



## Oregon Judicial Department: Upcoming Changes to Electronically Signed Documents

Beginning Monday, November 16, 2015, all Oregon Circuit Courts using the Oregon eCourt system will affix the name and title of the individual electronically signing a document below the signature line. This will ensure compliance with UTCR 2.010(12)(a).

All documents (e.g. proposed orders, judgments, writs, etc.) submitted to the court for signature on or after November 13, 2015 must comply with UTCR 21.040(3). This includes having a blank space of not less than 1.5 inches and a blank signature line following the last line of text, to allow space for judicial signature. There should be no title or name listed underneath the line, such as "Circuit Court Judge". You can find the 2015 version of the Uniform Trial Court Rules here:

<http://courts.oregon.gov/OJD/programs/utcr/Pages/utcrrules.aspx>.

### What do I need to do?

If you currently have a template that you use to create documents that will be signed by the court, such as proposed orders or proposed judgments, change your template to ensure the appropriate amount of space before the signature line and remove any title/name information from below the signature line. Be sure that there is blank space of not less than 1.5 inches and a blank line following the last line of text.

On or after November 13, 2015, ensure there is no name or title below the signature line when submitting a document that needs a signature from the court.

### Is there an example available?

Yes, an example can be found under UTCR 21.040(3) which has been provided below:

Example:

Petitioner's motion for a stay is granted. The proceedings in this action are held in abeyance pending further notification from petitioner of completion of the conditions set out in this order.

*(at least 1.5 inches of blank space following last line of text)*

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Questions can be directed to Daniel Parr, OJD Communication and Outreach Manager at [daniel.parr@ojd.state.or.us](mailto:daniel.parr@ojd.state.or.us).