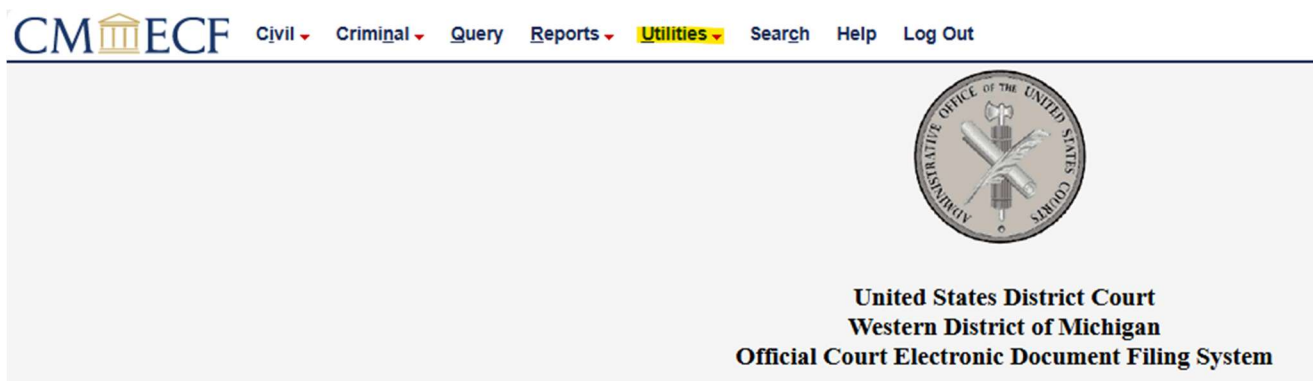


Submission of Digital Media Files

Pursuant to Administrative Order 25-MS-054, attorneys are now required to submit all digital media (e.g., audio or video exhibits) through the Court's Case Management/Electronic Filing System (CM/ECF). This process replaces the previous process that required attorneys to submit digital media via disc or flash drive. Only digital media that is part of a court filing in CM/ECF should be submitted using this process. This process should not be used to submit exhibits for the purposes of a court proceeding. Attorneys shall adhere to the following steps in order for their digital media to be properly submitted and accepted by the Clerk's Office:

- 1) Upon logging in, click on the "Utilities" tab from the list of menu selections.



- 2) On the next screen, click on the "Upload Digital Media" selection.

Miscellaneous (cont.)
[WDMI Attorney References...](#)
[Upload Digital Media](#) 
[Upload a Proposed Order \(Word format\)](#)

- 3) On the "Submit files" screen, submit your responses to the following requests (Submitted By, Email address, Case Number, and Case Caption are required):

Submitted By *

Name of the attorney submitting this to the court.

Enter a response

Email address *

Please include your email address so we can reach out if there are questions or issues.

Case Number *

Please enter a case number. Should appear similar to: 1:24-cv-1

Case Caption *

Please enter a case caption value. Should appear similar to: USA v. Example.

Reference Number (ECF No.)

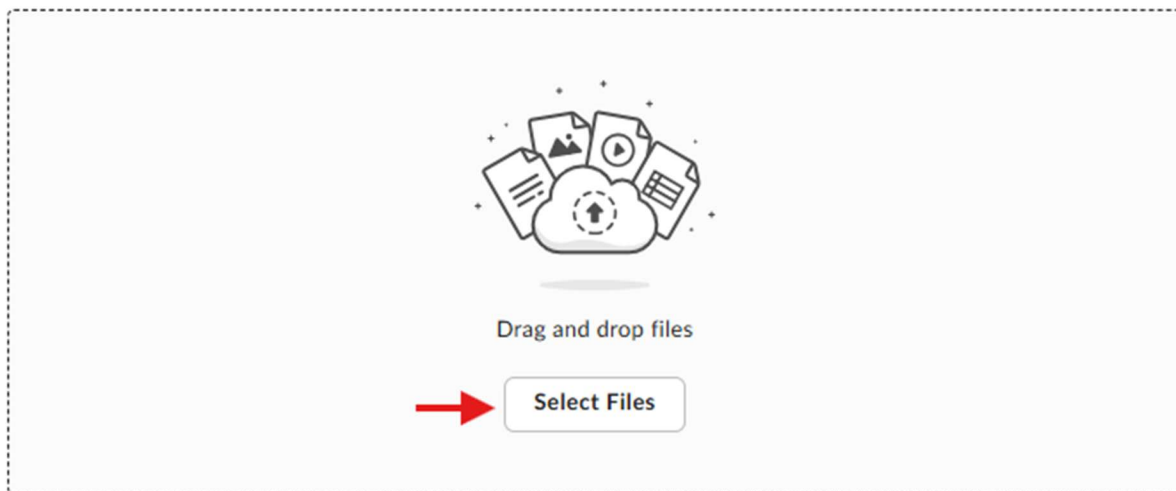
If this file relates to an already filed document, enter the ECF No. of the related filing.

