



1 133(d)(1). **All documents mailed improperly to a Judge's chambers will be**  
2 **stricken.**

3 2. Each document submitted for filing must include the original  
4 signature of the filing litigant(s). Fed. R. Civ. P. 11(a); LR 7-131.

5 **All documents submitted without the required signature(s) will be**  
6 **stricken.** Each separate document must be bound separately at the top left

7 corner. LR 7-130(b). If a document is bound behind another document, it  
8 will not be filed or entered on the Court docket. A document requesting

9 a Court order must be styled as a motion, not a letter. Fed. R. Civ.  
10 P. 7. Documents submitted to the Court may be either typewritten or

11 handwritten, but must be legible, and writing shall be on one (1) side of  
12 the page only. LR 7-130 (modified). Every document submitted to the

13 Court must include your name, address, and prisoner identification number  
14 in the upper left-hand corner of the first page. LR 7-132.

15 3. You are not required to send the Court copies of your documents  
16 submitted for filing. LR 5-133(d)(2) (modified). If the filing litigant

17 wishes the Court to return a file-stamped copy, he must include one copy  
18 for that purpose AND a pre-addressed postage paid envelope. **The Court**

19 **cannot provide copies or mailing service for a litigant,** even for an  
20 indigent plaintiff proceeding in forma pauperis. Copies of documents may

21 be obtained from the Court file by contacting Attorney's Diversified  
22 Services at 1424 21st Street, Sacramento, CA 95814, 916-441-4396.

23 4. After Defendants have appeared by filing a response to the  
24 complaint (i.e., an answer, a motion to dismiss, or a motion for summary

25 judgment), and are represented by the office of the California State  
26 Attorney General, Plaintiff is not required to serve copies of filings on

1 Defendants or counsel, as counsel will receive service via the Court's  
2 electronic filing system. Any documents filed in a civil rights action  
3 in which Defendants are **not** represented by the California State Attorney  
4 General must include a certificate of service stating that a copy of the  
5 document was served on the opposing litigant. Fed. R. Civ. P. 5; LR 5-135  
6 (modified). **A document submitted without the required proof of service**  
7 **will be stricken.** Where a litigant is represented by private or other  
8 government counsel, service on the litigant's attorney of record  
9 constitutes effective service.

10 5. All filings must bear the file number assigned to the action,  
11 followed by the initials of the District Judge to whom the case is  
12 assigned and the letters "PC." Where Plaintiff simultaneously pursues  
13 more than (1) one action, he must file separate original documents and the  
14 appropriate number of copies in each action to which the document  
15 pertains. **Documents submitted listing more than one case number in the**  
16 **caption will be stricken.**

17 6. The Court cannot serve as a repository for the parties' evidence  
18 (i.e., prison or medical records, witness affidavits, etc.). Litigants may  
19 not file evidence with the Court until the course of litigation brings the  
20 evidence into question (for example, on a motion for summary judgment, at  
21 trial, or when requested by the Court). **Evidence improperly submitted to**  
22 **the Court will either be returned or stricken.**

23 7. The Eastern District of California converted to an electronic  
24 filing, service, and storage system, effective January 3, 2005. Pro se  
25 litigants are exempt from the electronic filing requirement and must  
26 submit all documents to the Court in paper. LR 5-133(b)(2). Paper

1 documents submitted by pro se litigants for filing will be scanned into  
2 the electronic Court file by the Clerk's Office. After being scanned into  
3 the electronic Court file, the paper documents will be retained in the  
4 Clerk's Office for a limited period of time and then discarded. LR 39-  
5 138(d). For this reason, pro se litigants are cautioned not to send  
6 original exhibits to the Court. When it is appropriate for pro se  
7 litigants to submit exhibits to the Court (see paragraph 6), the litigants  
8 shall retain their original exhibits and send photocopies to the Court.

