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February 13, 2002

OF COUNSEL
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Federal Election Commission
Attention: Electronic Filing Help Desk
999 E Street, NW
Washington, DC 20463

To Whom It May Concern:

On January 31, I completed and electronically filed, via computer disk, three year-end reports of Reports of Receipts and Disbursements. I learned on February 1 that the Federal Election Commission's (FEC) Electronic Filing Department initially rejected each of these reports due to an error in how I saved them to computer disk.

By way of background, I had never before filed an FEC report. I relied heavily on the FEC File 4 Program software's Help Menu and the filing support that I received through your "help desk." I called the FEC "help-line" during the morning of January 31, and left a message requesting a return phone call. A technician named Jeff kindly returned my call around 12:30pm.

My initial concern when placing the call was whether or not I would need new passwords for submission because I was a first time filer for previously existing accounts. Jeff explained that because I either was missing passwords or could not accurately match passwords to accounts, it would be best to submit the reports electronically via disk. He said that while my accounts did not exceed the \$50,000 limit for required electronic submission, the accounts had been filed electronically previously and, therefore, must be submitted in the same manner. I asked if there were any special instructions for filing the reports on a disk, and Jeff instructed me to "save" the three reports on separate, empty disks, and attach them to a signed, front page from the corresponding report. He further informed me that these disks and documents were to be filed with the FEC by 7:00 p.m., January 31.

I placed a second call to the FEC help line sometime after 3:00 p.m. with a message stating that I was having difficulty electronically dating the front page at the signature line. A gentleman, whose name I did not learn, returned my call within the hour. But at the time he called I had solved the problem via the Help Menu within the software. I informed the technician that I thought I had fixed my problem and thanked him for calling.

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February 13, 2002
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When I received the instructions to "save the reports to separate, empty disks," I saved the information to the computer disks in the same way that I save a word processing document to a computer disk. Moreover, before I filed the reports I pulled up the files on the disks to ensure that the same information appeared on the disk as appeared on my hard drive. As a result, I did not recognize the error before the reports were filed with the FEC. The three reports were filed with the FEC at 5:15 p.m., January 31.

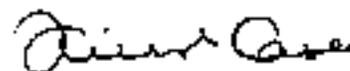
On February 1 I was notified that the three reports I had filed electronically failed because the disks contained the correct information in the wrong format. Another electronic filing technician, Dominick Gerald, patiently walked me through the steps to correct my errors and resubmit the reports, which I filed on February 1.

Mr. Gerald explained that there is a function known as "upload," which is necessary when saving reports to a computer disk. This function was completely unknown to me and not readily apparent in the Help Menu of the software. In addition, the technicians did not volunteer this information when they provided me with assistance. During my discussions with FEC technicians I never was alerted to a list of procedures to be completed for acceptable filing, or a method by which to check my work for errors. Until February 1, I thought that the reports were successfully filed electronically.

As you can see from the discussion above, all of the FEC technicians with whom I spoke were very helpful and timely in their response. However, it would have been valuable to me as a first-time filer if I had been advised about the "save" procedures, which are unique to FEC filing software.

Thank you for your attention to my concerns, and my thanks to the technicians who patiently assisted me.

Sincerely,

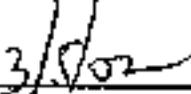


Kierstin M. Case, Legislative Assistant

Federal Election Commission

**ENVELOPE REPLACEMENT PAGE
FOR INCOMING DOCUMENTS**

The Commission has added this page to the end of this filing to indicate how it was received.

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