Bayer, and Randi Hjalmarsson, *Female Representation: Impact of First Female Jurors on Criminal*

the judicial process.¹⁰ Having access to Lactation Spaces helps jurors engage as equal citizens in the judicial process.¹¹ In working to support the needs of nursing women, FAWL supports the inclusion of women as both active participants in the legal profession and engaged citizens in the judicial system.

LACTATION SPACES: A NATIONAL TREND

We are in a movement. Across the nation, we are seeing an energized and growing commitment to providing clean, private, and dedicated lactation spaces in many facilities.

In August 2018, Illinois passed a law requiring every facility that houses a circuit courtroom to have at least one lactation space “that is located outside the confines of a restroom and includes, at minimum, a chair, a table, and an electrical outlet, as well as a sink with running water where possible.”¹² The statute also requests that the Illinois Supreme Court create minimum standards for the appropriate training of courthouse staff as well as requirements for posting of notice to the public regarding location and access to the spaces.¹³

In October 2018, the Friendly Airport for Mother’s Act was signed into law. This act sponsored and championed by Senator Tammy Duckworth,¹⁴ makes certain grant application funds for airports available only if the airport maintains a lactation area at each passenger terminal building of the airport behind the airport security screening area.¹⁵

In January 2019, the American Bar Association House of Delegates unanimously approved a resolution encouraging all courthouses to create dedicated lactation spaces.¹⁶

In February 2019, Senators Tammy Duckworth, Steve Daines, and Elizabeth Warren introduced the Fairness for Breastfeeding Mothers Act of 2019 which, if passed, would require all public federal buildings to have a dedicated lactation space.¹⁷

Convictions, VOX (Apr. 19, 2016) <https://voxeu.org/article/impact-female-jurors-criminal-convictions> (examining the role of women in English juries).

¹⁰ See *generally* Taylor v. Louisiana, 419 U.S. 522 (1975).

¹¹ A female juror provided feedback to the Miami-Dade County Chapter of FAWL stating that the Lactation Room the chapter established helped her participate in jury duty.

¹² 2018 Ill. Legis. Serv. P.A. 100-947 (S.B. 3503) (amending 55 I.L.C.S. § 5/5-1106) (effective Jan. 1, 2019).

¹³ 2018 Ill. Legis. Serv. P.A. 100-947 (S.B. 3503), *supra* note 30.

¹⁴ See, e.g., *Nursing rooms for breastfeeding moms now required at all major airports*, Jennifer McClellan, USA Today, Oct. 12, 2018, at <https://www.usatoday.com/story/life/allthemoms/2018/10/12/nursing-rooms-breastfeeding-moms-now-required-major-airports/1613690002/> (last visited on Oct. 19, 2018).

¹⁵ S. Res. 1110, 115th Cong. (2017-2018) (enacted), at <https://www.congress.gov/115/bills/s/1110/BILLS-115s1110is.pdf> (last visited Oct. 19, 2018).

¹⁶ ABA YLD Resolution 101A.

<https://www.americanbar.org/content/dam/aba/images/news/2019mymhodres/101a.pdf> Adopted by the American Bar Association House of Delegates on January 28, 2019.

¹⁷ S. Res. 528, 116th Cong. (2019-2020) at <https://www.congress.gov/bill/116th-congress/senate-bill/528>

While these recent developments are encouraging, we still have a long way to go to ensuring that every courthouse has a dedicated lactation space. FAWL is committed to this goal and we have seen our Chapters across the state rise to the challenge to implement these spaces and we look forward to the great work and progress ahead.

WHY WOMEN NEED A DEDICATED LACTATION SPACE

It is important that nursing women who are away from their child(ren) for a prolonged period of time have the ability to express milk. Breast milk production is demand-based: the more demand there is for breast milk, the more breast milk a woman's body will produce. Alternatively, the less demand there is for breast milk, the less breast milk a woman's body will produce. For a nursing mother to maintain the necessary breast milk production levels to sustain her infant or toddler, a mother generally must pump, in lieu of nursing, every time she would normally nurse her child. This would mean that a working staff member, juror, courthouse attendee, attorney, or judge, who nurses her child might need to pump between three and four times in a working day to maintain the adequate supply to sustain her child(ren).

Additionally, a nursing mother's health can be negatively affected if she is not able to regularly express her breast milk. A mother who cannot express milk when her breasts are full will experience intense pain or engorgement. Further, not having an opportunity to express milk for too long may cause a nursing mother to develop a clogged duct. This clogged duct can quickly become a breeding ground for bacteria and result in a painful infection called mastitis. Mastitis causes swelling, fever, chills, and localized engorgement in the breast. This infection can be detrimental to a nursing mother's health and her ability to provide breast milk for her child.

For these reasons, it is crucial and necessary that a nursing mother have the ability to both bring her breast pump and accessories into a courthouse and take reasonable breaks to express milk in lieu of nursing her child(ren).

Securing reasonable and appropriate breaks to pump in a litigation practice can be a challenge in some courtrooms for some lawyers. For insight and helpful tips on how to prepare and manage this process, please see the following resources:

- Jennifer Feld's Daily Business Review Article *A New Mother's Guide to Pumping During Jury Trial* (Appendix M)
- A proposed Motion for Lactation Accommodations at Trial and Proposed Order for same in Appendix N¹⁸ and
- A Proposed Standing Order On Motion to Be Excused from CourtRoom During Portions of Trial and/or for Trial Accommodations, which includes proposed jury instructions in Appendix N.¹⁹

¹⁸A special thanks to Iowa Attorney Ashley M. Sparks in West Des Moines, Iowa for allowing us to publish this motion and proposed order, which was granted in full.

¹⁹ A special thanks to Florida Attorney Jennifer Feld of Tampa, Florida for allowing us to publish this proposed Standing Order.

THE LAW REGARDING LACTATION BREAKS AND SPACES

IN PUBLIC

Florida was one of the first states to pass legislation supporting breastfeeding mothers.²⁰ Section 383.015 of the Florida Statutes allows mothers to breastfeed “in any location, public or private, where the mother is otherwise authorized to be.”²¹ Under this statute, if a mother is allowed to be in a location, then she may breastfeed there regardless of whether her nipple is uncovered as a result of the feeding.²² While the rights of mothers to nurse in public are protected in Florida, some mothers may prefer a more secluded environment to nurse or express milk. While the law does not specifically mention pumping, dedicated Lactation Spaces offer a sense of privacy and discretion, which addresses both of these concerns.

IN THE WORKPLACE

Lactation Spaces are particularly useful in addressing the rights of employees who are breastfeeding, and the duties owed to them by their employers under the law. The United States Department of Labor requires that employers provide “reasonable break time” for nursing mothers to address their lactation needs for one year after the birth of their child(ren).²³ “Reasonable break time” is determined through the utilization of several factors including:

- How long it takes the employee to walk to and from the lactation space and whether she needs to wait to use the space;
- Whether the employee needs to get her pump and other supplies from another location (such as a locker room);
- Whether the employee needs time to set up her pump and how long the set up takes;
- The efficiency of the pump used;
- How long it takes the employee to clean the pump and other supplies and the location of the sink she can use for this purpose; and
- How long it takes the employee to walk to and from the location where she can store her expressed milk.²⁴

In addition to required break times, federal law also requires that employers provide a place for employees to express breast milk.²⁵ The employer must provide such a place that is:

²⁰ Rose Walano, *Breastfeeding Laws By State: Find Out What Your State Laws Say About Breastfeeding*, THE BUMP <https://www.thebump.com/a/breastfeeding-laws> (last visited May 23, 2018).

²¹ FLA. STAT. § 383.015(1) (2017).

²² *Id.*

²³ Reasonable Break Time for Nursing Mothers, 75 Fed. Reg. at 80073.

²⁴ Lactation Break Policy (FL), Practical Law Standard Document 2-618-4577 (West). See DOL: *Fact Sheet #73: Break Time for Nursing Mothers Under the FLSA*, US DEPT. OF LABOR (April 2018), <https://www.dol.gov/whd/regs/compliance/whdfs73.pdf>; See also Reasonable Break Time for Nursing Mothers, 75 Fed. Reg. 80073 at 80075.

