

1 **Rule 39. Duties of the clerk.**

2 ~~(a) General provisions.~~ The office of the Clerk of the Court, with the clerk or a deputy in attendance,
3 shall be open during business hours on all days except Saturdays, Sundays and legal holidays.

4 ~~(b)~~ **(a) The docket; calendar; other records required.** The clerk shall will keep a record, known as
5 the docket, in form and style as may be prescribed by the court, and shall enter therein of each case. The
6 number of each case shall be noted on the page of the docket whereon the first entry is made. All papers
7 documents filed with the clerk and all process, orders and opinions shall will be entered chronologically in
8 the docket ~~on the pages assigned to the~~ of each case. Entries shall will be brief but shall will show the
9 date and nature of each paper document filed or decision or order entered ~~and the date thereof~~. The clerk
10 shall will keep an suitable index of cases contained in the docket.

11 ~~(c) Minute book.~~ The clerk may keep a minute book, in which shall be entered a record of the daily
12 ~~proceedings of the court.~~ **(b) Calendar.** The clerk shall will prepare, under the direction of the Chief
13 Justice of the Supreme Court or the Presiding Judge of the Court of Appeals, a calendar of cases
14 awaiting argument.

15 ~~(d) Notice~~ **(c) Service of orders.** ~~Immediately~~ Promptly upon the entry of an order or decision, the
16 clerk shall will serve a notice of entry by mail upon the order or decision on each party to the proceeding,
17 together with a copy of any opinion respecting the order or decision. Service on a party represented by
18 counsel shall be made upon counsel through the appellate electronic filing system.

19 ~~(e)~~ **(d) Custody of records and papers.** The clerk shall ~~have has~~ custody of and will preserve the
20 court's records and papers of the court. The clerk shall will not permit any original record ~~or paper~~ to be
21 removed from the court, except as authorized by these rules or the ~~orders or court's~~ instructions of the
22 court. Original papers transmitted as the record on appeal or review shall upon disposition of the case be
23 ~~returned to the court or agency from which they were received.~~ The clerk shall preserve copies of briefs
24 and attachments, as well as other printed papers filed.

25