

## Signatures on E-Filed Documents

The use of the Authorized E-Filer's login and password, combined with the use of the s/[typed name] in the signature line of an E-Filed document shall constitute the Authorized E-Filer's Electronic Signature on all E-Filed documents in accordance with Rule 11, SCRPC. The Authorized E-Filer shall also provide other identifying information, including the name, physical address, telephone number, and email address of the E-Filer, along with the E-Filer's South Carolina Bar Number. For example:

s/John Doe  
S.C. Bar No. 12345  
Attorney for the Plaintiff  
1234 Any Street  
Columbia, SC 29201  
803-555-0111  
name@email.com

## Documents Requiring Multiple Signatures

Where a document requires the signatures of more than one Authorized E-Filer, the document may be E-Filed by a single Authorized E-Filer. The Authorized E-Filer may insert the Electronic Signature(s) of the other Authorized E-Filer(s) if the E-Filer obtains written consent, which may be in the form of a letter, e-mail, or facsimile. The E-Filed document containing the Electronic Signature(s) shall affirmatively state that the E-Filer has obtained the required consent.

## Signatures of Persons Other than Authorized E-Filers

Documents containing the signature of persons other than Authorized E-Filers, including affidavits, other notarized or signed documents, or proposed consent orders, must be E-Filed as a scanned PDF.

## Signing of Orders

Orders shall be electronically filed by the court or court personnel. Judges or court personnel authorized to sign orders shall utilize an electronic signature page for the electronic signing of all orders, including any form orders. Where signed by a judge, the signature on the electronic signature page shall include the individual judge's code assigned by Court Administration and the s/[typed name] of the judge as an electronic signature. Electronically signed and filed court orders and judgments shall have the same force and effect as if the judge had affixed a written signature to a paper copy of the order.

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### Note

The information in this reference guide is taken from the *South Carolina Electronic Filing Policies and Guidelines*.

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