

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' electronic
4 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 electronic
9 signature or signature stamp in lieu of obtaining the judge's or commissioner's signature
10 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 cases or
14 when stipulated by both parties in contested cases;
 - 15 (1)(D) civil orders for dismissal pursuant to Rule 4-103, URCP 3 and URCP 4(b);
 - 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 on motions requesting the Department of Workforce Services (DWS) to
22 release information concerning a debtor, where neither DWS nor the debtor
23 opposes the motion; ~~and~~
 - 24 (1)(K) orders for transportation of a person in custody to a court hearing, including writs
25 of habeas corpus ad prosequendum and testificandum;
 - 26 (1)(L) orders appointing a court visitor; and
 - 27 (1)(M) domestic relations injunctions under URCP 109.
- 28 (2) When a clerk is authorized to use a judge's or commissioner's electronic signature or
29 signature stamp as provided in paragraph (1), the clerk shall sign his or her name on the
30 document directly beneath the electronic signature or stamped imprint of the judge's or
31 commissioner's signature.

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

40 *Effective May 1, 2019*