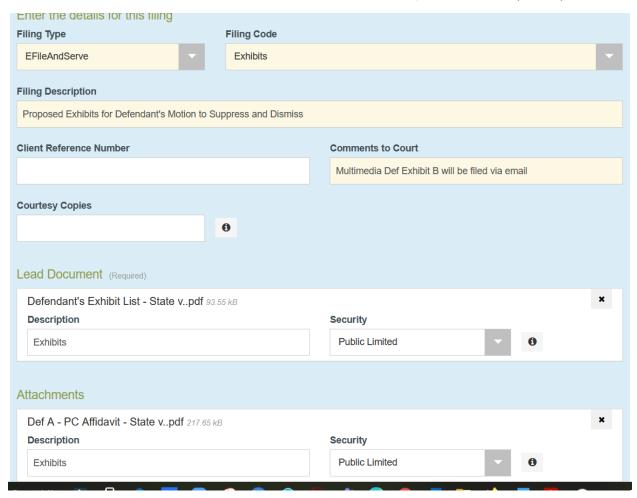
## UPDATED - FILING EXHIBITS USING ODYSSEY

## WITH THE WOW REGION

1. Multimedia (audio and/or video) exhibits can no longer be filed directly through Odyssey and must be filed with the court in MP4 format on a CD, DVD or USB (thumb) drive.



- 2. Multimedia and Photo Exhibits must be in a format accessible to the Court.
  - a. Images/Pictures can be converted to pdf format.<sup>1</sup> Otherwise, images **must be** converted to jpeg format before filed by email with the court.
  - b. Other multimedia exhibits (ie. Audio or Video recordings) must be converted to MP4 format.
  - c. Free file converters can be found on the internet, but it is worth purchasing a multimedia file converter. Most free converters unfortunately leave a watermark on your converted exhibits which may make them unusable for court, and free converters are very slow to convert.

<sup>&</sup>lt;sup>1</sup> If you insert an image into a Word document, you can save the document as a pdf file. Programs such as Adobe Acrobat can convert images to pdf, but it may require a purchased version to do so.

PLEASE NOTE – EVEN AFTER YOU FILE YOUR EXHIBIT - IT IS YOUR RESPONSIBILITY DURING THE WEBEX OR OTHER HEARING TO SHARE YOUR SCREEN OR OTHERWISE SHARE AND/OR PRESENT YOUR EXHIBIT, THE COURT CANNOT DO THIS FOR YOU.