

Diana Lin

Subject: Response - Creamer v. Gordon, #1412MU14
Attachments: 2015.2.6.Response.Acknowledgement.1412MU14.PDF

From: Elizabeth Downey
Sent: Friday, February 06, 2015 4:41 PM
To: reachingback@aol.com
Cc: Maya Nayak; Shane Creamer; Michael Cooke
Subject: Response - Creamer v. Gordon, #1412MU14

Dear Ms. Gordon:

I write to acknowledge that I received your timely Response, which includes a request for a hearing. I have attached an electronic copy of a letter I am sending you via first class mail.

Sincerely,

Elizabeth W. Downey
Associate General Counsel
Philadelphia Board of Ethics
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Confidential

February 6, 2015

Via first class mail and email

Tracey L. Gordon
6543 Windsor Street
Philadelphia, PA 19142
reachingback@aol.com

Re: Administrative Adjudication Matter #1412MU14

Dear Ms. Gordon:

As counsel to the Board of Ethics, I write to let you know that I received your timely Response, which contains a hearing request and responds to the Notice of Administrative Enforcement Proceeding served by the Executive Director on December 12, 2014. When attorney Michael Coard submitted the Response, he informed me that he no longer represents you in this proceeding, that I should communicate directly with you, and that I should no longer communicate with him regarding this matter. If you engage another attorney to represent you, you must let me and the Board's General Counsel Maya Nayak know immediately. We then would direct all communications to your new attorney. Also, we received the additional information related to your Response that Mr. Coard transmitted by email on February 5, 2015, despite his withdrawal from representing you in this matter.

The procedures that govern the Board's administrative adjudication proceedings are set forth in Board of Ethics Regulation No. 2 and a Board memorandum approved in November 2014 that contains additional procedures for administrative enforcement proceedings. The Board memo on supplementary procedures contains important information about the procedures for all phases of administrative enforcement proceedings, such as the procedure for exchange and submission of information, including witness lists, before the hearing. You received copies of both documents with the Notice Administrative Enforcement that was served on you by Executive Director Creamer on December 12, 2014. Please let me know if you would like additional copies of these documents.

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cc (via email): Maya Nayak, General Counsel
Shane Creamer, Executive Director
Michael Cooke, Director of Enforcement