²⁵ 29 U.S.C. § 207(r)(1) (2012).

- Not a bathroom;
- Shielded from view;
- And is free from intrusion from coworkers and others.²⁶

Additionally, the space must be equipped to accommodate the employee's lactation needs.²⁷ This means that the lactation space must contain, at minimum, a place for the employee to sit and a flat surface on which to place a pump.²⁸ Additionally, while not required, the Department of Labor encourages access to electricity to allow for the use of electric pumps as well as access to a refrigerator to store the milk.²⁹ While the Department also considers the right to nurse to include the right to store milk, it does not require employers to provide a refrigerator.³⁰ However, employers must allow employees to bring a pump and an insulated container and provide a place for them to keep these items during the day.³¹ The Department of Labor does not require that these places be permanent spaces, or even rooms—although that is preferred.³² However, the provided place must meet the minimum requirements specified above.³³

BEST PRACTICES FOR ESTABLISHING LACTATION SPACES

BEST PRACTICES FOR OUTREACH TO ESTABLISH SPACES

Once you or your Chapter have decided to advocate for a dedicated Lactation Space in your local courthouse, the next step is to propose the project to the best courthouse contact. Some FAWL Chapters found the Trial Court Administrator to be the best and most efficient contact for getting a space established. The Trial Court Administrator may have the authority to move the idea forward to a Chief Judge and to contact the courthouse departments that would be involved in the process, such as facilities management or security. Some FAWL Chapters contacted the Chief Judge directly. Because County Commissioners provide and maintain county buildings,³⁴ other Chapters are reaching out to their local Commissioners to advocate for space. For Federal Courthouses, advocates should be aware that the U.S. General Services Administration (GSA) leases rooms to federal buildings.³⁵

²⁶ *Id.*

²⁷ Reasonable Break Time for Nursing Mothers, 75 Fed. Reg. at 80076.

²⁸ *Id.*

²⁹ *Id.* (noting also that these features may shorten the amount of break time needed).

³⁰ *Id.*

³¹ *Id.*

³² *Id.*

³³ See *supra* notes 17-19 and accompanying text.

³⁴ Fla. Stat. § 125.01 (c) (2018)

³⁵ Buildings/Facilities, available at <https://www.gsa.gov/about-us/regions/welcome-to-the-national-capital-region-11/buildingsfacilities>.

Part of establishing a space may include outreach for areas supplies or support. Consider the following methods or resources when developing your outreach strategy:

- Solicit partners in the form of other Bar Associations;
- Create press releases and blog posts (see Appendix A and C);
- Create a sponsorship package and reach out to local firms and companies and acknowledge sponsors with a space plaque (see Appendix B);
- Post to social media sites and acknowledge all donors;
- Email communication blasts to FAWL Chapters and other professional affiliates;
- Send letters to possible sponsors (see Appendix B); and
- Hold a grand opening, including invitations and announcements (see Appendix E).

BEST PRACTICES FOR SPACE ACCESS

Managing access to dedicated Lactation Spaces can present some logistical challenges for courthouses. Below are some tips and advice for ensuring the spaces are publicized, secure, and easily accessible.

- Provide ample signage in the courthouse and on the courthouse website so nursing mothers are aware of the location(s) of the Lactation Space. Include information for a point of contact on signage in the event the space needs service or attention. It is also valuable to formalize procedures and protocol with the courthouse (see Appendix G and I).
- The courthouse should include information on their own website regarding accessibility and contact information for the space. This should be in a highly-visible location to promote the Lactation Spaces (see Appendix F).
- The space should lock both from the inside, as well as the outside. Consider a lock and key system, swipe card access, or keypad access options. Be mindful of distance between where someone would obtain access and the space itself and determine which option would make it easiest on the user. A keypad may offer the most convenience to the user and allow the court to track usage and oversee access.
- If a keypad is used, create a system to secure the code or regularly change the code to ensure security and privacy. This will also prevent misuse and unauthorized access of the space.
- Identify an employee at the courthouse to manage access to the space. The individual should be easily accessible, such as a Bailiff or information desk personnel. Consider utilizing bailiffs stationed in the hallways of the courthouse or bailiffs within each courtroom as a point of contact for access. Include a second option if the receptionist or Bailiff is unavailable. Ensure Bailiffs are properly trained about Lactation Spaces and

breast pumps and accessories (see Sheriff's Guide to Best Practices for Clearing Breast Pumps, Breast Milk, Formula, on page 18).

- If appropriate and only if necessary, create a sign-in process with a form that could include: collection of photo identification, contact information, date, time signed in and out, etc. It is best to collect the information and keep this in a protected location; privacy is very important and cannot be overemphasized (see Appendix H).
- If more than one user may utilize the space at a time, tracking user access can be helpful to ensure privacy and prevent confusion or disruption for users. Consider adding an "In Use" sign outside of the space.
- If necessary, photo identification could be held and returned upon user sign-out.
- Implement a procedure to have a supervising employee conduct a visual space check before and after each use. Set up a protocol to address and resolve space damage or supply issues. Consider collaborating with Facilities Management, Head of Security, and/or the Trial Court Administrator when drafting these procedures (see Appendix I).

BEST PRACTICES FOR SPACE NAMING

When deciding how to name the space, consider a name that is easily identifiable to promote Space accessibility. Note that current federal and state legislation both pending and enacted does consistently refer to these spaces as Lactation Spaces.

- Lactation Room
- Lactation Space
- Nursing Lounge
- Nursing Room
- Mother's Room

BEST PRACTICES FOR SPACE SPECIFICATIONS

Below you will find advice and best practices for what a Lactation Space should look like, where it should be located, and what size space is recommended.

Location

A Lactation Space **cannot** be a restroom.³⁶ If there are multiple dedicated Lactation Spaces in the building, it would be best if the spaces could be evenly distributed throughout the building. Additionally, the Lactation Space should be as removed from foot traffic as possible to ensure maximum privacy. As pumping mothers will need to clean and sanitize pumping equipment and bottles, a location which houses a sink is ideal. If plumbing is not possible in an available space, then a restroom or space with a water source should be within short walking distance. Try to avoid using spaces which can only be accessed by passing through other areas or secluded areas.

³⁶ 29 U.S.C. § 207(r)(1) (2012).

Space Identification

The space should be clearly-identified with a sign on the outside of the door. Signage should also be established throughout the building to direct users toward the door (see Appendix G). The Lactation Space's location should also appear on the directory at the building's entrance, in the lobby, and outside of every elevator. Additionally, if the Lactation Space is only large enough for a single user, a vacancy/occupied sign should be visible to ensure privacy.

Size

The space should be at least large enough to accompany a chair, table, and an ottoman. Further, an 8 foot by 8-foot area, at minimum, should be used. Some facilities may be able to accommodate multiple pumping stations and include personal storage areas. In locations intending to provide such accommodations, a 12-foot by 10-foot space would be ideal. A space large enough to include plumbing is a plus. Furthermore, take care to ensure that someone using a wheelchair can access the space with ease.

LACTATION SPACE AMENITIES

Every Lactation Space should include at least one chair, an electrical outlet, and a flat surface, such as a side table or shelf, to hold a breast pump and supplies. A small ottoman is also ideal for nursing mothers.

In order to ensure required privacy, a partition or curtain is needed to shield exposed mothers from an opening door. Ideally, additional partitions should also be installed in areas with multiple chairs to allow for added privacy. The space must lock from the inside and outside. If within the budget consider, a lock and key system, swipe card access, or keypad access options.

Since many breast pumps require an AC adapter, at least one electrical outlet is necessary. Multiple outlets may be necessary to power additional equipment such as a refrigerator, microwave, and/or lamp.

Running water within the space is ideal for rinsing and cleaning equipment after pump usage, filling a steamer/sterilizer/steamer bag, and washing hands.

