

## CHAPTER LVII.

[S. B. No. 109.]

## POWERS AND DUTIES OF CLERKS OF COURTS.

AN ACT in relation to the powers and duties of clerks of courts.

*Be it enacted by the Legislature of the State of Washington:*

SECTION 1. The office of the clerk of the superior court shall be kept at the county seat of the county of which he is clerk.

Office hours.

SEC. 2. Each clerk of a superior court shall keep his office open for the transaction of business on every judicial day, from eight to twelve in the forenoon and from one to five in the afternoon.

Seal.

Record.

SEC. 3. The clerk of the supreme court, and each clerk of a superior court, has power to take and certify the proof and acknowledgment of a conveyance of real property, or any other written instrument authorized or required to be proved or acknowledged, and to administer oaths in every case when authorized by law; and it is the duty of the clerk of the supreme court and of each county clerk for each of the courts for which he is clerk—1. To keep the seal of the court and affix it in all cases where he is required by law. 2. To record the proceedings of the court. 3. To keep the records, files and other books and papers appertaining to the court. 4. To file all papers delivered to him for that purpose in any action or proceeding in the court. 5. To attend the court of which he is clerk, to administer oaths, and receive the verdict of a jury in any action or proceeding therein, in the presence and under the direction of the court. 6. To keep the journal of the proceedings of the court, and, under the direction of the court, to enter its orders, judgments and decrees. 7. To authenticate by certificate or transcript, as may be required, the records, files or proceedings of the court, or any other paper appertaining thereto and filed with him. 8. To exercise the powers and perform the duties conferred and imposed upon him elsewhere by statute. 9. In the performance of his duties to conform to the direction of the court.

To authenticate records.

SEC. 4. The clerk of the supreme court, and each clerk

of a superior court, may have one or more deputies, to be <sup>Deputies.</sup> appointed by such clerk in writing and to continue during his pleasure. Such deputies have the power to perform any act or duty relating to the clerk's office that their respective principals have, and their respective principals are responsible for their conduct.

SEC. 5. Each clerk of a court is prohibited during his continuance in office from acting, or having a partner who acts, as an attorney of the court of which he is clerk.

Approved February 26, 1891.

## CHAPTER LVIII.

[S. B. No. 105.]

### MANNER OF COMMENCING CIVIL ACTIONS.

AN ACT relating to the manner of commencing civil actions.

*Be it enacted by the Legislature of the State of Washington:*

SECTION 1. Civil actions in the superior courts shall be commenced by filing a complaint with the clerk of the court. The clerk shall, at the time the complaint is delivered to him to be filed, indorse thereon a certificate of the filing thereof, showing the date of such filing. <sup>Filing complaint.</sup>

SEC. 2. At any time after the complaint is filed, the <sup>Summons</sup> clerk must, upon request of the plaintiff, issue a summons. The summons shall run in the name of the State of Washington, shall be directed to the defendant, shall set forth the name of the court in which the action is commenced, and the name[s] of the parties, plaintiff and defendant, and shall require the defendant to appear in said court and answer the complaint, and contain a notice that unless the defendant appear and answer within the time prescribed by law, the plaintiff will apply to the court for the relief demanded in the complaint. It shall be signed by the clerk, and have the seal of the court affixed. It may be substantially in the following form: