STATE OF FLORIDA FLORIDA ELECTIONS COMMISSION

In Re	: Diana Gonzalez-Whyte	Case No.: FEC 17-259
то:	Diana Gonzalez-Whyte 2103 Coral Way, # 306 Miami, FL 33145	Miami-Dade County Supervisor of Elections 2700 NW 87th Avenue Miami, FL 33172

NOTICE OF HEARING (MOTION TO RECONSIDER/ AUTOMATIC FINE)

A hearing will be held in this case before the Florida Elections Commission on, March 13, 2018 at 8:30 am, or as soon thereafter as the parties can be heard, at the following location: Augustus B. Turnbull Conference Center, 555 West Pensacola Street, Room 103, Tallahassee, Florida 32301.

Failure to appear in accordance with this notice will constitute a waiver of your right to participate in the hearing. Continuances will be granted only upon a showing of good cause.

This hearing will be conducted pursuant to Section 106.25, Florida Statutes, which governs your participation as follows:

If you are the Respondent, you may attend the hearing, and you or your attorney will have 5 minutes to present your case to the Commission. However, some cases (including those in which consent orders or recommendations for no probable cause are being considered) may be decided by an en masse vote and, unless you request to be heard or the Commission requests that your case be considered separately on the day of the hearing, your case will not be individually heard.

If you are the Complainant, you may attend the hearing, but you will not be permitted to address the Commission. In addition, some cases (including those in which consent orders or recommendations for no probable cause are being considered) may be decided by an en masse vote and, unless the Respondent requests to be heard or the Commission requests that the case be considered separately on the day of the hearing, the case will not be individually heard.

If you are an Appellant, and you have requested a hearing, you may attend the hearing, and you or your attorney will have 5 minutes to present your case to the Commission.

Please be advised that both confidential and public cases are scheduled to be heard by the Florida Elections Commission on this date. As an Appellant, Respondent or Complainant in one case, you will not be permitted to attend the hearings on other confidential cases.

The Commission will electronically record the meeting. Although the Commission's recording is considered the official record of the hearing, the Respondent may provide, at his own expense, a certified court reporter to also record the hearing.

If you require an accommodation due to a disability, contact Donna Ann Malphurs at (850) 922-4539 or by mail at 107 West Gaines Street, The Collins Building, Suite 224, Tallahassee, Florida 32399, at least 5 days before the hearing.

See further instructions on the reverse side.

Amy McKeever Toman

Executive Director Florida Elections Commission February 26, 2018

Please refer to the information below for further instructions related to your particular hearing:

If this is a hearing to consider **an appeal from an automatic fine**, the Filing Officer has imposed a fine on you for your failure to file a campaign treasurer's report on the designated due date and, by filing an appeal, you have asked the Commission to consider either (1) that the report was in fact timely filed; or (2) that there were unusual circumstances that excused the failure to file the report timely. You are required to prove your case. If the Commission finds that the report was filed timely or that there were unusual circumstances that excused the failure, it may waive the fine, in whole or in part. The Commission may reduce a fine after considering the factors in Section 106.265, Florida Statutes. If the Commission finds that the report was not timely filed and there were no unusual circumstances, the fine will be upheld.

If this is a hearing to consider a **consent order before a determination of probable cause has been made**, the Commission will decide whether to accept or reject the consent order. If the Commission accepts the consent order, the case will be closed and become public. If the Commission rejects the consent order or does not make a decision to accept or deny the consent order, the case will remain confidential, unless confidentiality has been waived.

If this is a hearing to consider a **consent order after a determination of probable cause has been made**, the Commission will decide whether to accept or reject the consent order. If the Commission accepts the consent order, the case will be closed. If the Commission rejects the consent order or does not make a decision to accept or deny the consent order, the Respondent will be entitled to another hearing to determine if the Respondent committed the violation(s) alleged.

If this is a **probable cause hearing**, the Commission will decide if there is probable cause to believe that the Respondent committed a violation of Florida's election laws. Respondent should be prepared to explain how the staff in its recommendation incorrectly applied the law to the facts of the case. *Respondent may not testify, call others to testify, or introduce any documentary or other evidence at the probable cause hearing.* The Commission will only decide whether Respondent should be *charged* with a violation and, before the Commission determines whether a violation has occurred or a fine should be imposed, Respondent will have an opportunity for another hearing at which evidence may be introduced.

