

The Family Court of the State of Delaware

MICHAEL K. NEWELL
CHIEF JUDGE



LEONARD L. WILLIAMS JUSTICE CENTER
500 N. KING STREET, SUITE 9445
WILMINGTON, DELAWARE 19801-3703

July 3, 2019

Petitioner
123 Address
City, State ZIP

Respondent
456 Address
City, State ZIP

LETTER DECISION AND ORDER

Re: Petitioner v. Respondent
File No: XX; Petition No.: XX

Dear Petitioner and Respondent:

On DATE, this Court conducted a case management conference, during which the parties indicated that they intend to introduce and play video evidence. This Order will confirm that a hearing has been scheduled for **DATE** at **TIME** and will take place in Family Court's eCourtroom (**Courtroom 2F**).

The eCourtroom is designed to permit the display of paper evidence, such as documents and photographs. The eCourtroom display station will also display objects, such as mobile phone screens.

Since this Court was advised at the case management conference that the parties and counsel intend to show videos/clips from various sources, it is important that the below procedure be followed. In the event that either party intends to display an electronic document, it can be connected to the display station with a flash drive. The presenting party should be sure the electronic document is saved as one of the following readable formats:

- Text files including: .txt; .doc; docx; .pdf
- PowerPoint files including: .ppt; .pptx; .pps
- Spreadsheet files including: .xls; .xlsx; .cvs
- Image files including: .jpg; .png; .pdf
- Video files including: .mov; .wmp; .mp4; .avi

You must have virus protection on your computer before transferring any files onto the flash drive. If any party intends to submit electronic evidence through the use or

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connection of a flash drive, a copy of that flash drive containing only the specific proffered evidence must be given to the Court for retention.

Finally, if any party intends to use their cell phone(s) or other electronic device, such as an iPad, for the presentation of evidence, this Order shall serve as permission to bring that electronic device into the Courthouse on the day of the hearing. Please present a copy of this Order to Capitol Police when entering through security.

IT IS SO ORDERED.

Very truly yours,

MICHAEL K. NEWELL, Chief Judge

MKN/lmc

Date mailed/emailed: