

Guidelines for Filing Audio and Video Files With The United States Court of Appeals For The Sixth Circuit

In the Sixth Circuit, electronic filing via the court's CM/ECF system is mandatory for attorneys. However, audio and video files cannot be filed using the court's CM/ECF system. Rather, counsel must submit physical copies of any audio or video files to the court in an acceptable format as indicated below.

Audio Files

The Sixth Circuit will accept audio files that are in MPEG-4 (.mp4), Audio Video Interleave file (.avi) or Windows Media file (.wmv) format.

Video Files

The Sixth Circuit will accept video files that are in an Audio Video Interleave file (.avi) or Windows Media Video file (.wmv) format. Videos which require proprietary software or 3rd party codecs to play that cannot be reviewed by the court will be returned. The files must be playable with Windows Media Player or the VLC player, and they should be tested prior to delivery.

Use of the designated file formats is necessary to ensure that the submissions can be reviewed by the court. The court will not convert files to an acceptable format.

If the exhibit is to be filed under seal, four (4) copies of the audio/video files should be sent to the Office of the Clerk on CD, DVD or flash drive. **If the exhibit will not be filed under seal, one (1) copy may be submitted.** The cover letter transmitting audio or video files to the court should include the name of the case, the Sixth Circuit case number, and the party on whose behalf the files are transmitted. The letter should also contain sufficient reference to the docket entry below where the item was filed, for example, Exhibit 3 in support of Defendant's Motion, RE 45.

For Further Information, Contact:

**Office of the Clerk
United States Court of Appeals for the Sixth Circuit
(513) 564-7000**