If this is an **informal hearing**, it will be conducted pursuant Sections 120.569 and 120.57(2), Florida Statutes; Chapter 28 and Commission Rule 2B-1.004, Florida Administrative Code. At the hearing, the Commission will decide whether the Respondent committed the violation(s) charged in the Order of Probable Cause. The Respondent will be permitted to testify. However, the Respondent may not call witnesses to testify.

Respondent may argue why the established facts in the Staff Recommendation do not support the violations charged in the Order of Probable Cause. At Respondent's request, the Commission may determine whether Respondent's actions in the case were willful. The Respondent may also address the appropriateness of the recommended fine. If Respondent claims that his limited resources make him unable to pay the statutory fine, he must provide the Commission with written proof of his financial resources at the hearing. A financial affidavit form is available from the Commission Clerk.

STATE OF FLORIDA FLORIDA ELECTIONS COMMISSION

In Re:	Diana Gonzalez-Whyte	Case No.:	FEC 17-259

MOTION FOR RECONSIDERATION

COMES NOW, Petitioner, Florida Elections Commission ("Commission") by and through the undersigned counsel, and files this Motion for Reconsideration and in support thereof states as follows:

- 1. On July 26, 2017, Respondent filed an appeal with the Commission, pursuant to Section 106.07(8)(c), Florida Statutes, disputing the imposition of a fine by the Miami-Dade County Supervisor of Elections.
- 2. On November 18, 2017, Respondent emailed documents in support of her appeal to Commission staff.
- 3. On November 28, 2017, the Commission held a hearing in this matter and found that Respondent's reason for her failure to file the report on the designated due date did not amount to unusual circumstances, and ordered that the assessed fine be upheld.
- 4. Respondent's supplemental documentation was timely received, however, it was not considered by the Commission at the hearing due to an inadvertent error by Commission staff.

Therefore, I request the Commission reconsider this matter so that the Commission can consider Respondent's supplemental documentation when making its determination on Respondent's appeal.

WHEREFORE, based upon the foregoing, the undersigned counsel requests this matter be reconsidered by the Commission at its next available meeting.

Respectfully submitted on December 28,7017 by:

Stephanie J. Cunningham

Fla. Bar No.: 71389

Assistant General Counsel

Florida Elections Commission

107 W. Gaines Street

Collins Building, Suite 224

Tallahassee, FL 32399-1050

Phone Number: (850) 922-4539

Fax Number: (850) 921-0783

Stephanie.Cunningham@myfloridalegal.com;

FEC@myfloridalegal.com

Copies furnished to:

Stephanie J. Cunningham, Assistant General Counsel

Diana Gonzalez-Whyte Respondent

Miami-Dade County Supervisor of Elections, Filing Officer



Fw: FEC 17-259

Florida Elections Commission to: Stephanie Cunningham

11/20/2017 02:40 PM

Sent by: Donna Malphurs

From: Florida Elections Commission/OAG
To: Stephanie Cunningham/OAG@OAG

Sent by: Donna Malphurs/OAG

FYI (I printed for the file). DM

---- Forwarded by Donna Malphurs/OAG on 11/20/2017 02:40 PM ----

From: Diana Gonzalez-Whyte <diana3g@hotmail.com>
To: "fec@myfloridalegal.com" <fec@myfloridalegal.com>

Date: 11/18/2017 01:02 AM

Subject: FEC 17-259

Re: FEC 17-259

Dear Committee:

I hope that you will take into consideration my explanation for filing late and the supporting documentation that I have attached.

The reason for my late filing was because I had not received any letter from the Department of Election with the instructions and pins to file electronically due to Post Office error.

I filed my paperwork and I had not received any paperwork or letters from the Department of Elections. I thought that possibly because this was a large county and we had several special elections that were going on that they were a bit behind. Once a full month went by I got concerned and I called Vanessa Innocent (305) 499-8410. I told her that I had not yet received any correspondence and was surprised to find out that it had been mail.

The addresses that are listed with the Department of Elections and the Florida Elections Commission are correct. The problem arose with the U.S. Postal Service. The address that was listed is the business address of my Treasurer Brian Kirlew.

Apparently because the letters were addressed to Campaign to Re-elect Judge Diana Gonzalez-Whyte, the mailman did not deliver them and they were sent back. I was surprised at this as well as upset. I spoke with the postal office.

