

Local Rule 5-7 – Signatures in Cases Filed Electronically

(a) Form of Electronic Signature. A document that is converted directly from a word processing application to .pdf (as opposed to scanning) must be signed in accordance with Fed. R. Civ. P. 5(d)(3)(C).

(b) 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.

(c) 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.

(d) 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: Amended December 1, 2018, to eliminate the court's prior signature requirement including an "s/". The amendment is consistent with amendments to Fed. R. Civ. P. 5(d)(3)(C), effective December 1, 2018, which require that documents filed through a person's electronic filing account contain the person's name on a signature block. Effective January 1, 2012, former Local Rule 5.11 became Local Rule 5-7.