

or the head of any department, or a special commission or board. All deeds, bonds, contracts and other legal instruments involving the interest of the City or to be executed by or passed to the Mayor or other officer of the City shall, before they are executed or accepted, be submitted to the City Solicitor and have endorsed upon them his opinion as to their sufficiency and their compliance in terms and conditions with the laws or ordinances under which they are executed. It shall be the duty of all officers and departments of the City to submit all such bonds, contracts or other written instruments to the City Solicitor for his approval before executing or accepting the same.

64. The Law Department shall have its offices and headquarters in such rooms in the City Hall, or elsewhere, as the Mayor may designate, to be provided and furnished at the expense of the City, which shall be open on all business days between the hours of 9 A. M. and 3 P. M. All papers and documents relating to the legal business of the City shall be permanently filed in said office.

65. The City Solicitor is authorized to employ, at a total cost not exceeding twenty-five hundred dollars per annum, a clerk, stenographer and typewriter, and such other assistants as he may require, who shall at all times be subject to his orders. The said clerk shall, subject to the direction of the City Solicitor, have charge and custody of the office and papers of the Law Department, which shall be arranged and indexed by him in such convenient and orderly manner as to be at all times readily accessible. He shall also keep in said office a complete docket and duplicate pleadings of all suits, actions or proceedings in which the City or any department or official thereof is interested, pending in any court or tribunal, upon which docket such appropriate entries shall be made as to show at all times the condition of each one of such cases. He shall also keep and record in a book to be provided for that purpose, the original or duplicate copies of all written opinions furnished by the Law Department to the City, or to any department or official thereof, and also of all abstracts of titles furnished to the City by the Law Department. He shall also procure, as