

## CHAPTER III

### RULES APPLICABLE TO ALL OFFICES ON THE ORIGINAL SIDE

**32. Separate books to be kept for each year:** - The Officers of the Court and the Sheriff shall keep for every years separate books for their respective offices for the several business belonging thereto.

**33. Keeping of records:** - Each Officer of the Court shall safely keep all records and muniments, and shall class them in regular order so that recourse may be speedily had thereto.

**34. Account of stamps:** - The Officers of the Court shall keep an account of all stamps cancelled in their respective offices, specifying the value thereof.

**35. Receipts of documents by officers:** - The Officers of the Court shall not receive any pleading, petition, affidavit or like document on the file (except original exhibits), unless the same comply with the provisions of rules 42 and 44.

**36. No officer to be receiver or guardian without previous sanction:** - No officer of the Court shall accept the office of receiver or guardian of the property of a minor in any suit, matter or appeal without the previous sanction of the Chief Justice.

**37. No Officer or Sheriff or Advocate to be surety or bail :-** No Officer of the Court or the Sheriff or any Advocate or any of their deputies, assistants or clerks, shall be a surety in any cause or matter in the Court, nor shall any such person as aforesaid (other than an Advocate) be bail for any prisoner committed for trial at the Court or admitted to bail by the Court.

**38. Consequences of default in payment of fees :-** If an Advocate or party in person fails to pay Court fees and/or fees chargeable under the rules of the High Court, the Head of the office may, in his discretion, refuse to receive any fresh document from such Advocate or party in person and/or refuse to hear him any further in the matter until the sums due to the office are paid.

**39. Late payment when deemed to be made :-** When an amount is tendered in the Court on any day after 1-00 p.m., but is not accepted by the office concerned and is paid into the said office on the next working day between 11-00 a.m. and 1-00p.m., the payment shall be deemed to have been made on the day on which the tender was made.

**40. Report of personal fees and honoraria :-** An Officer of the Court who is paid a fee or an honorarium for any special work done by him shall, on or before the 31<sup>st</sup> January in

each year, submit a report to the Chief Justice of all fees and honoraria received by him during the previous year.

**41. Performance of duties during the temporary absence of the Head of an Office :-**

During the temporary absence of the Head of an office, his immediate Assistant or some other officer may be authorised by the Chief Justice to perform the duties usually performed by such Head of Office.

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