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4. Within thirty (30) days of the date on which the Clerk of Court mails to Plaintiff the materials listed in paragraphs 1 and 3, Plaintiff shall complete the attached Notice of Submission of Documents and submit the completed Notice to the Court with the completed summons, the completed USM-285 form, and two (2) copies of the endorsed complaint.
5. Plaintiff should not attempt service on Defendant and should not request waiver of service. Upon receipt of the documents set forth in paragraph 3, the Court will direct the United States Marshal to serve the Defendant pursuant to Federal Rule of Civil Procedure 4 without payment of costs.
6. **Failure to comply with this order will result in dismissal of this action.**

IT IS SO ORDERED.

Dated: September 23, 2013

/s/ Sandra M. Snyder
UNITED STATES MAGISTRATE JUDGE