

Dear Point and Click, I have some questions about signature requirements for the Court's electronic filing (CM/ECF) System.

Question 1: Am I required to include a scanned image of my signature when filing a document electronically?

Answer 1: You are not. Local Rule 1001-2 addresses filing requirements for the court's Case Management and Electronic Case Filing System (CM/ECF). Paragraph (e)(1) of the Local Rule addresses signature requirements. The rule specifies that the CM/ECF user's login and password serve as the attorney's signature. However, the name of the filing attorney whose login is being used must appear on the signature line, preceded by "/s/."

Question 2: I received a call that my signature does not match the login. What does this mean?

Answer 2: The electronic signature requirements for the filing attorney in Local Rule 1001-2 include two elements, both of which must be present to have an appropriately signed, electronically filed paper. First, the login and password act as a signature, and second, the name of the filing attorney must appear on the signature line, preceded by "/s/." When the attorney's login is used for filing and does not match the name that appears on the signature line, the electronically filed paper does not meet both of the Local Rule's signature requirements. When such a situation occurs, you may be requested to refile the paper using a login that matches the name on the signature line or refile the paper with a name on the signature line that matches the login being used.

Question 3: What about client signatures?

Answer: Attorneys may file papers, signed by their clients, by including a scanned paper bearing the client's signature or, subject to the retention requirements of paragraph (f) of Local Rule 1001-2, by typing the client's name preceded by "/s/" where the signature would otherwise appear.

Question 4: Are there provisions that address papers that require more than one signature such as consent motions?

Answer: Yes, Local Rule 1001-2(e)(3) addresses this issue. Electronic papers that require the signature of more than one party may be filed by submitting a scanned document that contains all of the required signatures or by including an attestation that consent has been obtained from each of the parties whose electronic signature appears on the document. The attestation may be included after the signature block of the additional signatory or may be attached as a declaration. An acceptable form of attestation is: “Filer’s Attestation: Pursuant to Local Rule 1001-2(e)(3) regarding signatures, [name of filing attorney] attests that concurrence in the filing of this paper has been obtained.”