![Minnesota Judicial Branch logo] **MINNESOTA JUDICIAL BRANCH**

Quick Reference Guide – Uploading an Alternate Recording to the Record Repository of Court Proceedings (RRCP)
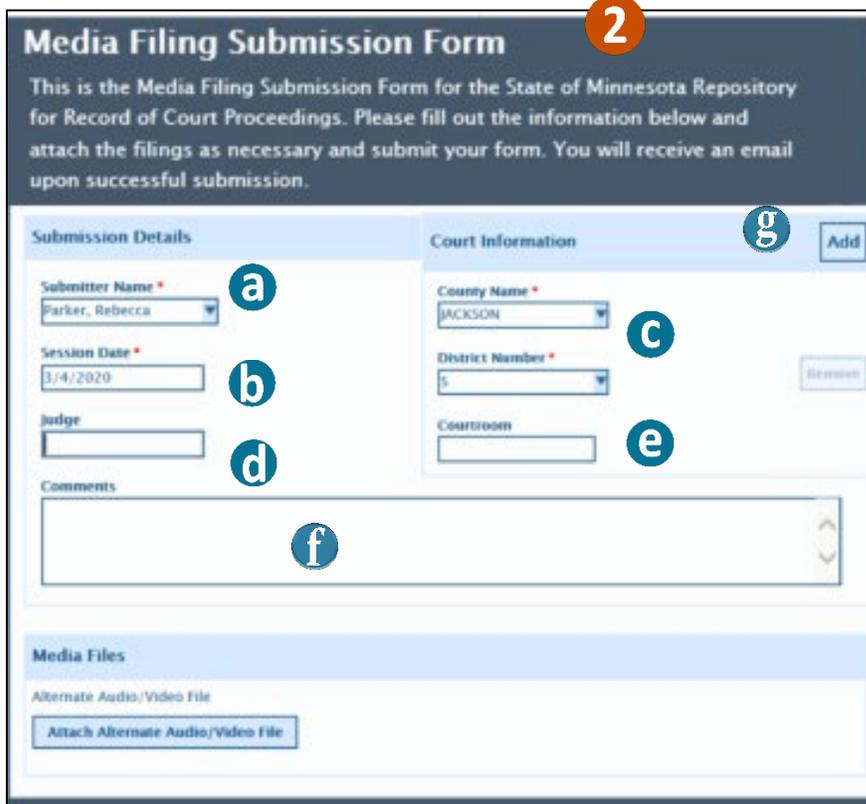
Upload an alternate recording

1. Click the Upload Media Records from the Upload Media Record link and Login.

    💡 If you click on the On-Network Submission icon from the desktop on a court issued device, then Login information is not required.
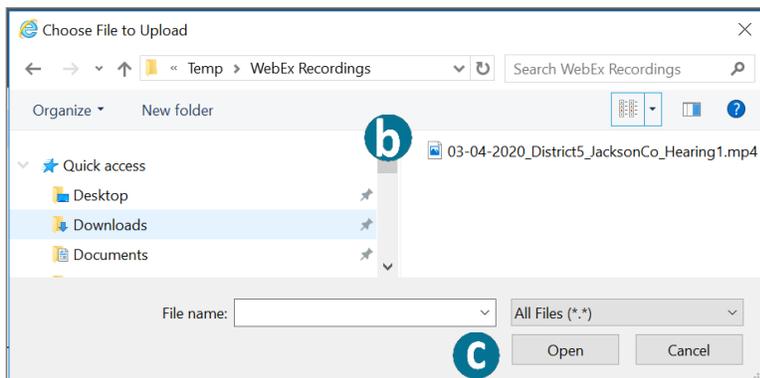
2. Complete the **Media Filing Submission Form**:

    a. Select **Submitter Name**.
    b. Select the **Session Date**.
    c. Select the **County Name**. The **District Number** will appear.
    d. Type the **Judge** name (optional).
    e. Type the **Courtroom** (optional).
    f. Type relevant **Comments** (optional).
    g. Click **Add** to add additional court information if the recording contains sessions from multiple counties.

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3. Attach Alternate Audio/Video File:

    a. Click Attach **Alternate Audio/Video File**.
    b. Select the desired recording.
    c. Click **Open**.

Media Files

Alternate Audio/Video File
C:\Temp\WebEx Recordings\03-04-2...District5_JacksonCo_Hearing1.mp4 Remove

Attach Alternate Audio/Video File

💡 It may take several minutes for the media file to appear. To remove a file uploaded in error, click Remove.

4. Click **Submit**.

Certificate of Filing

The records attached for filing constitute the complete record of the court proceedings held on the date identified above; if uploaded on behalf of another, the records attached for filing constitute the complete record provided by the person who reported the court proceedings on the date identified above.

Submit