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UNITED STATES DISTRICT COURT
CENTRAL DISTRICT OF CALIFORNIA

GEOFFREY WILSON,
Plaintiff,
v.
JAMES TILTON, et al.,
Defendants.

Case No. CV 08-2454 JVS(JC)

INITIAL ORDER RE:
CIVIL RIGHTS CASES

This case has been referred to Magistrate Judge Jacqueline Chooljian for pre-trial proceedings.

Plaintiff is advised that the court will screen the complaint in this action pursuant to 28 U.S.C. §§ 1915(e)(2) and 1915A once it has been filed. Until the complaint has been screened and the court has ordered that service of process may occur, plaintiff may not proceed with service of process upon defendants. Should the court determine that the complaint may be served upon defendants, the court will provide plaintiff with instructions regarding service of process.

Plaintiff is advised of the following requirements for preparing and submitting documents in this case:

1 1. All future documents submitted in this case should be addressed to:
2 “Clerk, U.S. District Court, 312 N. Spring St., Los Angeles, CA 90012.”

3 2. Pursuant to Local Rule 83-2.11, the parties and their attorneys may not
4 communicate with the judge or her staff by letter. All inquiries, requests, or other
5 matters to be called to the court’s attention regarding this case should be submitted for
6 filing as a motion, application, or other appropriate pleading and a copy must be
7 served on all other parties who have made an appearance in the case.

8 3. At the top of the first page of any document submitted for filing, plaintiff
9 shall provide his/her precise name and mailing address (including any prisoner
10 number or dorm, wing, or building number) required for mail to be properly delivered.
11 The address provided will be presumed correct and will be used to communicate with
12 plaintiff. As long as this action is pending, plaintiff must immediately notify the court
13 and defense counsel if his address changes and must provide the court with the new
14 address and its effective date. Any failure by plaintiff to provide the court and
15 defendants with plaintiff’s current address, may result in a dismissal of the case for
16 want of prosecution. See Local Rule 41-6.

17 4. Each document submitted must bear the above-referenced title and case
18 number (including initials which identify assigned judges).

19 5. Plaintiff shall type or write legibly.

20 6. Plaintiff shall type or write the original document using ink (not
21 pencil) sufficiently dark so that it can be photocopied clearly.

22 7. Plaintiff shall use only one side of each page.

23 8. Each document should have at least a one-inch margin at the top of each
24 page so that the document can be two-hole punched and properly bound in the court
25 file.

26 9. Plaintiff must send the court one (1) original and at least one (1) copy of
27 each document submitted for filing. (The original and any copies should be mailed in
28

