

1 1. Documents intended to be filed with the court must be mailed to the Clerk of the Court.
2 See Local Rule 134(a). All documents improperly mailed to a judge's chambers will be stricken
3 from the record.¹ A document requesting a court order must be styled as a motion, not a letter.
4 See F.R.C.P. 7.

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6 2. Each document submitted for filing must include the original signature of the filing
7 party or parties. Local Rule 131; F.R.C.P. 11(a). All documents submitted without the required
8 signature(s) will be stricken. Each separate document must be separately stapled. See Local Rule
9 7-130. If a document is stapled behind another document, it will not be filed and will not enter
10 the court docket.

11 3. All documents filed with the court must be submitted with an additional legible
12 conformed copy for the court's use. A document submitted without an extra copy for the court's
13 use will be stricken. If the filing party wishes the court to return a file-stamped copy, he or she
14 must include an additional copy for that purpose (i.e., submit an original and two copies, one for
15 the court's use and one to be returned) AND a pre-addressed postage paid envelope. The court
16 cannot provide copy or mailing service for a party, even for an indigent plaintiff proceeding in
17 forma pauperis. Copies of documents from the court file may be obtained at the cost of fifty cents
18 per page.
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21 4. After defendants have appeared in an action by filing a pleading responsive to the
22 complaint (i.e., an answer or a motion to dismiss), all documents filed with the court must include
23 a certificate of service stating that a copy of the document was served on the opposing party. See
24 F.R.C.P. 5; Local Rule 135. A document submitted without the required proof of service will be
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27 _____
28 ¹ When a document is stricken, it becomes a nullity and is not considered by the court for any purposes.

1 stricken. Where a party is represented, service on the party's attorney of record constitutes
2 effective service.

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

9 6. The court cannot serve as a repository for the parties' evidence (i.e., prison or medical
10 records, witness affidavits, etc.). The parties may not file evidence with the court until the course
11 of litigation brings the evidence into question (for example, on a motion for summary judgment,
12 at trial, or when requested by the court). Evidence improperly submitted to the court will be
13 stricken and returned to the party.

15 7. No discovery may be conducted until an answer is filed and the court issues an order
16 opening discovery. Discovery propounded on a party is self-executing, and must be served
17 directly on the party from whom discovery is sought; parties should not file copies of their
18 discovery with the court. See Local Rules 250.1, 250.2, 250.3. Discovery documents
19 inappropriately submitted to the court will be stricken. Where the response to discovery is
20 unsatisfactory, the party seeking discovery may file a motion to compel discovery, including a
21 copy of the discovery propounded and the response thereto. See F.R.C.P. 37.

23 8. Along with the discovery order, the Court will set scheduling dates for the close of
24 discovery and pretrial motion activities, for pretrial conference, and for trial. Because plaintiff is
25 incarcerated and proceeds pro se, all pretrial motions will be submitted without a hearing. See
26 Local Rule 230(l). The parties are referred to Local Rule 230(l) for the briefing schedule on
27 motions, motion activities, for pretrial conference, and for trial.
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1 9. All court deadlines will be strictly enforced. Requests for time extensions must state
2 the reason the extension is needed and must be filed with the court before the deadline in
3 question. See Local Rule 144.

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

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14 IT IS SO ORDERED.

15 Dated: March 7, 2014

/s/ Gary S. Austin
UNITED STATES MAGISTRATE JUDGE