

Case-Related Video Handling Guidelines

Format Standard

The Court requires parties to jointly file case-related videos in a format playable by Windows Media Player or the VLC media player.

Counsel will be notified if videos are not playable and be required to resubmit nonplayable videos in a compliant, playable format.

Video Handling

Videos filed on flash drives will be scanned for malware and then uploaded to the network. (Videos filed electronically are automatically scanned for malware.)

Flash drives will not be sent to chambers, all access will be on the network.

After being uploaded, videos will be reviewed for correct case number and playability.

Videos will be accessible to chambers via a SharePoint site, and a link will be provided (docketed) to the filed videos.

Sealed Videos

Videos that contain highly sensitive content should not be filed with the Court. The party submitting the video must contact the Clerk's Office for permission to include the video on appeal consistent with the following framework.

- The panel will review the request and determine who will review the video.
- The submitting party will be required to schedule a viewing time and location with those designated by the panel to view the video.
- At no time will the Court take possession or control of the video, or a copy of the video, unless directed by the panel.