- d. One copy of this order, plus an extra copy for the Marshals Service.
- 2. Within ten days from the date of this order, the Marshals Service is directed to notify the following Defendant of the commencement of this action and to request a waiver of service in accordance with the provisions of Fed. R. Civ. P. 4(d) and 28 U.S.C. § 566(c):

Susan B. Gerson

- 3. The Marshals Service shall file returned waivers of service as well as any requests for waivers of service that are returned as undelivered as soon as they are received.
- 4. If a waiver of service is not returned by Defendant within sixty days of the date of mailing the request for waiver, the Marshals Service shall:
 - a. Personally serve process and a copy of this order upon the Defendant pursuant to Rule 4 of the Federal Rules of Civil Procedure and 28 U.S.C. § 566(c).
 - b. Within ten days after personal service is effected, the Marshals Service shall file the return of service for the Defendant, along with evidence of any attempts to secure a waiver of service of process and of the costs subsequently incurred in effecting service on said Defendant. Said costs shall be enumerated on the USM-285 form and shall include the costs incurred by the Marshals Service for photocopying additional copies of the summons and complaint and for preparing new USM-285 forms, if required. Costs of service will be taxed against the personally served Defendant in accordance with the provisions of Fed. R. Civ. P. 4(d)(2).
- 5. If Defendant waives service, she is required to return the signed waiver to the Marshals Service. The filing of an answer or a responsive motion does not relieve Defendant of this requirement, and the failure to return the

1	signed waivers may subject Defendant to an order to pay the costs of
2	service pursuant to Fed. R. Civ. P. 4(d)(2).
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4	IT IS SO ORDERED.
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6	Dated: April 22, 2014 Isl Michael J. Seng
7	UNITED STATES MÄGISTRATE JUDGE
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