Rule 2223. Duties of officer receiving mandate. An officer to whom a mandate is delivered to be executed shall:

1. execute the mandate according to its command;

2. give without compensation to the person delivering the mandate, if requested, a written receipt describing the mandate and specifying the day and hour of receiving it;

3. deliver without compensation to the person served, if requested, a copy of the mandate; and

4. return the mandate together with his return thereon, by delivering or mailing it to the clerk's office.