United States District Court
District of Connecticut
FILED AT NEW HAVEN

Order No. 26-02

3/9, 20 26

By Joanne Pesta
Deputy Clerk

THE UNITED STATES DISTRICT COURT
DISTRICT OF CONNECTICUT

REVISED STANDING ORDER REGARDING SUBMISSION OF AUDIO AND/OR VIDEO CONTENT

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. If a party has audio or video recordings to file with the court, counsel or an unrepresented party shall submit copies of any audio or video recordings to the court via electronic methods external to the court's CM/ECF system, (e.g., through Box.com) and as directed by the Clerk's Office, in an acceptable format and in an acceptable medium as indicated below. Any such submissions shall be accompanied with a notice that shall be docketed on CM/ECF. The notice shall include the name of the file, the file size, and the file format.

Audio Files – The court accepts 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 accepts only video files that are in Audio-Video Interleave format (.avi), a Motion Pictures Expert Group format (.mp4), or Windows Media Video file format (.wmv). No other formats are acceptable.

Naming Convention – The court accepts only audio or video files that have had the file name altered to reflect the case number, party, and purpose of the file (e.g., "25cvxxxVideo Exhibit 3 Defendant Motion ECF No 45.mp4").

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

confirmed prior to delivery to the court. Audio or video content that requires proprietary software or third party "codecs" to play and cannot be reviewed by the court will not become part of the record of the case. Use of the designated audio and video formats is necessary to ensure that the court can review the submissions. The court will not convert audio or video files into an acceptable format.

Audio or video files obtained or sought by pro se prisoners will be converted to an acceptable format by the Attorney General's Office prior to submission to the court. Any motion or other request for relief from any provision of this Order shall be directed to the presiding judge.

This Standing Order excludes exhibits that will be offered during proceedings or trial which must be provided to the courtroom deputy on a USB drive.

This Order is effective as of March 9, 2026.

Michael P. Shea
Chief United States District Judge