

## OpenCourt (OC) Listening Instructions

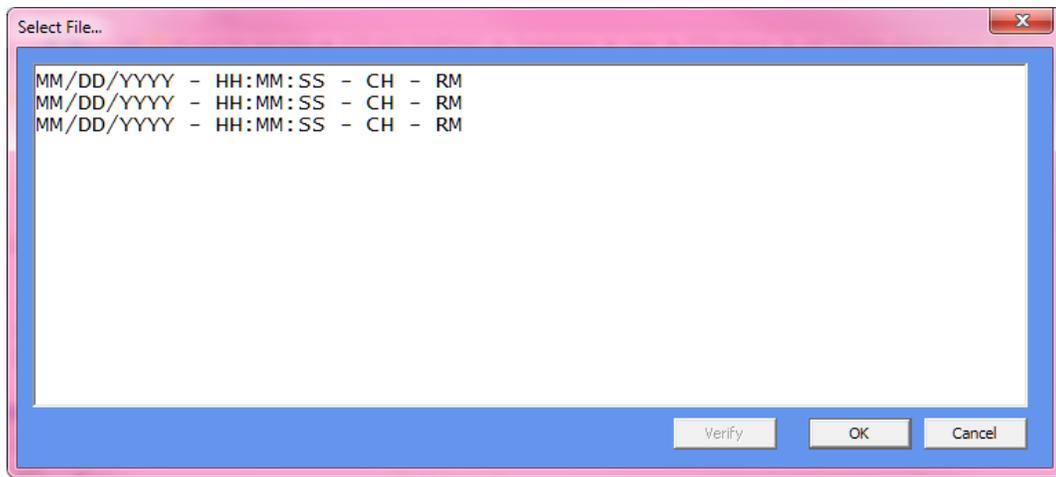
Please follow these step-by-step instructions on how to easily listen to your OC audio files obtained through the Palm Beach County Cloud Drive or on a CD/DVD disc. These instructions were internally developed by the 15<sup>th</sup> Judicial Circuit Court Reporting Services Department as a helpful guide, not directly supplied by OpenCourt. Please note, the audio files are a multi-channel format and not all media players are equipped to handle them properly.

**NOTICE REGARDING DISSEMINATION: The digital recording audio files may contain confidential information. The digital recording audio is not the official record and will not be accepted as such unless transcribed by the Fifteenth Judicial Circuit. Further dissemination of information is strictly prohibited and may subject the offender to legal action for contempt of court. See AOSC11-22.**

- **Mac Users:** OpenCourt audio files may not be compatible with Mac operating systems (macOS). It may be necessary to download an open-source tool such as HandBrake to convert and listen to the audio files.
- **Windows Users:** No software or conversion tool is required to listen to OC audio files.

To access OC files for listening, please refer to the below steps for each product purchased:

- **CD/DVD Disc:** The disc should upload automatically once placing it into the disc drive of your device. Once uploaded, select **Run OpenCourtPlayer.exe**.
- **Digital Download:** Select the file folder from your computer where the file was saved to, extract the file, and open the subfolders. Please ensure to select the **OpenCourtPlayer** application.
- Double-click the date/time file (example shown below) of the hearing you wish to listen to. In some instances, it may be necessary for Court Reporting Services to provide multiple audio files, which may not play consecutively with your media player.



If you experience issues playing your audio files, please contact the Court Reporting Services Department at (561) 355-6526 for further guidance.