

Rule 79. Books and Records Kept by the Clerk and Entries Therein; Custody and Copies of Papers Filed

(a) Docket. The Clerk shall keep a "docket" and shall enter therein each action to which these Rules are made applicable. The docket may be kept solely by computer or electronic means. Actions shall be assigned consecutive file numbers. The file number of each action shall be noted on the docket. All papers filed with the Clerk, all process issued and returns made thereon, all appearances, orders, and judgments shall be entered chronologically on the docket assigned to the action and shall be marked with its file number. These entries shall be brief but shall show the nature of each paper filed or writ issued and the substance of each order or judgment of the Court and of the returns showing execution of process.

The entry of an order or judgment shall show the date the entry is made.

(b) Judgments and orders. The Clerk shall keep a copy of every judgment or order issued by a judicial officer.

(c) Indices: Calendars. Suitable indices of the dockets and of every judgment and order referred to in paragraph (b) of this Rule shall be kept by the Clerk under the direction of the Court.

(d) Other books and records of the Clerk. The Clerk shall also keep such other books and records as may be required from time to time by the Executive Officer of the District of Columbia Courts subject to the supervision of the Chief Judge.

(e) Inspection and copying of files and records. Inspection and copying of the files and records of this Division shall be permitted unless prohibited by statute, rule or order of the Court. No Court file or duly filed pleading in any case shall be removed or carried from the courthouse without the written order of a judge assigned to the Division.

(f) Verification of filing. Upon receiving and filing any paper the Clerk shall stamp the date of filing on the face of the paper in any manner so as to be legible. If any person filing any paper requests a verification of such filing, a copy of the paper provided by such person shall be stamped to show the time and date of the filing. Such file-stamped copy shall be prima facie evidence in any proceeding that the original of the paper was filed as shown by the file stamp.