

**LBR 9011.4**  
**SIGNATURES**

- (a) [Reserved]
- (b) **Signing of Pleadings by Unrepresented Parties.** The original of every pleading, motion or other paper filed by a party not represented by an attorney must bear the genuine signature of the unrepresented party.
- (1) Petitions, lists, schedules, statements, amendments, pleadings, affidavits, and other documents which must contain original wet ink signatures or which require verification under Fed. R. Bankr. P. 1008, or an unsworn declaration as provided in 28 U.S.C. § 1746, may contain, in lieu of the original wet ink signature, a copy, or digitally scanned image, of the original document containing a wet ink signature of the unrepresented party.
  - (2) Stamped signatures or signatures created by use of special software programs for electronic signatures, such as DocuSign and Sign Easy, are not acceptable as signatures of an unrepresented party.
  - (3) If an unrepresented party submits a document that does not bear a genuine signature, the unrepresented party may promptly cure the defect by completing and signing the Declaration Regarding Filing form in conformity with the instructions on the form. The form is available on the Forms page of the court website. Failure to cure the defect may result in the court treating the document as unfiled.
- (c) **Signing of Pleadings by Attorney for Parties.** The original of every pleading, motion or other paper filed by an attorney must bear the genuine signature of at least one attorney of record and comply with D. Kan. Rule 5.1(c) as to form. The following are exceptions to D. Kan. Rule 5.1(b) and they apply only to documents filed by attorneys in bankruptcy cases in this District:
- (1) Petitions, lists, schedules, statements, amendments, pleadings, affidavits, and other documents which must contain original wet ink signatures or which require verification under Fed. R. Bankr. P. 1008, or an unsworn declaration as provided in 28 U.S.C. § 1746, may contain, in lieu of the original wet ink signature, the signature forms described herein:
    - (A) A copy, or digitally scanned image, of the original document containing a wet ink signature; or
    - (B) An image with a signature captured electronically at the time of document creation, or signatures created and verified by use of special software programs for electronic

signatures, such as DocuSign or Sign Easy.

(2) An attorney's electronic filing of such a document with the signature form described above will constitute a certification by the attorney that:

- (A) the filing attorney transmitted the entire document to the attorney signatory(ies) for review and signature, and received express authorization from the attorney signatory(ies) to file the document; and
- (B) the filing attorney transmitted the entire document to any non-attorney signatory(ies) (or to their counsel) for review and signature, communicated with any nonattorney signatory(ies) who is represented by the filing attorney regarding the substance and purpose of the document, received the signature of any non-attorney signatory(ies), and, at the time of electronic filing, is in possession of an image format, facsimile, or software-assisted signature of the document from the non-attorney signatory(ies).

**(d) Contact Information and Bar Registration Numbers.**

(1) *Requirements for Unrepresented Parties and Attorneys.* Each party or attorney signing papers submitted for filing must include the signer's:

- (A) name;
- (B) address;
- (C) telephone number; (D) facsimile number; and (E) e-mail address.

(2) *Additional Requirements for Attorneys.* Each attorney signing a document must also include the attorney's state supreme court registration number, or, in cases where the attorney is not admitted to practice in Kansas, its equivalent. Attorneys admitted from the Western District of Missouri by reciprocal admission must include their Kansas District Court registration number.

(3) *Duty to Update Contact Information.* Each attorney or unrepresented party must notify the clerk in writing of any change of address or telephone number. Any notice mailed to the last address of record of an attorney or an unrepresented party is sufficient notice.

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As amended 3/17/22 (formerly S.O. 20-2), 3/17/19, 3/17/10, 3/17/09, 3/17/05.