

Diana Lin

Subject: Creamer v. Gordon #1412MU14: Letter Re Response Date
Attachments: 12.19.Due.Date.Letter.1412MU14.PDF

From: Elizabeth Downey
Sent: Friday, December 19, 2014 3:07 PM
To: MICHAEL COARD
Cc: Shane Creamer; Michael Cooke; Maya Nayak; Jordan Segall
Subject: Creamer v. Gordon #1412MU14: Letter Re Response Date

Dear Mr. Coard:

I have attached a letter informing you that the due date for Ms. Gordon's response is Friday, January 2, 2015 and not December 31, 2014 as my December 12, 2014 letter to you had indicated. I have also sent you the attached letter today via first class mail.

Thank you,

Elizabeth W. Downey
Associate General Counsel
Philadelphia Board of Ethics
www.phila.gov/ethics
(215) 686-9450



CITY OF PHILADELPHIA

BOARD OF ETHICS
ONE PARKWAY BUILDING
1515 Arch Street
18TH Floor
Philadelphia, PA 19102-1504
(215) 686 – 9450
FAX 686 – 9453

Confidential

December 19, 2014

Via first class mail and email

Michael Coard
One Liberty Place
1650 Market Street, Suite 3652
Philadelphia, PA 19103
michaelcoard@msn.com

Re: Administrative Adjudication Matter #1412MU14

Dear Mr. Coard:

I write to inform you that the due date for Ms. Gordon's written Response to the Notice of Administrative Enforcement Proceeding ("Notice") in the administrative enforcement proceeding captioned above is January 2, 2015. The due date is not December 31, 2014 as my December 12, 2014 letter to you indicates.

Board Regulation No. 2 provides at Paragraph 2.14 that the Response is due within 20 days of the date of service of the Notice. Ms. Gordon was personally served with the Notice on December 12, 2014 with proof of delivery, as is required by Paragraph 2.13(b) of the Regulation. The Board's offices will be closed on January 1, 2015. For this reason, the Board must receive Ms. Gordon's Response by January 2, 2015. If more time is required to respond to the Notice, Ms. Gordon must apply for and be granted an extension. The Board memorandum containing supplementary procedures for administrative enforcement describes how to request an extension and the procedure for submitting a filing. Please feel free to contact me if you have any questions.

Sincerely,

Elizabeth W. Downey
Associate General Counsel

cc (via email):

Maya Nayak, General Counsel
Shane Creamer, Executive Director
Michael Cooke, Director of Enforcement