MINNESOTA JUDICIAL BRANCH

Handout – File Conversion Guide

Purpose

The purpose of this document is to give guidelines and troubleshooting tips for submitting file types that are acceptable (compatible) with MNDES.

Minnesota State Court Administrator Order

The ability to access and review exhibits offered in court proceedings is important to the function of the Minnesota Judicial Branch (MJB). The State Court Administrator is committed to making sure that the court record for cases, including exhibits, is accessible during court proceedings, reviewable, and properly preserved.

The Minnesota Digital Exhibit System (MNDES) is a digital application that parties, judicial officers, and MJB staff use to upload, manage, and display digital exhibits (documents, photos, audio, and video) for hearings in District Court. Jurors use MNDES to review trial exhibits during deliberations. The appellate courts also use MNDES to review digital hearing exhibits admitted in District Court cases that are on appeal.

The MNDES viewer cannot display or play all file types (for example, proprietary file types created by certain camera systems, zipped files, PDF folders, etc.). SCA-AO-24-1 Order Establishing Permitted File Types for the Minnesota Digital Exhibit System instructs that the MNDES Acceptable File Types List be published on the MJB public website.

What can I do?

When preparing to upload your exhibit files into MNDES consider the following steps:

- Does MNDES allow you to upload an exhibit file? If yes, then you can proceed uploading subsequent files.
- If MNDES does not allow you to upload the file, it may be a file type that MNDES cannot display. If this is the case, check that the type of exhibit file you are attempting to upload is on the List of Acceptable File Types for MNDES, available on the Evidence and Exhibits Help Topic page on mncourts.gov, under the Training Resources Tab.
- If the file you are uploading is not on the List of Acceptable File Types, consider the following options:

Is the exhibit a ZIP or an Adobe Acrobat Portfolio file?

Unzip the file or download and extract specific exhibit files in the Adobe Acrobat Portfolio file, then upload individual file(s) into MNDES.

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Is the exhibit file from a third-party provider?

Some files found in the ZIP may only be viewable if you also download the viewer that was part of the ZIP file (also commonly known as .exe files). If this is the case, check with the Third-Party Provider you received the files from for instructions to convert the files into an acceptable file format usable with MNDES.

Is the exhibit a document or image file?

Visit www.videoland.org for help with converting documents and images into acceptable file types compatible with MNDES.

Is the exhibit an audio file?

Visit www.audacityteam.org for help with converting audio exhibits into an acceptable file type compatible with MNDES.

Is the exhibit a video file?

Visit www.any-video-converter.com for help with converting a video into an acceptable file type compatible with MNDES.

What if I tried everything and cannot convert my files?

If converting to an acceptable file type is not successful, you must ask permission from court administration to submit the file as a physical exhibit (for example on a disc or external USB accessible drive).