

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 or attorney 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 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 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 or addressee's agent 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 or his agent has refused delivery shall be prima facie evidence thereof.

716E. At any time after filing of the statement of claim, the Judges of said Court shall have authority with the consent of all parties to settle cases, irrespective of the amount involved, by the methods of arbitration and conciliation.

Upon effecting such settlement by consent, such Judge shall have power to enter a judgment in accordance with the terms agreed upon.

716F. All trials of cases before any of said Judges shall be conducted in such manner as to do substantial justice between the parties, according to the rules of substantive law the equity and the right of the matter, and without regard to the technical rules of practice, procedure, pleading or evidence except such