

Policy and Procedures for the Presentation of Digital Materials in City Court

This policy and associated procedures are created to ensure that the court's computer network remain healthy and secure from any virus's, malware, ransomware or any malicious software that would impact the court's operational capability. The establishment of procedures is also meant to ensure that the process of preparing to display the files will not delay court proceedings.

Guidance contained within this document pertain only to the technical protocols and procedures needed to ensure with a high degree of likelihood that digital files such as documents, videos and audio files can be presented in the courtroom. Court IT staff will work to determine whether it is likely that the files can be displayed. Please be advised that Court IT cannot guarantee that the files can be displayed. Each person desiring to present files to the court, must request permission from the judicial officer.

I. IMPLEMENTING INSTRUCTIONS

A. How to Present Materials in Court

- a. It is a preferred practice that Court IT be provided notice of a request to present digital files before the court at least 2 business days in advance of the hearing if the files are in one of the supported media formats listed below. They can be reached at TCCdigitalfiles@courts.az.gov
- b. Please provide your name, defendant name, contact information, case numbers, time, date and location of hearing.
- c. All files will be displayed to the court on court supplied laptops. Notice to staff of the intent to display the files will make it easier for City Court IT staff to attend as they are responsible for operating the equipment to display items in court by City Court IT staff.

B. Responsibilities of Requestors

Parties must ensure that the media containing the digital files/media (e.g. flash drives, DVDs, etc.) is free of computer viruses and/or malware. Parties must make reasonable efforts to take precautions against the contamination of their computer systems and files by software viruses, worms or other malicious agents. At a minimum, such precautions shall include the installation, upgrading and use of commercial virus detection software to scan files and documents presented to the Court. All files submitted to the Court must be in a format that allows for virus scanning. No files can be submitted in a compressed or zipped format.

Digital materials must be on the supported list of software contained in this document.

In the event a party is unable to provide its digital files in one of the supported formats, they may file a written request seeking an exception to the policy. The party must explain why the files cannot be provided in a conformant format.

Further, the requestor must provide information about the software and probably the software itself so that it may be evaluated and tested so that Court IT can verify whether the files will display properly and safely. If the request is granted, the party is required to provide the Court with the necessary technology (e.g. software player) to view the files. In the case where special software must be installed to display the files, please provide the information below and allow 5 business day for staff to review it.

IN THE REQUEST:

- a. Describe what type of materials you want to present and the software and file format and why it cannot be displayed in a supported format. Be prepared to provide software if requested.
- b. Please provide your name, defendant name, contact information, case numbers, time, date, and location of hearing.
- c. IT can be reached at TCCdigitalfiles@courts.az.gov

II. See list below of acceptable file formats that are capable of being played on Tucson City Court laptops.

SUPPORTED AUDIO FORMAT	SUPPORTED VIDEO FORMAT
3ivX D4	AAC
Cinepak	AAC - MPEG-4 part3
Dirac / VC-2	AC3 – A/52 (Dolby Digital)
DivX® (1/2/3/4/5/6)	ADPCM
DV	ALAC
H.261	Alaw/μlaw AMR (3GPP)
H.263 / H.263i	APE (Monkey Audio)
H.264 / MPEG-4 AVC	ATRAC 3
Indeo Video 3 (IV32)	DTS
MJPEG (A/B)	DV Audio
MPEG-1/2	E-AC-3 (Dolby Digital Plus) 3
MPEG-4 ASP	FLAC
On2 VP3/VP5/VP6	LPCM
Real Video (1/2/3/4)	MAC
Sorenson 1/3	MIDI
Theora	MLP / TrueHD 3
WMV 1/2	Mod (.s3m, .it, .mod)
WMV 3 / WMV-9 / VC-1	MP3
XviD	MP3 - MPEG Layer 3
	MPEG 1-4
	Musepack / MPC
	QCELP
	QDM2
	QDMC (QuickTime)
	Real Audio 2
	Speex
	TrueAudio (TTA)
	Vorbis
	Wavpack
	WMA 1/2/3

Microsoft Office and Adobe Acrobat are presumptively acceptable.