

**Diana Lin**

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

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**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](http://www.phila.gov/ethics)  
(215) 686-9450



# CITY OF PHILADELPHIA

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18<sup>TH</sup> Floor  
Philadelphia, PA 19102-1504  
(215) 686 – 9450  
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*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,

A handwritten signature in black ink, appearing to read "Elizabeth W. Downey".

Elizabeth W. Downey  
Associate General Counsel

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