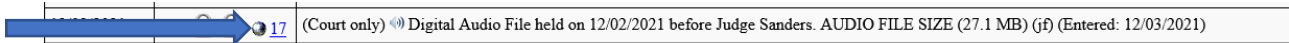




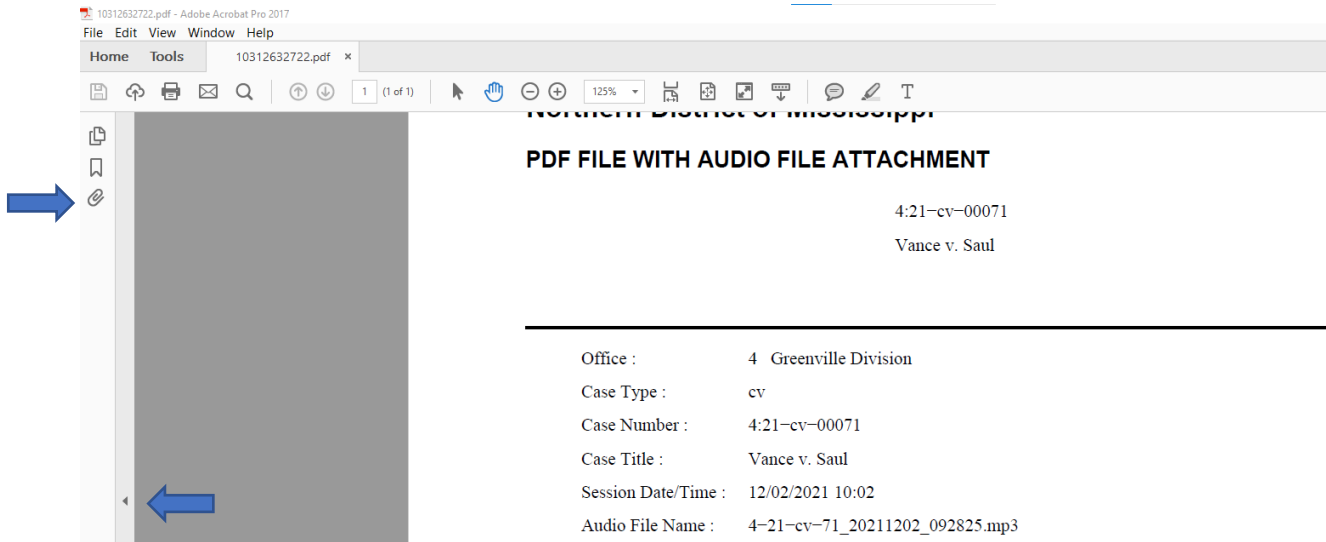
## How to Access an Audio File Through CM/ECF

In order to access an audio file embedded in a PDF through the Mississippi Northern District's CM/ECF system, please follow these instructions. **(Note: Mozilla/Firefox is the preferred browser for opening audiofiles).**

- (1) Click on the docket entry indicating a digital audio file.



- (2) The document should open in Adobe. To access the attached file, you will click on the paperclip icon or the "attachment" tab.



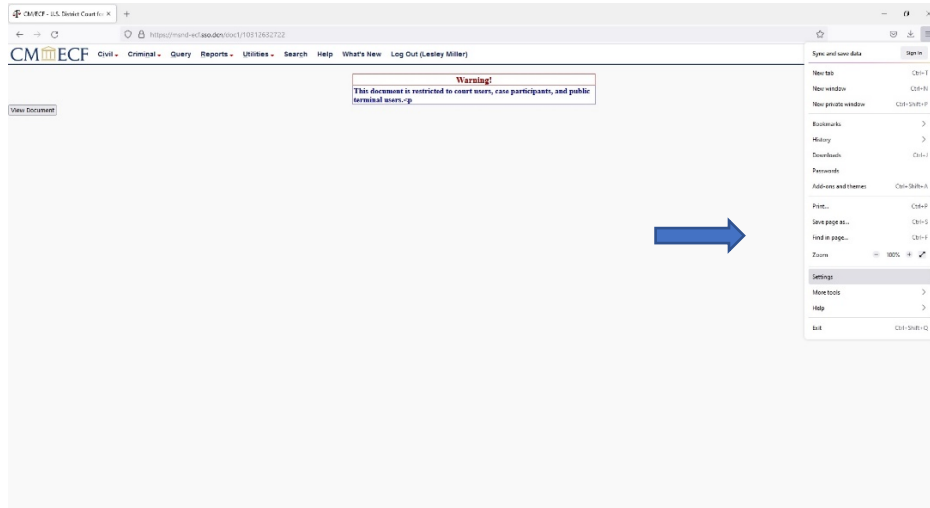
**Note:** If the paperclip icon is not visible you may need to expand the side toolbar by clicking on the arrow.

