



Uploading an Alternate Recording to the RRCP

Upload an alternate recording

1. 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.

Media Filing Submission Form
This is the Media Filing Submission Form for the State of Minnesota Repository for Record of Court Proceedings. Please fill out the information below and attach the filings as necessary and submit your form. You will receive an email upon successful submission.

1

Submission Details

Submitter Name * **a**

Session Date * **b**

Judge

Court Information

County Name * **c**

District Number * **c**

Courtroom **e**

Comments **f**

Media Files

Alternate Audio/Video File **2**

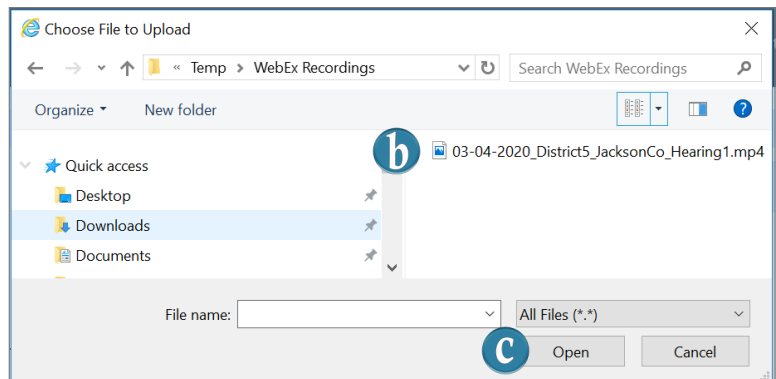
a

g

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

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

- d. Click **Submit**.



Media Files

Alternate Audio/Video File

C:\Temp\WebEx Recordings\03-04-2020_District5_JacksonCo_Hearing1.mp4 [Remove](#)

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.

d