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*Mydellston v Pan*  
*CV 16-5224-SVW (AGR)*

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Travis Middleton et al v. Richard Pearce et al Order Content-Type: text/html

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**UNITED STATES DISTRICT COURT for the CENTRAL DISTRICT OF CALIFORNIA**

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**Case Name:** Travis Middleton et al v. Richard Pearce et al

**Case Number:** 2:16-cv-05224-SVW-AGR

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**Document Number:** 6

**Docket Text:**

**ORDER RE: CIVIL RIGHTS CASE by Magistrate Judge Alicia G. Rosenberg, re Complaint - (Referred)[1]. 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. 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. (See Order for details.)(mp)**

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Jessica Haas

2715 Verde Vista

Santa Barbara CA 93105

US

Eric Durak

133 Campo Vista Drive

Santa Barbara CA 93111

US

Jade Baxter

207 West Victoria Street

Santa Barbara CA 93101  
Julianna Pearce  
28780 My Way  
Oneals CA 93645  
US

Candyce Estave  
430 East Rose Avenue  
Santa Maria CA 93454  
Denise Michelle Derusha  
291 South Oakglen Avenue  
Nipomo CA 93444  
Melissa Christou  
1522 Knoll Circle Drive  
Santa Barbara CA 93101  
US

Andrea Lewis  
1331 Santa Barbara Street No. 10  
Santa Barbara CA 93101  
US

Rachil Vincent  
4320 Viua Presada  
Santa Barbara CA 93110  
Jackie Kozak  
1573 Lyndhivist Avenue  
Camarillo CA 93010  
Don Demanlevesde  
618 West Ortega  
Santa Barbara CA 93111  
US

Paige Murphy  
2230 Memory Lane  
West Lake Village CA 91361  
Christie Macias  
618 West Ortega  
Santa Barbara CA 93101

Lori Strantz  
120 Barranca No. B  
Santa Barbara CA 93109  
Anwanur Gielow  
390 Park Street  
Buelton CA 93427  
Lisa Ostendorf  
5459 Place Court  
Santa Barbara CA 93111  
US

JuliaAnne Whitney  
55 Crestview Lane  
Montecito CA 93108  
Pam Corner  
613 West Micheltorena Street

Santa Barbara CA 93101  
US

Jodie Trsserand  
7697 Willow Glen Road  
Los Angeles CA 90046  
US

Andy Taft  
1482 Menora Street  
Carpinteria CA 93103

Alice Tropper  
1805 Mountain Avenue  
Santa Barbara CA 93101

Bret Nielsen  
2230 Memory Lane  
West Lake Village CA 91361

Brent Haas  
2715 Verde Vista  
Santa Barbara CA 93105  
US

Murid Rosensweet  
2230 Memory Lane  
West Lake Village CA 91361

Travis Middleton  
27 West Anapamu Street No. 153  
Santa Barbara CA 93101

US  
Marina Read  
322 Pebble Beach Drive  
Goleta CA 93117



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