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8 UNITED STATES DISTRICT COURT  
9 CENTRAL DISTRICT OF CALIFORNIA  
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11 SCOTT R. POMBRIO, ) NO. CV 10-5604-GHK (MAN)  
12 )  
13 Plaintiff, ) ORDER RE CIVIL RIGHTS CASE  
14 )  
15 v. )  
16 )  
17 CITY-COUNTY OF LOS ANGELES, )  
18 et al., )  
19 )  
20 Defendants. )  
21 \_\_\_\_\_ )  
22  
23

24 This case has been referred to United States Magistrate Judge  
25 Margaret A. Nagle for pre-trial proceedings. All future pleadings and  
26 documents, if sent by mail, shall be addressed to Earlene Carson, Clerk  
27 to Magistrate Judge Nagle, U.S. Courthouse, 312 N. Spring St., Los  
28 Angeles, CA 90012.

29 Plaintiff is advised that the Court presently is screening the  
30 complaint in this action, pursuant to 28 U.S.C. § 1915(e)(2). Until the  
31 complaint has been screened and the Court has ordered that service of  
32 process may occur, plaintiff **is cautioned that** he may not proceed with  
33 service of process upon defendants. Should the Court determine that the

1 complaint may be served, the Court will so advise plaintiff.

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3 **In preparing and submitting all pleadings and correspondence,**  
4 **plaintiff must comply with the following requirements:**

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6 1. All documents concerning this case are to be submitted for  
7 filing either by direct filing at the filing window or by mail,  
8 addressed to the Clerk at the address indicated above. Pursuant to  
9 Local Rule 83-2.11 of the Local Rules of this Court, the parties and  
10 their attorneys are to refrain from communicating with the judge by  
11 letter or telephone call. All inquiries, requests or other matters to  
12 be called to the judge's attention regarding this case must be submitted  
13 for filing as motions, application or other appropriate pleadings.

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15 2. At the top of page 1 (or the cover sheet, if any), each  
16 plaintiff shall provide his/her precise name and mailing address, as  
17 well as telephone number and facsimile number, if any. The address  
18 provided will be presumed correct and will be used to communicate with  
19 plaintiff. During the pendency of the action, plaintiff must notify the  
20 Court immediately if his/her address changes and must provide the Court  
21 with the new address and its effective date. Any failure by plaintiff  
22 to comply with a court order because plaintiff did not receive the order  
23 due to his/her failure to inform the Court of his/her current address  
24 may result in the action being dismissed for failure to prosecute. See  
25 Carey v. King, 856 F.2d 1439, 1440-1441 (9th Cir. 1988); Fed. R. Civ. P.  
26 41(b); Local Rule 41-6.

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28 3. Plaintiff shall write/type legibly. If possible, a

1 typewritten or word processed document is preferable to a handwritten  
2 document. Plaintiff shall type or write the original document using ink  
3 (not pencil) sufficiently dark that it can be photocopied clearly.

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5 4. Only 1 side of each page shall be used. Each document shall  
6 have at least a 1 inch margin at the top of each page so that the  
7 document can be 2-hole punched and properly bound in the Court file.

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9 5. Plaintiff shall submit 1 original and 1 copy (or, if plaintiff  
10 wishes to receive a conformed copy, 1 original and 2 copies) of all  
11 documents filed with the Court. The Clerk will not make photocopies of  
12 documents. Plaintiff is reminded that he/she must sign the original  
13 document. See Fed. R. Civ. P. 11(a); Local Rule 11-3.

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15 6. Once any defendant has been served with process or has entered  
16 an appearance in the case, Rule 5 of the Federal Rules of Civil  
17 Procedure requires that plaintiff must serve each defendant's attorney  
18 (or the defendant him or herself, if not represented by counsel), with  
19 a copy of every pleading or other document submitted for the Court's  
20 consideration. Each document submitted after any defendant has entered  
21 an appearance in the case or has been served with process must be  
22 accompanied by a proof of service upon each such defendant in accordance  
23 with Rule 5, Federal Rules of Civil Procedure, and Local Rule 5-3 of  
24 this Court. Strict compliance with Rule 5 and Local Rule 5-3 will be  
25 required, and any documents which fail to contain the required proof of  
26 service will be disregarded.

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1 Any document submitted that does not comply with the foregoing may  
2 be returned to plaintiff without filing or stricken and denied  
3 consideration by the court.

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5 DATED: August 17, 2010.

6 *Margaret A. Nagle*  
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8 MARGARET A. NAGLE  
9 UNITED STATES MAGISTRATE JUDGE  
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