- (3) **Note:** In order to access the attached audio file through the Attachments tab or paper clip icon, you will need your browser to open the document in Adobe and not in another PDF reader. If your document does not open in Adobe you will need to:

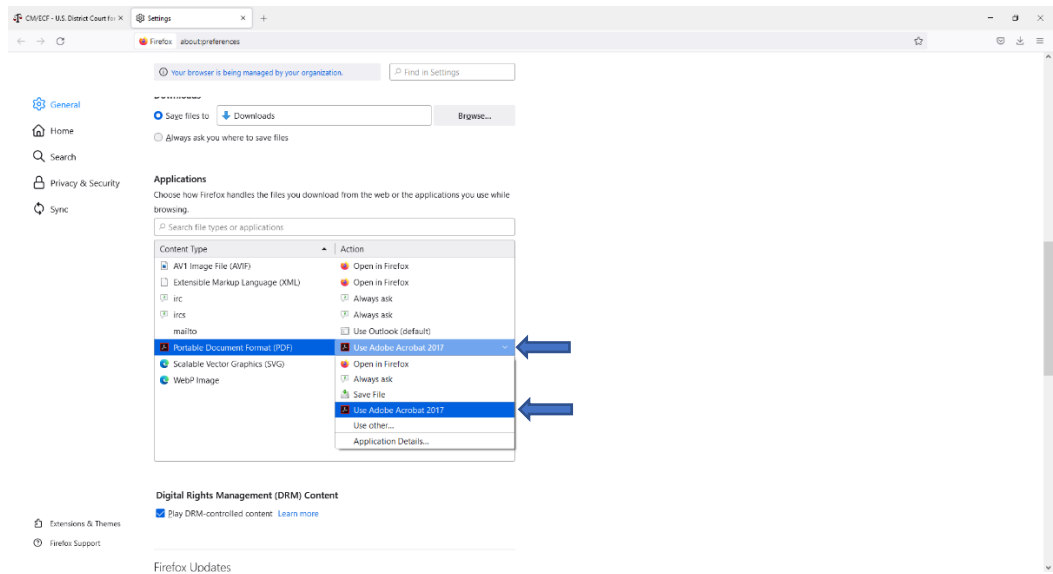


Mississippi Northern District  
www.msnd.uscourts.gov  
Debra Brown, Chief Judge  
David Crews, Clerk of Court

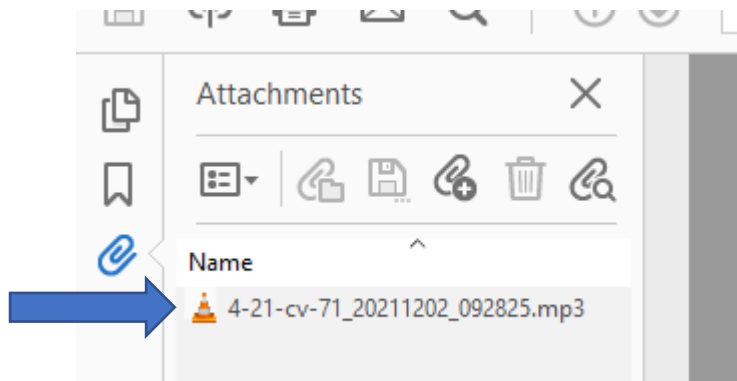
a. Go to “Settings” in your browser.



b. Scroll down to “Applications” and choose “Portable Document Format (PDF).” Click on the down arrow in the “Action” column and choose “Use Adobe Acrobat 2017.”

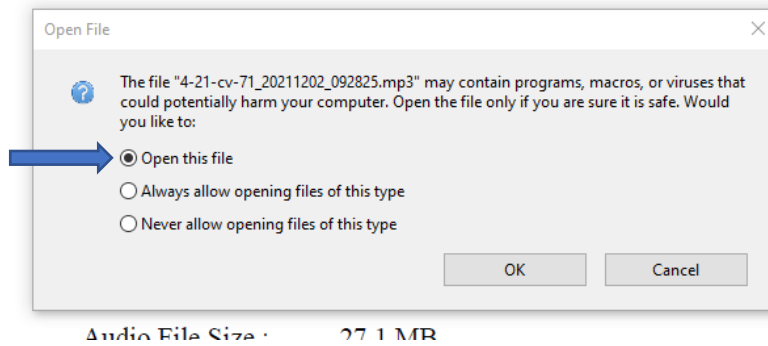


(4) Click on the Paperclip Icon or Attachments Tab and Choose the audio file.

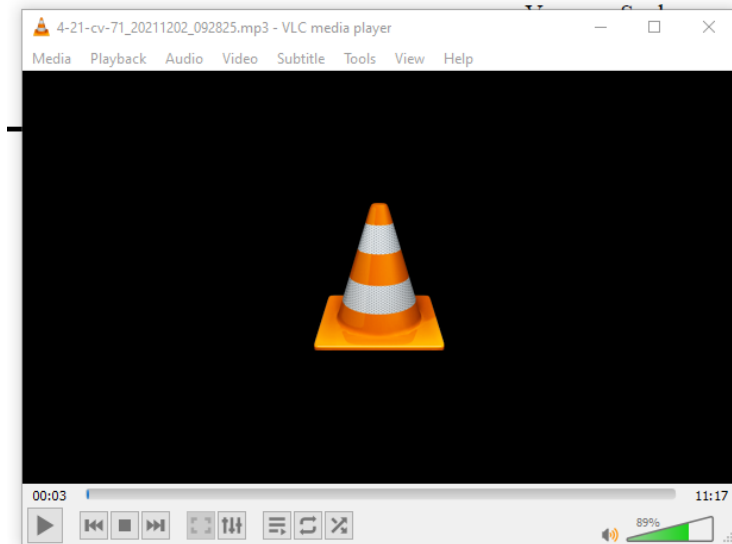




(5) Open the file.



(6) The audio file should open in your default mp3 app.



If you have issues opening an audio file, you should contact your IT department to ensure that your computer or browser's default settings are not preventing accessing the file. If you continue to have trouble, please contact the Clerk's Office at 662-234-1971.