It was in fact a situation that was out of my control. I did all I could to resolve it as quick as possible.

Even after talking to the post office the problem persisted as evidence I have attached an email correspondence from Ms. Innocent stating that a letter sent to my campaign was returned undelivered. I once again spoke to the Post Office and it was finally fixed.

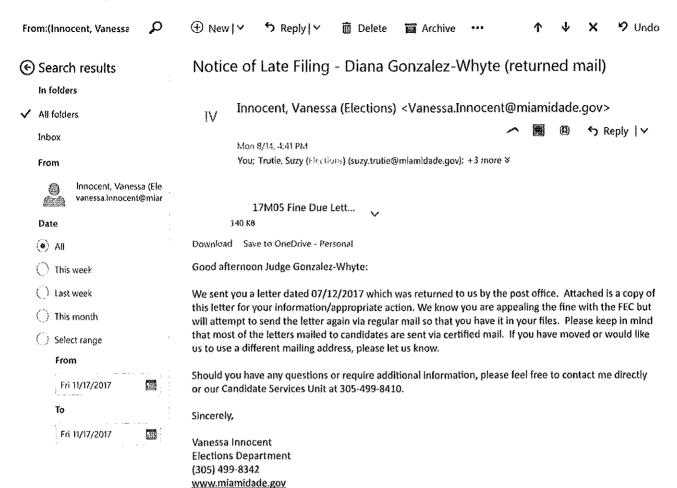
I sincerely hope that this fine is waived as it was a situation beyond my control fortunately, it has been remedied.

If you have any further inquiry I will be available via phone at (786)326-474.

Sincerely,



Outlook Mail



"Delivering Excellence Every Day"

Enjoy
RELIAE
FAST S
on all your

with 1-year a Crobell and

Remov

From: Innocent, Vanessa (Elections) < Vanessa.Innocent@miamidade.gov>

Sent: Monday, August 14, 2017 4:40 PM

To: diana3g@hotmail.com

Cc: Trutie, Suzy (Elections); diana@judgediana.com; Brian@kirlewlawfirm.com;

treasurer@judgediana.com

Subject: Notice of Late Filing - Diana Gonzalez-Whyte (returned mail)

Good afternoon Judge Gonzalez-Whyte: (

We sent you a letter dated 07/12/2017 which was returned to us by the post office. Attached is a copy of this letter for your information/appropriate action. We know you are appealing the fine with the FEC but will attempt to send the letter again via regular mail so that you have it in your files. Please keep in mind that most of the letters mailed to candidates are sent via certified mail. If you have moved or would like us to use a different mailing address, please let us know.

Should you have any questions or require additional information, please feel free to contact me directly or our Candidate Services Unit at 305-499-8410.

Sincerely,

Vanessa Innocent Elections Department (305) 499-8342

From: Innocent, Vanessa (Elections) < Vanessa.Innocent@miamidade.gov>

Sent: Monday, August 14, 2017 4:40 PM

To: diana3g@hotmail.com

Cc: Trutie, Suzy (Elections); diana@judgediana.com; Brian@kirlewlawfirm.com;

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Vanessa Innocent Elections Department (305) 499-8342

STATE OF FLORIDA FLORIDA ELECTIONS COMMISSION

In Re	e: Diana Gonzalez-Whyte	Case No.: FEC 17-259
то:	Diana Gonzalez-Whyte 2103 Coral Way, # 306	Miami-Dade County Supervisor of Elections 2700 NW 87th Avenue
	Miami, FL 33145	Miami, FL 33172

NOTICE OF HEARING (AUTOMATIC FINE)

A hearing will be held in this case before the Florida Elections Commission on, **November 28, 2017 at 8:30 am,** or as soon thereafter as the parties can be heard, at the following location: **412 Knott Building, Pat Thomas Committee Room, 404 South Monroe Street, Tallahassee, Florida 32399.**

Failure to appear in accordance with this notice will constitute a waiver of your right to participate in the hearing. Continuances will be granted only upon a showing of good cause.

