

September 29, 2000

Lyn Utrecht
Ryan Phillips, Utrecht & MacKinnon
1133 Connecticut Avenue, NW, Ste. 300
Washington, DC 20036

Re: MUR 4917

Dear Ms. Utrecht:

The Federal Election Commission (FEC) has received your response to our letter regarding the complaint filed against the Committee to Elect Thomas Cramer and Mr. Chris Cramer as treasurer. The FEC has reviewed that reply. Before proceeding however, we need to bring to your attention the existence of the Commission's Alternative Dispute Resolution (ADR) program.

Your case may be eligible for processing in that program. To be considered for ADR processing, i.e., negotiation and/or mediation, you must: 1) indicate a willingness to have your case submitted to the ADR process; 2) agree to participate in the bilateral negotiations and, if necessary, mediation; and 3) waive the statute of limitations while the matter is being processed under the FEC's ADR program.

If you agree to engage in ADR, the complaint will be evaluated on its merits to determine whether it is appropriate for processing in the ADR program. Additional information about the FEC's ADR program is provided in the enclosed material. If after reviewing the material, you would like your matter to be considered for possible ADR processing, you must affirmatively indicate that desire on the enclosed form. Failure to respond affirmatively will be taken as a notice of disinterest in the program and your case will be dropped from further consideration for ADR. In that event, your case will be pursued by the Commission's Office of General Counsel.

If you have any questions about the ADR program please contact the ADR office at 202-694-1670.

Sincerely,


Allan D. Silberman,
Director, ADR Office

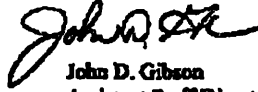
Enclosure:

1. ADR Material
2. ADR Commitment Statement

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on our toll-free number (800) 424-9530 or our local number (202) 694-1130.

Sincerely,



John D. Gibson
Assistant Staff Director
Reports Analysis Division

Enclosure

2000 OCT 10 4:55 PM



FEDERAL ELECTION COMMISSION
WASHINGTON DC 20463

RQ-2

Chris Cramer, Treasurer
Committee to Elect Thomas Cramer
157 S. Park Blvd
Glen Wily, IL 60137

Identification Number: C00338053

Reference: Mid-Year Report (1/1/99-6/30/99)

Dear Mr. Cramer:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-You must attempt to obtain the occupation and name of employer for all individuals who contribute more than \$200 in a calendar year.

A committee may establish "best efforts" by providing the Commission with a description of its procedures for requesting the information. It is also in the best interests of the committee to provide a copy of its solicitation. In order to establish "best efforts", the committee must demonstrate that it makes at least one request for the information after the contribution is received. This one request must be made for any solicited or unsolicited contribution that exceeds the \$200 threshold and lacks the necessary information.

Each solicitation must include a clear and conspicuous request for the information. If a committee receives a contribution that exceeds the \$200 threshold but lacks contributor information, the committee must, within 30 days, make an additional written or oral request for the information. Please note that a written request may not include an additional solicitation or material on any other subject, other than thanking the contributor for the donation and must include a pre-addressed return post card or envelope for

the contributor's response. An oral request must be documented in writing. Committees must also disclose information that was not provided by the contributor, but is available in any of the committee's records for that current election cycle.

If a committee receives contributor information after the contributions have been reported, the committee shall either a) file with its next regularly scheduled report, an amended memo Schedule A listing all the contributions for which additional information was received; or b) file on or before its next regularly scheduled reporting date, amendments to the report(s) originally disclosing the contribution(s). (11 CFR §104.3(a)(4)(i) and 11 CFR §104.7)

A written response or an amendment to your original report(s) correcting the above problem(s) should be filed with the Federal Election Commission within fifteen (15) days of the date of this letter. If you need assistance, please feel free to contact me on our toll-free number, (800) 424-9530. My local number is (202) 694-1130.

Sincerely,



Pat Sheppard
Senior Reports Analyst
Reports Analysis Division

404