

716B. Every writ, warrant, summons or other process issued in any civil case by any Justice of the Peace appointed for Baltimore City, or by any Judge of the People's Court of Baltimore City, shall be made returnable before the Chief Judge of the People's Court and all proceedings in such cases shall be had before said Chief Judge or such Associate Judge as he may assign. Each of said Judges shall have such jurisdiction as is exercisable by Justices of the Peace in civil cases in Baltimore.

716C. Actions triable in said Court shall be commenced by filing a written statement of claim, in concise form and free from technicalities, setting forth briefly the particulars of plaintiff's claim, and accompanied by any bond, bill of exchange, promissory note or other instrument, writing or account, upon which such action is brought. The plaintiff or his agent shall affix his signature to the statement of claim, and, if required by law or rule, shall verify such statement by oath or affirmation. When and as authorized by rule, a clerk of said Court shall, without charge therefor, assist in the preparation of the statement of claim and other papers required to be filed in an action in said Court, and administer requisite oaths or affirmations.

716D. Summons, which shall include as a part thereof a copy of the statement of claim and verification, shall be served upon the defendant named therein, either by Constable or, in suits for money judgments, when and as authorized by rule as hereinafter provided, by registered mail with return receipt. Where service is by registered mail, the clerk shall enclose the summons and a copy of the statement of claim and verification in an envelope addressed to the defendant, prepay the postage and mail the same forthwith, noting on the records the day and hour of mailing. Such receipt when returned shall be attached by the clerk to the original statement of claim and shall constitute prima facie evidence of service upon the defendant. If such receipt is not returned within such time as shall be prescribed by rule, personal service upon such defendant shall be made by Constable. Any such mail summons shall constitute effective service even though not delivered if (1) such non-delivery is caused by the addressee's refusal to accept delivery and (2) the Clerk mails such summons to the addressee by ordinary mail at least three days before the date fixed for the trial. Notations by an authorized postal employee to the effect that the addressee has refused delivery shall be prima facie evidence thereof.