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Amy McKeever Toman

Executive Director Florida Elections Commission November 13, 2017 Please refer to the information below for further instructions related to your particular hearing:

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FLORIDA ELECTIONS COMMISSION CASE REPORT

Case Number: FEC-17-259

NAME: DIANA GONZALEZ-WHYTE

DATE APPEAL RECEIVED: 07/26/17

DATE REPORT DUE: 06/12/17 (2017 M05)

DATE OF ELECTRONIC RECEIPT: 07/10/17

DATE FILING OFFICER RECEIVED REPORT: 07/10/17

NUMBER OF DAYS LATE: 28

AMOUNT OF FINE: \$325.00

FINE BASED ON: (..) NUMBER OF DAYS

(X) 25% of Receipts (...) 25% of Expenditures

CANDIDATE [X]

POLITICAL PARTY

PC []

CCE []

STATE []

CITY []

DISTRICT []

COUNTY [X]

TOTAL RECEIPTS FOR REPORTING PERIOD: \$1,300.00

TOTAL EXPENDITURES FOR REPORTING PERIOD: \$0

DATE OF FIRST NOTIFICATION: 07/12/17

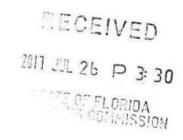
SUMMARY: Diana Gonzalez-Whyte is a candidate for the office of County Court Judge, Group 10 in the 2018 elections. Brian Kirlew is her treasurer.

The Honorable Judge Diana Gonzalez-Whyte is appealing the fine claiming that there were circumstances beyond their control which caused the delay of the filing. She requests a hearing.

- The 2017 M05 Original Report covers the period from 05/01/17-05/31/17; it was due on 6/12/17.
- The 2017 M05 Original Report shows that it was filed on 07/10/17.
- Judge Diana Gonzalez-Whyte reported receiving 6 contributions, while making zero expenditures.
- The Supervisor of Elections office provided notes that pertain to Judge Gonzalez-Whyte's 2017 M05 report.

PRIOR CASES: None.

Judge Diana Gonzalez Whyte Re-election Campaign 2103 Coral Way #306 Miami, FL 33145 (786)3:26-4741



July 22, 2017

Florida Elections Commission 107 West Gains Street, Collins Building, Suite 224, Tallahassee, FL 32399-1050

To Whom It May Concern;

I would like to request a hearing to dispute the failure to file the Campaign Treasurer's Report on time. There were circumstances beyond our control which caused the delay of the filing. I appreciate the opportunity to set them forth.

Diana Gonzalez-Whyte

Cc: Department of Elections

Miami Dade County

2700 NW 87th Avenue

Miami, FL 33172



Elections 2700 NW 87th Avenue Miami, Florida 33172 T 305-499-8683 F 305-499-8547 TTY: 305-499-8480

miamidade.gov

July 12, 2017

Judge Diana Gonzalez-Whyte 2103 Coral Way, #306 Miami, FL 33145

NOTICE OF LATE FILING - FINE DUE - \$325.00

17M05 Campaign Treasurer's Report Due Date: 6/12/2017 Period Covered: 5/1/2017 - 5/31/2017

Dear Judge Gonzalez-Whyte,

The 17M05 Campaign Treasurer's Report filed with our office was submitted on 7/10/2017. Since this report was not filed by the appropriate filing date, a fine is being assessed for each late day pursuant to Florida Statute 106.07(8)(b).

As such, fines are calculated at a rate of \$50.00 per day for the first 3 days and thereafter, \$500.00 per day for each late day. These fines are not to exceed 25% of the total receipts or expenditures, whichever is greater, for the period covered by the late report. Therefore, since the report was 28 days late, the fine is \$325.00, which is 25% of your total contributions of \$1,300.00. Said fine must be received by our office at 2700 NW 87th Avenue, Miami, FL 33172 within twenty (20) days of your receipt of this notice. The check should be made payable to Miami-Dade County paid only from candidate's personal funds.

Florida Statute 106.07(8)(b) goes on to say that the fine may be appealed or disputed based upon unusual circumstances surrounding the failure to file by the designated due date. A hearing before the Florida Elections Commission may be requested, which shall have the authority to waive the fine in part or whole. Any such request must be submitted in writing and must be received by the Florida Elections Commission within 20 days of your receipt of this notice. To request an appeal, please write to the Florida Elections Commission, 107 West Gaines Street, Collins Building, Suite 224, Tallahassee, FL 32399-1050. Our office must also be notified of the intent to bring this matter before the Commission.

I urge you to promptly resolve this matter. If not, in accordance with Florida Statute 106.07(8)(d), we will be required to notify the Florida Elections Commission of this late filing and failure to pay the imposed fine.

If you have any questions regarding this matter, please contact the Candidate Services Unit at 305-499-8410.

