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8 UNITED STATES DISTRICT COURT
9 CENTRAL DISTRICT OF CALIFORNIA
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11 JUDY ANNE MIKOVITS,
12 Plaintiff,

13 v.

14 ADAM GARCIA, et al.,
15 Defendants.
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No. CV 14-8909-SVW (PLA)

ORDER RE: CIVIL RIGHTS CASE

17 This case has been referred to Magistrate Judge Paul L. Abrams for pre-trial proceedings.
18 All future pleadings shall be addressed to Christianna Howard, Clerk to Magistrate Judge Abrams,
19 United States Courthouse, 312 North Spring Street, Los Angeles, California 90012.

20 I. Service of Summons and Complaint.

21 Plaintiff shall promptly proceed with service of the summons and complaint on all named
22 defendants. Service of the summons and complaint must comply with the provisions of Rule 4,
23 Federal Rules of Civil Procedure. Plaintiff shall file **two (2) copies** of the proof of service showing
24 compliance with this order within sixty (60) days of filing the complaint, i.e., **no later than January**
25 **26, 2015**. Non-compliance with this paragraph may result in issuance of an order to show cause
26 re dismissal for failure to prosecute.

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1 II. Requirements for Submitting Pleadings to the Court.

2 Plaintiff is advised of the following requirements for the preparation and submission of all
3 future documents in connection with this case:

4 1. All documents concerning this case are to be addressed and submitted to the Clerk for
5 filing. Pursuant to Rule 83-2.5 of the Local Rules of this Court, the parties and their attorneys may
6 not communicate with the judge or his staff by letter. All inquiries, requests or other matters to be
7 called to the judge's attention regarding this case should be submitted for filing as motions,
8 applications, or other appropriate pleadings and a copy must be served on all other parties in the
9 case.

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

18 3. Plaintiff shall submit one (1) original and one (1) copy or, if plaintiff wishes to receive a
19 conformed copy, one (1) original and two (2) copies of each document submitted for filing. The
20 Clerk will not make photocopies of documents.

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

24 5. Once any defendant has been served with process or has entered an appearance in the
25 case, Rule 5 of the Federal Rules of Civil Procedure requires that plaintiff must serve each
26 defendant's attorney, or defendant himself or herself if no attorney has appeared in the case for
27 that defendant, with a copy of every pleading or other document submitted for consideration by
28 the court. Strict compliance with that Rule and with Local Rule 5-3.1 regarding proof of service

1 is required. Plaintiff shall include with the original document to be filed with the Clerk a certificate
2 stating the date that a true and correct copy of the document was mailed to defendants or their
3 counsel. Any document received by the court which fails to include such a certificate of service
4 will be disregarded.

5 **Any document submitted that does not comply with the foregoing may be returned**
6 **to plaintiff without filing or stricken and denied consideration by the court.** Plaintiff is
7 advised that compliance with each of these requirements, and with all other requirements of the
8 Local Rules of this court, will avoid delays in the consideration of this case.

9 **IT IS SO ORDERED.**

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11 DATED: November 25, 2014



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13 PAUL L. ABRAMS
14 UNITED STATES MAGISTRATE JUDGE
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