



Tucson City Court Administrative Order

SUBJECT PROHIBITED USE OF PRE-SIGNED DOCUMENTS	NUMBER 80-8	PAGE 1 of 1
	PAGE ISSUE DATE August 29, 2002 REVISED DATE January 14, 2013	

I. PURPOSE

The purpose of this policy is to prohibit the use of pre-signed forms, copied signatures, or signature stamps, on judgments, sentence orders, court orders, or rulings where a judicial officer's original signature is required. A magistrate's original signature on orders and documents requiring judicial decisions will help ensure that court staff are not performing judicial functions. The magistrate's original signature implies a review and decision by a magistrate not court staff.

II. POLICY

All court documents requiring original signatures such as but not limited to judgments, sentence orders, court orders, or rulings will have an original signature from the magistrate issuing the judgment, ruling, or order. Signature stamps can only be used to prepare conformed copies after original orders are issued.

III. IMPLEMENTING INSTRUCTIONS

- A. All administrative staff will cease using signature stamps to issue judgments, sentence orders, court orders, or rulings.
- B. All administrative staff will cease using pre-signed forms or forms with copied signatures in the preparation of judicial orders, judgments, sentences, or rulings.
- C. All Magistrates will provide original signatures on documents requiring original signatures such as judicial orders, judgments, sentences, or rulings. Magistrates will cease providing pre-signed forms or forms with copied signatures to administrative staff for use where a magistrate's original signature is required.

REVIEW RESPONSIBILITY: The Presiding Magistrate or designee will review this Court Administrative Order for revision or deletion every two years or as needed.



PRESIDING MAGISTRATE

1/29/13

DATE