

Local Rule 5-7 – Signatures in Cases Filed Electronically

(a) Filing Certain Documents Signed by an Attorney. A pleading, motion, brief, or notice filed electronically under an attorney's ECF log-in and password must be signed by that attorney.

(b) Form of Electronic Signature. If a document is converted directly from a word processing application to .pdf (as opposed to scanning), the name of the Filing User under whose log-in and password the document is submitted must be preceded by a "s/" and typed on the signature line where the Filing User's handwritten signature would otherwise appear.

(c) Other Documents. A signature on a document other than a document filed as provided under subdivision (a) must be an original handwritten signature and must be scanned into .pdf format for electronic filing.

(d) Effect of Electronic Signature. Filing an electronically signed document under an attorney's ECF log-in and password constitutes the attorney's signature on the document under the Federal Rules of Civil Procedure, under these local rules, and for any other reason a signature is required in connection with the court's activities.

(e) Documents with Multiple Attorneys' Signatures. A document signed by more than one attorney and electronically filed must:

(1) include a representation on the signature lines where the handwritten signatures of the non-filing attorneys would otherwise appear that the non-filing attorneys consent to the document;

(2) identify in the signature block the non-filing attorneys whose signatures are required and be followed by notices of endorsement filed by the other attorneys within three business days after the original document is filed; or

(3) include a scanned document containing all necessary signatures.

(f) Unauthorized Use of ECF Log-in and Password. No one may knowingly allow anyone other than a filer's authorized agent to use the filer's ECF log-in and password.

Note: Effective January 1, 2012, former Local Rule 5.11 becomes Local Rule 5-7.