



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 party's handwritten signature into the document; or
- (2) scanning the individual's handwritten signature after the document has been signed; or
- (3) using a signature block that includes the typed name of the individual preceded by a "/s/" in the space where the signature would otherwise appear. An example of a signature block with "/s/" is:

/s/ John Q. Smith

JOHN Q. SMITH

If the person signing is not either an attorney representing a party in the case or a party in the case and the document is signed using the person's name preceded by "/s/," a duplicate of the document must be conventionally signed by the person signing and maintained by the attorney or party submitting the document until the expiration of the time to appeal or the determination of the appeal, whichever is longer.

(b) Judge's signature. All electronically filed documents signed by the court must be scanned or otherwise electronically produced so the judge's original signature or a digital image of the judge's signature is shown; provided, however, a temporary custody order, or order of removal and summons issued after office hours, during the weekend, or on a holiday pursuant to Idaho Court Administrative Rule 100 (b)(3) or Idaho Juvenile Rule 34, respectively, may alternatively be signed with any reliable type of electronic or digital signature that has built-in protective features, including embedded information, qualification, identity verification, or cryptographic security.

(c) Conventionally signed documents. To file a document that was conventionally signed, the filer must either:

- (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 then the filer who submitted the document must maintain the conventionally signed document or a scanned copy of the conventionally signed document until the expiration of the time for appeal or determination of the appeal.
- (3) A notary public's signature and stamp may be submitted pursuant to the process outlined in



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subsection (c)(2) above. The version submitted electronically by the filer may replace the actual notary seal stamp with either the electronic image of their seal or “[Notary Seal].” The filer who submitted the document must maintain the conventionally signed document or a scanned copy of the conventionally signed document until the expiration of the time for appeal or determination of the appeal.

(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)

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