

# UNITED STATES COURT OF APPEALS

District of Columbia Circuit

MARK J. LANGER  
Clerk of Court



E. Barrett Prettyman U.S. Courthouse  
333 Constitution Avenue, N.W.  
Washington, D.C. 20001-2866  
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## NOTICE

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### Update to Court Operations – June 3, 2024

#### Procedures Regarding Submission of Audio or Video Files

Effective June 3, 2024, the following procedures for submitting audio or video files are enacted.

Audio files must be in Waveform Audio format (.wav), MPEG Layer III format (.mp3), or Audio Video Interleave format (.avi). Video files must be in Windows Media Video format (.wmv), MPEG-4 format (.mp4), or Audio Video Interleave format (.avi). Use of these designated formats is required to ensure that the court can review the submissions. No other formats will be accepted. Unless directed to do so by the Court, the files should not be password protected.

Audio or video files should be submitted using the Court's secure Box.com file repository, which can be accessed through this [link](#). Sealed audio or video files must be clearly identified as being under seal and may be submitted via the same link unless they contain Sensitive Security Information (SSI) or need to be treated as [Highly Sensitive Documents](#) (HSDs). Audio or video files containing SSI or that need to be treated as HSDs must be provided to the Clerk's Office on four (4) encrypted USB flash drives. The password for the encrypted USB flash drives should be provided to the Clerk's Office separately by contacting the Chief Deputy Clerk, Special Counsel to the Clerk, or Operations Manager.

Audio or video files must be accompanied by a completed [Audio/Video Submission Form](#), which should be filed in CM/ECF (or via Box.com if the party submitting the files does not have electronic filing privileges). If encrypted USB flash drives are submitted, a hard copy of the form must be included with the flash drives.

For further information, please contact the Clerk's Office at (202) 216-7310.

Mark J. Langer  
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