

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.

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7 **Applicability:**

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

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10 **Statement of the Rule:**

11 (1) A clerk may, with the prior approval of the judge or commissioner, use an electronic  
12 signature or signature stamp in lieu of obtaining the judge's or commissioner's signature on the  
13 following:

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

15 (1)(B) bench warrants;

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

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

19 (1)(E) orders to show cause and orders to appear/attend under URCP 7A(c)(4) and  
20 URCP 7B(c)(4);

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

22 (1)(G) summons;

23 (1)(H) supplemental procedure orders;

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

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

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

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

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

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49 (3) The electronic signature of a judge may be automatically affixed to the following documents  
50 without the need for specific direction from the assigned judge when issued using a form  
51 approved by the Judicial Council;

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

54 | ~~and~~

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56 (3)(B) an automatic expungement order issued under Utah Code ~~§ 77-40-114; and-~~

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58 (3)(C) automated orders related to deferred traffic prosecution cases under Utah Code §  
59 77-2-4.2.

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61 (4) All other documents requiring the judge's or commissioner's signature shall be personally  
62 signed by the judge or commissioner, unless the judge or commissioner, on a document by  
63 document basis, authorizes the clerk to use the judge's or commissioner's electronic signature  
64 or signature stamp in lieu of the judge's or commissioner's signature. On such documents, the  
65 clerk shall indicate in writing that the electronic signature or signature stamp was used at the  
66 direction of the judge or commissioner and shall sign his or her name directly beneath the  
67 electronic signature or stamped imprint of the judge's or commissioner's signature.

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69 | **Effective: ~~5/24/2021~~ October 1, 2022**