



## **Frequently Asked Questions Regarding The Filing of Electronically Signed Documents**

The Judicial Branch has begun to accept the filing of electronically signed documents in certain situations pursuant to state statute, the Practice Book and Branch policy. Below is a guide to questions that have been raised by the new practice.

### **Under what authority is this acceptance permitted?**

Connecticut General Statutes Section 51-193c (a) permits the Judicial Branch to accept the electronic filing of documents in criminal matters. Further, Practice Book Section 4-4 provides that papers may be filed, signed or verified by electronic means that comply with standards established by the Office of the Chief Court Administrator. Those standards may be found in Section 4E of the “Procedures and Technical Standards for E-Services” at:

<http://www.jud.ct.gov/external/super/e-services/efile/start.htm>.

### **What law enforcement agencies may file electronically signed documents?**

Only law enforcement agencies that have entered into a Memorandum of Agreement with the Judicial Branch may file electronically signed documents. A list of law enforcement agencies that have the signed MOA is available at: [http://www.jud.ct.gov/Law\\_Enf\\_Agencies/](http://www.jud.ct.gov/Law_Enf_Agencies/). Please remember that the list is subject to change as new agencies sign on.

### **How are these signatures authenticated?**

The Judicial Branch’s policy details specific safeguards and procedures the each law enforcement agency must use including: each officer assigned a unique, unshared set of credentials; a complex password which must be updated annually; the use of advanced encryption standards on network traffic; the requirement that all signature information be stored on the agency’s server not on the laptop or desktop of the officer and the agency’s database must store a pdf copy of the document once it is signed. The “Law Enforcement Electronic Signature Procedures and Technical Standards” can be found at

[http://www.jud.ct.gov/external/super/E-Services/eSig\\_LawEnf\\_111312.pdf](http://www.jud.ct.gov/external/super/E-Services/eSig_LawEnf_111312.pdf).

### **Must Oaths still be taken in person?**

Yes, oaths still must be taken in person. Any document signed electronically which requires the administration of an oath by an officer must be in compliance with Connecticut General Statutes Sections 1-22 through 1-25.

### **If I have more questions, where may I find a copy of the Judicial Branch’s Procedures and Technical Standards for E-Services?**

A copy of the full policy is available at:

<http://www.jud.ct.gov/external/super/e-services/efile/start.htm>.