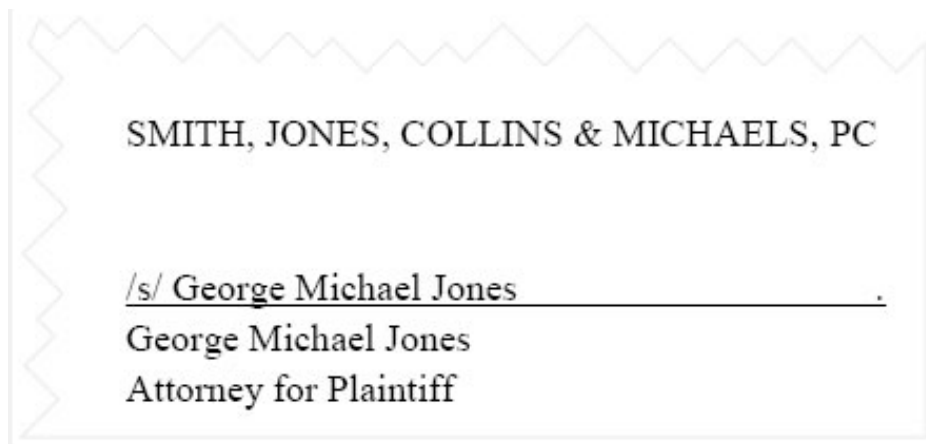


Use /s/ for an Electronic Signature on Pleadings and Documents

Attorneys may use an electronic signature instead of scanning a document with their written signature.* Signing documents in this manner helps save time as it avoids the need to print out a document, sign it, and then scan it again to e-File. Although, a scanned, written signature is also sufficient for e-filing.

An attorney may sign the document with a /s/ and their typed name on the document's signature line. However, filers will want to keep a paper copy with a physical signature on hand for court requests.



For printed documents, attorneys may sign the signature line as normal. Then scan the document, and save it as **PDF** to file it electronically.

**While most courts allow placing /s/ before a name on the signature line; each court in each state may have different electronic signature requirements. Be sure to review any state and local court rules before filing your documents.*