9 8. After an answer is filed, the Court will issue an order opening  
10 discovery, and setting the deadlines for completing discovery, amending  
11 the pleadings, and filing pre-trial dispositive motions. **No discovery may**  
12 **be conducted without Court permission until an answer is filed and the**  
13 **Court issues the discovery order.** Discovery propounded on a litigant is  
14 self-executing, and must be served directly on the litigant from whom  
15 discovery is sought; litigants should not file copies of their discovery  
16 with the Court. LR 33-250, 34-250, 36-250. **Discovery documents**  
17 **inappropriately submitted to the Court will be stricken.** Where the  
18 discovery response is unsatisfactory, the litigant seeking discovery may  
19 file a motion to compel discovery, including a copy of the discovery  
20 propounded and the response thereto. Fed. R. Civ. P. 37. A motion to  
21 compel must be accompanied by "a certification that the movant has in good  
22 faith conferred or attempted to confer with the litigant not making the  
23 disclosure in an effort to secure the disclosure without court action."  
24 Fed. R. Civ. P. 37(a)(1). In addition, at least ten (10) days before the  
25 hearing, the litigants must file either: (1) a joint statement of  
26 conferment in good faith together with a list and description of

1 unresolved issues or (2) individual statements describing efforts to  
2 confer together with a list and description of unresolved issues.  
3 Statements must not exceed ten (10) pages without first obtaining the  
4 District Judge's approval. **A discovery motion that does not comply with**  
5 **all applicable rules will be stricken and may result in the imposition of**  
6 **sanctions.**

7 9. Because Plaintiff is incarcerated and proceeds pro se, all pre-  
8 trial motions will be submitted without a hearing. LR 78-230(m).  
9 Litigants are referred to Local Rule 78-230(m) for the briefing schedule  
10 on motions.

11 10. All deadlines will be strictly enforced. Requests for time  
12 extensions must state the reason the extension is needed and must be filed  
13 with the Court **before** the deadline in question. LR 6-144.

14 11. A pro se plaintiff has an affirmative duty to keep the Court and  
15 opposing parties apprised of his address. LR 83-182(f). If a plaintiff  
16 moves and fails to file a notice of change of address, service of Court  
17 orders at Plaintiff's prior address shall constitute effective notice.  
18 *Id.* If mail directed to Plaintiff is returned by the U.S. Postal Service  
19 as undeliverable, the Court will not attempt to re-mail it. **If the**  
20 **address is not updated within sixty (60) days of the mail being returned,**  
21 **the action will be dismissed for failure to prosecute.** LR 83-183(b).

22 12. The Court is required to screen complaints brought by prisoners  
23 seeking relief against a governmental entity or officer or employee of a  
24 governmental entity. 28 U.S.C. § 1915A(a). The Court must dismiss a  
25 complaint or portion thereof if the prisoner has raised claims that are  
26 legally "frivolous or malicious," that fail to state a claim upon which

1 relief may be granted, or that seek monetary relief from a defendant who  
2 is immune from such relief. 28 U.S.C. § 1915A(b) (1), (2). The Court will  
3 direct the United States Marshal to serve Plaintiff's complaint only after  
4 the Court has screened the complaint and determined that it contains  
5 cognizable claims for relief against the named Defendants. The Court has  
6 a large number of prisoner civil rights cases pending before it and will  
7 screen plaintiff's complaint in due course. The Court will notify you as  
8 soon as any action is taken in your case. Due to the large number of  
9 civil actions pending before the Court, the Clerk is unable to respond in  
10 writing to individual inquiries regarding case status. As long as you  
11 keep the Court apprised of your current address, you will receive all  
12 decisions affecting the status of the case.

13 As noted, the requirements set forth in Local Rules 5-130, 5-  
14 133(d) (2), and 7-135 have been modified in this Order. These  
15 modifications apply to civil rights and habeas cases filed in the  
16 Sacramento division of the Eastern District of California by prisoners  
17 proceeding pro se.

18 **IT IS SO ORDERED.** The District Court Executive is directed to enter  
19 this Order and provide a copy to Plaintiff.

20 **DATED** this 13<sup>th</sup> day of January 2009.

21  
22 S/ Edward F. Shea  
EDWARD F. SHEA  
23 United States District Judge

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