

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
10 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)(~~J~~K) orders for transportation of a person in custody to a court hearing.

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

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