

DIGITAL RECORDING POLICY

August 19, 2004

PURPOSE: To ensure compatible exchange of digital recording information between applicable courts in the New Mexico Judiciary.

POLICY: Courts using or planning to use digital recording technology must follow this policy to properly prepare and promulgate digitally recorded proceedings.

APPLICABILITY: This policy applies to all courts using digital recording technology which may be sent to the Appellate Courts.

1. FORMAT

- A. The courts will provide three copies of each format for a total of six CD's (For example: if a trial is recording five CD's the courts will need to send thirty copies)
- B. The courts will break the FTR and PCM Audio into sets, 3 sets of the PCM audio - marked and numbered and 3 sets of the FTR recording - marked and numbered
- C. The appellate judge will have the choice if he or she wants one or both sets for review
- D. Double jeweled cases will be used whenever possible
- E. CD(s) can include one court case per CD with several hearings
- F. Whatever media is used shall meet State Archives and Records Center's standards for such media

2. LABELS

- A. The CD's shall not have adhesive labels attached. However, the following information shall be written on the bottom half of the unrecorded side. This information shall be placed on the face of the CD and not on the jewel case:
 1. A short case caption
 2. District Court Case number
 3. Hearing(s) date(s)
 4. Sequential number, i.e. 1 of 6, 2 of 6
 5. The label needs to say what format it is in, either FTR or PCM Audio
 6. The court monitor name or cd duplicator name
- B. Space shall be left for the Court of Appeals case number and set number to be added by the Court of Appeals clerks when they receive the CDs.

- C. Special CD Markers will be used (not Sharpie)
- D. Six (6) printed copies of logs must accompany the CD(s)
- E. A digital log shall be added to the PCM Audio, FTR already has logs included
- F. All CD(s) should be verified for audio and playability quality. If there is a problem with the recording, an Affidavit stating what efforts were made with what portions or all shall be included with the CD(s)