

**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF MISSOURI**

IN RE: )  
SERVICE IN CIVIL ACTIONS )  
UNDER THE SOCIAL SECURITY ACT )

**ADMINISTRATIVE ORDER**

This order shall apply only to civil actions under the Social Security Act brought by an individual Plaintiff seeking district court review of a final administrative decision of the Commissioner of Social Security (hereinafter “Defendant”) pursuant to 42 U.S.C. § 405(g).<sup>1</sup>

1. Commencing an Action. To commence an action under 42 U.S.C. § 405(g) to review a final administrative decision of Defendant, Plaintiff shall file a Complaint with the Court. The Court’s Case Management and Electronic Case Files (“CM/ECF”) system will generate a notice of suit to the Social Security Administration’s Office of General Counsel and the United States Attorney’s Office for the Eastern District of Missouri.

- a. Contents and form of Complaint. The Complaint must not include any attachments or evidence, nor may it include argument.
- b. Filing of Social Security Identification Form. Plaintiff shall complete the “Social Security Identification Form” that appears on the Court’s website and file it using the sealed event “Social Security ID Form” in CM/ECF.
- c. Service of Complaint. In lieu of service of process of the Complaint and related documents, the Clerk of the Court shall provide service via the Court’s CM/ECF

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<sup>1</sup> <sup>1</sup> This Rule shall not apply to any other action, for example (1) actions that include claims against the Commissioner of Social Security in addition to, or other than, those brought pursuant to 42 U.S.C. § 405(g);

(2) actions that include multiple plaintiffs or a class action; or (3) actions that include defendants other than the Commissioner of Social Security.

system to the Commissioner of Social Security by electronically serving it on the Social Security Administration's Office of the General Counsel and the United States Attorney's Office for the Eastern District of Missouri. If this process is followed, the Defendant has agreed that it will constitute adequate service of process.

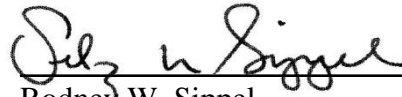
2. Defendant's Response to Complaint

- a. Defendant's Appearance. Counsel for the Defendant must file a notice of appearance prior to responding to the Complaint.
- b. Filing of Defendant's Response. Within 60 days after receiving notification of suit through the Court's CM/ECF system, Defendant must file either:
  - i. A dispositive motion; or
  - ii. The Certified Administrative Record, which shall be deemed an Answer (general denial) to Plaintiff's Complaint.
- c. Redaction. The Certified Administrative Record and all other filings are exempt from any redaction requirements. Access to those documents is governed by Fed. R. Civ. P. 5.2(c) and 5.2(d).
- d. Defects. If a party discovers a material omission from, improper submission within, or other similar defect in the Certified Administrative Record, the party must promptly notify the opposing party. When appropriate, Defendant will file a supplemental or amended Certified Administrative Record. In such circumstances, the briefing deadlines set out in the Case Management Order may be re-calculated as circumstances warrant. If the omission or other defect cannot be cured by filing a supplemental or amended Certified Administrative Record

within 60 days from the date the Defendant is notified, Defendant will file a motion to remand.

SO ORDERED.

Dated this 10th day of September, 2021.

A handwritten signature in cursive script, appearing to read "Rodney W. Sippel", written over a horizontal line.

Rodney W. Sippel  
Chief U.S. District Judge