Rule 45. Clerk's Duties.

(a) When Court is Open. The Clerk's office will be open during business hours on all days except Saturdays, Sundays, and legal holidays, including New Year's Day, Martin Luther King, Jr.'s Birthday, Presidents' Day, District of Columbia Emancipation Day, Memorial Day, Juneteenth National Independence Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, Christmas Day, and any other day appointed as a holiday by the President or the Congress of the United States, or by the District of Columbia. The Court of Appeals is always open to accept the filing of any paper related to an appeal and to consider and dispose of emergency matters.

(b) Records.

  (1) The Docket. The Clerk must make entries in appropriate dockets and records of all papers and documents filed with, and orders issued by, the court, and of all proceedings of the court. Cases must be assigned consecutive docket numbers.

  (2) Receipt and Disbursement of Funds. The Clerk must receive and keep proper accounts of all monies deposited or paid into or out of the Clerk's office, and must make all reports concerning these accounts as may be required by law or directed by the court.

(c) Notice of an Order or Judgment. Upon entry of an order or judgment, the Clerk must immediately serve a notice of entry on each party, with a copy of any opinion, and must note the date of service on the docket. Service on a party represented by counsel must be made on counsel.

(d) Custody of Records and Papers. The Clerk has custody of the court's records and papers. Unless the court orders or instructs otherwise, the Clerk must not permit an original record or paper to be taken from the Clerk's office by any person not an employee of the District of Columbia Courts. Upon disposition of the case, original papers constituting the record on appeal or review must be returned to the court or agency from which they were received. The Clerk must preserve a copy of any brief, appendix, or other paper that has been filed.