

ARTICLE XVIII.

Clerks of Courts.

RELATING TO CLERKS GENERALLY.

SEC. 1. Every clerk shall have the custody of the books and papers pertaining to his office, and shall carefully keep and preserve the same; he shall file all papers delivered to him to be filed, and shall record all judgments, decrees, deeds and writings which by law are required to be recorded in the office of which he is clerk; he shall issue all writs and process which by law may be issued from the court of which he is clerk; he shall give a copy of any paper or record in his office to any person applying for the same, upon being paid the usual fees for transcribing such paper or record, and shall annex thereto his certificate, under the seal of his court if required; he shall make proper entries of all the proceedings in the court of which he is clerk, and all entries and records shall be made in a fair, legible hand, in well bound books procured by him for that purpose; and shall perform all the duties required of him, or which may hereafter be required of him, by law.

2. Every clerk shall attend at his office for the transaction of the business thereof, every day except Sundays, either in person or by deputy, unless prevented by sickness, accident or necessity.

3. No clerk of any court of this State shall deliver to any attorney, sheriff or other person, any blank writ whatsoever; and any clerk so offending shall be subject to a penalty of one hundred dollars.

4. Every clerk shall receive all books, documents, public letters and packages sent to him pursuant to law, and shall carefully dispose of them as the law requires.

5. The clerk of any of the courts of this State, upon a writ of execution being returned "nulla bona," may issue an execution directed to the sheriff of another county, which shall be made returnable to the Circuit Court of the county to which it