

state a claim. The Court **DIRECTS** the Clerk to issue process for KTS Solutions and deliver that process to the Marshal for service along with a copy of the Report; that service of the Complaint (ECF No. 1) be made on KTS Solutions; and that all costs of service be advanced by the United States. The Court also **ORDERS** that Ayers serve a copy of every document filed in this case on the attorney for KTS Solutions; make a certificate of service on every document filed; familiarize herself with the Federal Rules of Civil Procedure¹ as well as the Local Rules;² notify the Clerk of any change of address or extended absence; and be warned that failure to comply with these requirements, or any other order of the Court, may result in the dismissal of her case without further notice.

IT IS SO ORDERED, this 30th day of October, 2017.

s/ Sheryl H. Lipman

SHERYL H. LIPMAN
UNITED STATES DISTRICT JUDGE

¹ Available online via the Legal Information Institute (Cornell Law School), <https://www.law.cornell.edu/rules/frcp>.

² A free copy of the Local Rules may be obtained from the Clerk. The Local Rules are also available on the court's website at www.tnwd.uscourts.gov/pdf/content/LocalRules.pdf.