

ITEM 2.1.8 | ELECTRONIC SIGNATURES

2.1.8.1 Signatures of Registered Users

A submission by a registered user is not required to bear the electronic image of the handwritten signature or an encrypted signature of the filer. Electronic signatures may be used in place of a handwritten signature unless otherwise prohibited by law. The information contained in the signature block shall meet the following required elements defined in Fla. R. Gen. Prac. & Jud. Admin. 2.515. Electronic signature formats of s/, /s or /s/ are acceptable.

Attorney Example

s/ John Doe

Bar Number 12345

123 South Street

City, FL 12345

Telephone: (123) 123-4567

E-mail Address

Self-Represented Example

s/ Jane Doe

123 North Street

City, FL 12345

Telephone: (123) 123-4567

E-mail Address

2.1.8.2 Multiple Attorneys of Record Signatures

When a filing requires the signature of two or more attorneys of record:

- The filing attorney shall initially confirm that the content of the document is acceptable to all attorneys required to sign the document and shall obtain the signatures of all attorneys on the document. For this purpose, physical, facsimile, or electronic signatures are permitted.
- The filing attorney then shall file the document electronically, indicating the signatories, (e.g., "s/ Jane Doe," "/s John Smith," "/s/ Jane Doe Smith," etc.) for each attorney's signature.



2.1.8.3 Judge Signature

Judges are authorized to electronically sign all orders and judgments. If digitized signatures of judges are stored, they are to be placed at a minimum 256-bit encryption and protected by user authentication.

2.1.8.3.1 Security

An electronic signature of a judge shall be accompanied by a date, timestamp, and the case number. The date, time stamp, and case number shall appear as a watermark through the signature to prevent copying the signature to another document. The date, time stamp, and case number shall also appear below the signature and not be obscured by the signature. When possible or required, the case number should be included also. Applications that store digitized signatures must store signatures in compliance with FIPS 140-2.

2.1.8.3.2 Functionality

The ability to affix a judicial signature on documents must include functionality that will improve the process. This functionality at a minimum should include the following:

- The ability to prioritize documents for signature.
- Allow multiple documents to be reviewed and signed in a batch in addition to individually.
- The judge must have the ability to review and edit, reject, sign and file documents.
- Have a standard signature block size on the document.
- Allow forwarding of queued documents to another judge for signature if the primary judge is unavailable.
- After documents are signed or rejected, they should be removed from the queue.
- Have the ability to electronically file the signed documents into the case management system to be electronically distributed to all appropriate parties.



2.1.8.3.3 Clerk Signature

Unless otherwise required by law, Clerks and Deputy Clerks are authorized to electronically sign any documents that require the signature of the clerk, subject to the same security requirements that apply to a judge's signature under standard 2.1.8.3.

