

IN THE UNITED STATES DISTRICT COURT
FOR THE WESTERN DISTRICT OF WISCONSIN

ETHEL EMELIA MORRIS-SHAW,

Plaintiff,

v.

STORA ENSO NORTH AMERICA CORPORATION,

Defendant.

ORDER

04-C-704-C

This is a civil action brought pursuant to Title VII of the 1964 Civil Rights Act, as amended by the Civil Rights Act of 1991, 42 U.S.C. §§ 2000e. Plaintiff has paid the fee for filing his complaint.

The next step is for plaintiff to serve her complaint on the defendant. Under Fed. R. Civ. P. 4(m), a plaintiff has 120 days after filing a complaint in which to serve the defendant. However, that is an outside limit with few exceptions. This court requires that a plaintiff act diligently in moving her case to resolution. If plaintiff acts promptly, she should be able to serve her complaint on the defendant well before the deadline for doing so established in Rule 4.

To help plaintiff understand the procedure for serving a complaint on a corporation,

I am enclosing with this memorandum a copy of document titled "Procedure for Serving a Complaint on a Corporation . . . in a Federal Lawsuit." In addition, I am enclosing to plaintiff an extra copy of her complaint and forms she will need to send to the defendant in accordance with the procedures set out in Option 1 of the memorandum.

ORDER

IT IS ORDERED that plaintiff promptly serve her complaint on the defendant corporation and file proof of service of her complaint as soon as service has been accomplished. If, by December 15, 2004, plaintiff fails to submit proof of service of her complaint on the defendant or explain her inability to do so, I will direct plaintiff to show cause why her case should not be dismissed for lack of prosecution.

Entered this 3rd day of November, 2004.

BY THE COURT:

BARBARA B. CRABB
District Judge