purposes of Fed. R. Civ. P. 5(d)(1) and Fed. R. Crim. P. 49(b). See Civil L.R. 5.

C. SIGNATURES.

1.   Attorney Signature, Generally. The combination of the ECF User ID and Password serves as the signature of the attorney for all electronic documents, as well as for the purposes of the federal rules, and any other purpose for which a signature is required in connection with proceedings before the Court. The proper format for entering an attorney's signature on a pleading or other document is:

> s/ [type attorney name here]
> Attorney Name Bar Number: 12345
> Attorney for (Plaintiff/Defendant)
> ABC Law Firm
> 123 South Street
> Milwaukee, WI 53202
> Telephone: (414) 123-4567
> Fax: (414) 123-4567
> E-mail: attorneyname@law.com

2.   Non-Attorney Signature, Generally.

a.   If the original document requires the signature of a non-attorney, the filing attorney must:

(1) obtain the signature of the non-attorney on the original document;

(2) electronically file the document indicating the signatory in the following format: "s/Signatory Name";

(3) maintain the original document in paper form until one year has passed after the time period for appeal expires; and

(4) provide the original document for review upon request of the judge.

b.   If the original document contains the signature of a criminal defendant, a third-party custodian, a United States Marshal, an officer from the U.S. Probation Office, or some other federal officer or agent, the Clerk's Office will scan the document, upload it into ECF, and except as otherwise provided, dispose of the document as described in II.A.7 of these policies and procedures.

3.   Multiple Signatures. If the original document requires two or more signatures, the filing attorney must:

a.   confirm that the content of the document is acceptable to all persons required to sign the document;

b.   obtain the written authorization of each signatory for entry of their signature on the document;

c.   file the document electronically with the signatures of all persons entered in the format set forth in Section II.C.1 of these procedures;

d.   maintain the written authorization of each signatory until one year has passed after the time period for appeal expires; and

e.   provide the written authorization of each signatory for review upon request of the judge.

4.   Notary Signatures. If the original document requires notarization, the filing attorney must:

a.   obtain the signature of the Notary Public on the original document; and

b.   electronically file the document indicating the Notary Public's Certificate of Notarial Acts with their signature typed in the following format: "s/Notary Name".

D. ORDERS.

1.   All orders and judgments will be entered electronically by the Court.

2.   The assigned judge may grant routine orders by a text-only entry upon the docket. In such cases, the text-only entry will constitute the Court's only order on the matter.

E. PROPOSED ORDERS

1.   Proposed orders are to be electronically filed as an attachment to a motion or stipulation. The motion or stipulation is not to be combined with the proposed order into one document. The proposed order is not to be filed as a separate document.

2.   In addition, the proposed order must be e-mailed, in a word-processing format (not PDF), to the assigned judge's chambers.

3.   The judges' e-mail addresses for proposed orders only are:

AdelmanPO@wied.uscourts.gov

CallahanPO@wied.uscourts.gov

ClevertPO@wied.uscourts.gov

DuffinPO@wied.uscourts.gov

GoodsteinPO@wied.uscourts.gov

GorencePO@wied.uscourts.gov

GriesbachPO@wied.uscourts.gov

JonesPO@wied.uscourts.gov

JosephPO@wied.uscourts.gov

PepperPO@wied.uscourts.gov

RandaPO@wied.uscourts.gov

StadtmuellerPO@wied.uscourts.gov

F. DOCKET ENTRY EVENTS.   The attorney electronically filing a pleading or other document is responsible for choosing the correct docket event from the docket event categories prescribed by the Court.