

**Diana Lin**

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**Subject:** Cremer v. Gordon, Administrative Enforcement Matter #1412MU14 - Pre-hearing Deadlines Reminder  
**Attachments:** Pre-hearing exchanges reminder letter\_Gordon 1412MU14.pdf

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**From:** Ayodeji K. Perrin  
**Sent:** Thursday, May 07, 2015 3:53 PM  
**To:** Shane Creamer; [reachingback@aol.com](mailto:reachingback@aol.com)  
**Cc:** Michael Cooke; Maya Nayak  
**Subject:** Cremer v. Gordon, Administrative Enforcement Matter #1412MU14 - Pre-hearing Deadlines Reminder

Dear Ms. Gordon and Mr. Creamer,

I have attached an electronic copy of a letter from Ms. Nayak reminding the parties of the deadlines for parties to exchange witness lists and exhibits and to submit pre-hearing memoranda. I have sent the attached letter to Ms. Gordon via first class mail. That mailing also includes a copy of Board Regulation No. 2 and the Board's November 19, 2014 Supplemental Procedures Memorandum.

Sincerely,  
Ayodeji Perrin

**AYODEJI K. PERRIN, ESQ.**

Staff Attorney  
City of Philadelphia Board of Ethics  
One Parkway Building, 18th Floor  
1515 Arch Street  
Philadelphia, PA 19102  
(215) 686 9463 (office)  
(215) 686 9453 (fax)  
[www.phila.gov/ethicsboard](http://www.phila.gov/ethicsboard)



# CITY OF PHILADELPHIA

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

*Confidential*

May 7, 2015

*Via e-mail*

J. Shane Creamer, Jr.  
Executive Director  
Philadelphia Board of Ethics  
1515 Arch Street, 18th Floor  
Philadelphia, PA 19102

*Via e-mail and first class mail*

Tracey Gordon  
6543 Windsor Street  
Philadelphia, PA 19142

**Re: Administrative Adjudication Matter #1412MU14**

Dear Mr. Creamer and Ms. Gordon:

As you know, the hearing in this matter is scheduled to take place on Tuesday, June 2, 2015, at 9:30 a.m. in the conference room at the Office of the Board of Ethics, Room No. 18-009, One Parkway Building, 1515 Arch Street, 18<sup>th</sup> Floor, Philadelphia, PA 19102.

Please be reminded that Board of Ethics Regulation No. 2 and the November 19, 2014 Supplemental Procedures Memorandum, which are enclosed, require the parties to exchange witness lists and exhibits by a deadline twenty-one days before the hearing, which in this matter is Tuesday, May 12, 2015. The deadline for the parties to submit pre-hearing memoranda to the Board is fourteen days prior to the hearing, or Tuesday, May 19, 2015.

In administrative enforcement proceedings such as this, Board members act as the adjudicator with the assistance of General Counsel staff and a Hearing Officer. The Board, General Counsel staff, and Hearing Officer are not informed of communications or possible settlement discussions between the parties. Any such discussions would not relieve the obligation to follow filing deadlines and other procedural requirements set by the Board in this administrative enforcement proceeding.

**Re: Administrative Adjudication Matter #1412MU14**

May 7, 2015

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The enclosed Board memo on procedures contains important information about the procedures for all phases of administrative enforcement proceedings, including how to submit filings. If you have questions about the applicable procedures, please contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Maya Nayak". The signature is fluid and cursive, with the first name "Maya" and last name "Nayak" clearly distinguishable.

Maya Nayak,  
General Counsel

Enclosures (2) (*first-class mailing only*)

cc (*via email*): Michael Cooke, Director of Enforcement