



## SUPREME COURT OF VIRGINIA

PATRICIA L. HARRINGTON, CLERK

SUPREME COURT BUILDING  
100 NORTH 9TH STREET, 5TH FLOOR  
RICHMOND, VIRGINIA 23219  
(804) 786-2251 V / TDD  
FAX: (804) 786-6249

DOUGLAS B. ROBELEN  
CHIEF DEPUTY CLERK

### Supreme Court of Virginia Press Release

Media Contact: Patricia L. Harrington, Clerk

Release Date: October 30, 2018

#### THE SUPREME COURT OF VIRGINIA TO CONSIDER NEW RULE RELATED TO DIGITAL EXHIBITS AND PLEADINGS

RICHMOND – The Supreme Court of Virginia is considering proposed new Rule 1:26 regarding file format requirements for pleadings, motions, notices, briefs and exhibits sought to be filed or admitted in electronic or digital form. Comments on the proposed Rule must be **received** by **December 3, 2018** and must be forwarded to:

Patricia L. Harrington, Clerk  
Supreme Court of Virginia  
100 North Ninth Street, 5<sup>th</sup> Floor  
Richmond, VA 23219

**OR** via email with the subject line "Comment on Digital Exhibits and Pleadings" to:

[scvclerk@vacourts.gov](mailto:scvclerk@vacourts.gov)

**Rule 1:26. File Format Requirements for Pleadings, Motions, Notices, Briefs and Exhibits Sought to be Filed or Admitted in Electronic or Digital Form.**

All pleadings, motions, notices, briefs, exhibits or other material made part of any court record are public records unless sealed by court order or otherwise provided by law, and must be readily accessible for review by judges, attorneys, and court personnel, including those in the appellate courts of the Commonwealth, as well as members of the public or press. To that end, the format for such items filed with a court or exhibits admitted into evidence, if in digital or electronic form, shall be in an unencrypted, non-proprietary, and open-source file format compatible across a wide variety of computer platforms in common use. Only the following file formats for the specified types of media and those subsequently approved and posted by the Executive Secretary as provided below, will satisfy this Rule: (i) any documents containing text or text mixed with images, audio, or video must be in the Portable Document Format; (ii) individual photographs, pictures and other images must be in one of the following file formats: Portable Network Graphics (PNG), Joint Photographic Experts Group (JPEG/ JPG), or Tagged Image Format File (TIF/TIFF); (iii) individual audio files must be in one of the following file formats: Motion Picture Experts Group Layer 3 (Mpeg-3 or MP3) or Waveform Audio File Format (WAV); and (iv) individual video files must be in either Audio Video Interleave format (AVI) or Moving Picture Experts Group Layer 4 – Part 10 (MP4) format using open-source, non-proprietary codecs.

Further information and explanation regarding acceptable file formats and codecs is available on the Supreme Court's website. The Executive Secretary of the Supreme Court may revise this list from time to time by posting acceptable file formats and codec requirements on the Supreme Court of Virginia's website.