

When Signatures Require Witnessing

This guide steps you through the Litera Transact process of adding witness blocks to signatures pages and sending them for signature.

Witness blocks can be added within the Litera Transact signature page template or using custom signature pages that include a particular style of signature and witness block that you want to follow.

The Litera Transact integration with DocuSign does not support eWitness (an advanced solution available in certain DocuSign plans) so signatures requiring witnessing should be sent for manual signature in Litera Transact.

Note: Alternatively, if your e-signature provider supports e-witnessing, you can download your signature packets from Transact and send the packets, or just the pages requiring e-witnessing, to the signer outside of Litera Transact.

Step 1: Create Signature Blocks for Signers and Assign Signers to Documents

You can find the detailed description for creating signature blocks and adding signers to documents in the [Manage Signatures Getting Started Guide](#) or in [this](#) help article.

Step 2: Create Signature Pages with Witness Blocks

There are two ways to set up your signature pages with witness blocks:

- Add a witness block by editing a signature page in Litera Transact – You can then save the page as a template for future use.
- Add your own custom signature page that includes a witness block.

Option 1: Create a signature page in Litera Transact

Litera Transact uses natural language processing to auto-select a formatted signature page template within your document. You can edit the signature page and add a witness block and then save it as a template.

To adapt the signature page to include a witness block:

1. Navigate to **Signatures > Pages**.
2. With the document selected on the left, click the **Templates** tab on the right and select **Standard Agreement**. Click **Apply Template** in the message displayed.

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- In the center area, hover over the blank page after the signature block and click **+Paragraph** to add a new paragraph.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the Effective Date.

GROUP NAME

SIGNATURE BLOCK

+ Paragraph

4. Click in the area and add the text for the witness block:

12
B
I
U
List icons
Text alignment icons
Quote icon

Undo
Redo
Letter Spacing
A
A^s
A_s
Strikethrough
Horizontal line
Normal
Delete icon

Witnessed: _____

Name: _____

Date: _____

5. Format your text using the standard tools displayed above the area you're editing. For example, indent the text and change the font.
6. When you have completed your edits, click outside the paragraph.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the Effective Date.

GROUP NAME

SIGNATURE BLOCK

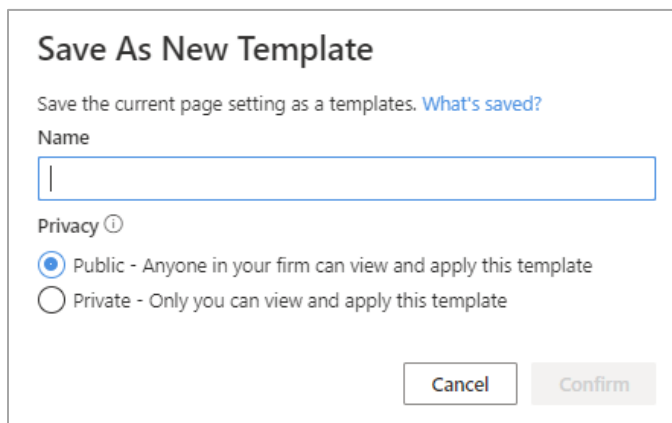
Witnessed: _____

Name: _____

Date: _____

Note: You can make other edits to the signature page and signature block using options in the **Page Design** and **Block Design** tabs. Refer to the [Manage Signatures Getting Started Guide](#).

7. In the **Templates** tab, click **Save as new**.

A dialog box titled "Save As New Template". Below the title is the text "Save the current page setting as a templates. [What's saved?](#)". There is a text input field labeled "Name" with a cursor inside. Below that is a "Privacy" section with a help icon. It contains two radio button options: "Public - Anyone in your firm can view and apply this template" (which is selected) and "Private - Only you can view and apply this template". At the bottom right are two buttons: "Cancel" and "Confirm".

Save As New Template

Save the current page setting as a templates. [What's saved?](#)

Name

Privacy ⓘ

☒ Public - Anyone in your firm can view and apply this template

☐ Private - Only you can view and apply this template

Cancel Confirm

8. Enter a name for the template and select whether the template will be public (available to anyone in your firm or a private template for your use only).
9. Click **Confirm**. The signature page with the witness block is saved as a template which you can use for another document or deal.

Option 2 – Upload a custom signature page

Using custom signature pages allows you to upload a standalone signature page or select a page from the document, if it is uploaded to the checklist. This is useful when you have a document with a particular style of signature page or you have a firm-wide style that you must follow.

To use a custom signature page:

1. Navigate to **Signatures > Pages**.
2. On the left, select the document from the dropdown and then select a signature group or signer assigned to the document. You can add a custom signature page for an entire signature group or an individual signer.
3. In the Custom Page area in the **Page Design** tab on the right, click **Upload Custom Page** or **Choose From Document**.
 - **Upload Custom Page:** Click **Choose a File**, browse to the signature page to upload and click **Open**, and then click **Save**.
 - **Choose From Document:** A preview of the pages in the selected document are displayed. Select the page you want to use as the signature page and click **Choose**.

The custom signature page is shown in the center area.

4. Drag and drop the required signature tabs **for the signer only** from the right panel into your signature page. You must tag at least the **Signature** tab onto a signature page to allow for automatic tracking. Do **not** tab the witness block.

The screenshot shows a document editor interface. On the left, a document page is displayed with the following text:

1.1 DEED : COMPANY (NON-LAND REGISTRY DOCUMENTS)

1. by one director in the presence of an attesting witness

Executed as a deed [but not delivered until the first date specified on page 1.] by [NAME OF COMPANY] by a director in the presence of a witness:

Signature _____

Name (block capitals) _____

Director

Witness signature _____

Witness name (block capitals) _____

Witness address _____

On the right, a panel titled "Page Design" is visible. It includes a "Block Design" tab and a "Place Signature Tabs" section. The "Place Signature Tabs" section contains a list of tabs to be dragged onto the signature page:

- Signature
- Date Signed Tab
- Full Name
- Email
- Title
- Address Line
- Text Box

Step 3: Send Signature Packets to be Signed Manually

When you're ready to send signature packets to signers, navigate to the **Tracking** tab. The tracker provides a quick view of all signers as well as each document they've been assigned to. The signature metrics at the top right provide a quick summary of signature status. Click the arrow to see the number of signature blocks, signature pages and signatures collected in the deal.

To send the document for signing:

1. Navigate to **Signatures > Tracking**.
2. For the documents requiring witnessing, click the box of the tracker for manual signing.

	Collected	DocuSign	Manual	<div> <div>Anna Wood</div> <div>anna.wood@mintonsla...</div> <div>Buyers</div> <div>Mintons Dresden Staffor...</div> </div>
SIGNING DOCUMENTS	0/0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Stock Purchase Agreement ("Purchase Agre...	0/3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not Sent
Form of Seller Note	0/0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Sent

3. Send the signature packets from Litera Transact. You can send directly to a recipient's email address, or via a link; or download the signature packets to send via your own email, or to print and sign.

You can find the detailed description for sending signature pages in the [Manage Signatures Getting Started Guide](#) in the Litera Transact help center.