

UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF NEW YORK

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ROBERT C. HEINEMANN
CLERK OF THE COURT

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- PLEASE REPLY TO:
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(631) 712-6000

April 4, 2008

Donna Dzugas-Smith
2745 Tuckers Lane
Southold, NY 11971

In re: CV 08-1319 (SJF)
Dzugas-Smith -v- South UFSD

Dear Pro Se Litigant:

Pursuant to Rule 4 of the Federal Rules of Civil Procedure, as the plaintiff in the above action, you are responsible to serve the summons and complaint upon each of the defendants in the action.

I enclose a blank summons form which you may fill out and have issued by the Clerk's office. You have 120 days from the date you filed your complaint to complete service of the summons and complaint and to file the proof of service with this Court. Personal service can be made by someone who is not a party to the action. Instructions for service are included.

If you have any questions, you can reach me at (631) 712-6063.

Very truly yours,
Robert C. Heinemann
Clerk of Court

By: /s/ Lorraine Sapienza
Pro Se Paralegal

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