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statement shall be accompanied by a signed declaration setting forth the grounds 1 for such failure. Failure to show good cause for such failure may subject the parties 2 to sanctions. 3 4 Each party shall be represented at the Case Management Conference by counsel c. 5 prepared to address all of the matters referred to in this Order, and with authority to 6 enter stipulations and make admissions pursuant to this Order. 7 d. Any request to reschedule the above date should be made in writing, and by 8 stipulation, if possible, not less than ten days before the conference date. Good 9 cause must be shown. 10 At the Case Management Conference the parties should be prepared to address and 11 e. 12 resolve the following: setting the date and the estimated length of the trial; setting 13 the date for discovery cutoff; setting the date to designate experts and other 14 witnesses; and setting the date for the pretrial conference. 15 2. Notice to Unrepresented (Pro Se) Parties in Non-Prisoner Cases 16 Parties representing themselves should visit the link titled "If You Don't Have a a. 17 Lawyer" on the Court's homepage, www.cand.uscourts.gov. The link discusses the 18 19 Court's "Legal Help Center" for unrepresented parties. The Legal Help Center can 20 be reached at 415-782-8982 and is located on the 15th Floor, Room 2796, of the 21 courthouse at 450 Golden Gate Avenue in San Francisco. 22 If you are representing yourself and you have not been granted leave to proceed in b. 23 24 forma pauperis (IFP) by the Court, you must comply with the service requirements of 25 Rule 4 of the Federal Rules of Civil Procedure, as set forth below. Failure to follow the 26 procedures may result, under Rule 4(m), in dismissal of your case: 27 28

United States District Court Northern District of California

(i) It is your responsibility to obtain a valid summons from the clerk and to effect 1 service of the summons and complaint on all defendants in accordance with 2 Rule 4 of the Federal Rules of Civil Procedure. If you have named the United 3 States government, a federal agency, a federal official or a federal employee as 4 5 a defendant, you must comply with the special requirements of Rule 4(i). 6 (ii) Service may be affected by any person who is not a party and who is at least 18 7 years of age, which means that you, as a party, may not affect service. If 8 service of the summons and complaint is not made upon a defendant within 9 120 days after the filing of the complaint, your action will, under Rule 4(m), be 10 dismissed as to that defendant. 11 (iii) Within 125 days after the filing of the complaint, you must file proof of service 12 indicating which defendants were served within the 120 days allowed under 13 Rule 4(m) and showing, in accordance with Rule 4(i), how each of those 14 15 defendants was served (for example, by attaching appropriate certificates of 16 service). You must also show cause why a defendant not served within the 120 17 days allowed under Rule 4(m) should not be dismissed without prejudice. 18 (iv) Failure to do these things within the designated time will result in the dismissal 19 of your case under Rule 4(m) and Rule 41(b). 20 Dated: October 23, 2013 21 22 ILLIAM H. ORRICK 23 United States District Judge 24 25 26 27

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