

**IN THE UNITED STATES DISTRICT COURT
FOR THE MIDDLE DISTRICT OF PENNSYLVANIA**

IN RE: GUIDELINES FOR FILING AND
SUBMISSION OF AUDIO AND VIDEO
CONTENT

STANDING ORDER NO. 2022-14

STANDING ORDER

AND NOW, this 17th day of May 2022, **IT IS HEREBY ORDERED** that in this Court, electronic filing via the Court's ECF system is mandatory for attorneys. However, audio and video files may not be filed using the Court's ECF system. Rather, if a party has audio or video files to present to the Court, counsel or an unrepresented party shall submit physical copies of any audio or video files to the Court in an acceptable format and in an acceptable medium as set forth below. Each such format and medium are currently commercially available to the public and is in common use and is a format acceptable to the National Archives as a standard format across the federal sector.

Audio Files – The Court will accept only audio files that are in an uncompressed Waveform audio format (.wav), a Motion Pictures Expert Group format (.mp3), or an Audio-Video Interleave format (.avi). No other formats are acceptable.

Video Files – The Court will accept only video files that are in an Audio-Video Interleave format (.avi), a Motion Pictures Expert Group format (.mp4), or Windows Media Video file format (.wmv). No other formats are acceptable.

All audio and video files must be playable with the latest versions of Windows Media Player or the VLC Media Player, and they must be tested and determined to be fully functional and viewable via those media players prior to delivery to the Court. By submitting such media to the Court, the filing party is certifying to the Court that the files have been tested and confirmed prior to delivery to the Court. Audio or video content that requires proprietary software or third party “codecs” to play and cannot be reviewed by the Court will be returned. Use of the

designated audio and video file formats is necessary to ensure that the submission(s) can be reviewed by the Court. The Court will not convert audio or video files to an acceptable format.

If the audio or video file is presented as an exhibit in support of a motion, two (2) copies of the audio and/or video files shall be sent to the Office of the Clerk of Court on a USB flash drive, CD, or DVD along with a placeholder document which includes the caption of the case, the case number, the party making the filing and a title/description of the filing, for example: “Video Exhibit E - Video of Car Accident Scene – in support of defendant’s motion to dismiss (Doc. 45).” The place holder document will be file stamped and docketed by the Office of the Clerk of Court upon receipt. The filing party must also serve such placeholder document and media on all parties.

Audio or video files introduced into evidence during a proceeding or trial, must be retained by the party on whose behalf it was introduced and in the event of an appeal from the final judgment. Upon request by this Court or the United States Court of Appeals, the party may be required to produce the audio or video file.

This Order is subject to amendment or modification by further Order as may be necessary to fulfill its purposes and is applicable to all proceedings in this Court.

BY THE COURT:

A handwritten signature in blue ink, reading "Matthew W. Brann", with a long horizontal flourish extending to the right.

Matthew W. Brann
Chief United States District Judge