



## **I.R.E.F.S. 9. Electronic Signatures**

### **Idaho Rules for Electronic Filing and Service**

#### **Rule 9: Electronic Signatures**

**(a) Forms of electronic signature.** A document may be electronically signed by:

- (1) inserting a digital image of the signing person's handwritten signature into the document;
- (2) scanning the signing person's handwritten signature after the document has been signed;
- (3) using a signature block that includes an "/s/" before the signing person's typed name. An example of a signature block with "/s/" is:

/s/ John Q. Smith

JOHN Q. SMITH

If a person other than a party or their attorney signs their name preceded by "/s/," a duplicate of the document must be conventionally signed by the same person. The duplicate must be kept by the attorney or party that submitted the document through the end of the time to appeal or the determination of an appeal, if filed.

**(b) Judge's signature.** Electronically filed documents signed by the court must be scanned or electronically produced so the judge's original signature, or a digital image of the judge's signature, is shown. But a temporary custody order, order of removal, order to prevent removal, and summons issued after office hours, during the weekend, or on a holiday under Idaho Court Administrative Rule 100(b)(3), Idaho Court Administrative Rule 101(b)(3), Idaho Juvenile Rule 34(c), or Idaho Juvenile Rule 34A(c), may be signed with an electronic or digital signature. This signature must have protective features, including embedded information, qualification, identity verification, or cryptographic security.

**(c) Conventionally signed documents.** To file a conventionally signed document the filer must:

- (1) scan and OCR (Optical Character Recognition) the document; or
- (2) create a Word document that substitutes the /s/ signature block in place of the handwritten signature(s) and convert that document to a PDF. If the signature replaced is that of opposing counsel or a third-party the filer must keep the conventionally signed document or a scanned copy through the end of the time for appeal and determination of an appeal, if filed.
- (3) A notary public's signature and stamp may be submitted under the process outlined in subsection (c)(2) above. The version submitted electronically by the filer may replace the notary seal stamp with either the electronic image of their seal or "[Notary Seal]." The filer must keep the conventionally signed document or a scanned copy through the expiration of the time for appeal and determination of



an appeal, if filed.

*(Adopted April 15, 2019, effective July 1, 2019; amended April 30, 2024, effective April 30, 2024; amended September 30, 2024, effective October 1, 2024; amended effective January 24, 2025; amended June 30, 2025, effective July 1, 2025)*

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