

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 signatures and
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 an electronic signature or
9 signature stamp in lieu of obtaining the judge's or commissioner's signature on the following:

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

11 (1)(B) bench warrants;

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

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

15 (1)(E) orders to show cause;

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

17 (1)(G) summons;

18 (1)(H) supplemental procedure orders;

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

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

22 (1)(K) orders for transportation of a person in custody to a court hearing; and

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

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

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