



COURT OF APPEAL, THIRD CIRCUIT  
STATE OF LOUISIANA

Adopted by the Administrative Court Conference on September 25, 2019

**RULE 31. SUBMISSION PROCEDURES FOR ELECTRONIC AUDIO AND VIDEO EVIDENCE**

1. All electronic audio and video evidence submitted to the court shall be in the Windows Media Audio (WMA) or Windows Media Video (WMV) format to ensure that the evidence can be played on the default Windows Media Player.

2. In the event that audio or video evidence cannot be converted to the required formats, the software or codec required to view the evidence must be provided. This must include a description of the software or codec and instructions on how to install and use the software. Counsel for the parties must also inform the Clerk of Court in writing of these circumstances within five (5) days of the lodging of the record.

3. The following information must be provided with all submitted electronic evidence:

- (a) Title of file
- (b) Brief description of what is contained in the file
- (c) Length of file
- (d) Number of files
- (e) File format
- (f) Guarantee of no virus
- (g) The antivirus software that was used to scan the files and the date of the virus definitions

It is the exclusive responsibility of counsel for all parties to ensure that all electronic audio and video evidence works properly before submitting it to the court.

*Adopted on September 25, 2019, effective on November 1, 2019*