



**FEDERAL ELECTION COMMISSION**  
Washington, DC 20463

December 23, 2020

**VIA ELECTRONIC MAIL**

Lawrence Norton  
Venable, LLP  
600 Massachusetts Avenue, N.W.  
Washington, D.C. 20001  
[LHNorton@venable.com](mailto:LHNorton@venable.com)

RE: MUR 7102  
Keefe, Keefe, & Unsell, P.C.

Dear Mr. Norton:

This is in response to your December 8, 2020 request for a Probable Cause Hearing on behalf of your client(s) in the above referenced matter. On December 23, 2020, the Commission scheduled an oral Probable Cause Hearing for Tuesday January 5, 2021 at 10 a.m. This virtual hearing will be conducted via a secure Zoom meeting. The Office of the Commission Secretary will contact you prior to the hearing date in order to provide the necessary connection information.

Please be advised of the following hearing procedures. You will be allowed 15 minutes to make an opening statement. Your statement should present issues and arguments that you have already briefed or brought to the attention of the Office of General Counsel ("OGC"). You should not present any evidence, document, or other information unless such evidence, document, or information was previously provided to OGC during the course of its investigation. Following your presentation, you may be questioned by individual Commissioners, the General Counsel, and the Staff Director. You will have five minutes to make a closing statement.

At least one week prior to the scheduled date of the hearing, you should provide OGC and the Office of the Commission Secretary with any materials you intend to use during your presentation to the Commission. Witnesses, including Respondents, may not be called to testify at the hearing.

A transcript will be made of the hearing and Respondents may be bound by any representations you make at the hearing. You may request a copy of the transcript by submitting a written request to OGC. Upon receipt of the written request, OGC will authorize the court

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reporter to allow you to purchase a copy of the transcript. The transcripts will become a part of the record of the enforcement matter and the Commission may rely on the contents of the transcript in its consideration of whether to find probable cause to believe that a violation has occurred or in any subsequent action.

You are advised that hearings are confidential and not open to the public; generally only respondents and their counsel may attend. Attendance by any other parties must be approved by the Commission in advance.

If you have any questions, please contact me at (202) 213-3067

Sincerely,

*Mark Shonkwiler*

Mark Shonkwiler  
Assistant General Counsel