

United States Bankruptcy Court
Central District of California

**Court Manual Section 3.4 – CM/ECF Procedures
Effective December 1, 2017**

3.4 Signatures

(a) Registered CM/ECF User.

- (1) Use of Login and Password. The use of a registered CM/ECF User's login and password to file or lodge a document electronically constitutes the signature of the registered CM/ECF User on the document being electronically filed.
- (2) Use of "/s/". The signature of the registered CM/ECF User on electronically filed documents shall be denoted by "/s/," followed by the registered CM/ECF User's name, on the signature lines where such signatures are required or applicable.

(b) Debtor or Party Other than CM/ECF User.

- (1) Handwritten (Holographic) Signatures. Except as set forth in paragraphs (a)(1) and (c), every signature by a debtor or party on a document to be filed or lodged must be handwritten in ink (holographic). The handwritten signatures must be included in the electronic (.pdf) version of any document filed or lodged through CM/ECF by either:
 - i. Scanning the entire signed document; or
 - ii. Scanning the executed signature page(s) and inserting the executed signature page(s) at the appropriate location(s) within the document.

Under no circumstances may a reproduction of the same holographic signature be used on multiple pages or in multiple documents. Scanned executed signature pages may not be filed as a stand-alone document. Each page that bears the signature of a person must actually have been signed by the person whose signature appears on the page.

- (2) Signatures Received by Facsimile or .PDF. Registered CM/ECF Users that receive signed documents by facsimile or .pdf to be filed or lodged through CM/ECF may include the facsimile or .pdf signature page in the electronic (.pdf) version of the document filed through CM/ECF using the guidelines in Section 3.2 (b)(1). The filer must promptly obtain the original signed document bearing the signer's original holographic signature and comply with the retention requirement in this procedure.
 - (3) Retention Requirement. Whenever a holographic signature is required, the registered CM/ECF User must maintain the executed original of any filed document for a period of five years after the closing of the case or adversary proceeding in which the document is filed, and must make the executed original available for review upon request of the court or other parties.
- (c) **Employee of Registered CM/ECF User.** When filing a document through CM/ECF, an employee of a registered CM/ECF user may sign a proof of service or certificate of service by typing "/s/" followed by the employee's name on the signature line where such signature is required.