



**Magistrates' Court  
Victoria**

**Practice Direction**

**No. 3 of 2011**

**Audio and Visual Standards for Material Presented in Court**

**Introduction**

1. To maximise the efficient use of audio and or visual material presented in Court parties are requested to notify the Court at the earliest opportunity if these facilities are to be used.
2. All Courts are equipped with a digital versatile disk (DVD), VHS and a cassette player for standard audio and visual playback.  
The models currently installed are;
  - LG V271 Combo DVD/VCR
  - Yamaha KX-330 Cassette Recorder
3. Audio, video or data created, stored or retrieved from proprietary or other systems may not be compatible with the Court's playback or display systems.
4. Parties are requested to ensure materials brought to the court comply with the following standards.

**Audio Standards**

5. The audio formats currently supported are;
  - CD DC-R CD+R CD-RW
  - MP3(CD) WMA (CD) Audio cassette

**Video Standards\***

6. The video formats currently supported are;
  - DVD Video DVD-R DVD+R DVD+RW DVD-RW
  - SVCD VCD VHS

\*Note that due to the increasing unavailability of DVD/VCR combination devices, the capacity to playback VHS tapes will be phased out over time.

**Image Standards**

7. The digital picture standards currently supported are;
  - JPEG (CD)
  - Kodak Picture<sup>®</sup>(CD)

### **Computer Playback Standards\***

8. Video (VGA) Connector HD15  
Audio Connector TRS 3.5mm  
\*Note: Computer Playback facilities are available in select courtrooms. Please contact the Registrar for a list of courtrooms with this facility.
9. If it is not possible for material to be presented in the above formats, the onus is on the party presenting the evidence to provide suitable equipment for playback.
10. If the party appearing in Court is supplying its own equipment, the appropriate software (including video codecs) should be pre-installed prior to bringing the equipment to Court.
11. Parties should note the connection standard for video is composite video.
12. Questions regarding equipment arrangements should be addressed to the Coordinating Registrar at the relevant court
13. Technical questions regarding these facilities should be directed to the Courts Technology Group on 9603 2410.

**This Practice Direction takes effect on 1 June 2011**



**Daniel J Muling**  
Acting Chief Magistrate  
Date: 26 May 2011