## How to Submit Audio/Video Files for Motions to the Alaska Court System

TrueFiling does not support any audio or video submission. Filers can use **ZendTo** to send court-related audio/videos files securely and efficiently for case types that are part of eFiling.

To learn more about ZendTo, click on this link <u>About the Alaska ZendTo Service</u>.

## **Step-by-Step Instructions:**

1. Complete the **Notice of Filing Audio or Video Attachment Electronically** form (TF-199) and submit via TrueFiling.

This form is used to notify the court of your audio/video submission related to your case.

2. **Upload your files via ZendTo**. Visit the <u>Alaska ZendTo</u> website to securely upload your audio or video.

Before uploading, verify the file format is acceptable. ZendTo only allows the following type of audio and video file format:

Audio Formats:	Video Formats:
M4A, M4B, M4P, MP3,	AVI, MPEG, MPG, MPEG1, MPEG2,
WAV, WMA, OGG, MPA,	MPEG4, MP4, MOV, WMV, MP2V,
MP1, MP2, M5P	MPG, MP4V, MPV2, MTS

## 3. Identify the Correct Court Email:

Use the <u>Directory of Email Addresses by Court</u> to find the appropriate email address for your specific court.

## 4. Submit Your Files.

The Alaska Court System will receive both the TF-199 form and the uploaded files via ZendTo.