Sincerely,

Suzy Trutie Deputy Supervisor of Elections

Miami-Dade Elections

C.Manager 19

C: Brian Kirlew, Treasurer

Certified No: 7008 1830 0003 9579 9788

USPS Tracking® Results

FAQs > (http://faq.usps.com/?articleId=220900)

Track Another Package +

U.S. Postal Service CERTIFIED MAIL RECEIPT 9529 Tracking Number: 70081830000395799788 7008 1830 0003 9579 9788 Postmark Flaturn Receipt Foo (Endorsement Required) Hero Restricted Delivery Fee (Endorsement Required) 1830 Total Postage & Fees | \$ **Product & Tracking Information** Postal Product: Features: Certified Mail™ LOCATION STATUS OF ITEM DATE & TIME MIAMI FL DISTRIBUTION Departed USPS Regional July 14, 2017, 2:29 am CENTER **Facility** Your item departed our USPS facility in MIAMI FL DISTRIBUTION CENTER on July 14, 2017 at 2:29 am. The item is currently in transit to the destination. MIAMI FL DISTRIBUTION Arrived at USPS Regional July 13, 2017, 11:58 pm Facility CENTER

See More V

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FAQs > (http://faq.usps.com/?articleId=220900)

Track Another Package +

Remove X

Tracking Number: 70081830000395799788







Product & Tracking Information

See Available Actions

Postal Product:

Features: Certified Mail™

DATE & TIME

STATUS OF ITEM

LOCATION

August 14, 2017, 2:20 pm

Delivered, Left with Individual

MIAMI, FL 33172

Your item was delivered to an individual at the address at 2:20 pm on August 14, 2017 in MIAMI, FL 33172.

August 12, 2017, 9:43 am

Business Closed

MIAMI, FL 33172

August 12, 2017, 9:43 am

In Transit to Destination

ON ITS WAY TO MIAMI, FL 33172

DATE & TIME	STATUS OF ITEM	LOCATION
August 11, 2017, 3:43 pm	Departed USPS Regional Facility	MIAMI FL DISTRIBUTION CENTER
August 11, 2017, 9:24 am	In Transit to Destination	ON ITS WAY TO MIAMI, FL 33172
July 13, 2017, 11:58 pm	Arrived at USPS Regional Facility	MIAMI FL DISTRIBUTION CENTER
	and the first section of the section	See Less 🔨

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Available Actions

See Less ∧

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Go to our FAQs section to find answers to your tracking questions.

FAQs (http://faq.usps.com/?articleId=220900)

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FOIA alerts/welcome.htm) Postal Explorer

> Forms & Publications (http://about.usps.com/who-we-(http://pe.usps.gov/)

> > **National Postal Museum** are/foia/welcome.htm) (http://about.usps.com/forms-

publications/welcome.htm) (http://www.postalmuseum.si.eduNo FEAR Act EEO Data

Government Services (http://about.usps.com/who-we-Resources for Developers (https://www.usps.com/webtools/web/comfe.atm)ct/welcome.htm)

(https://www.usps.com/gov-

services/gov-services.htm)

Careers

(http://about.usps.com/careers/welcome.htm)

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(https://www.youtube.com/usps)

CAMPAIGN TREASURE	R'S REPORT SUMMARY
(1) Diana Gonzalez-Whyte	OFFICE USE ONLY
Name	ONLINE SUBMISSION
(2) 2103 Coral Way; #306	Submitted on:
Address (number and street)	7/10/2017 18:12:59 (eastern)
Miami, FL 33145 City, State, Zip Code	
	(A) ID Ni
Check here if address has changed	(3) ID Number: 2024
(4) Check appropriate box(es):	
	Judge Group 10
☐ Electioneering Communications Org. (ECO)	☐ Check here if PC or ECO has disbanded
Party Executive Committee (PTY)	Check here if PTY has disbanded
Independent Expenditure (IE) (also covers an individual making electioneering communications)	Check here if no other IE or EC reports will be filed
marvada making decitoriosing communications)	
(5) Repor	t Identifiers
Cover Period: From <u>5</u> / <u>1</u> / <u>2017</u> To	5 / 31 / 2017 Report Type: 17M05
☐ Original ☐ Amendment ☐ Sp	ecial Election Report
(6) Contributions This Report	(7) Expenditures This Report
	Monetary
Cash & Checks \$,1, 300.00	Expenditures \$,, 0 . 00
Loans \$, 0.00	Transfers to
Loans + , ,	Office Account \$, , 0 . 00
Total Monetary \$, 1,300.00	
	Total Monetary \$, , 0.00
In-Kind \$, , 0 . 00	The state of the s
	(8) Other Distributions
	\$,,000
(9) TOTAL Monetary Contributions To Date	(10) TOTAL Monetary Expenditures To Date
\$,1,_30000	\$,,000
	tification son to falsify a public record (ss. 839.13, F.S.)
	76 15 15 15 15 15 15 15 15 15 15 15 15 15
I certify that I have examined this report and it is true, cor	rect, and complete:
(Type name)	(Type name)
☐ Individual (only for IE ☐ Treasurer ☐ Deputy Treasurer or electioneering comm.)	☐ Candidate ☐ Chairperson (only for PC and PTY)
X	x
Signature	Signature

