

*referenced documents that are directly germane to the matter under consideration by the court. Excerpted material must be clearly and prominently identified as such. The clerk may require parties to file additional excerpts or the complete document.*

**25.2.8 Sealed Documents.** *A Filing User may move to file documents under seal in electronic form if permitted by law, and as authorized in the court's electronic filing standards. The court's order authorizing or denying the electronic filing of documents under seal may be filed electronically. Documents ordered placed under seal may be filed traditionally in paper or electronically, as authorized by the court. If filed traditionally, a paper copy of the authorizing order must be attached to the documents under seal and delivered to the clerk.*

**25.2.9 Retention Requirements.** *The Filing User must maintain in paper form documents filed electronically and requiring original signatures, other than that of the Filing User, for 3 years after the mandate or order closing the case issues. On request of the court, the Filing User must provide original documents for review.*

**25.2.10 Signatures.** *The user log-in and password required to submit documents in electronic form serve as the Filing User's signature on all electronic documents filed with the court. They also serve as a signature for purposes of the FED. R. APP. P. 32(d) and 5TH CIR. R. 28.5, and any other purpose for which a signature is required in connection with proceedings before the court.*

*The Filing User's name under whose log-in and password the document is submitted must be preceded by an "s/" and be typed in the space where the signature otherwise would appear.*

*No Filing User or other person may knowingly permit or cause to permit a Filing User's log-in and password to be used by anyone other than an authorized agent of the Filing User.*

*Documents which require more than one party's signature must be filed electronically by:*

*submitting a scanned document containing all necessary signatures;*

*showing the consent of the other parties on the document; or*

*any other manner approved by the court.*

*Electronically represented signatures of all parties and Filing Users described above are presumed valid. If any party, counsel of record, or Filing User objects to the representation of his or her signature on an electronic document as described above, he or she must file a notice within 10 days setting forth the basis of the objection.*

**25.2.11 Notice of Court Orders and Judgment.** *The clerk will transmit electronically a Notice of Docket Activity to Filing Users in the case when entering an order or judgment. This electronic transmission constitutes the notice and service of the opinion required by FED. R. APP. P. 36(b) and 45(c). The clerk must give notice in paper form in accordance with those rules to a person who has not consented to electronic service.*