

	<b>CLERK OF THE COURT INTERNAL POLICY</b>	
	<b>Area: ODIR</b> <b>Document Number: POL-ODIR-1007</b> <b>Subject: Securing Signature Stamps Used for Hand Filing-In of Documents</b>  <b>Page: 1 of 2</b>	<b>Effective Date: 6/06/05</b>  <b>Revision Level: B</b> <b>Last Revised Date: 3/03/15</b>

**PURPOSE:**

It is the purpose of this policy to specify the usage and security of hand held filed-in signature stamps being used by all Clerk of the Superior Court (COSC) staff for the purpose of filing in documents.

**POLICY:**

All hand held filed-in signature stamps **MUST** be kept in a secured place when not in use by the Deputy Clerk. Loss of the stamp or access to it by persons other than the authorized Deputy Clerk shall be immediately reported to the employee's supervisor. All signature stamps, including electronic clock name plates, must be surrendered upon termination of employment with the COSC.

Signature stamps are authorized for use ONLY by the individual whose signature appears on the stamp name plate. A signature stamp is legally valid when applied by the person whose signature is displayed.

When affixing the FILED stamp to a document, it should be placed in the upper right-hand corner of the document approximately 1" from the top and 1" from the right hand side of the document. This is in accordance with guidelines established for imaging purposes and in accordance with Rules of Civil Procedure 10(d). If adequate space is not available on the document in the upper right-hand corner, it is acceptable to affix the FILED stamp in an open space along the right margin of the document. It is critical that the Filed Stamp and all related information, signature, date and time, be legible.

**APPLICABILITY:**

This policy applies to all Deputy Clerks in the COSC.

**DEFINITIONS:**

**Secured:** Stamps must be placed in a locked container or a location that is not accessible by the public or would allow the potential use by a person other than the Deputy Clerk.



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**REVISION HISTORY:**

Revision Number	Issuing Authority	Summary of Changes	Approval Date
-	N/A	Document Origination	6/06/05
A	Nancy Rodriguez	Revised	3/03/15
B	Christine Kelly	Updated to Controlled Document Index	4/24/15

**AUTHORIZED SIGNATURES:**

Issuing Authority:

  
Christine Kelly  
Chief Deputy

Approving Authority:

  
Michael K. Jeanes  
Clerk of the Superior Court

Date Signed: 7/16/15