

(D) DOCKET.

HE SHALL 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 THE ORDER OR PAPER. THE DOCKET SHALL BE SIMILAR IN EVERY RESPECT TO THE DOCKETS REQUIRED TO BE KEPT IN THE OFFICES OF THE EQUITY COURTS. THE DOCKETS SHALL BE SUBJECT TO SUPERVISION, EXAMINATION, AND CONTROL AS ORDERED BY THE COMPTROLLER.

(E) ACTING AS CLERK OF COURT.

HE SHALL MAKE OUT AND ISSUE EVERY SUMMONS, PROCESS, OR ORDER OF THE COURT AND, IN EVERY RESPECT, ACT UNDER THE CONTROL AND DIRECTION OF THE COURT AS THE CLERK OF A COURT OF LAW ACTS UNDER THE DIRECTION OF THE COURT OF LAW.

(F) ISSUING AND CERTIFYING COPIES.

HE SHALL ISSUE AND CERTIFY UNDER THE SEAL OF THE COURT A COPY OF ANY PART OF THE PROCEEDINGS IN THE COURT OR IN HIS OFFICE WHICH A PERSON MAY DEMAND. UNLESS OTHERWISE PROVIDED BY LAW OR ORDER OF A COURT OF COMPETENT JURISDICTION, ANY PERSON MAY, WITHOUT CHARGE, INSPECT, EXAMINE, AND MAKE MEMORANDA OR NOTES FROM AN INDEX OR PAPER FILED WITH THE REGISTER.

(G) ATTENDANCE AT MEETINGS OF COURT; RECORDS BY PHOTOGRAPHIC PROCESS.

HE SHALL ATTEND EACH MEETING OF THE COURT AND, UNDER THE DIRECTION OF THE COURT, MAKE FULL AND FAIR ENTRIES OF COURT PROCEEDINGS. HE MAY ALSO RECORD BY PHOTOGRAPHIC PROCESS IN STRONG BOUND BOOKS EVERY PROBATED WILL, AND RECORD BY PHOTOGRAPHIC PROCESS EVERY OTHER PAPER FILED IN THE COURT OR IN HIS OFFICE IN A MANNER, CONSISTENT WITH THE PROVISIONS OF §2-211, AS MAY BE PRESCRIBED BY THE COMPTROLLER AND THE HALL OF RECORDS TO INSURE UNIFORMITY THROUGHOUT THE STATE.

(H) ATTENDANCE AT OFFICE.

EXCEPT SATURDAYS, SUNDAYS, AND LEGAL HOLIDAYS, HE SHALL ATTEND HIS OFFICE DAILY IN PERSON OR BY DEPUTY UNLESS PREVENTED BY SICKNESS, ACCIDENT, OR NECESSITY.

(I) AUDIT OF ACCOUNTS AND EXAMINATION OF VOUCHERS.

HE SHALL AUDIT EVERY ACCOUNT FILED WITH HIM AND EXAMINE IN DETAIL EVERY VOUCHER WHICH MAY BE SUBMITTED TO SUBSTANTIATE PAYMENTS MADE BY A PERSONAL REPRESENTATIVE.