

## ~~C. SIGNATURES.~~

~~(c) Filing Attorney Signature, Generally. Block Requirements.~~ The combination of the ECF User ID and Password ~~serves as~~constitutes proper authentication for the signature of the filing attorney for all electronic documents, as well as for the purposes of the federal rules, and any other purpose for which a signature is required in connection with proceedings before the Court. The proper format for entering an attorney's signature on a pleading or other document is:

s/ [type attorney name here]

Attorney Name

Attorney Bar Number: ~~12345~~

Attorney for (Plaintiff/Defendant)

ABC Law Firm

123 South Street

Milwaukee, WI 53202

Telephone: (414) 123-4567

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E-mail: [attorneyname@law.com](mailto:attorneyname@law.com)

## ~~2. Non Attorney(d) Signature, Generally.~~

~~— a. If the original document requires the~~ Methods for Electronic Documents. The following methods may be used to obtain the electronic signature of a ~~non-attorney~~person other than the filing attorney ~~must~~for purposes of a court filing:

~~— (1) obtain the~~

(1) A scanned image of the originally signed document containing a wet ink signature of, in which case the document should be text searchable;

(2) An image with a digital signature from a software program that creates a secure electronic signature that uniquely identifies the non-attorney signer and ensures both the original document;

~~— (2) electronically file the~~authenticity of the signature and that the signed document indicating the signatory in the following format: “s/Signatory Name”;

~~— (3) maintain the original~~has not been altered or repudiated; or

(3) A document in paper form until with an “s/”, followed by the printed name of the signer when:

(A) The Filing User obtained the signer's signature by an authorized signature method provided in subsections (d)(1)-(2) of this

rule; or

(B) The Filing User obtained the signer's written permission to use the signer's electronic signature. For purposes of this rule, written evidence of permission includes email correspondence.

(e) Retention Requirements for Electronic Signatures. A Filing User must retain the signed document or evidence of permission to use the electronic signature for at least one year ~~has passed~~ after the time period for appeal expires; and

~~—(4)case is closed and all appeals have been exhausted. On receipt of a request from the Court or a party, the Filing User must provide the original document for review upon request of the judge~~ Court or other parties in the case a copy of the signed document or evidence of permission to use the electronic signature.

~~—b.— If the Clerk's Office receives documents contain the original signature of a criminal defendant, a third-party custodian, a United States Marshal, an officer from the U.S. Probation Office, or some other federal officer or agent, the Clerk's Office will scan the document, upload it into ECF, and except as otherwise provided, dispose of the document as described in II.A.6 of these policies and procedures.~~

~~3.— Multiple Signatures. If the original document requires two or more signatures, the filing attorney must:~~

~~—a.— confirm that the content of the document is acceptable to all persons required to sign the document;~~

~~—b.— obtain the written authorization of each signatory for entry of their signature on the document;~~

~~—c.— file the document electronically with the signatures of all persons entered in the format set forth in Section II.C.1 of these procedures;~~

~~—d.— maintain the written authorization of each signatory until one year has passed after the time period for appeal expires; and~~

~~—e.— provide the written authorization of each signatory for review upon request of the judge.~~

4.—(f) Notary Signatures. If the original document requires notarization, the filing attorney must:

(1) —a.—obtain Obtain the signature of ~~the~~ a Notary Public on the original document; and

~~—b.—electronically~~

(2) Electronically file the document indicating the Notary Public's Certificate of Notarial Acts with their signature typed in the following format: "s/Notary Name".

**Committee Comment** This Rule supersedes the previous guidelines set forth in the Clerk's ECF Policies and Procedures, II., C., (E.D. Wis). Please refer to the current policies and procedures for additional filing information. Former subparagraph C.3 of the ECF Policies and Procedures relating to multiple signatures is eliminated as unnecessary as this Local Rule authorizes the same signing options for single or multiple signatures.