**E. FILING OF USBs**

Occasionally, a party may file, as part of their materials, a USB. The USB shall only include non-documentary materials such as video or audio. Where a party files a USB, the following process applies, unless the court directs otherwise:

* 1. The USB is to be accompanied by a covering letter which identifies the materials contained on the USB. The cover letter is to include the following: the title of proceedings, a list of the files contained on the USB, the court file number, and the lawyer name(s) and/or self-represented party name(s). If possible, a label should be placed on the USB, referencing the short style of cause and the court file number.
  2. The cover letter is to be copied to the other party(ies), and filed with proof of service, in accordance with the *Rules of Civil Procedure*. Proof of service should reference both the letter and the USB.
  3. The USB is to contain only the files indicated in the cover letter.
  4. This Practice Direction applies, with necessary modifications, to other devices similar to a USB which are used for the same purpose.