

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

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3 **Intent:**

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

6 **Applicability:**

7 This rule ~~shall apply~~applies to all trial courts of record and not of record.

8 **Statement of the Rule:**

9 (1) **Approved document types.** A clerk may, with the prior approval of the judge or  
10 commissioner, use an electronic signature or signature stamp in lieu of obtaining the judge's or  
11 commissioner's signature on the following document types:

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

13 (1)(B) bench warrants;

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

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

17 (1)(E) orders to show cause and orders to appear/attend under URCP 7A~~(e)(4)~~ and  
18 URCP 7B~~(e)(4)~~;

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

20 (1)(G) summons;

21 (1)(H) supplemental procedure orders;

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

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

26 (1)(K) orders for transportation of a person in custody to a court hearing, including writs  
27 of habeas corpus ad prosequendum and testificandum; and

28 (1)(L) orders appointing a court visitor.

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

33 **(2) Approval of additional document types.**

34 (2)(A) Trial courts of record. In a court of record, a judge or commissioner may  
35 authorize a clerk to use the electronic signature or signature stamp of the judge or  
36 commissioner, in lieu of obtaining the judge's or commissioner's signature, on document  
37 types listed in paragraph (1) and on document types authorized by a standing order  
38 issued by the presiding judge of that district.

39 (2)(A)(i) **Standing order.** The presiding judge of a juvenile or district court may,  
40 by standing order, authorize clerks to use the electronic signature or signature  
41 stamp of a judge or commissioner in the district, in lieu of obtaining the judge's or  
42 commissioner's signature, on document types not listed in paragraph (1).

43 (2)(A)(ii) **Retention.** Standing orders and documentation of the authorization  
44 must be maintained in accordance with the Utah State Courts Records Retention  
45 Schedule.

46 (2)(B) **Trial courts not of record.** In courts not of record, a clerk may, with the prior  
47 approval of the judge, use an electronic signature or signature stamp in lieu of obtaining  
48 the judge's signature on document types not listed in paragraph (1). Judges may grant  
49 such approval by standing order, listing each approved document type.

50 (2)(B)(i) **Presiding judge approval.** All document types in the standing order  
51 must be pre-approved, in writing, by the presiding judge of the district.

52 (2)(B)(ii) **Retention.** Standing orders and documentation of the presiding judge's  
53 approval must be maintained in accordance with the Utah State Courts Records  
54 Retention Schedule.

55 (3) **Automatic.** The electronic signature of a judge may be automatically affixed to the following  
56 documents without the need for specific direction from the assigned judge when issued using a  
57 form approved by the Judicial Council;

58 (3)(A) a domestic relations injunction issued under URCP 109;

59 (3)(B) an automatic expungement order issued under Utah Code; and

60 (3)(C) automated orders related to deferred traffic prosecution cases under Utah Code  
61 Section§ 77-2-4.2.

62 (4) **Approval on a document-by-document basis.** ~~All other~~ documents not covered under  
63 paragraphs (1), (2), or (3) that require ~~ing at~~ the judge's or commissioner's signature ~~shall~~ must be  
64 personally signed by the judge or commissioner, unless the judge or commissioner, on a  
65 document-~~by-~~document basis, authorizes the clerk to use the judge's or commissioner's  
66 electronic signature or signature stamp in lieu of the judge's or commissioner's signature. The  
67 judge or commissioner must review the document prior to granting such authorization.

68 (5) **Documentation in the case.** Authorization granted under paragraph (4) must be  
69 documented in writing in the case. Authorization granted under paragraphs (1), (2), or (3) does  
70 not need to be documented in the case.

71 (6) **Clerk signature.** When a clerk is authorized to use a judge's or commissioner's electronic  
72 signature or signature stamp under this rule, ~~On such documents,~~ the clerk shall ~~must~~ indicate  
73 in writing that the electronic signature or signature stamp was used at the direction of the judge  
74 or commissioner and shall sign his or her name directly beneath the electronic signature or  
75 stamped imprint of the judge's or commissioner's signature.

76 *Effective: ~~October~~ May 1, 2025*