

**Apr 05 2019**

**Ann Frantz**  
DEPUTY CLERK

UNITED STATES DISTRICT COURT  
MIDDLE DISTRICT OF TENNESSEE

IN RE: )  
 )  
GUIDELINES FOR FILING AUDIO ) ADMINISTRATIVE ORDER  
AND VIDEO FILES ) NO. 205  
 )

**ORDER**

In the Middle District of Tennessee, 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 shall submit physical copies of any audio or video files to the Court in an acceptable format as indicated below:

**Audio Files** - The Middle District of Tennessee will accept only audio files that are in a Wave file (.wav) or MPEG Layer-3 file (.mp3) format. No other format will be accepted.

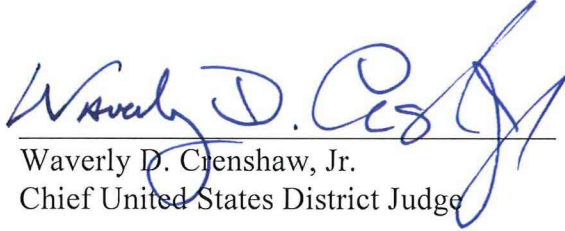
**Video Files** - The Middle District of Tennessee will accept only video files that are in an Audio Video Interleave file (.avi) or Windows Media Video file (.wmv) format. No other formats are acceptable. Videos that require proprietary software or third party codecs to play that cannot be reviewed 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.

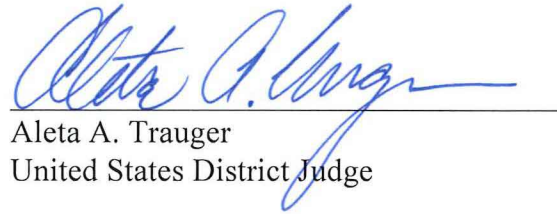
When counsel requests to file audio/video files, that counsel is certifying that the files have been tested prior to delivery. Use of the designated file formats is necessary to ensure that the submissions can be reviewed by the court. The court will not convert files to an acceptable format.

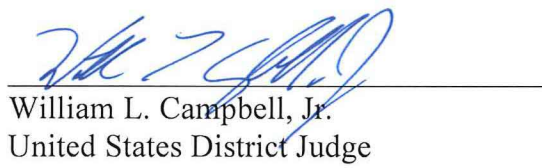
One (1) copy of the audio/video files shall be sent to the Office of the Clerk on a flash drive, CD or DVD. The cover letter transmitting audio or video files to the court shall include the name of the case, the case number, and the party making the filing, which shall also be served on

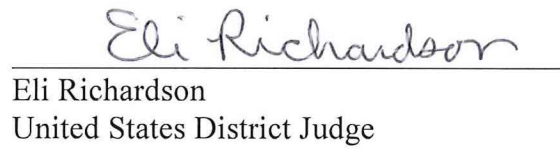
each party. The letter shall also refer to a specific docket entry number for which the audio/video files relate. For example, Exhibit 3 in support of Defendant's Motion, Doc. No. 45.

IT IS SO ORDERED.

  
Waverly D. Crenshaw, Jr.  
Chief United States District Judge

  
Aleta A. Trauger  
United States District Judge

  
William L. Campbell, Jr.  
United States District Judge

  
Eli Richardson  
United States District Judge