

(c) keep a proper docket showing the grant of letters and a short entry of every paper filed in the Court and every order of the Court or the Register, setting forth the nature of such order or paper, similar in every respect to the dockets as now required by law to be kept in the offices of the equity courts of this State, which dockets shall be subject to such supervision, examination and control as shall be ordered by the Comptroller;

(d) make out and issue every summons, process or order of the Court and, in every respect, act under the Court's control and direction as the clerk of a court of law acts under the direction of the court of law;

(e) issue and certify under the seal of the Court any copy of any part of the proceedings in the Court or in his office which any person may demand;

(f) diligently attend each meeting of the Court in his County and, under the Court's direction, make full and fair entries of Court proceedings. He shall MAY also record by photographic process in strong bound books all probated wills, and record by photographic process all other papers filed in said Court or in his office in such mode and in such manner, consistent with the provisions of Section 2-210, as may be prescribed by the Comptroller and the Hall of Records to insure uniformity throughout the State;

(g) attend his office daily, except Saturdays, Sundays and legal holidays, in person or by deputy, unless prevented by sickness, accident or necessity, for the dispatch of office business;

(h) audit all accounts filed with the Register and examine in detail all vouchers which may be submitted to substantiate payments made by any personal representative;

(i) inform the Court of any default in the past of any personal representative which may come to his attention;

(j) keep a seal of the Court and the Register.

#### 2-208. Custody of original wills and other papers.

No will, when proved, nor any other paper filed in the Register's office shall be delivered out of such office to any person; whenever any such will or other paper is properly demanded for introduction in evidence, the same shall be presented under the care of the Register, or by his deputy.

#### 2-209. Personal notice to heirs and legatees.

Within five days after receiving the letter of the certification of publication ~~of publication~~ TEXT OF THE FIRST PUBLISHED NEWSPAPER NOTICE as provided in Section 7-103 and the written notice from the personal representative of the names and addresses of the heirs and legatees as provided in Section 7-104, the Register shall forward to each such person, in writing, by delivery or by certified mail, directed according to the information received from the personal representative, a copy of the newspaper notice published according to Section 7-103.