A microwave or electric sterilizer/ steamer or steamer bag is ideal for sanitizing pump equipment and bottles between pumping sessions. Many women will likely need to pump and store breast milk multiple times in a working day. Therefore, it is essential to facilitate the sterility of each mother's breast milk, through providing a way for mothers to disinfect and sanitize equipment. Additionally, disposable non-bleach disinfecting wipes which are made specifically for pump accessories are available and would be a nice addition.

If space is available, a small refrigerator should be included to keep expressed breast milk for short periods. This refrigerator is also helpful to refresh any cooler packs mothers bring to keep breast milk cool in a personal cooler. A digital thermometer for the refrigerator is ideal to ensure that expressed milk maintains the proper temperature. Further, a few boxes of breast milk storage bags may be kept near the refrigerator for any mother who may have forgotten her own. Keep in mind that some women may choose to refrigerate their pump parts when not in use rather than sterilizing them after each use, so ample space in the refrigerator is preferred. Consider adding plastic baskets in the fridge to help create separate spaces for each user.

Some mothers may have to bring their babies to court with them, so many of these spaces will also serve as a place for mothers to nurse and clean their babies. With this function in mind, a bottle warmer would be ideal, as it is not encouraged to microwave breast milk. Additionally, a trash can with a lid suitable for diaper disposal, disposable diaper bags, or some form of deodorizing wastebasket is ideal to hold diapers and any other waste. Bag refills may also be needed in the space. Further, a changing table may be necessary, but if the area is not large enough, a changing pad may suffice. This pad may easily be tucked away between uses to maximize room.

The space may also require a paper towel dispenser and paper towel refills, as well as hand sanitizer and/or hand soap. These amenities are necessary to ensure the area stays germ free and diminishes the chances of contaminated breast milk.

The Lactation Space must be calm and relaxing to ensure mothers are able to efficiently express maximum amounts of breast milk throughout the day. When a lactating mother is under stress, milk production can be hindered. Artwork and décor may be included to create a welcoming atmosphere. Additionally, a dimmer switch or ambient light is ideal. Consider adding an electric sound machine to provide white noise for both the user and others who may be in close proximity to the space, as some breast pumps make noise.

To make the space welcoming to new users, a bulletin board may be incorporated to post encouraging words, engaging articles, or pictures of infants. This would also be the place to post contact information for someone who can address any issues with the space or supplies. See Appendix D for sample wish lists for the Lactation Space.

LACTATION SPACE INVENTORY CHECKLIST

Below you will find an itemized list of items that range in priority from “must haves” to “nice to have” in establishing a dedicated Lactation Space in your courthouse.

Must haves ³⁷	<ul style="list-style-type: none"> <input type="checkbox"/> A comfortable chair (ideally, a rocking chair)³⁸ <input type="checkbox"/> Access to electrical outlet (for breast pumps without battery function) <input type="checkbox"/> A light source <input type="checkbox"/> A small table next to chair to hold a breast pump and pumping supplies (at least 24' x 24') <input type="checkbox"/> Hand sanitizer (if no water source is available in the space) <input type="checkbox"/> Paper towels <input type="checkbox"/> Trash can
Should haves	<ul style="list-style-type: none"> <input type="checkbox"/> Access to water source, whether nearby or within the space
Nice to have	<ul style="list-style-type: none"> <input type="checkbox"/> Comfortable lounge chair or foot rest <input type="checkbox"/> A lamp with dimmer settings to create a relaxing environment <input type="checkbox"/> A mirror <input type="checkbox"/> A refrigerator to store expressed milk with a thermometer to ensure milk is safely stored at the correct temperature <input type="checkbox"/> A microwave to sanitize breast pump accessories <input type="checkbox"/> A breast pump accessory microwave sterilizer or disposable sterilizer bags designed for breast pump accessories <input type="checkbox"/> Disposable non-bleach disinfecting wipes <input type="checkbox"/> A trash can with a lid suitable for diaper disposal, a diaper changing table or pad, for litigants or court visitors with children <input type="checkbox"/> Sound machine or radio for calming and relaxing music <input type="checkbox"/> An atmosphere and ambiance that will serve to increase relaxation which will ensure users have a productive and efficient lactation experience <input type="checkbox"/> Organizing baskets for the refrigerator <input type="checkbox"/> Bottle warmer <input type="checkbox"/> Changing pad

³⁷ “Must haves,” for the purpose of this section are based on best practices of FAWL chapters, not legal requirements. For legal requirements, see *The Law Regarding Lactation Breaks and Rooms* section of this handbook.

³⁸ In discussions with some commercial companies who provide portable Lactation Rooms, they recommend a hospital grade chair/glider to reduce exposure to germs/bacteria.

FUNDING THE SPACE

There are several creative ways to fund dedicated Lactation Spaces in your courthouse. FAWL³⁹ Chapters from across the state have provided the following tips and strategies for you.

- Utilize and recycle unused courthouse furniture and supplies;
- Courthouses may fund the project or provide the needed donations because users include members of the public, not just FAWL members;
- Request donations and sponsors from your FAWL Chapter members (see Appendix B);
- Seek sponsorship from other attorneys, law firms, or the courthouse itself. Ensure you acknowledge them in advertising and in the space itself, if possible;
- Request donations from local community members;
- Request donated children's artwork from local mothers; and
- Utilize social media for donation requests.
- Host a fundraiser. See Appendix O for a sample flyer.

Sample Budget

Recently the Pinellas County Chapter of FAWL (PFAWL) opened its first Lactation Space and they shared the cost of the space noted below. Costs were offset by sponsors and a fundraiser.

Furnishing the Space via Amazon Wishlist (See Appendix D) - \$1360.00

- Space Divider
- Desk Chair
- Mirror & Lamp
- Floor Rug
- Refrigerator
- Wall hook
- Door Keypad/Lock
- Storage Baskets
- Paper Towel Holder
- Pump wipes and steam bags
- Glider
- Cork Board
- Hand sanitizer
- Ziploc Bags
- Fridge thermometer
- Wall Hook
- Light Bulbs
- Microwave Steamer
- Pump Wipes
- "My Mom Has 2 Jobs Book
- Picture Frames
- Plant
- Mom Inspiration Signs
- 2 beach canvas prints
- End Table
- Sign Holders
- Power Strips
- "Lactation Room" Usage Sign
- Sound Machine
- Bookshelf
- Desk Chair

Ribbon Cutting Ceremony- \$520

- Food 300
- Printed Programs 30
- Sponsor Thank You Poster 75
- Sponsor Thank you Plaque 100
- Ribbon 15

³⁹ For FAWL Chapters who desire to fundraise for Lactation Room, please know there is no need for any non-dues revenue to be reported or submitted to FAWL. Fundraising for this project is treated the same way as a lunch payment or any other funds collected and dispersed by the chapter. Please do keep FAWL posted on your plans so FAWL can support your efforts.

SHERIFF'S GUIDE TO BEST PRACTICES FOR CLEARING BREAST PUMPS, BREAST MILK, FORMULA, AND ACCESSORIES

When establishing dedicated Lactation Spaces in your courthouses, one issue you may have to assist with is ensuring that the Bailiff's from the Sheriff's Office are aware of how to properly recognize and handle breast pumps, breast pump accessories, breast milk, and formula. The information below may be helpful for training purposes.

WHAT IS A BREAST PUMP?

A breast pump is a device used by lactating women to extract milk from their breasts to later give to their infant or toddler. These devices come in different shapes and sizes depending on their intended use and power output and may be manually powered by hand or electronically by battery or AC adapter.

WHAT DOES A BREAST PUMP LOOK LIKE?

Breast pumps come in a variety of shapes and sizes and are composed of many different parts that must be assembled for use. While the power unit's appearance varies by brand and model, all breast pumps use a flange, which is placed, over the mother's nipple to create suction. Additionally, all pumps require tubing and a bottle to collect milk. Many mothers opt to disassemble their pump and place it in a bag or case for easy transport. When handling and inspecting a breast pump as it passes through security, it is important to remember that breast pumps come in different shapes and sizes.



