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6 **UNITED STATES DISTRICT COURT**  
78 EASTERN DISTRICT OF CALIFORNIA  
910 ROBERT RODRIGUEZ, ) 1:11cv01371 LJO DLB  
11 Plaintiff, )  
12 v. ) INFORMATIONAL ORDER  
13 POLICE DOG KUBO, et al., )  
14 Defendants. )  
15 \_\_\_\_\_ )16 INFORMATIONAL ORDER TO PRO SE PRISONER LITIGANTS  
1718 Plaintiff is a county jail inmate proceeding pro se and in forma pauperis in this action. In  
19 litigating this action, the parties must comply with the Federal Rules of Civil Procedure  
20 (F.R.C.P.) and the Local Rules of the United States District Court, Eastern District of California  
21 (Local Rules). This order highlights specific rules of which the parties should take particular  
22 note. FAILURE TO COMPLY WITH THE LOCAL RULES, FEDERAL RULES OR A  
23 COURT ORDER, INCLUDING THIS ORDER, WILL BE GROUNDS FOR DISMISSAL OR  
24 OTHER APPROPRIATE SANCTIONS. See Local Rule 11-110; F.R.C.P. 41(b).25 1. Documents intended to be filed with the court must be mailed to the Clerk of the  
26 Court. See Local Rule 134(a). All documents improperly mailed to a judge's chambers will be  
27 stricken from the record.<sup>1</sup> A document requesting a court order must be styled as a motion, not a28 \_\_\_\_\_  
1 When a document is stricken, it becomes a nullity and is not considered by the court for any purposes.

1 letter. See F.R.C.P. 7.

2       2. Each document submitted for filing must include the original signature of the filing  
3 party or parties. Local Rule 131; F.R.C.P. 11(a). All documents submitted without the required  
4 signature(s) will be stricken. Each separate document must be separately stapled. See Local  
5 Rule 130. If a document is stapled behind another document, it will not be filed and will not  
6 enter the court docket.

7       3. All documents filed with the court must be submitted with an additional legible  
8 conformed copy for the court's use. See Local Rule 133(d). A document submitted without an  
9 extra copy for the court's use will be stricken. If the filing party wishes the court to return a file-  
10 stamped copy, he or she must include an additional copy for that purpose (i.e., submit an original  
11 and two copies, one for the court's use and one to be returned) AND a pre-addressed postage paid  
12 envelope. The court cannot provide copy or mailing service for a party, even for an indigent  
13 plaintiff proceeding in forma pauperis. Copies of documents from the court file may be obtained  
14 at the cost of fifty cents per page.

15       4. After defendants have appeared in an action by filing a pleading responsive to the  
16 complaint (i.e., an answer or a motion to dismiss), all documents filed with the court must  
17 include a certificate of service stating that a copy of the document was served on the opposing  
18 party. See F.R.C.P. 5; Local Rule 135. A document submitted without the required proof of  
19 service will be stricken. Where a party is represented, service on the party's attorney of record  
20 constitutes effective service.

21       5. All filings must bear the file number assigned to the action, followed by the initials of  
22 the District Court Judge and the Magistrate Judge to whom the case is assigned. Where plaintiff  
23 simultaneously pursues more than one action, he or she must file separate original documents and  
24 the appropriate number of copies in each action to which the document pertains. Documents  
25 submitted listing more than one case number in the caption will be stricken.

26       6. The court cannot serve as a repository for the parties' evidence (i.e., prison or medical  
27 records, witness affidavits, etc.). The parties may not file evidence with the court until the course  
28 of litigation brings the evidence into question (for example, on a motion for summary judgment,

1 at trial, or when requested by the court). Evidence improperly submitted to the court will be  
2 stricken and returned to the party.

3 7. No discovery may be conducted until an answer is filed and the court issues an order  
4 opening discovery. Discovery propounded on a party is self-executing, and must be served  
5 directly on the party from whom discovery is sought; parties should not file copies of their  
6 discovery with the court. See Local Rules 250.1-250.5. Discovery documents inappropriately  
7 submitted to the court will be stricken. Where the response to discovery is unsatisfactory, the  
8 party seeking discovery may file a motion to compel discovery, including a copy of the discovery  
9 propounded and the response thereto. See F.R.C.P. 37.

10 8. Along with the discovery order, the Court will set scheduling dates for the close of  
11 discovery and pretrial motion activities, for pretrial conference, and for trial. Because plaintiff is  
12 incarcerated and proceeds pro se, all pretrial motions will be submitted without a hearing. See  
13 Local Rule 230(l). The parties are referred to Local Rule 230(l) for the briefing schedule on  
14 motions, motion activities, for pretrial conference, and for trial.

15 9. All court deadlines will be strictly enforced. Requests for time extensions must state  
16 the reason the extension is needed and must be filed with the court before the deadline in  
17 question. See Local Rule 144.

18 10. A pro se plaintiff has an affirmative duty to keep the court and opposing parties  
19 apprised of his or her address. If a plaintiff moves and fails to file a notice of change of address,  
20 service of court orders at plaintiff's prior address shall constitute effective notice. See Local  
21 Rule 182(f). If mail directed to plaintiff is returned by the U.S. Postal Service as  
22 undeliverable, the court will not attempt to remail it. If the address is not updated within sixty  
23 days of the mail being returned, the action will be dismissed for failure to prosecute. See Local  
24 Rule 183(b).

25 IT IS SO ORDERED.

26 Dated: August 23, 2011

27 /s/ Dennis L. Beck  
28 UNITED STATES MAGISTRATE JUDGE