Purpose

Describe the file and why you are submitting this to the court. Example: Exhibit C to defendant Example's motion for summary judgment.

- 4) After submitting your responses, you can click on the “Select Files” box under “Upload files” to attach your file(s) or drag them into the box.

Upload files *

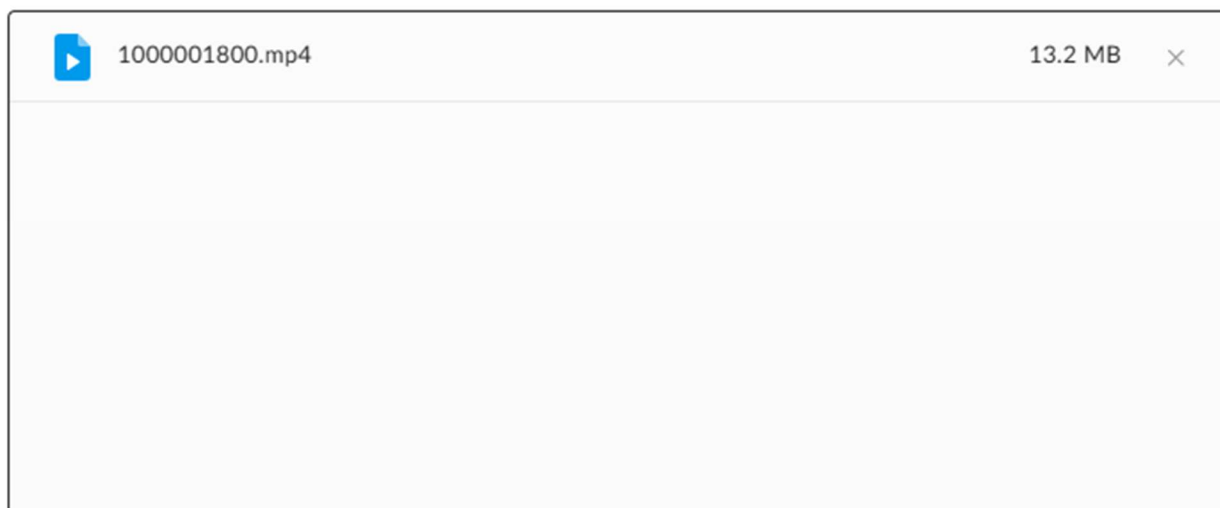


- 5) If clicking on the “Select Files” box, you will be prompted to attach your digital media. PLEASE NOTE: You should only attach digital media for a single case per submission.



- 6) After attaching your file(s), the “Upload files” box will indicate your submission(s) has been attached along with the size of your file(s).

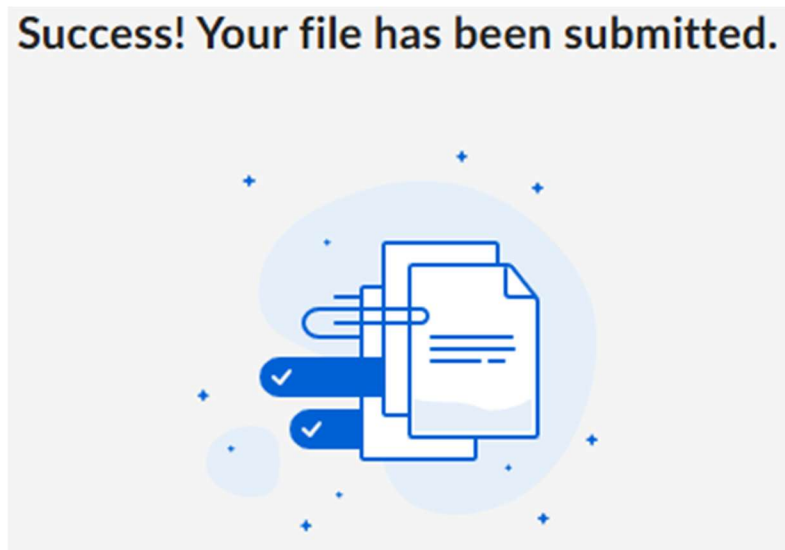
Upload files *



- 7) After submitting all your responses and attaching your file(s), you are now ready to hit “Submit” in the lower right-hand corner of your screen.



- 8) After hitting “Submit”, you are finished when you receive the following message:



PLEASE NOTE: The Clerk’s Office will follow up after submission of your digital media with a public remark in the underlying case indicating your digital media has been received and made part of the official court record.