

Rule 3.

119. All original proceedings in said courts shall be commenced by bill, or by special case stated, as hereinafter provided for; the term "bill" to embrace petition or information, where, by statute, or the established practice, petition or information be proper.

Rule 4.

120. No order or process shall be made or issued upon any bill, petition, or other paper, until such bill, petition, or other paper, together with all the exhibits referred to as parts thereof, be actually filed with the clerk of the court.

Rule 6.

121. All process, other than process to give notice to or to procure the appearance of defendants, shall be made returnable to the first day of the term ensuing the date of such process; and all process that may be issued for the appearance of parties, or to compel appearance, shall be made returnable on the first Monday of the month ensuing the date of its issue; but the plaintiff may, by special direction, require any process to be made returnable at the return day next after the first return day for such process ensuing the issuance of the same.

Rule 7.

122. Whenever a bill or petition is filed, the clerk shall issue the process, or order of publication thereon, for the appearance of the defendants, as of course; and whenever there are more than one defendant, summons may, upon the special direction of the plaintiff, be sued out separately for each defendant, except in case of husband and wife, or a joint summons against all the defendants may be issued.

Rule 8.

123. The service of process to require appearance shall be by reading the summons, or other writ or order, to the party to be served therewith; or by delivering a copy of the same to such party; and in case the party be an infant or *non compos mentis*, in addition to the service on such party, a copy of the process or order shall be left with the parent or guardian of the infant, if