Figure 1. Variety of Manual Breast Pumps.
Photo Courtesy of www.todaysparent.com

As shown in *Figure 1*, a manual breast pump is composed of a flange (or breast shield), a pump, and a bottle. The flange sits on the breast to create a seal over the nipple. The pump creates suction, which draws milk out of the breast and nipple. The detachable bottle collects milk for later use.



Figure 2. Spectra Personal Electric Breast Pump.
Photo Courtesy of www.thebreastfeedingshop.com

As shown in *Figure 2*, a personal electric breast pump is composed of an electrical power unit, AC adapter, tube(s), flange(s), and bottle(s). Some personal electric breast pumps use two sets of bottles, flanges, and tubes so a mother can express milk from both breasts simultaneously. Both an AC adapter and battery can power some personal electric units. Personal electric units are often small enough to carry with one hand.



As shown in *Figure 3*, a personal electric breast pump can also be small enough to fit in the user's palm.

Figure 3. Lansinoh Personal Electric Breast Pump.
Photo Courtesy of www.target.com



Figure 4. Hospital Grade Electric Breast Pump.
Photo Courtesy of www.medela.com

As shown in *Figure 4*, a hospital grade electric breast pump can be much larger than a personal electric breast pump. The hospital grade electric breast pump includes the same pieces and components as the personal electric breast pump but is often larger and includes a carrying case for easier transport. Some of these pumps also include a cooler-ice-pack combo to store larger amounts of breast milk.

WHY DO WOMEN NEED TO HAVE BREAST PUMPS?

It is important that nursing women who are away from their child for a prolonged period have the ability to express milk. Breast milk production is demand-based: the more demand there is for breast milk, the more breast milk a woman's body will produce. Alternatively, the less demand there is for breast milk, the less breast milk a woman's body will produce. For a nursing mother to maintain the necessary breast milk production levels to sustain for her infant or toddler, a nursing mother must pump, in lieu of nursing, as a every time she would normally nurse her child. This would mean that a working staff member, juror, courthouse attendee, attorney, or judge who nurses her child might need to pump between three and four times in a working day to maintain the adequate supply to sustain her child.

Additionally, a nursing mother's health can be negatively affected if she is not able to regularly express her breast milk. A mother who cannot express milk when her breasts are full will experience intense pain or engorgement. Further, not having an opportunity to express milk for too long may cause a nursing mother to develop a clogged duct. This clogged duct can quickly become a breeding ground for bacteria and result in a painful infection called mastitis. Mastitis causes swelling, fever, chills, and localized engorgement in the breast. This infection can be detrimental to a nursing mother's health and her ability to provide breast milk for her child.

For these reasons, it is crucial that a nursing mother have the ability to bring her breast pump and accessories into a courthouse and take reasonable breaks to express milk.

ICE PACKS, COOLERS, AND EMPTY BOTTLES

Breast milk is a living organism that is not homogenized or pasteurized like dairy milk. Since it has not undergone these processes and is living, it must stay cold to avoid spoilage. To this end, it is necessary that nursing mothers keep their breast milk refrigerated during the workday

and thereafter have an area to keep breast milk cold during transport. It is common practice for mothers to utilize a cooler or lunch box with ice packs to keep their breast milk cool during the commute between work and home. Further, some mothers may elect to keep their breast milk in these coolers throughout the workday as well to avoid storing their milk in a communal refrigerator. With these needs in mind, it is important to remember that these devices are necessary for nursing mothers to bring with them when attending the courthouse. These devices may be checked with reasonable inspection. A new pair of gloves should be worn during inspection to ensure that the area is not compromised since breast milk must be kept as sterile as possible.

Additionally, expressed breast milk is often stored in storage bags or bottles. Nursing mothers must be able to bring these empty bags and bottles into the courthouse, so they can fill them throughout the day.

FORMULA AND WATER FOR WOMEN WITH CHILDREN

Some women may have to attend the courthouse for an undetermined amount of time and bring a small infant with them. Some infants are formula-fed, whether it be exclusive or supplemental. Formula comes either premixed in bottles or in powdered form to which a mother will add water. Powdered formula and water are often partitioned into pre-measured amounts. Therefore, it is necessary that mothers be able to bring formula and water into the courthouse. When clearing formula and water, a reasonable inspection is permitted. A new pair of gloves should be worn during inspection to ensure that formula and water are not compromised for infant ingestion.

WHAT DOES THE TRANSPORTATION SECURITY ADMINISTRATION (TSA) SAY AND DO?: A MODEL FOR COURTHOUSE PROCEDURE

Per TSA, formula, breast milk, and juice are allowed in reasonable quantities when boarding a flight.⁴⁰ Additionally, breast milk, and juice in quantities greater than 3.4 ounces or 100 milliliters are allowed along with ice packs, freezer packs, frozen gel packs and other accessories required to cool formula, breast milk, and juice.⁴¹ These accessories may be partially frozen or slushy.⁴² Women may also bring gel or liquid-filled teethers, canned, jarred and processed baby food.⁴³ Generally, TSA does not inspect formula, formula, or nursery water.⁴⁴ Additionally, TSA allows breast pumps through security.⁴⁵

TSA's guidelines should be used as a model for screening and clearing breast pumps, breast milk, formula, water, and food. These items are necessary for nursing mothers and mothers with

⁴⁰ *Baby Formula*, Transportation Security Administration <https://www.tsa.gov/travel/security-screening/whatcanibring/items/baby-formula>.

⁴¹ *Is breast milk, formula, and juice exempt from the 3-3-1 liquids rule?* Transportation Security Administration <https://www.tsa.gov/travel/frequently-asked-questions/breast-milk-formula-and-juice-exempt-3-1-1-liquids-rule>.

⁴² *Id.*

⁴³ *Id.*

⁴⁴ *Id.*

⁴⁵ *What Can I Bring?: Breast Pumps*, Transportation Security Administration <https://www.tsa.gov/travel/security-screening/whatcanibring/items/breast-pump>.

children. Breast pumps may go through x-ray screening. Additionally, breast milk, formula, or water may go through x-ray screening, as there are no known adverse effects to children.⁴⁶ However, some mothers may object to an x-ray screen. In this case, a reasonable inspection with a new pair of gloves is permitted. Great care should be taken to keep these fluids and objects as sterile as possible to avoid cross contamination of the infant's food.

⁴⁶ *Traveling with Children*, Transportation Security Administration <https://www.tsa.gov/travel/special-procedures/traveling-children>.

APPENDIXES

APPENDIX A - SAMPLE PRESS RELEASE



APPENDIX A - SAMPLE PRESS RELEASE

Moore Justice Center Celebrates Mother's Day With Opening of New Nursing Room

By Space Coast Daily // May 13, 2018

Open to any courthouse visitor – whether an employee, juror, or member of the public.

New mothers will now have a place to nurse or pump breast milk at Brevard's largest courthouse. Chief Judge John M. Harris, above, says he's proud to offer a safe, comfortable space for nursing mothers and is grateful to the Brevard County Association for Women Lawyers for their generous support.

Brevard County, Florida– New mothers will now have a place to nurse or pump breast milk at Brevard's largest courthouse.

Located just outside courtroom 2-D, the "Nursing Room" will provide a private space for lactating mothers that is shielded from view and interruption from the public.

Chief Judge John M. Harris says he's proud to offer a safe, comfortable space for nursing mothers and is grateful to the Brevard County Association for Women Lawyers for their generous support.

"The Brevard County Association for Women Lawyers furnished and decorated the room which will be especially useful for attorneys who often spend many hours at the courthouse," said Judge Harris.

"However, the space is open to any courthouse visitor – whether an employee, juror, or member of the public."

A sign posted in the courthouse will provide information to visitors about the space.

"It is our hope that this room will make nursing mothers feel welcome at our courthouse," said Wendy Fisher, a member of the BCOWL and one of the attorneys responsible for the project.

In time, Chief Judge Harris would like to open similar rooms at other court facilities.

