

1 Each party shall be represented at the Case Management Conference by
2 counsel prepared to address all of the matters referred to in this Order, and with
3 authority to enter stipulations and make admissions pursuant to this Order. The
4 parties are encouraged to attend.

5 Any request to reschedule the above dates should be made in writing, and by
6 stipulation, if possible, not less than ten days before the conference date. Good
7 cause must be shown.

8 At the case management conference the parties should be prepared to address
9 and resolve the following: setting the date and the estimated length of the trial;
10 setting the date for discovery cutoff; setting the date to designate experts and other
11 witnesses; and setting the date for the pretrial conference.

12 **Standing Orders:** All parties shall comply with the Standing Order for All
13 Judges of the Northern District of California concerning the contents of the joint
14 case management conference statement and Judge Illston's Standing Order.

15 Failure to comply with this Order or the Local Rules of this Court may result
16 in sanctions. See Fed.R.Civ.P. 16(f), Civil L.R. 1-4.

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18 **NOTICE TO PRO SE LITIGANTS IN NON-PRISONER ACTIONS:**

19 If you are proceeding in this lawsuit without an attorney, and have not been
20 granted leave to proceed *in forma pauperis*, then the following directives apply to
21 you in the prosecution of your case.

22 The court hereby ORDERS you to comply with the service requirements of
23 Rule 4 of the Federal Rules of Civil Procedure as set forth below. Failure to follow
24 the procedures set forth in this order may result, under Rule 4 (m), in dismissal of
25 your case.

26 It is your responsibility to obtain a valid summons from the clerk and to
27 effect service of the summons and complaint on all defendants in accordance with
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1 **Rule 4 of the Federal Rules of Civil Procedure. If you have named the United States**
2 **government, a federal agency, a federal official or a federal employee as a**
3 **defendant, you must comply with the special requirements of Rule 4 (i).**

4 **Service may be effected by any person who is not a party and who is at least**
5 **18 years of age, which means that you, as a party, may not effect service. If service**
6 **of the summons and complaint is not made upon a defendant within 120 days after**
7 **the filing of the complaint, your action will, under Rule 4 (m), be dismissed as to that**
8 **defendant.**

9 **Within 125 days after the filing of the complaint, you must file proof**
10 **of service indicating which defendants were served within the 120 days allowed**
11 **under Rule 4 (m) and showing, in accordance with Rule 4 (i), how each of those**
12 **defendants was served (for example, by attaching appropriate certificates of**
13 **service). You must also show cause why a defendant not served within the 120**
14 **days allowed under Rule 4 (m) should not be dismissed without prejudice.**

15 **Failure to do these things within the designated time will result in the**
16 **dismissal of your case under Rule 4 (m) and Rule 41 (b).**

17 **For additional information on procedures for litigating in Federal Court, pro**
18 **se litigants are encouraged to contact the Court's Legal Help Center 415-782-8982**
19 **or sign up for an appointment with the Center at 450 Golden Gate Avenue, 15th**
20 **Floor, Room 2796, San Francisco, CA 94102.**

21 **IT IS SO ORDERED.**

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25 **Dated: August 6, 2013**

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27 **SUSAN ILLSTON**
28 **United States District Judge**