

1       **Rule 4-403. Electronic signature and signature stamp use.**

2       Intent:

3       To establish a uniform procedure for the use of judges' and commissioners'  
4 electronic signatures and 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 an  
9 electronic signature or "signature stamp" in lieu of obtaining the judge's or  
10 commissioner's signature on the 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  
14 cases or when stipulated by both parties in contested cases;

15       (1)(D) civil orders for dismissal pursuant to Rule 4-103, URCP 3 and URCP  
16 4(b);

17       (1)(E) orders to show cause;

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

19       (1)(G) summons;

20       (1)(H) supplemental procedure orders;

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

22       (1)(J) orders on motions requesting the Department of Workforce Services  
23 (DWS) to release information concerning a debtor, where neither DWS nor the  
24 debtor opposes the motion; and

25       (1)(K) orders for transportation of a person in custody to a court hearing.

26       (2) When a clerk is authorized to use a judge's or commissioner's electronic  
27 signature or signature stamp as provided in paragraph (1), the clerk shall sign his

28 or her name on the document directly beneath the electronic signature or  
29 stamped imprint of the judge's or commissioner's signature.

30 (3) All other documents requiring the judge's or commissioner's signature  
31 shall be personally signed by the judge or commissioner, unless the judge or  
32 commissioner, on a document by document basis, authorizes the clerk to use the  
33 judge's or commissioner's electronic signature or signature stamp in lieu of the  
34 judge's or commissioner's signature. On such documents, the clerk shall indicate  
35 in writing that the electronic signature or signature stamp was used at the  
36 direction of the judge or commissioner and shall sign his or her name directly  
37 beneath the electronic signature or stamped imprint of the judge's or  
38 commissioner's signature.