

31. In every case, civil or criminal, minutes of the proceedings shall be drawn up, and shall be signed by the Consular officer before whom the proceedings are taken, and shall, where the suit is heard with Assessors, be open for their inspection and for their signature if concurred in by them.

These minutes, with the depositions of witnesses, and the notes of evidence taken at the hearing or trial by the Consular officer, shall be preserved in the office of the Court.

32. Every person doing an act or taking a proceeding in the Court as plaintiff in a civil case, or as making a criminal charge against another person, or otherwise, shall do so in his own name and not otherwise, and either—

- (a.) By himself; or
- (b.) By his counsel or attorney; or
- (c.) By his procurator or agent thereunto lawfully authorized in writing.

Where the act is done or proceeding taken by an attorney, procurator, or agent, the power of attorney, or instrument constituting the procurator or agent, or an authenticated copy thereof, shall be first filed in the Court.

Where the authority has reference only to the particular proceeding the original document shall be filed.

Where the authority is general, or has reference to other matters in which the attorney, procurator, or agent is empowered to act, an authenticated copy of the document may be filed.

If any person does not act or takes a proceeding in the Court in the name or on behalf of another person, not being lawfully authorized thereunto, and knowing himself not to be so authorized, he shall be deemed guilty of a contempt of Court.

Where in this Order appearance is referred to, appearance in person, or by counsel, attorney, procurator, or agent as aforesaid, is meant, unless it is otherwise expressed.

33. Service of a petition, notice, summons, order, or other document of which service is required by this Order, or according to the course of the Court, shall be made by an officer of the Court, unless in any case the Court thinks fit otherwise to direct.

Service shall not be made except under an order of the Court, indorsed on or subscribed or annexed to the document to be served, which order is for the purposes of this Order deemed part of the document to be served.

Unless in any case the Court thinks it just or expedient otherwise to direct, service shall be personal, that is, the document to be served shall be delivered to the person to be served, himself.

Where it appears to the Court (either after or without an attempt at personal service) that for any reason personal service cannot be conveniently effected, the Court may order that service be effected either—

- (i.) By delivery of the document to some adult inmate at the usual or last known place of abode or business within the particular jurisdiction of the person to be served; or
- (ii.) By delivery thereof to some person being an agent of the person to be served, or to some other person within the particular jurisdiction on it being proved that there is reasonable probability that the document will, through that agent or other person, come to the knowledge of the person to be served; or
- (iii.) By advertisement in some newspaper circulating within the particular jurisdiction; or
- (iv.) By notice put up at the Court, or at

some other place of public resort within the particular jurisdiction.

An order for service may be varied from time to time with respect to the mode of service directed by the order.

Service not required to be personal shall be made before 5 o'clock in the evening.

If made after that hour on any day but Saturday, it shall be considered as made on the following day.

If made after that hour on Saturday, it shall be considered as made on the following Monday.

Service shall not be made on Sunday.

Ordinarily, service shall not be made out of the particular jurisdiction except under an order for that purpose made by the Court within whose jurisdiction service is to be made, which order may be made on the request of any other Court, and shall in each case direct in what mode service is to be made.

Where, however, the urgency or other peculiar circumstances of the case appear to any Court so to require (for reasons recorded in the minutes), the Court may order that service be made out of its particular jurisdiction.

34. Where by this Order, or any order of the Court, or the course of the Court, any limited time from or after any date or event is appointed or allowed for the doing of any act, or the taking of any proceeding, and the time is not limited by hours, the following rules shall apply:—

(i.) The limited time does not include the day of the date or of the happening of the event, but commences at the beginning of the day next following that day;

(ii.) The act or proceeding must be done or taken at latest on the last day of the limited time;

(iii.) Where the limited time is less than six days, Sundays shall not be reckoned as part of the time.

35. Notwithstanding anything in this Order, the Court (for reasons recorded in the minutes) may at any time, and from time to time, do any of the following things as the Court thinks just:—

(i.) Defer or adjourn the hearing or determination of any suit, matter, proceeding or application;

(ii.) Order or allow any amendment of any petition, answer, notice, or other document;

(iii.) Appoint or allow a time for, or enlarge or abridge the time appointed or allowed for, or allow further time for the doing of any act or the taking of any proceeding.

36. The Court, on making any order which it is in its discretion to make, may make the order on such terms respecting time, costs, and other matters as the Court thinks fit.

37. If an officer of the Court employed to execute an order, by neglect or omission, loses the opportunity of executing it, then on complaint of the person aggrieved, and proof of the fact alleged, the Court may, if it thinks fit, order the officer to pay the damages sustained by the person complaining, or part thereof, and the order shall be enforced as an order directing payment of money.

38. If a clerk or officer of the Court, acting under pretence of the process or authority of the Court, is charged with extortion, or with not duly paying over money, or with other misconduct, the Court, if it thinks fit, may (without prejudice to any other liability or punishment to which the clerk or officer would, in the absence of the present provision, be liable) inquire into the charge in a summary way, and may for