



**UNITED STATES COURT OF APPEALS  
FOR THE THIRD CIRCUIT**

**STANDING ORDER REGARDING  
SUBMISSION OF AUDIO AND VIDEO FILES**

In order to assist the Court and the parties, the following policy and procedures for the submission of audio or video files are enacted. 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 in an acceptable format as set forth below. Each format is currently commercially available to the public and is acceptable to the National Archives as a standard 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 Windows Media Video format (.wmv), a Motion Pictures Expert Group format (.mp4) or an Audio-Video Interleave format (.avi). No other formats are acceptable.

All audio and video files must be playable with the latest versions of Windows Media Player or VLC Media Player, and they must be tested and determined to be fully functional and viewable via those media players prior to submission. By submitting such media to the Court, the filing party is certifying that the files have been tested and determined to be fully functional.

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

Audio and video submissions shall be sent to the Clerk's Office on USB flash drive, CD, or DVD. Two (2) copies are required. A completed Audio/Video Submission

form shall be filed via CM/ECF and a hard copy of the form shall be included with the USB flash drive, CD, or DVD.

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.

For the Court,

A handwritten signature in black ink, reading "Patricia S. Dodszuweit". The signature is written in a cursive style with a large initial "P" and a long, sweeping underline.

Patricia S. Dodszuweit,  
Clerk

Date: December 1, 2023