APPENDIX B - SAMPLE SPONSORSHIP REQUEST LETTERS

Date

Law Firm Name

Address

City, State

Zip Code

Sponsor Invitation for New Courthouse Lactation Space

Dear [*Partner or Manager of Law Firm*]:

The _____ Courthouse of the _____ Circuit/District (or other courthouse title/identifier) is implementing a dedicated Lactation Space to provide private and comfortable accommodations for nursing mothers. This space will be made available to attorneys, courthouse employees, and the visitors of the courthouse, including jurors and litigants.

There is a need for [insert requests here – furnishings, supplies, etc.]. This meaningful project will become a reality with your sponsorship. In addition, recognition will be given for the sponsors and donors on the space signage and through the press releases.

Please reach out to schedule a call or meeting so we may discuss any questions you may have. I look forward to hearing back from you.

Sincerely,

Name

Title

Chapter Affiliation

Phone Number

Email Address

Law Firm Name
Address
City, State
Zip Code

Re: Invitation to Support New Courthouse Lactation Space(s)

Dear [Partner or Manager of Law Firm]:

The _____ Chapter of the Florida Association for Women Lawyers has collaborated with the _____ and our _____ Circuit Court Room Administrators in an effort to secure lactation spaces in our _____ County Courthouses. The goal is simple: to provide nursing mothers, including lawyers and courthouse patrons with a clean, comfortable, convenient, and secure place to express breastmilk or nurse their child(ren).

We are thankful for the support of the _____ Judicial Circuit Court Administration for providing us with this much-needed space in the _____ Judicial Building, but we need your support to help us furnish and decorate the space. Our goal is to provide a beautiful, comfortable, and welcoming space for mothers. Current needs include funding for comfortable chairs, a refrigerator, shelving and tables for storage, a divider screen, lighting, and associated supplies.

This meaningful project will become a reality with your sponsorship and donations. In recognition of your support, sponsors and donors will be highlighted and referenced on the space signage and through press releases.

If you are willing to support this cause, please review the enclosed sponsorship options, or reach out to schedule a call or meeting so we may discuss any questions you may have. Alternatively, we have set-up an Amazon Wishlist where you can conveniently purchase, and ship needed items for the space. You can access the Wishlist at: _____

Thank you for your support of this important initiative. We look forward to hearing back from you.

Sincerely,



6TH CIRCUIT LACTATION ROOM Sponsorship Levels

Cash Sponsorships

PLATINUM
\$1000
1 PER
COURTHOUSE

- Permanent recognition on room plaque as "Platinum Sponsor"
- Verbal recognition as "Platinum Sponsor" at ribbon cutting
- Opportunity to address audience at ribbon cutting
- Full logo on all room promotion advertising

GOLD
\$500
2 PER
COURTHOUSE

- Permanent recognition on room plaque
- Verbal recognition as "Gold Sponsor" at ribbon cutting
- Full logo on all room promotion advertising

SILVER
\$250
4 PER
COURTHOUSE

- Permanent recognition on room plaque
- Verbal recognition as "Silver Sponsor" at ribbon cutting
- Full logo on all room promotion advertising

In-Kind Sponsorships

FRIENDS

- The Planning Committee has established an Amazon Wishlist for items needed to ensure the lactation room is comfortable, convenient, and peaceful. Donors will be recognized at the ribbon cutting ceremony. The list can be found here: <http://a.co/fAdwg64>

Questions? Email JGBurnett@law.stetson.edu

Thank you for your support!

1/07/19



6TH CIRCUIT LACTATION ROOM Sponsorship Levels

Sponsorship Application

Upon receipt of the completed form and payment, you will be officially recognized as a sponsor of the the designated courthouse Lactation Room as indicated above. The deadline for Sponsorships & Payment (to be included in promotional materials) for the St. Petersburg Judicial Building is February 4, 2019.

Organization Information

Organization name _____
Contact name/title _____
Address _____
City _____ State _____ Zip _____
Phone _____ Email _____

Sponsorship Options

Platinum Gold Silver Friend

Courthouse: _____

Payment Method

Please accept my payment of \$ _____ by: Check _____ Credit Card _____

Checks payable to PFAWL

Name on Card _____

Provide us with a phone number to call for credit card payment _____

Signature _____ Today's Date _____

Company Name _____

Contact Name _____

Billing Address _____

Return completed forms to: JGBurnett@law.stetson.edu

Mail Checks to PFAWL c/o Elise Winters 1006 Drew Street, Clearwater, FL 33755. The deadline for Sponsorship & Payment (to be included in promotional materials) is February 4, 2019.

Questions? Email JGBurnett@law.stetson.edu

Thank you for your support!
12/11/18

APPENDIX C - SAMPLE BLOG POST

<https://flayld.org/2017/05/tampa-lawyers-pumped-about-new-lactation-rooms/>

May 23 *Posted by Alex Palermo*

Tampa Lawyers Pumped About New Lactation Rooms

My husband and I are both attorneys practicing in Tampa. We welcomed our first child, a little girl named Aurora, or Rory as we call her, this past November. Rory is six months old today, and before when I went back to work in March, I worried constantly about how I would be able to continue nursing when I was away from her during the week. I researched breast pumps and nursing bras, bought a ridiculously large fridge for my office, storage bags, and every other part that constantly bewildered my husband. I remember shopping on Amazon for a pumping bra for work. The image on the advertisement showed a super thin woman (with abs no less) using the pumping bra, standing at her laptop in her ridiculously clean kitchen, smiling. Smiling. As if pumping is somehow a fun and enjoyable thing to do. And as if a very new mother has a clean kitchen and abs. There was not one accurate thing about that image. Except the bra works pretty well.

Any woman who has nursed a child has dealt with her fair share of gross places in which she had to pump or nurse. When Rory was only a week old, one of my best friends got married at the courthouse. Because newborns eat constantly, there was no option to leave her at home. So when she got hungry, we had to go to the bathroom. Disgusting, I know, but believe me, I guarantee I was not the first woman to nurse or pump in that bathroom. Best case, female attorneys working at the courthouse have to ask the judge in front of opposing counsel and their clients if there is a room available. Worst case, they use a bathroom or even their cars. Can you imagine pumping in your car when someone walks up to the car next to you and looks in at you? I can because it has happened and it is awkward.

Going back to work as a new mom is hard enough. We leave our babies, usually earlier than we are ready, our bodies still not quite our own. We want to have it all and find the ever-elusive work-life “balance.” We want to be great attorneys who work hard for our clients, while also being amazing moms and wives. Being a working mom is challenging enough as it is. And for those who nurse their babies, there is an added layer of stress. But I know I for one do not want the fact that I am nursing to take away from my perceived abilities as an attorney. When I am at work, I don’t want to make it known that I am nursing or in need of an accommodation. I wouldn’t want to have to ask a judge in front of others for a place to go. And thanks to two young lawyers in Hillsborough County, I won’t have to worry about that again when I’m practicing in Tampa.

Lyndsey Siara and Nicole Gehringer are staff attorneys at the Thirteenth Judicial Circuit. Nicole was pregnant and Lyndsey had recently finished pumping at work when the two women read an article in the Florida Bar News about the opening of a Lactation Room in the Miami-Dade Courthouse. Inspired by the work of Miami-Dade and understanding first-hand the challenges new moms face as they go back to work, Lyndsey and Nicole knew they wanted to do something to help other women in Hillsborough County. They decided they would advocate for Lactation Rooms in the courthouse. After receiving the ok from their direct boss, the two

women took their idea to the trial court administrator. With the help of the administrator, Lyndsey and Nicole spent the next six months acting as project managers overseeing the creation of the Lactation Rooms in the Hillsborough County Courthouse. The two women were pleasantly surprised by how incredibly receptive everyone at the courthouse was to the idea, noting that several judges were their greatest supporters. They identified two rooms, one in the main courthouse building and the other in the criminal annex. They helped pick out furniture, designed signage for the courthouse and usage guidelines for the rooms, and educated courthouse staff about the purpose and availability of these rooms. A unique aspect of the Lactation Rooms at the Hillsborough County Courthouse is they are open to everyone, not just attorneys. To use the rooms, women must simply provide identification to request a key from the information desk in either building, and then they are free to use the comfortable and private spaces. By logging visitors, the courthouse will be able to track how many women use the rooms and whether they are from a court agency or the public.

