

UNITED STATES DISTRICT COURT  
CENTRAL DISTRICT OF CALIFORNIA

**CIVIL MINUTES – GENERAL**

Case No.: 2:19-07358 DOC (ADS) Date: September 12, 2019

Title: Christopher Von Schlobohm v. County of Los Angeles, et al.

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Present: The Honorable Autumn D. Spaeth, United States Magistrate Judge

Kristee Hopkins

Deputy Clerk

None Reported

Court Reporter / Recorder

Attorney(s) Present for Plaintiff(s):  
None Present

Attorney(s) Present for Defendant(s):  
None Present

**Proceedings: (IN CHAMBERS) ORDER REGARDING SERVICE AND  
FILING REQUIREMENTS AFTER FILING OF COMPLAINT  
BY PRO SE PLAINTIFF**

On August 23, 2019, Plaintiff Christopher Von Schlobohm (“Plaintiff”), proceeding pro se, filed a Complaint asserting civil rights violations under 42 U.S.C. § 1983. [Dkt. No. 1]. On the same date, Plaintiff paid the filing fees. [Id.].

**I. SERVICE OF SUMMONS AND COMPLAINT**

Plaintiff is responsible for requesting and obtaining summons(es) and is ordered to promptly proceed with proper and lawful service of the summons and complaint on each named defendant. Service of the summons and complaint must comply with the provisions of Federal Rule of Civil Procedure 4. Within ninety (90) days of filing the complaint, Plaintiff shall file Proof(s) of Service reflecting service upon each defendant. Non-compliance with this paragraph may result in a recommendation of dismissal of any defendant not properly and timely served.

**II. PLEADINGS AND DOCUMENTS SUBMITTED TO THE COURT**

Plaintiff is instructed to comply with the following requirements in addition to the Local Rules and all other applicable requirements for submitting pleadings and documents to the Court.

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**A. Filing and Service Requirements**

All pleadings and other documents to be considered by the Court are to be addressed and submitted to the Clerk of Court for filing. Under Federal Rule of Civil Procedure 11(a) and Local Rule 11-1, Plaintiff is required to sign each original document filed with the Court.

Any document sent to the Court must include the title and case number (including judges' initials). Documents should have at least a one-inch margin at the top of each page, should be printed or neatly handwritten on one side of the paper only. Plaintiff shall type or write the original document using ink (not pencil), when possible, which is sufficiently dark that it can be photocopied clearly. No memorandum may exceed 25 pages in length (not including tables and exhibits) without prior permission from the Court.

At the top of the first page of any document sent to the Court, Plaintiff must give his or her name, mailing address, email address, and any other information needed for mail to be delivered. Plaintiff is responsible for notifying the Court and defense counsel of any changes of address and the effective date of the change. If Plaintiff fails to keep the Court informed of a correct mailing address, this case may be dismissed under Local Rule 41-6. The Clerk will not make photocopies of documents for parties.

After any defendant has entered an appearance in the case, Plaintiff must serve a copy of every pleading or other document submitted for consideration by the Court upon each defendant or, if represented, defendant's attorney. Each document submitted for filing must be accompanied by a proof of service establishing that service has been accomplished in accordance with Federal Rule of Civil Procedure 5 and Local Rule 5-3.1 of this Court. The proof of service must state the method of delivery and the date that a true and correct copy of the pleading or document was mailed or otherwise delivered to each defendant or defendant's counsel.

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**B. Communications with Judge or Judge’s Clerk Prohibited**

Under Local Rule 83-2.5, “parties to any action or proceeding shall refrain from writing letters to the judge, sending e-mail messages to the judge, making telephone calls to chambers, or otherwise communicating with a judge in a pending matter unless opposing counsel is present. All matters must be called to a judge’s attention by appropriate application or motion filed in compliance with these Local Rules.”

**C. Federal Pro Se Clinics**

Plaintiff is hereby advised that there are Federal Pro Se Clinics, each administered by non-profit law firms, which offer on-site information and guidance to individuals proceeding pro se. There are three clinic locations, Los Angeles, Riverside and Santa Ana. Additional information about the clinics is available at <http://prose.cacd.uscourts.gov/federal-pro-se-clinics>.

**III. COMPLIANCE WITH RULES AND ORDERS**

The Court expects all parties to comply with all of this Court’s orders, the Federal Rules of Civil Procedure, and the Local Rules of the Central District of California, which are available on the Court’s website. Plaintiff should pay particularly close attention to this Court’s Local Rules, including Local Rules 6 and 7 which relate to motions, and the Judge’s Procedures governing the noticing and briefing of motions. The Court’s Local Rules can be found on the Court’s website at [http://www.cacd.uscourts.gov/sites/default/files/documents/LocalRules\\_Chap1.pdf](http://www.cacd.uscourts.gov/sites/default/files/documents/LocalRules_Chap1.pdf). Judge Spaeth’s Procedures are available at <http://www.cacd.uscourts.gov/honorable-autumn-d-spaeth>. Failure to obey rules or orders may result in dismissal of this action.

**IT IS SO ORDERED.**

Initials of Clerk kh