CAMPAIGN TREASURER'S REPORT - ITEMIZED CONTRIBUTIONS

(1) Name	Diana	Gonzal	ez-Whyt	e ·			(2) I.D. Number		2024	
	5	/1/201	7		5/31,	/2017				
(3) Cover Perio	bc	1	1	through	1	1	(4) Page	1	of	1

(5) Date (6) Sequence Number	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	Full Name Suffix, First, Middle) reet Address & Contributor State, Zip Code Type Occupat			(10) In-kind Description	(11)	(12)
5/26/2017	The Kirlew Law Firm, 2103 Coral Way, Suite 306 Miami, FL 33145	В	law firm	СН	S		\$250.0
5/25/2017 / /	Wahid Vizcaino L.L.P., 999 Ponce De Leon ste 1045 Coral Gables, FL 33134	В	law firm	СН			\$250.0
5/16/2017 / /	Sherrie A. Romano P.A., 150 West Flagler Street Penthouse 2850 Miami, PL 33130	В	law firm	СН		2	\$250.0
5/16/2017	The Corcilli Law Firm, 1638 Meridian Ave 7th Floor Miami Beach, fl 33139	В	law firm	СН	_	8	\$50.0
5/19/2017	Cintron, Anya 1018 Meridian Ave Apt 3 Miami Beach, fl 33139	В	attorney	СН			\$250.0
5/16/2017	Matthew Meyers, P.A., 2103 Coral Way Ste 305 Miami, fl 33145	В	law firm	СН	540	*1	\$250.0
1 1							В
1 1				и			

CAMPAIGN TREASURER'S REPORT - ITEMIZED EXPENDITURES

(1) Name Diana	Gonzalez-Whyte	(2	2) I.D. Number	T	2024
(3) Cover Period	5/1/2017 5/: / / through	31/2017 _//(4) Page1	of	0
(5) Date (6) Sequence Number	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Purpose (add office sought if contribution to a candidate)	(9) Expenditure Type	(10)	(11)
//					
		-			
	a				
11					
1.1					
11					a
1-1	, pp. 100 pp.				
//			27243299		

Report Summary

DUE	Rep. Type	Received/ Submitted	Orig or Amend	Dates Late	CASH	LOANS	TOTAL CONTR.	IN-KIND	EXPENDITURES	Office Acc.	Total Exp., Disp., and Transfer to Off. Acc.	FINE	APPE- ALED	AMOUNT PAID	FEC CASE NO.
6/12/2017	17M05	7/10/2017	Original	28	\$1,300.00	\$0.00	\$1,300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$325.00	Y		
7/10/2017	17M06	7/10/2017	Original	 	\$0,00	\$0.00	\$0.00	\$0.00	\$500,00	\$0.00	\$500.00	\$0.00			
					\$1,300.00	S0.00	S1,300.00	\$0.00	\$500.00	\$0.00	\$500.00	\$325.00			JANUARY COLUMN

Balance: \$800.00

Thorsday, August 03, 2017

Page 1 of 1



Elections 2700 NW 87th Avenue Miami, Florida 33172 T 305-499-8683 F 305-499-8547 TTY: 305-499-8480

miamidade.gov

May 11, 2017

Honorable Diana Gonzalez-Whyte 2103 Coral Way, #306 Miami, FL 33145

Dear Judge Gonzalez-Whyte,

Congratulations on becoming an announced candidate for Miami-Dade County Judge Group 10 in 2018.

