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UNITED STATES DISTRICT COURT
CENTRAL DISTRICT OF CALIFORNIA

TRAVIS MIDDLETON, et al.)	No. CV 16-5224-SVW (AGR)
Plaintiff,)	
v.)	ORDER RE: CIVIL RIGHTS CASE
RICHARD PAN, et al.,)	
Defendants.)	

This case has been referred to Magistrate Judge Alicia G. Rosenberg for pre-trial proceedings. All future pleadings shall be addressed to Marine Pogosyan, Clerk to Magistrate Judge Rosenberg, United States Courthouse, 312 North Spring Street, Los Angeles, California 90012.

I. Service of Summons and Complaint.

Plaintiffs shall promptly proceed with service of the summons and complaint on all named defendants. Service of the summons and complaint must comply with the provisions of Rule 4, Federal Rules of Civil Procedure. Plaintiffs shall file one copy of the proof of service showing compliance with this order within 90 days of filing the complaint, i.e., **no later than October 13, 2016**. Non-compliance with this paragraph may result in issuance of an order to show cause re dismissal for failure to prosecute.

1 II. Pro Se Clinic

2 Plaintiffs are advised that a Pro Se Clinic is available for assistance. The Clinic offers
3 information and guidance to individuals who are representing themselves in federal civil
4 actions. The Clinic is administered by a non-profit law firm, Public Counsel, not by the court.
5 The Clinic is located in the courthouse at 312 North Spring Street, Room G-19, Los Angeles,
6 California 90012. It is open Mondays, Wednesdays, and Fridays from 9:30 a.m. to noon and
7 from 2:00 to 4:00 p.m.

8 III. Requirements for Submitting Pleadings to the Court.

9 Plaintiffs are advised of the following requirements for the preparation and submission
10 of all future documents in connection with this case:

11 1. All documents concerning this case are to be addressed and submitted to the Clerk
12 for filing. Pursuant to Rule 83-2.11 of the local rules of this court, the parties and their
13 attorneys may not communicate with the judge or his staff by letter. All inquiries, requests or
14 other matters to be called to the judge's attention regarding this case should be submitted for
15 filing as motions, applications, or other appropriate pleadings and a copy must be served on all
16 other parties in the case.

17 2. At the top of the first page of any document submitted for filing, each Plaintiff shall
18 provide his or her name and mailing address. The address provided will be presumed correct
19 and will be used by the court to communicate with that Plaintiff. During the pendency of the
20 action, each Plaintiff must notify the court immediately of address changes and must provide
21 the court with the new address and its effective date. Any failure by any Plaintiff to comply with
22 a court order where that Plaintiff did not receive the order due to failure to inform the court of
23 that Plaintiff's current address may result in the action being dismissed for failure to prosecute.
24 See *Carey v. King*, 856 F.2d 1439, 1440-41 (9th Cir. 1988); Local Rule 41-6.

25 3. In presenting a document for filing, each Plaintiff shall submit one original and, if that
26 Plaintiff wishes to receive a conformed copy, one copy of each document submitted for filing.
27 The Clerk will not make photocopies of documents.

1 4. Each document should have at least a one-inch margin at the top of each page so
2 the document can be two-hole punched for binding in the court file. Documents should be
3 typed or handwritten legibly and darkly enough so that they can be photocopied clearly.

4 5. Once a defendant has been served with process or has entered an appearance in
5 the case, Rule 5 of the Federal Rules of Civil Procedure requires that a copy of every
6 document filed by any Plaintiff must be served on each defendant's attorney, or defendant
7 himself or herself if no attorney has appeared in the case for that defendant. Strict compliance
8 with that Rule and with Local Rule 5-3.1 regarding proof of service is required. Plaintiffs shall
9 include with the original documents to be filed with the Clerk a certificate stating the date that a
10 correct copy of the document was mailed to a defendant or counsel. Any document received
11 by the court that fails to include such a certificate of service will be disregarded.

12 **Any document submitted that does not comply with the foregoing may be**
13 **returned to Plaintiff without filing, or stricken and denied consideration by the court.**

14 Plaintiffs are advised that compliance with each of these requirements, and with all other
15 requirements of the local rules of this court, will avoid delays in the consideration of this case.

16 **IT IS SO ORDERED.**

17
18 DATED: July 21, 2016



ALICIA G. ROSENBERG
United States Magistrate Judge