Lyndsey and Nicole were able to see their hard work pay off when the courthouse hosted an unveiling of the Lactation Rooms on May 12, 2017, in celebration of Mother's Day. In doing so, the Thirteenth Circuit joins a very small contingent of courthouses throughout Florida that offer such an amenity. In just the first day of being open, three women made use of the rooms, showing that such an amenity was needed. Thanks to Lyndsey and Nicole and the countless judges and staff of the Thirteenth Judicial Circuit, no woman will have to pump or nurse in a bathroom at the George Edgecomb Courthouse again. Nor will an attorney have to make it known she is in need of an accommodation. Instead, the "breastrooms" as some of my "punny" friends would say, will provide a comfortable and private space where women can relax while they nurse or pump for years to come. Kudos to Lyndsey, Nicole, and everyone at the Thirteenth Circuit who made these rooms a reality.

If your courthouse doesn't have a Lactation Room yet, ask someone how you can help make it happen. "The rooms don't have to be impeccably designed. In fact, our rooms aren't even identical, but the important part is that we have designated, clean spaces for moms to nurse or pump in private," said Nicole Gehringer and Lyndsey Siara. If there's an empty room, there's a way. Reach out to your local FAWL chapter and see if its members can help. Regardless of whether you are a nursing mom or not, realizing the importance of helping new moms transition back to work is something we can all agree on, because no woman should have to pump in a courthouse bathroom.

Alex H. Palermo is an associate at Burr & Forman LLP in Tampa, Florida practicing in the areas of business, employment and insurance litigation. She graduated from the Florida State University College of Law in 2012. Alex is a Thirteenth Circuit Representative on The Florida Bar Young Lawyers Division Board of Governors, a Director for the Hillsborough County Bar Association Young Lawyers Division, and a Director for the Hillsborough Association for Women Lawyers. Within Burr & Forman, Alex also serves on the Burr Women and Business Steering Committee.

APPENDIX D - SAMPLE AMAZON WISH LIST

Below you will find a link to a sample Amazon Wishlist with suggested items for your Lactation Space. FAWL Chapters are encouraged to think creatively on how to make the area personal and special for their communities. This list is intended to provide a broad list of items that may be included in a space. Items listed with “High” or “Highest” priority are considered to be essential to the basic functioning of the space. Other items are added as a way of brainstorming items that may be helpful for nursing mothers. If you have other items you have added to your Space that you believe are helpful, please share by e-mailing JGBurnett@law.stetson.edu

To view the sample Amazon Wish List visit:

https://www.amazon.com/hz/wishlist/ls/9TP5KDZGZS0V?ref=wl_share

How to create an Amazon Wish List for your Lactation Space

1. Hover over Account & List at the top of any Amazon.com page and select Create a list from the drop-down.
2. Select the Wish List Option
3. Name your Wish List (i.e. ___ County Lactation Space Wish List)
4. Select Public
5. Add in Recipient name (Note: this will be the name that appears on the address label of the items you receive. It is recommended that you use the same name as the name of your Wish List).
6. Select “Create List”
7. Select Manage List from the list menu (...) at the top of your list to update your default shipping address, birthday, personal description and preferences.
 - Recommended Preferences:
 - Privacy- Public
 - List is for – You
 - Recipient- name of List
 - E-mail- use list administrator
 - Birthday- you can leave blank
 - Description: Donations to help furnish Lactation Space(s) in the ___ Circuit, ___ County, Florida
 - Shipping address: Create New and add in the desired address
 - Third Party Shipping Agreement- Yes
 - Keep Purchased items on your List- No
 - Don't Spoil my surprises- No
 - 1. Default List- whatever you prefer

Note:

- Gift givers will only see the name, city and state of the shipping address you select unless the List is marked as for an organization.
- You can update this information again anytime.

8. Click Save and browse for an item.
9. Click Add to List under the Buy box on the right-hand side of any item's product detail page.

Note:

- Only list owners can make changes through Manage List. Both list owners and collaborators will be able to add and remove items.
- You can add items for sale by Amazon.com to your list, except out-of-print books, out-of-stock products, cell phones with service plans, items that don't have release dates, and items with quantity restrictions.
- You can add items available from sellers to your list. Potential purchasers will see See Buying Options instead of Add to Cart next to the item, since the same copy of the item may not be available later.

Sharing List:

1. Go to your List
2. Click "Send to others" to invite someone to View or add someone as an editor of the list

Note:

- You can repeat this process to create multiple lists; there's no limit. Your default list is the one that items are added to when you click Add to list. For more information on moving items between lists, go to [Edit Items in Your List](#).
- The receiver will only know the Donor if the Donor completes a gift receipt during purchase.



Grand Opening!

Please join us for a Ribbon Cutting Ceremony as
we open the
_____ Courthouse's
First Nursing Room!

This room will provide mothers with a safe and relaxing location
to freely pump and nurse while in the courthouse

Open to All Mothers



Date: _____

Time: _____

Location: _____





THE PINELLAS CHAPTER OF THE FLORIDA
ASSOCIATION FOR WOMEN LAWYERS AND THE
CLEARWATER BAR YLD INVITE YOU TO A RIBBON
CUTTING CEREMONY FOR THE:

ST. PETERSBURG JUDICIAL BUILDING LACTATION ROOM

Thursday, March 21 at 3:00pm
545 1st Ave North Room 136

Gold Sponsors



Silver Sponsor



Refreshments provided by: (swah-rey)[®]
a dessert bar

RSVP to: pfawlsocialdirector@gmail.com
Sponsorship Inquires: jgburnett@law.stetson.edu

APPENDIX F - SAMPLE ANNOUNCEMENT FOR WEBSITE

Each Courthouse will have different needs and specifications and these procedures should be adapted as necessary and appropriate.

Insert: Courthouse Name and District

LACTATION SPACE AVAILABLE INFORMATION GUIDE

Lactation Space

A private, clean space where a breastfeeding woman can nurse her child or use a breast pump to express breast milk.

Locations

Insert: Building Name or Number, Floor & Space #

Insert: Location of Information Desk or Person who holds the key

Example: 4th floor of Annex (down hallway to the right of security)

Report to the 2nd floor Information Desk for the key

Who Can Use?

All professional staff (for example: AOC and Clerk's Office employees, Assistant State Attorneys, Assistant Public Defenders, other attorneys, court reporters)

Jurors | Witnesses | Members of the general public

How to Use?

- Operates on a first come, first served basis
- Insert location of Information Desk – Example: To use the 6th floor of the Edgecomb Room report to the Information Desk on the 6th floor of Edgecomb
- A valid form of identification (DL, AOC badge, Bar card) must be remitted to obtain a key to the Space
 - Upon exiting the Space and returning the key, the identification will be returned

APPENDIX G - SAMPLE COURTHOUSE SIGNAGE

Lactation Spaces should be properly labeled and ADA compliant.

Lactation Rooms

Are you a mother who is breastfeeding or pumping and looking for some privacy while at the courthouse?

The 13th Circuit has two lactation rooms for all mothers in need of some privacy.

Proceed to either Information Desk to gain access:

6th floor of George Edgecomb

or

2nd floor of Annex

Remember: If you are at the courthouse for jury duty, inform jury services, the bailiffs, and/or the judge of your need to breastfeed/pump.

**ST. PETERSBURG COURTHOUSE
LACTATION ROOM**



Room 136

Located on the 1st floor of the Courthouse.
Users may access the room by obtaining a key code
from the Administrative Office of the Courts by
calling 727-582-7477

The Lactation Room is available for use by
attorneys, jurors, court patrons, and staff.

The Lactation Room will be made available to users
during business hours
Monday – Friday from 8:00 am until 5:00 pm.

APPENDIX I – SAMPLE LACTATION SPACE PROTOCOL AND SPACE USAGE GUIDELINES

Each Courthouse will have different needs and specifications and these procedures should be adapted as necessary and appropriate.

