



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-7

February 15, 2013

SHERI BIVINS, TREASURER
FRIENDS OF DR JANIS C BROOKS
PO BOX 414
C/O 814 MAPLE AVENUE
NORTH VERSAILLES, PA 15137

IDENTIFICATION NUMBER: C00510917

REFERENCE: YEAR-END REPORT (10/01/2012 - 12/31/2012)

Dear Treasurer:

It has come to the attention of the Federal Election Commission that you may have failed to file the above referenced report of receipts and disbursements or failed to file a report covering the entire reporting period as required by the Federal Election Campaign Act, as amended.

It is important that you file this report immediately. The report must be filed with the Federal Election Commission, 999 E Street, N.W., Washington, DC 20463 for House candidates, or the Secretary of the Senate, 232 Hart Senate Office Building, Washington, DC 20510 (if sent via overnight delivery service) or Senate Office of Public Records, P.O. Box 77578, Washington, DC 20013-7578 (if sent via USPS) for Senate Candidates. Please note that electronic filers must submit their reports electronically, as per 11 CFR §104.18. A copy of the report must also be filed with the Secretary of State or equivalent State officer unless the State is exempt from the federal requirement to receive and maintain paper copies. You can verify the Commission's receipt of any documents submitted by your committee on the FEC website at www.fec.gov.

The failure to timely file a complete report may result in civil money penalties, an audit or legal enforcement action. The civil money penalty calculation for late reports does not include a grace period and begins on the day following the due date for the report. Due to heightened security screening measures, delivery of mail by the US Postal Service may be delayed. The Commission recommends that you submit your report via overnight delivery or courier service.

FRIENDS OF DR JANIS C BROOKS

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If you have any questions regarding this matter, please contact Sari Pickerall at our toll-free number (800)424-9530. Our direct local number is (202)694-1130.

Sincerely,

A handwritten signature in black ink that reads "Debbie Chacona". The script is cursive and somewhat informal.

Deborah Chacona
Assistant Staff Director
Reports Analysis Division

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