

Guidelines for Filing Audio and Video Files with The United States District Court, Northern District of Indiana

In the United States District Court for the Northern District of Indiana, 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, litigants must submit physical copies of any audio or video files to the court in an acceptable format as indicated below, and a Notice of Manual Filing should be provided contemporaneously to the submission.

Audio Files

The Indiana Northern District Court will accept audio files that are in a Wave file (.wav) or MPEG Layer-3 file (.mp3) format.

Video Files

The Indiana Northern District Court will accept video files that are in an MPEG-4 (mp4) video file format 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.

Two (2) copies of the audio/video files should be sent to the Office of the Clerk on CD, DVD or flash drive. The Notice of Manual Filing transmitting audio or video files to the court should include: the name of the case, the case number, the identity of the party on whose behalf the files are transmitted, and sufficient reference to the docket entry where the item was filed (for example, Exhibit 3 in support of Defendant's Motion, DE 45).

For Further Information, Contact:

CM/ECF Help Desk

United States District Court, Northern District of Indiana
(866) 217-5925