

### 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 shall constitute the signature of the registered CM/ECF User on the document being electronically filed. ~~The attorney shall sign a true and correct hard copy of the document before the electronic version of the same has been 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. ~~Failure to denote "/s/," followed by the registered CM/ECF User's name, on applicable signature lines shall constitute a failure to sign the documents on such signature lines. If, in addition, the registered CM/ECF User is an attorney, the use of the registered attorney's login and password to file a document electronically is a substitute for a holographic signature of that attorney on that document under FRBP 9011 and LBR 1002-1(b)(2).~~
- ~~(3) Virtual Documents. The use of the trustee's CM/ECF User login and password shall constitute the trustee's signature on a virtual document. A virtual document that is a court notice or order entered by the court shall be deemed signed by the individual whose name appears as Judge or Clerk of the Court.~~
- ~~(4) Retention of Original Signatures. The registered CM/ECF User electronically filing the document shall maintain the executed original of the document for a period of five years after the closing of the case or adversary proceeding in which the document is filed, and shall make the executed original available for review upon request of the court or other parties.~~

(b) Debtor or Other Parties Represented by Registered 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:

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- 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.

~~(1) Use of "/s/". The signature of the debtor or other represented party on electronically filed documents shall either be an original signature or be denoted by "/s/," followed by the debtor's or other party's name, on the signature lines where such signatures are required or applicable. Failure to denote "/s/," followed by the debtor's or other represented party's name, on applicable signature lines shall constitute a failure to sign the documents on such signature lines. The debtor or other represented party shall sign a true and correct hard copy of the document before the electronic version of the same has been electronically filed.~~

~~(2) Electronic Filing Declarations Requirement. Documents filed electronically using the CM/ECF system, that are signed by an individual debtor(s) or other represented party using a "/s/" for signature, must be accompanied by a scanned copy of an Electronic Filing Declaration (Individual) signed by the debtor(s) or other represented party, and the attorney, or an Electronic Filing~~

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~~*Declaration of Authorized Signatory (Non-Individual)* if the debtor is a corporation or partnership. Failure to submit an Electronic Filing Declaration constitutes a failure by the debtor or other party to sign in the locations indicated by “/s/.” A Bankruptcy Petition electronically filed by an attorney through CM/ECF must be accompanied by an *Electronic Filing Declaration*, even if the Bankruptcy Petition has been scanned with original signature(s).~~

~~(3) Retention of Original Signatures. The attorney or other CM/ECF User electronically filing such documents shall maintain the executed original of the Declaration for a period of five years after the closing of the case or adversary proceeding in which the document is filed, and shall make the executed original of the Declaration available for review upon request of the court or other parties.~~

~~**(c) Party Other Than Registered CM/ECF User, Debtor, or Other Party Represented by Registered CM/ECF User.**~~

~~(1) Image of Signature. Documents that require the verified signature of a party other than the registered CM/ECF User who is electronically filing the document, the debtor(s), or other party represented by registered CM/ECF User shall be electronically imaged using scanning technology and electronically filed in portable document format (.pdf) as specified by the Clerk of Court.~~

~~(2) Verification of Documents. The use of the registered CM/ECF User’s login and password by the attorney electronically filing the document is the attorney’s representation that the document being filed is a true and correct copy of the original document bearing such other individual’s signature.~~

~~(3) Retention of Original Signatures. The registered CM/ECF User electronically filing the document shall maintain the executed original of the document for a period of five years after the closing of the case or adversary proceeding in which the document is filed, and shall make the executed original available for review upon request of the court or other parties.~~

~~**(d) Documents with Multiple Signatures (i.e., Stipulations, etc.).** Documents requiring the signatures of more than one party, such as a stipulation, must be electronically filed as follows):~~

~~(1) Verification of Content of Document. The attorney electronically filing the document shall initially confirm that the content of the~~

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~~document is acceptable to all persons required to sign the document by obtaining their original signatures on the document.~~

- ~~(2) Image of Signatures. The document containing the original signatures shall be imaged using scanning technology and electronically filed in portable document format (.pdf).~~
- ~~(3) Retention of Original Signatures. The attorney electronically filing the document shall maintain the executed original for a period of five years after the closing of the case or adversary proceeding in which the document is filed, and shall make the executed original available for review upon request of the court or other parties.~~

**(e)(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.

~~An employee of a registered CM/ECF User who has a CM/ECF password may submit an electronic signature solely for the purpose of verifying proofs of service of documents. The signature of the employee on the proof of service shall be denoted by “/s/,” followed by the employee’s name on the signature line where such signatures are required or applicable. The registered CM/ECF User whose password was used to electronically file or lodge the document is responsible for the accuracy of the verification.~~