

MEMPHIS STATE UNIVERSITY

## *Memorandum*

To: Sheriff William N. Morris Jr.

From: Charles F. Holmes *CA*

Subject: Facilities

Date: Jan. 20, 1969

Assuming that the trial for James Earl Ray will begin March 3, I would like to request the following facilities:

The "dress rehearsal" preceding Nov. 12 showed me that I will need office space separate, if at all possible, from other regular employment. The varying numbers of reporters coming and going require more space than was available in the office I shared with Chief Proctor. Although the Chief was a splendid and understanding office-mate and a great assistance, I know my operation interfered with his and likewise his with mine. If I could have an office next door (now used by Judge Faquin for his witness room) outfitted with desks, a manual typewriter for me and an electric typewriter for a secretary and six chairs for visitors, it would be a considerable improvement. If I can have two telephones (one for my desk, one for the secretary) with three button lines on each, I think it would be sufficient for the volume of calls with the least wait for the callers. Also, I hope the direct line to the auxiliary press room can be re-installed. I must hear from Nashville this week as to whether or not we can use that area in the state office building again. I don't know if the telephone people can do it, but if they could hook another direct line from the main press room to the auxiliary one, it would also be a great help.

I presume the plans to have the Xerox machine in the area adjacent to the courtroom is still definite. Although I will be available to take the copies of the transcript (and any notes from court-bound reporters) to the press room most of the time, I will need some assistance from a deputy or secretary in operating the Xerox machine and in taking the transcripts. I would like to have one such person regularly, if possible. The secretary for my office would have to remain there most of the time answering telephones.

I expect to go on full-time status with your office again about Feb. 15 and to remain in that capacity as long as is required. I am, of course, at your disposal should my presence be required sooner.