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1. The Clerk of the Court shall re-send Plaintiff two (2) USM-285 forms, two (2) summons, a Notice of Submission of Documents form, an instruction sheet and a copy of the first amended complaint filed November 9, 2016;
2. Within thirty (30) days from the date of this order, Plaintiff shall **complete** and return to the Court the Notice of Submission of Documents along with the following documents:
 - a. One completed summons for each Defendant listed above,
 - b. One completed USM-285 form for each Defendant listed above,
 - c. Three (3) copies of the endorsed first amended complaint filed November 9, 2016;
3. Plaintiff need not attempt service on Defendant and need not request waiver of service. Upon receipt of the above-described documents, the Court shall direct the United States Marshal to serve the above-named Defendant pursuant to Federal Rule of Civil Procedure 4 without payment of costs; and
4. The failure to submit completed documents and the required copies of the complaint will result in dismissal of this action.

IT IS SO ORDERED.

Dated: January 17, 2017

/s/ Michael J. Seng
UNITED STATES MAGISTRATE JUDGE