Judicial Courthouse **LACTATION SPACE PROTOCOL**

The Lactation Space in the _____ Courthouse provides a place that is shielded from view and free from intrusion from coworkers and the public, which may be used for breastfeeding and to express breast milk.

PURPOSE

The purpose of this protocol is to support attorneys, jurors, court users and employees at the _____ Courthouse with a dedicated, comfortable, and private space for lactation.

PROCEDURE

Location:

The Lactation Space is located in room _____, on the _____ floor of the _____ Courthouse, [address]

Availability & Access:

The Lactation Space is available for use by: attorneys, jurors, court patrons, and staff.

The Lactation Space will be made available to users during business hours Monday – Friday from 8:00 am until 5:00 pm.

Users may access the space by obtaining the key code from the _____ by calling _____

Security:

The Lactation Space is equipped with a keypad entry door and is only accessible to authorized users. Authorized users are subject to the “Rules for Lactation Space Usage” a copy of which is posted in the Lactation Space in Room _____

The keypad entry code will change every ___ months. The _____ will change the code and will distribute the new code so that it is readily available to all who request access to the space.

The door to the room will be equipped with a deadbolt and thumb latch on the interior of the space (need to get clearance from Court Security on the use of the internal lock).

There will be no janitorial services during hours of operation unless there is an emergency request for service. This prevents interruptions while in use. To request emergency services please contact _____

Removing access:

Failure to follow the “Rules for Lactation Space Usage” may result in loss of future access to the Space.

Lactation Space operation and maintenance:

Contact: _____

Rules for Lactation Space Usage

- Use of this space is limited to activities associated with lactation. Users may only access the lactation space for the purpose of expressing and collecting breast milk or breastfeeding.
- The Lactation Space will be kept locked while in use, and between uses.
- The key code to enter and use the space will be provided upon request by personnel of the _____ at _____.
- As a courtesy to others, please knock before entering the space. The space is designed to accommodate two users, at the pleasure of the first user.
- Do not leave the door unlocked or propped open.
- There will be a vacant/occupied sign outside of the space. Users must place the sign on “occupied” mode as they enter and place it as “vacant” as they finish and depart.
- Users of the lactation space are responsible for bringing their own breast pumps and supplies. Some supplies have been donated for enjoyment of the users. If you use the last of a specific supply, please alert the _____ at _____ that the supply needs restocking.
- If equipment is damaged or no longer operating, please contact the _____ at _____.
- The Courts or the County are not responsible for items left behind. No storage is provided. Personal items left in the space will be removed.
- It is the responsibility of everyone using the Lactation Space to maintain a clean space, ready for the next user. All spills must be cleaned using the cleaning materials provided.
- The _____ office will provide general maintenance of the space and assign daily janitorial services during after-hours. The _____ can be contacted at _____ to relay any immediate needs.

APPENDIX J - PICTURES OF ESTABLISHED LACTATION SPACES





APPENDIX K - QUESTIONNAIRE FOR FUTURE CHAPTERS TO COMPLETE

If your Chapter establishes a Lactation Space in your courthouse, kindly complete the below Questionnaire and send to JGBurnett@law.stetson.edu so we can update future editions of this handbook.

Chapter Name:

Chapter Contact:

Date:

Questions:

1. Can you please provide some background on how the project got started?
2. What courthouse(s) were you trying to get a space for?
3. Was there a preexisting space? If not, how did you go about obtaining a space?
4. Who did you contact?
5. What information did you provide to your contact?
6. What information would have been helpful to provide?
7. What questions did your contact have?
8. What reservations/concerns did your contact have?
9. Was there any pushback?
10. What was the timeline for everything?
11. How did the process of selecting a Space occur?
12. Describe the Space?
 - a. Sink?
 - b. Electricity?
 - c. Furniture?
 - d. Furnishings?
13. How did you obtain furniture?
14. Did you use sponsorships?
15. What is the Space called? (Mother's Space, nursing Space, Lactation Space)
16. How is the Space accessed?
17. How do you advertise the Space?
18. Do you have any sample press releases you can share?
19. One thing you would have done differently?
20. Helpful tips?
21. Wishlist for future Spaces?
22. Can we publish this information in our handbook?
23. Would you be willing to serve as a contact for chapters who may have additional questions?

24. Can you please send pictures of your Space?
25. Anything else we should know?
26. If possible, can you share feedback from mothers who have used the Space?

APPENDIX L - CONTACT LIST FOR GUIDANCE

If you have any questions about establishing a dedicated Lactation Space in your courthouse, please never hesitate to reach out to anyone of us.

Name	Phone Number	Email Address
Nicole Gehringer	(813) 223-5421	nicole@harrishunt derr.com
Lyndsey Siara	(813) 272-6843	siaralk@fljud13.org
Joann Grages Burnett	(727) 562-7303	JGBurnett@law.stetson.edu
Lara Bach	(305) 577-3135	lara.bach@weil.com

APPENDIX M - ARTICLE OF INTEREST: A NEW MOTHER'S GUIDE TO PUMPING DURING A JURY TRIAL

Reprinted with permission from the Daily Business Review.

My first five-day jury trial was four weeks after I returned from maternity leave. I knew I had to allot time for pumping but I was not sure about the proper procedure. As I now gear up for my second jury trial, I decided to dictate this article to Siri (while pumping, nonetheless) so that other new mothers might have some guidance.

By Jennifer Feld | August 07, 2018 at 11:45 AM



Jennifer Feld, shareholder with Kubicki Draper in West Palm Beach.

Editor's note: Aug. 1-7 is World Breastfeeding Week.

My son was born premature.

After he was born, there came a point when I was discharged from the hospital, but he had to stay in the NICU. Leaving the hospital without a baby was hard enough. This was the first time I had to think about pumping. The first night I was away from him, he was given formula by a nurse, while I pumped milk at home. At the start of visiting hours the next morning, I showed up with my pumped breast milk to learn that he had been unable to digest the formula and had lost weight. It is normal for new babies to lose weight when they are first born. However, premature babies are

already small to begin with, and there is a looming danger of a condition called failure to thrive. I soon learned that breast milk meant healthy weight gain for my child. I began pumping every two-and-a-half hours around the clock. My son gained weight steadily and was discharged from the NICU without any complications.

Every baby is different, and every mother is different. I never saw myself as a spokesperson for breastfeeding. I do not judge mothers who feed their babies formula. A fed baby is a healthy baby. A short stay in the NICU will make you stop worrying about every ingredient in your organic applesauce, and you might even rinse off a pacifier without sterilizing it too. Because trust me—none of that matters. However, if you WANT to, you should be able to return to work and continue to feed your child.

My first five-day jury trial was four weeks after I returned from maternity leave. I knew I had to allot time for pumping but I was not sure about the proper procedure. As I now gear up for my second jury trial, I decided to dictate this article to Siri (while pumping, nonetheless) so that other new mothers might have some guidance. Here's a step-by-step guide:

- Reserve a conference room.

While I am lucky enough to practice in Palm Beach County, which has a beautiful lactation room, it is only accessible after 8 a.m. Even then, the room must be opened by a trial court administration employee. In the past, for UMC hearings, I was able to plan ahead and meet the administrative assistant at the lactation room right at 8 a.m., pump, and still make it to an 8:45 a.m. hearing. She was even kind enough to come in early at 7:45 a.m. on a few days when I had earlier special set hearings.

For trial, this is simply not practical. The room itself is on the fourth floor of the courthouse, which is a solid 10-minute elevator ride/walk from the civil courtroom where my case was being tried. Add on 20 to 30 minutes for the pump itself, plus set up and clean up, and I would have been away from the courtroom for almost an hour.

For trial, I recommend that you contact the bailiff to reserve one of the conference rooms next to the courtroom where your case will be held. Note: Do not leave your milk or pump in this room, as only certain bailiffs have the keys, and you will have to leave it unlocked between sessions. (Don't worry. You can lock the door from the inside while you're in there.)

- File a motion for trial accommodations.

