



FEDERAL ELECTION COMMISSION

Washington, D.C. 20002

1 **MEMORANDUM**

2 **TO:** The Commission

3 **FROM:** Lisa J. Stevenson
4 Acting General Counsel

5 Charles Kitcher
6 Acting Associate General Counsel for Enforcement

7 **BY:** Mark D. Shonkwiler *MS*
8 Assistant General Counsel

9 Christopher Edwards *CLC*
10 Attorney

11 **SUBJECT:** MUR 7102 (Keefe, Keefe, & Unsell, P.C.) – Respondent’s Request for Pre-
12 Probable Cause Conciliation

13 On June 25, 2019, the Commission found reason to believe that the law firm of Keefe,
14 Keefe, & Unsell, P.C. (the “Firm”) and three of its named partners, Thomas Q. Keefe, Jr.,
15 Thomas Q. Keefe, III, and Samantha Unsell, violated 52 U.S.C. §§ 30116, 30118(a), 30122 and
16 11 C.F.R. §§ 110.4(b)(1)(i), 114.2(b), and 114.2(f), in connection with the apparent
17 reimbursement of political contributions reported as being made by Firm employees to Friends
18 of C.J. for Congress and Ann M. Barnum in her official capacity as treasurer.¹ The First General
19 Counsel’s Report advised the Commission that an investigation was required to determine the
20 number of contributions that had been reimbursed and that there was insufficient information to
21 make a recommendation as to whether or not the violations were knowing and willful.² In order
22 to obtain this information, the Commission authorized the use of compulsory process.³

1 Certification ¶ 1, MUR 7102 (Keefe, Keefe, Unsell, P.C., *et al.*)

2 MUR 7102, First General Counsel’s Report at 13 (Aug. 23, 2018).

3 *Id.* ¶ 6.

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2 Accordingly, we recommend that the Commission reject Respondents' request for pre-probable
3 cause conciliation. In the meantime, we intend to continue our investigation.

4 **RECOMMENDATIONS:**

5 1. Reject the Respondents' Request to enter into Pre-Probable Cause Conciliation.

6 Attachments:

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8 1. Affidavit from Debra Eastridge;

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¹² The statute of limitations for the reimbursed contributions to Hillary Clinton's 2016 presidential campaign begins on this date. The statute of limitations for the reimbursed contributions to C.J. for Congress is March 1, 2021.

BEFORE THE FEDERAL ELECTION COMMISSION

IN RE:

)
)
 KEEFE, KEEFE & UNSELL,
 THOMAS KEEFE, JR.,
 THOMAS KEEFE III,
 SAMANTHA UNSELL,)
)
 MUR 7102)
)
 Respondents.

AFFIDAVIT OF DEBRA M. EASTRIDGE

I, Debra M. Eastridge, state the following:

1. My name is Debra M. Eastridge. I am over the age of eighteen.
2. I have worked at the law firm of Keefe, Keefe & Unsell since 1992. The firm is organized as a professional corporation, and partner Thomas Q. Keefe, Jr. is the firm's sole owner and officer. The firm has two salaried (non-equity) partners, Thomas Q. Keefe III and Samantha Unsell, and an associate, Kelly T. Crosby (a/k/a Kelly Crosby Keefe). In 2016, all firm administrative employees were compensated well in excess of the reported \$31,000 average salary. That year, our lowest paid, part-time, administrative employees received taxable wages of at least \$60,000.
3. Since 2000, I have served as the firm's office manager and assistant to Thomas Keefe, Jr. Until approximately 2017, when the firm acquired new billing software, my responsibilities included management and oversight of firm disbursements, including signing checks, reconciling accounts, and managing the firm's escrow account. I still retain check-signing authority.
4. On or around March 2, 2016, Thomas Keefe, Jr. asked if I and other administrative employees would contribute \$2,700 to the congressional campaign of Charles John ("C.J.") Baricevic. I subsequently made a contribution of \$2,700 to Mr. Baricevic's campaign committee, as did Janice Harding, Jill Harres, Ashley Meuren, Madonna Schutzenhofer, and Lisa Wierciak.
5. In my capacity as office manager, I issued reimbursement checks from the firm to each of the employees noted in paragraph 4, except for me. It was my practice to ask another employee to sign checks reimbursing my own expenses. In accordance with that practice, Madonna Schutzenhofer issued a reimbursement check to me for \$2,700.

6. At or about the same time, I learned that Kelly Crosby Keefe, an associate attorney with the firm, also made a contribution to the Baricevic campaign in the amount of \$2,700. I issued a firm check to her as reimbursement for her contribution.
7. All reimbursement checks issued to employees were issued as stand-alone expense reimbursements. No attempt was made to conceal the purpose of the reimbursements or mischaracterize the reimbursements as salary, bonus, or other compensation.
8. I was unaware of any reason why the firm might not be able to reimburse these campaign contributions until I learned of the complaint in this matter.

I swear that the above statement is true and correct to the best of my knowledge.

Debra M. Eastridge
DEBRA M. EASTRIDGE
8-8-19
Date

Subscribed to and sworn before me
this 2nd day of August, 2019.

Madonna Schutzenhofer

