

**TRIAL COURT OF MASSACHUSETTS
HOUSING COURT DEPARTMENT**

STANDING ORDER 1-24

Authorizing use of electronic signatures by Housing Specialist Department

1. The Chief Justice of the Housing Court, pursuant to the statutory authority under G.L. c. 211B, § 10 and G.L. c. 185C, § 8A, hereby promulgates this Standing Order, which shall be effective March 18, 2024.
2. The ability for Housing Specialists to electronically sign mediation and other court-related documents on behalf of self-represented parties, first authorized under the Supreme Judicial Court's updated order "authorizing use of electronic signatures by attorneys and self-represented parties," adopted June 10, 2020, has proven to be useful and necessary for the Housing Court's efficient operation. In order to continue that process, this Standing Order 1-24 shall apply in all cases where a self-represented party or counsel participates in mediation services offered by the Housing Court's Housing Specialist Department (HSD), and as further set forth in paragraph 3.
3. A Housing Specialist may affix a self-represented party's, or counsel's, electronic signature to mediation and other court-related documents, provided that the self-represented party, or counsel, has reviewed and approved the content of such document(s) and has expressly authorized the Housing Specialist to take such action. After the self-represented party's, or counsel's, electronic signature has been affixed, the Housing Specialist should print "signed w/ approval, HSD," and sign, date, and print the Housing Specialist's name.
4. This Standing Order shall remain in effect until further order of the court, and may be rescinded, superseded, or amended, in writing, at any time.

SO ORDERED.

/s/ Diana H. Horan
Diana H. Horan, Chief Justice

Approved: February 5, 2024
Effective: March 18, 2024