Next, you should file a motion for trial accommodations. As much as I dreaded attending the UMC hearing on this Motion, I found it to be necessary. First of all, the average new mother has to pump milk every three to four hours. The trial order for my first case set trial starting at 8:15 a.m. The first break would not be until lunchtime, nearly four hours later. I had no objection from opposing counsel, but there is no other way to amend a trial order other than to request this relief in writing. The substance of the motion is simple. Here's an example of what I wrote: "This case is currently set for trial on ____ date. Undersigned counsel recently returned from maternity leave. For medical reasons, counsel requests trial accommodations and an amendment to the trial order. Counsel may be required to leave the courtroom during the trial and may require a juror recess." Thus far, every one of my motions has been granted. However, on the off chance that one of yours is denied, you will be glad that you filed that motion because you will have some form of recourse.

- Request a jury instruction.

Let's say you are trying your case with a partner, and you will be able to call your witnesses around your pump schedule. If you're going to be leaving the courtroom for any reason while the jury is still present, you may want to think about requesting a specific jury instruction. I simply requested that the judge advise the jury that attorneys may be coming and going from the courtroom during the trial and that this is normal practice. The jurors are not to think anything one way or another about an attorney leaving the courtroom during testimony.

- If necessary, take witnesses out of order.

During my first trial post-maternity leave, my partner and I decided to call one of our witnesses out of order. In other words, we called a defense witness during the plaintiff's case. This

particular witness was not appearing live, and had instead appeared via video for trial. I was able to leave to pump during the video, while my partner stayed in the courtroom. If this is a possibility for you, make sure to confer in advance with both opposing counsel and the judge, to confirm that you are permitted to call witnesses out of order.

- Plan ahead for milk storage and other logistics.

You maybe wondering about logistics. How do I store my milk? What do I do with the pump? Every morning, I pack two bags: a pump bag and a lunchbox. I carry my pump in a nondescript black vinyl bag. Inside, I keep the pump itself with all of the parts in a large gallon-sized Ziploc bag. I have a small towel, a pumping bra, and pack of Medela wipes (for when you do not have access to a sink). I also have a small cooler that fits inside my black bag, with enough empty bottles to last the entire day, and two ice packs.

I pack a lunch every day because inevitably my lunch break will also be a pump session. This also allows me to pack a few extra ice packs in case I need to supplement my milk cooler.

- Getting through security.

The first few times I entered the courthouse, I separated my cellphone and keys, but I didn't think twice about my pump. Sure enough, it set off the X-ray on the conveyor belt. The entire bag was taken apart. Unless you want your breast pump handled by a bunch of strangers, you should remove the mechanical device before you put your bag on the conveyor belt.

Some courthouses require you to drink or throw away liquids, such as water bottles, before you enter. Liquids should not be an issue because you are only leaving with milk. You are entering with empty bottles.

- Supportive partners at home and at work.

The plan I have laid out above simply cannot be done without supportive partners, at home and at work. My amazing, encouraging husband, who is also a lawyer, literally cheers me on during my middle-of-the-night pumps, and has washed hundreds of bottles by hand at this point. My top-notch, incredibly accommodating firm made it easy to return to work. My talented (male) trial partner and mentor could not have been more understanding. The judiciary, the court, and opposing counsel were all so cooperative. To all of you, I thank you. I truly appreciate it, and so does my son.

Jennifer Feld is a shareholder at Kubicki Draper in West Palm Beach.

**APPENDIX N – PROPOSED MOTIONS AND ORDERS FOR LACTATION
ACCOMMODATIONS**

**IN THE IOWA DISTRICT COURT FOR POLK COUNTY
IN RE THE MARRIAGE OF
JOHN DOE AND JANE DOE**

Upon the Petition of, JOHN DOE, Petitioner, And Concerning, JANE DOE, Respondent.	CASE NO. CDCD000000 MOTION FOR LACTATION ACCOMMODATIONS AT TRIAL
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COMES NOW, the undersigned, and in support of this motion for lactation accommodations at trial, states the following:

1. This case is scheduled for a two-day trial commencing on September 12, 2021
2. The undersigned recently had a child that will be approximately four months old at the time of trial. The child is nursing.
3. Because the child is nursing, the undersigned needs sufficient time to pump during the trial. Specifically, at minimum, three 30-minute recesses at approximately 9:30 AM, 12:00 PM and 2:30 PM.

WHEREFORE the undersigned request that the court grant this motion for lactation accommodations and issue an order consistent with this motion.

Respectfully Submitted,

ATTORNEY FOR PETITIONER

**IN THE IOWA DISTRICT COURT FOR POLK COUNTY
IN RE THE MARRIAGE OF
JOHN DOE AND JANE DOE**

<p>Upon the Petition of, JOHN DOE, Petitioner, And Concerning, JANE DOE, Respondent.</p>	<p style="text-align:center">CASE NO. CDCD000000</p> <p style="text-align:center">ORDER FOR LACTATION ACCOMMODATIONS AT TRIAL</p>
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NOW before the court is a motion for lactation accommodations at trial filed by the petitioner's attorney. The court finds that for the reasons stated in the motion, the motion should be granted.

IT IS THEREFORE ORDERED that during trial on September 12 and 13, 2021, there shall be, at minimum, three 30-minute recesses at approximately 9:30 AM, 12:00 PM and 2:30 PM.

SO ORDERED.

**PROPOSED STANDING ORDER ON MOTION TO BE EXCUSED FROM
COURTROOM DURING PORTIONS OF TRIAL AND/OR FOR TRIAL
ACCOMMODATIONS**

THIS CAUSE having come before this Honorable Court on _____, on _____'s Motion to be Excused from Courtroom During Portions of Trial and/or for Trial Accommodations, and the Court, having heard/reviewed argument of counsel, and being otherwise fully advised in the premises, it is hereby:

ORDERED AND ADJUDGED that _____'s Motion is hereby GRANTED as follows:

1. This action is currently scheduled on the Court's trial docket on the following dates: _____. It is scheduled as a _____ () day trial.
2. (For medical reasons)/ (To allow for use of the lactation room), counsel for _____ requests to be excused from the courtroom during portions of the upcoming trial and/or for trial accommodations.
 - a. Specifically, counsel requests to be excused every _____ hour(s) for a period of _____ minutes.
 - b. Counsel also requests to be excused for _____ minutes to allow for travel time to the accommodation room.
 - c. During this time, counsel requests that the jury (be excused from the courtroom) / (remain present) / (not applicable – non-jury trial).
3. If a jury is present, counsel requests the following specific instruction at the beginning of trial, "Attorneys may be entering and exiting the courtroom during the trial, and that is normal practice. You should not think one way or another about attorneys leaving the courtroom during the pendency of the trial."
4. Counsel requests the following witnesses be called "out of order" to accommodate the above referenced accommodations:
 - a. _____ / (to be determined per agreement of counsel).
5. Counsel requests that the Bailiff and Clerk on duty be advised of the above referenced accommodations in advance of trial.

DONE AND ORDERED in Chambers, in _____ County, this _____ day of _____, 2021.

HONORABLE _____
CIRCUIT COURT JUDGE

Copies to all counsel of record on the attached service list.

APPENDIX O - POLK ASSOCIATION OF WOMEN LAWYERS FUNDRAISER FLYER

**THURSDAY,
OCTOBER 4TH**
POLK ASSOCIATION OF
WOMEN LAWYERS
WINE TASTING EVENT

**Benefitting Polk County Courthouse's
New Lactating Mothers' Room**

Did you know that PAWL has helped the Polk County Courthouse establish a room for lactating mothers? Now it needs to be furnished with the materials these mothers need! Come help us raise money for this new room as well as enjoy some wine and good company with your fellow PAWL members!



Ric's Wine Market
4110 S. Florida Ave.
Lakeland, FL 33813

5:30 pm – 7:30 pm

Tickets:

\$20 members
\$30 non-members

Make checks
payable to PAWL

Send payment to:

P.O. Box 2344
Bartow, FL 33831

Fantastic wine!
Good company!

