



FEDERAL ELECTION COMMISSION
WASHINGTON, D C 20463

JUL 21 2005

Benjamin L. Ginsberg, Esq.
Eric S. Brown, Esq.
Patton Boggs, LLP
2550 M Street, NW
Washington, DC 20037-1350

P-MUR 427

Dear Messrs. Ginsberg and Brown:

This is to acknowledge receipt of your letter dated July 18, 2005, advising us of a possible violation of the Federal Election Campaign Act of 1971, as amended, by your clients Leo Burnett Worldwide, Inc., Leo Burnett USA, Inc., and Raymond T. DeThorne. We will review the matter and notify you as soon as the Federal Election Commission takes action on your submission.

For your information, we have attached a brief description of the Commission's procedures for handling matters such as this. If you have any questions, please contact me on our toll-free telephone number (800) 424-9530. Our local telephone number is (202) 694-1650.

Sincerely,

JEFF JORDAN
BY
GRB

Jeff S. Jordan
Supervisory Attorney
Complaints Examination &
Legal Administration

Enclosure
Procedures

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**DESCRIPTION OF PRELIMINARY PROCEDURES
FOR PROCESSING COMPLAINTS FILED WITH THE
FEDERAL ELECTION COMMISSION**

**999 E Street, NW
Washington, D.C. 20463
FAX (202) 219-3923**

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Complaints filed with the Federal Election Commission shall be referred to the Enforcement Division of the Office of the General Counsel, where they are assigned a MUR (Matter Under Review) number and forwarded to Complaints Examination & Legal Administration ("CELA") for processing. Within five days of receipt of the complaint, the Commission shall notify all respondents referenced in the complaint, in writing, that the complaint has been filed, and shall include with such notification a copy of the complaint. Simultaneously, the complainant shall be notified that the complaint has been received. The respondents shall then have 15 days to demonstrate, in writing, that no action should be taken against them in response to the complaint. If additional time is needed in which to respond to the complaint, the respondents may request an extension of time. The request must be in writing and demonstrate good cause as to why an extension should be granted. Please be advised that not all requests are granted.

After the response period has elapsed, cases are prioritized and maintained in CELA, or in some instances referred to either the Alternative Dispute Resolution Office or the Administrative Fines program. Cases warranting the use of Commission resources are assigned as staff becomes available. Cases not warranting the use of Commission resources are dismissed.

If a case is assigned to a staff person, the Office of the General Counsel shall report to the Commission, making recommendations based upon a preliminary legal and factual analysis of the complaint and any submission made by the respondent. The report may recommend that the Commission: (a) find reason to believe that the complaint sets forth a possible violation of the Federal Election Campaign Act of 1971, as amended, (hereinafter "the Act"); or (b) find no reason to believe that the complaint sets forth a possible violation of the Act and, accordingly, close the file.

If, by an affirmative vote of four Commissioners, the Commission determines that there is reason to believe that a respondent has committed or is about to commit a violation of the Act, the Office of the General Counsel shall open an investigation into the matter. During the investigation, the Commission has the power to subpoena documents, to subpoena individuals to appear for deposition, and to order written answers to interrogatories. The Commission during this phase may contact a respondent more than once.

If during this period of investigation, a respondent indicates a desire to enter into conciliation, the Office of the General Counsel may recommend that the Commission enter into conciliation prior to a finding of probable cause to believe that a violation has been committed. Conciliation is an attempt to correct or prevent a violation of the Act by informal methods of conference and persuasion. Most often, the results obtained through the conciliation process are