To assist you with this process, you may refer to the Miami-Dade County Candidate Qualifying Handbook, which can be found on the Miami-Dade Elections Department website at www.miamidade.gov/elections/qual-handbook.asp. We encourage you to familiarize yourself with these resources, including the enclosed Calendar of Reporting Dates to ensure compliance with applicable laws.

Per Sections 12-17 and 12-21 of the Code of Miami-Dade County, campaign finance reports must be submitted through the Miami-Dade Elections Department website at www.miamidade.gov/elections/campaignreports. To sign-in, please use ID Number "2024" and the default password is "password." When submitting your campaign reports, you will be required to use an electronic signature pin. Your temporary signature pin is "1234" and your campaign treasurer's signature pin is "5678". As a security measure, please consider updating the password once you have successfully logged in and resetting your pins to unique four digit signature pins.

Reports must be received no later than midnight of the day designated. Any report that is received electronically after the designated date will be considered late and shall be subject to a fine in accordance with Florida Statute 106.07.

Within 90 days after having withdrawn, becoming unopposed, being eliminated or elected to office, each candidate shall dispose of all funds in the campaign account, close the campaign bank account and file a termination report in accordance with Florida Statute 106.141. We are taking this opportunity to also provide you with a resource entitled "Guidelines to Successful Campaign Treasurer's Reports." Utilizing these tips will help reduce errors and the need for additional reporting on your end.

If you have any questions pertaining to this matter, please contact the Candidate Services Unit at 305-499-8410.

Sincerely,

Suzy Trutie

Deputy Supervisor of Elections

Sun Irutie

Miami-Dade Elections

Enclosures

C: Brian Kirlew

Calendar of Reporting Dates for 2018 Miami-Dade County Candidates, Political Committees, Electioneering Communication Organizations, and Independent Expenditure Organizations

Monthly Reports:

Reports shall be filed on the 10th day following the end of a calendar month from the time the campaign treasurer is appointed, except that if the 10th day following the end of a calendar month occurs on a Saturday, or legal holiday, the report shall be filed on the next following day that is not a Saturday, Sunday, or legal holiday. [F.S. 106.07(1)]

Report	From	То	Due	Notes
16M12	12-01-16	12-31-16	01-10-17	Monthly Report for all Candidates and Committees
17M01	01-01-17	01-31-17	02-10-17	Monthly Report for all Candidates and Committees
17M02	02-01-17	02-28-17	03-10-17	Monthly Report for all Candidates and Committees
17M03	03-01-17	03-31-17	04-10-17	Monthly Report for all Candidates and Committees
17M04	04-01-17	04-30-17	05-10-17	Monthly Report for all Candidates and Committees
17M05	05-01-17	05-31-17	06-12-17	Monthly Report for all Candidates and Committees
17M06	06-01-17	06-30-17	07-10-17	Monthly Report for all Candidates and Committees
17M07	07-01-17	07-31-17	08-10-17	Monthly Report for all Candidates and Committees
17M08	08-01-17	08-31-17	09-11-17	Monthly Report for all Candidates and Committees
17M09	09-01-17	09-30-17	10-10-17	Monthly Report for all Candidates and Committees
17M10	10-01-17	10-31-17	11-13-17	Monthly Report for all Candidates and Committees
17M11	11-01-17	11-30-17	12-11-17	Monthly Report for all Candidates and Committees
17M12	12-01-17	12-31-17	01-10-18	Monthly Report for all Candidates and Committees
18M01	01-01-18	01-31-18	02-12-18	Monthly Report for all Candidates and Committees
18M02	02-01-18	02-28-18	03-12-18	Monthly Report for all Candidates and Committees
18M03	03-01-18	03-31-18	04-10-18	Monthly Report for all Candidates and Committees
18M04	04-01-18	04-30-18	05-10-18	Monthly Report for all Candidates and Committees
18M05	05-01-18	05-31-18	06-11-18	Monthly Report for all Candidates (except Judicial Candidates, see 16TQJ) and Committees

Reports Prior to the Primary and General Elections:

On the 60th day immediately preceding the primary election and biweekly on each Friday thereafter through and including the 4th day immediately preceding the general election, with additional reports due on the 25th and 11th day before the primary election and the general election. [F.5. 106.07(1)(b) & F.S. 106.0703 (1)(c)]

