

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.

The screenshot shows the 'Enter the details for this filing' form in the Odyssey system. The form is divided into several sections:

- Filing Type:** A dropdown menu set to 'EFileAndServe'.
- Filing Code:** A dropdown menu set to 'Exhibits'.
- Filing Description:** A text box containing 'Proposed Exhibits for Defendant's Motion to Suppress and Dismiss'.
- Client Reference Number:** An empty text box.
- Comments to Court:** A text box containing 'Multimedia Def Exhibit B will be filed via email'.
- Courtesy Copies:** An empty text box with an information icon (i) to its right.
- Lead Document (Required):** A section containing a document entry for 'Defendant's Exhibit List - State v..pdf' (93.55 kB). It has a description of 'Exhibits' and a security setting of 'Public Limited'.
- Attachments:** A section containing an attachment entry for 'Def A - PC Affidavit - State v..pdf' (217.65 kB). It also has a description of 'Exhibits' and a security setting of 'Public Limited'.

2. Multimedia and Photo Exhibits **must be in a format accessible to the Court.**
 - a. Images/Pictures can be converted to pdf format.¹ 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.

¹ 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.