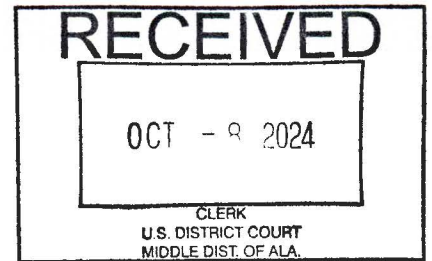


IN THE UNITED STATES DISTRICT COURT
FOR THE MIDDLE DISTRICT OF ALABAMA



IN RE: DIGITAL)	
REQUIREMENTS FOR)	STANDING ORDER
CONVENTIONAL FILING OF)	NO. 2:24-mc-4032-ECM
DOCUMENTS, VIDEO FILES,)	
AND AUDIO FILES)	

STANDING ORDER

Based on advancements in technology, this Standing Order governs new digital requirements for conventional filing of documents, video files, and audio files. This Standing Order supersedes any inconsistent formatting rules and procedures of the Court.

A. Digital requirements for represented parties for conventional filing of documents

exceeding 200 pages. When a represented party is required to file documents conventionally in the Clerk's Office (for example, because the documents have been sealed pursuant to a Court Order) and the documents exceed 200 pages, including exhibits, paper documents will not be accepted for filing. Instead, the represented party must provide an electronic, portable document format (PDF) of the documents on a USB flash drive at the time of filing, and the USB flash drive will not be returned to the filer. These digital requirements are optional, and not mandatory, for *pro se* parties, and this Standing Order does not govern individual Chambers' requirements for paper courtesy copies.

B. Format of conventionally filed electronic PDF documents.

1. Document size limitations. The Electronic Case Filing system will not accept individual PDF documents larger than 100 megabytes (MB). If the individual PDF

file is more than 100 megabytes in size, it must be separated into two or more files, each under the 100 MB limit. Each PDF file shall be clearly labeled to identify the sequence of the documents to be filed, and the documents will be filed in the sequence provided.

2. **Text-searchable PDF.** Electronic documents must be in Optical character recognition (OCR) or text-searchable PDF while maintaining the original document formatting. In the limited circumstances in which a document cannot practicably be converted to a text-searchable PDF (OCR), the document may be scanned or converted to non-text-searchable PDF.
3. **Flattened PDFs.** All PDF files must be flattened prior to loading on a USB flash drive.
4. **Password Protected USB.** When necessary to submit sensitive documents as an encrypted, password protected USB flash drive containing the PDF file(s), the filer must provide the password to the clerk's office at the time of filing.
5. **Pagination.** The electronic page counter for the electronic document must match the page number for each page of the document. The page numbering of a document filed electronically must begin with the first page or cover page as page 1 and thereafter be paginated consecutively using only Arabic numerals (*e.g.*, 1, 2, 3). The page number for the cover page may be suppressed and need not appear on the cover page.
6. **Exhibits.** Each exhibit must be numbered and uploaded as separate exhibits. If the exhibits are hardcopy trial exhibits, counsel also must provide the courtroom

deputy a digital copy of all trial exhibits in compliance with the requirements in this Standing Order.

C. Format for audio and video files. For all filers—represented and *pro se*—audio and video files must be submitted on a USB flash drive. The Court is no longer accepting physical disc format (*e.g.*, CDs, DVDs, Blu-ray). All submitted audio and video exhibits must conform to common file standards to ensure compatibility and ease of access. The preferred formats are as follows:

- Audio: MP3, WAV, or WMA; and
- Video: MKV, MP4, AVI, MPEG or MOV.

Standalone executable players for audio and video are permitted, provided they do not require the installation of third-party software on the court's information technology system.

D. Viruses, malware, and content. The filer should ensure that the electronic document and audio/video files have been scanned for viruses and malware and that all contents to be filed are present on the USB flash drive.

Done this the 8th day of October, 2024.



EMILY C. MARKS
CHIEF UNITED STATES DISTRICT JUDGE
FOR THE COURT