United States District Court
Eastern District of Michigan

Uploading a Media File as an Exhibit to a Document

ECF Policies and Procedures R19 (c) states that a filing user must have leave of Court before using the Media File Upload program available in CM/ECF. After a Motion for Leave to File an Exhibit Using the Media File Upload has been granted, the user should make sure the media file is saved in one of the following acceptable formats.

- avi
- mov
- mp3
- mp4

- mpeg
- wav
- wmv

See *ECF Policies and Procedures R19(c) for further procedural guidance*.
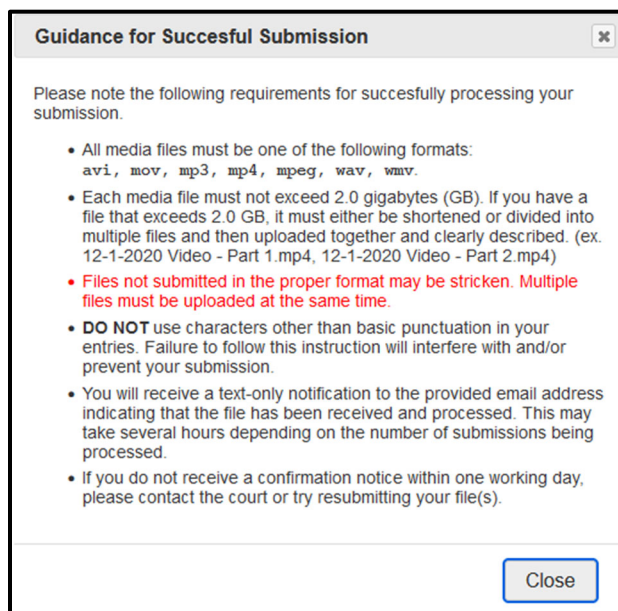
Media File Upload Program in CM/ECF

The Media File Upload link is located under the Utilities menu in CM/ECF.

Media File Upload Utility
Upload a Media File...

A pop-up box provides the user with guidance on using the utility program, including the file size limit (2.0 GB) and how to divide a long video into multiple files, if necessary.

Guidance for Succesful Submission ✖

Please note the following requirements for succesfully processing your submission.

- All media files must be one of the following formats:
  `avi, mov, mp3, mp4, mpeg, wav, wmv.`
- Each media file must not exceed 2.0 gigabytes (GB). If you have a file that exceeds 2.0 GB, it must either be shortened or divided into multiple files and then uploaded together and clearly described. (ex. 12-1-2020 Video - Part 1.mp4, 12-1-2020 Video - Part 2.mp4)
- Files not submitted in the proper format may be stricken. Multiple files must be uploaded at the same time.
- **DO NOT** use characters other than basic punctuation in your entries. Failure to follow this instruction will interfere with and/or prevent your submission.
- You will receive a text-only notification to the provided email address indicating that the file has been received and processed. This may take several hours depending on the number of submissions being processed.
- If you do not receive a confirmation notice within one working day, please contact the court or try resubmitting your file(s).

Close

The filing user must scroll down the utility and enter all requested information concerning the media file upload, including: 1) name, 2) phone number, 3) email address, 4) case number, 5) case title, 6-7) related filings, 8) description of media file and the 9) assigned judge. **Note: The filing user <u>must</u> enter the docket entry number of the order granting leave to submit a media file.**

Select a file for upload by dragging and dropping or by browsing the computer's file folders to select the appropriate file. Click [Submit] to send to the Court. You will see a confirmation screen.

After Submission

Once a submission is made, the submitting attorney will receive an email confirmation in addition to the onscreen confirmation.

> From: do_not_reply@mied.uscourts.gov <do_not_reply@mied.uscourts.gov>
> Sent: Thursday, August 4, 2022 11:15 AM
> To: morrow@lawfirm.com
> Subject: MEDIA UPLOAD CONFIRMATION: 21-10000
>
>
> *** ATTORNEY/PARTY NOTIFICATION ***
> To: Anthony Morrow -- morrow@lawfirm.com
> This is a TEXT-ONLY confirmation that a media file upload was submitted to the Court.
>
> Pursuant to ECF Policies & Procedures, you must provide a copy of any file submitted to all other parties in the case by e-mail or other form. CM/ECF will NOT send a copy for you nor generate an NEF.
>
> -- File uploaded: Audio from 12 10 21.mp3 (Case 21-10000)

The Clerk's Office will receive notice and process the submission, docket a text-only notice of receipt on the Court docket and provide chambers with a copy. This will usually be done within one business day.

> TEXT-ONLY NOTICE of Receipt of Media File Exhibit by Anthony Morrow re 47 Order on Motion for Leave to File (VLun) (Entered: 08/04/2022)

The submitting party is responsible for serving a copy on all other parties.