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IN RE:

FILING OF IN FORMA PAUPERIS
PRO SE CASES

) ADMINISTRATIVE ORDER NO. 95-1

Robert T. Di Tollo
CLERK, U.S. DIST. CT.
W. D. OF TN MEMPHIS

In order to facilitate the timely filing of civil *in forma pauperis pro se* cases within the U. S. District Court for the Western District of Tennessee, it is

ORDERED that those *pro se* cases that are received by the Clerk's Office which include a properly executed application to proceed *in forma pauperis* are to be stamped filed provisionally as of the date they are received in the office pending a final determination as to the plaintiff's indigency. These cases are to be immediately reviewed by a staff attorney and then forwarded to a Magistrate Judge of this Court for final determination as to the indigency of the applicant. The Magistrate Judge will enter a written order granting or denying the application to proceed *in forma pauperis* and directing any further action to be taken in the case by the Clerk's office.

IT IS FURTHER ORDERED that in all *pro se* cases filed in this Court, the 120-day time limit allowed for service of process by Rule 4(j) of the Federal Rules of Civil Procedure shall begin on the day an order to issue process is entered in the case.

DONE and ORDERED this 6th day of January,
1995.

FOR THE COURT Julia Smith Gibbons
Julia Smith Gibbons
Chief United States District Judge