

Chapter 2.34

CLERK OF COURT

Sections:

- 2.34.010** **General Duties.**
2.34.020 **Filing, preserving and use of papers, microfilming permitted.**
2.34.030 **Keep books and make records.**
2.34.040 **Appointed by the Mayor and Council.**

2.34.010 **General Duties.**

The clerk of court shall exercise the powers conferred and perform the duties enjoined upon him/her by statute and by the common law; and in the performance of his/her duties he/she shall be under the direction of his/her court.

2.34.020 **Filing, preserving and use of papers, microfilming permitted.**

The clerk shall file together and carefully preserve in his/her office, all papers delivered to him for the purpose in every action or proceeding. He/she shall not permit the papers to be taken from his/her office except to be used at a session of the court or upon legal process, and he/she shall be liable upon his/her official bond to the party suffering injury on account of a violation of this section. This section shall not apply to matters in probate. Upon the order of the judge of the district, the

clerk may transmit by express or registered mail to an attorney of the state appearing in the action or proceeding, who resides in a different county or away from the court seat, such original files as are not represented by copies in the clerk's office, and the clerk shall take the attorney's receipt for each paper in each case. Nothing in this section shall limit or prohibit the clerk from microfilming papers in his/her office, disposing of the originals in accordance with W.S. 9-2-411 and retaining the official microfilm in lieu of the original papers pursuant to W.S. 9-2-413.

2.34.030 **Keep books and make records.**

The clerk shall keep the journals, records, books and papers appertaining to the court, and record its proceedings.

2.34.040 **Appointed by the Mayor and Council.**

This position shall be appointed as authorized in ordinance 2.12. (Adopted 11-11-2004)