

1 Rule 4-403. Signature stamp use.

2 Intent:

3 To establish a uniform procedure for the use of judges' and commissioners'
4 signature stamps.

5 Applicability:

6 This rule shall apply to all trial courts of record and not of record.

7 Statement of the Rule:

8 (1) A clerk may, with the prior approval of the judge or commissioner, use a
9 "signature stamp" in lieu of obtaining the judge's or commissioner's signature on the
10 following:

11 (1)(A) bail bonds from approved bondsmen;

12 (1)(B) bench warrants;

13 (1)(C) civil orders for dismissal when submitted by the plaintiff in uncontested cases
14 or when stipulated by both parties in contested cases;

15 (1)(D) civil orders for dismissal pursuant to Rule 4-103;

16 (1)(E) orders to show cause;

17 (1)(F) orders to take into custody;

18 (1)(G) summons;

19 (1)(H) supplemental procedure orders;

20 (1)(I) orders setting dates for hearing and for notice;

21 (1)(J) orders accepting a plea in abeyance in cases for which no appearance is
22 required; and

23 (1)(K) orders for transportation of a person in custody to a court hearing; and

24 (1)(L) orders prepared by the court.

25 (2) When a clerk is authorized to use a signature stamp as provided in paragraph
26 (1), the clerk shall sign his or her name on the document directly beneath the stamped
27 imprint of the judge's or commissioner's signature.

28 (3) All other documents requiring the judge's or commissioner's signature shall be
29 personally signed by the judge or commissioner, unless the judge or commissioner, on
30 a document by document basis, authorizes the clerk to use the judge's or
31 commissioner's signature stamp in lieu of the judge's or commissioner's signature. On

32 such documents, the clerk shall indicate in writing that the stamp was used at the
33 direction of the judge or commissioner and shall sign his or her name directly beneath
34 the stamped imprint of the judge's or commissioner's signature.

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