

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

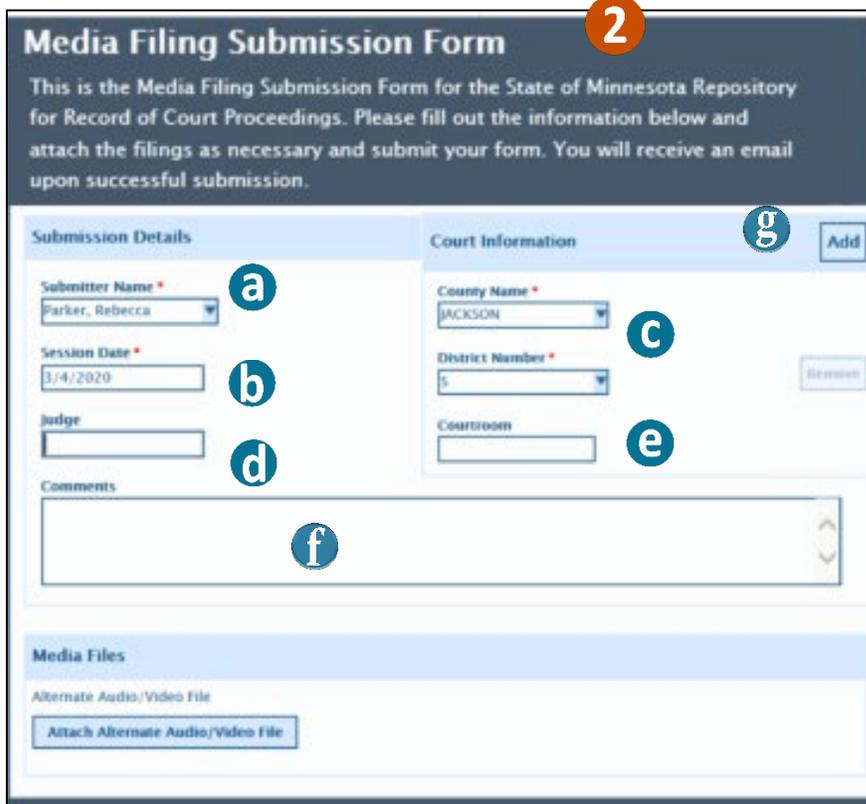
Upload an alternate recording

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.

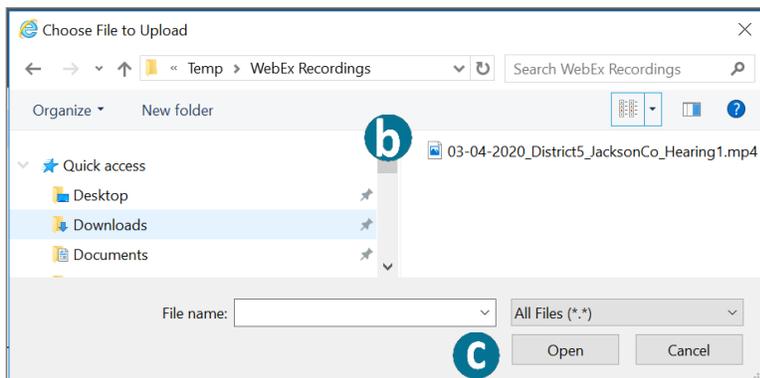
2. Complete the **Media Filing Submission Form**:
 - a. Select **Submitter Name**.
 - b. Select the **Session Date**.
 - c. Select the **County Name**. The **District Number** will appear.
 - d. Type the **Judge** name (optional).
 - e. Type the **Courtroom** (optional).
 - f. Type relevant **Comments**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



The screenshot shows the 'Media Filing Submission Form' for the State of Minnesota. The form is divided into two main sections: 'Submission Details' and 'Court Information'. A large orange circle with the number '2' is positioned at the top center of the form. Below the title, there is a paragraph of instructions. The 'Submission Details' section includes fields for 'Submitter Name' (with a dropdown menu showing 'Parker, Rebecca' and callout 'a'), 'Session Date' (with a text input showing '3/4/2020' and callout 'b'), and 'Judge' (with a text input and callout 'd'). The 'Court Information' section includes a 'County Name' dropdown menu showing 'JACKSON' (with callout 'c'), a 'District Number' dropdown menu showing '5' (with callout 'e'), and a 'Courtroom' text input (with callout 'e'). There is an 'Add' button next to the 'Court Information' section and a 'Remove' button next to the 'District Number' dropdown. Below these sections is a 'Comments' text area (with callout 'f'). At the bottom of the form is a 'Media Files' section with a button labeled 'Attach Alternate Audio/Video File'.

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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**.



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

4. Click **Submit**.

