

EIGHTH JUDICIAL DISTRICT

ADMINISTRATIVE POLICY

ELECTRONIC SIGNATURE (ESIGN) FOLDER PROCEDURES

On December 13, 2019, the Eighth Judicial District Judges adopted the following standards for the electronic signature (eSign) folder process.

Court Administration will save proposed orders or requests for judicial determination in PDF format to the appropriate judge's eSign folder.

In the following instances, court administration will save a copy of the supporting documentation to the judge's eSign folder:

- Harassment Restraining Order will be accompanied by the HRO petition
- Order for Protection Order will be accompanied by the OFP petition
- Order on attorney applications will be accompanied by the application for attorney
- Proposed pretrial or probation violation orders for hearings or warrants will be accompanied by the pretrial or probation violation report
- Probation requests for jail deferrals/execution of stayed time will be accompanied by the probation officer's recommendation, if separate documents

If the judge is located in the county where the following petitions/applications are received, the proposed order and supporting documents may be provided to the judge in paper format:

- Attorney applications (public defender and court-appointed) with proposed order
- Harassment Restraining Orders with petition
- Orders for Protection with petition

In all other instances, court administration will save the proposed document for review only to the eSign folder.

Naming Convention

The document will be named in a consistent manner, consisting of court file number, brief case identification, followed by description of document (i.e. 06-CR-19-1 Smith Cont Request).

Once the judge has signed the proposed document, s/he will place “xx” prior to the beginning of the title (i.e. xx06-CR-19-1 Smith Cont Request). Once the judge has signed the proposed document, the judge will delete the unsigned document from their eSign folder.

Time Sensitive Matters

If the proposed document is time sensitive, court administration will add two “!!” in front of the document name in the judge’s eSign folder (i.e. !!06-CR-19-1 Smith Cont Request). This will bring the matter to the judge’s attention when reviewing the eSign folder for urgent matters. Court administration will send an email to the judge and their assigned court reporter alerting them of the time-sensitive matter that requires attention.

Once the judge signs the proposed document, s/he will add two “xx” in front of the file name (i.e. xx!!06-CR-19-1 Smith Cont Request), and either the judge or the court reporter will respond to the initiating email that the matter has been signed. The judge will delete the unsigned proposed document from the eSign folder.

Time to Review Guidelines

Judges and court administration staff will review and respond to the proposed order or request as soon as reasonably possible. If the matter is identified as time sensitive, the judge will respond within one business day to the extent possible. Court administration staff will process the judge’s response to the time sensitive matter as soon as possible, within the same business day to the extent possible.

Non-time sensitive matters will be reviewed as time permits for the judge, with a suggested guideline of a response within two weeks of submission. Court administration staff will process the signed orders or documents within five business days of the judge’s decision.

If the judge is researching the matter or needs additional information, s/he can request court administration place a note in the file as to what is needed before the document can be signed. This will assist court administration respond to inquiries from case parties as to the status of unsigned documents submitted to the judge for review.

Under Advisement Orders

Orders issued following a matter that was placed under advisement with the judge will be given processing priority by court administration. When the judge has signed an order that was under advisement, the judge (or their designee) will email the centralized processing unit or local court administration to notify them that the order has been signed. If the order is for a district centralized unit, local staff will move the order to the centralized processing unit’s folder and send an email notification to the appropriate centralized team.

eSign Subfolders

Subfolders within each judge’s eSign folder will be limited. The subfolders may have future hearing dates for proposed orders related to an upcoming hearing. If a judge chooses to have other working subfolders within their eSign folder, s/he is responsible to move the proposed order to their appropriate working folder. Once the matter has been signed, the judge will save the signed version to their general eSign folder and delete the unsigned version from their

working subfolder. Multiple subfolders result in delayed processing as court administration staff are required to search a multitude of locations for signed orders several times throughout the day.

Date:



Dwayne Knutsen
Chief Judge
8th Judicial District