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Accordingly, IT IS HEREBY ORDERED:

(1) The Clerk of the Court is directed to issue the summons and new case documents, send Plaintiff a copy of this order, a USM-285 form, an instruction sheet, and the Second Amended Complaint. (Doc. 11).

(2) **No later than February 10, 2017**, Plaintiff shall complete the following requirements for service of the Second Amended Complaint:

- (a) properly complete and sign the attached Notice of Submission of Documents form;
- (b) properly complete the summons form;
- (c) properly complete a USM-285 form;
- (d) submit five (5) copies of the Second Amended Complaint; and
- (e) provide the completed forms and copies of the complaint to the Clerk of Court.

(3) Plaintiff need not attempt service on Defendants and need not request waiver of service. Upon receipt of all the documents listed above in section (2), the Court will issue an order directing the Clerk to forward the completed forms to the United States Marshal to serve the named Defendants under Rule 4 of the Federal Rule of Civil Procedure, without payment of costs.

(4) Plaintiff's failure to comply with this order by **February 10, 2017** will result in dismissal of the action.

IT IS SO ORDERED.

Dated: January 9, 2017

/s/ Gary S. Austin  
UNITED STATES MAGISTRATE JUDGE