0.5//	Prior to the Primary Election								
Report	From	То	Due	Notes					
18P1	06-01-18	06-22-18	06-29-18	Report due on the 60th day prior to the Primary Election					
18P2	06-23-18	07-06-18	07-13-18	Report due on the 46th day prior to the Primary Election					
18P3	07-07-18	07-20-18	07-27-18	Report due on the 32 nd day prior to the Primary Election					
18P4	07-21-18	07-27-18	08-03-18	Report due on the 25th day prior to the Primary Election					
18P5	07-28-18	08-03-18	08-10-18	Report due on the 18th day prior to the Primary Election					
18P6	08-04-18	08-10-18	08-17-18	Report due on the 11th day prior to the Primary Election					
18P7	08-11-18	08-23-18	08-24-18	Report due on the 4th day prior to the Primary Election					

	Prior to the General Election							
Report	From	То	Due	Notes				
18G1	08-24-18	08-31-18	09-07-18	Report due on the 60th day prior to the General Election				
18G2	Q9-01-18	09-14-18	09-21-18	Report due on the 46th day prior to the General Election				
18G3	09-15-18	09-28-18	10-05-18	Report due on the 32 nd day prior to the General Election				
18G4	09-29-18	10-05-18	10-12-18	Report due on the 25th day prior to the General Election				
18G5	10-06-18	10-12-18	10-19-18	Report due on the 18th day prior to the General Election				
18G6	10-13-18	10-19-18	10-26-18	Report due on the 11th day prior to the General Election				
18G7	10-20-18	11-01-18	11-02-18	Report due on the 4th day prior to the General Election				

Termination Reports (only applies to Candidates):

Within 90 days after having withdrawn, become unopposed, been eliminated or elected to office, each candidate shall dispose of all funds in the campaign account and file a termination report. [F.S. 106.141(1)]

Report	From	То	Due	Notes
18TQJ	05-01-18	. 08-02-18	08-02-18	For candidates whose qualifying ended 05-04-18 and whose name will not appear on the ballot
18TQC	06-01-18	09-17-18	09-17-18	For candidates whose qualifying ended 06-19-18 and whose name will not appear on the ballot
18TQS	06-01-18	09-20-18	09-20-18	For candidates whose qualifying ended 06-22-18 and whose name will not appear on the ballot
18TRF	08-24-18	11-26-18	11-26-18	For candidates who appear on Primary Election and will not appear on General Election ballot
18TRG	11-02-18	02-04-19	02-04-19	For candidates who appear on General Election ballot

Monthly Reports (only applies to Political Committees, Electioneering Communication Organizations, and Independent Expenditure Organizations): Reports shall be filed on the 10th day following the end of a calendar month, except that if the 10th day following the end of a calendar month occurs on a Saturday, Sunday, or legal holiday, the report shall be filed on the next following day that is not a Saturday, Sunday, or legal holiday. [F.S. 106.07(1) & F.S. 106.0703(1)(a)]

Report	From	To	Due	Notes
18M11	11-02-18	11-30-18	12-10-18	Monthly Report for Committees
18M12	12-01-18	12-31-18	01-10-19	Monthly Report for Committees

Additional Information

Campaign Treasurer's Reports must be filed with the Miami-Dade Supervisor of Elections online at http://www.miamidade.gov/elections/campaignreports. Online submissions must be received no later than midnight of the day designated, per F.S. 106.0705(3). Reports not filed by midnight of the day designated are late and are subject to a fine in accordance with F.S. 106.07(8)(b).

You may view the Miami-Dade County Candidate Qualifying Handbook online at http://www.miamidade.gov/elections/candidate-qualifying-handbook.asp and the Political Committee Handbook at http://www.miamidade.gov/elections/committee-handbook.asp for additional Information. You may also contact the Candidate Services Unit by telephone at 305-499-8410 or email at campaigns@miamidade.gov.

Miami-Dade County Elections Department Guidelines to Successful Campaign Treasurer's Reports (Per Chapter 106, Florida Statutes)

Contributions

- Contributions entered must fall within the time period covered by the report.
- All Contributions must have complete itemized information including the date, name, complete address, contribution type, occupation (if over \$100) and dollar amount.
- Occupation needs to be specific. Do not use "Businessman/ woman, Business Owner, Salesman/woman, Sales," etc. Examples of acceptable occupations include Car Sales, Printing Shop Owner, Bank Manager, Attorney, etc.
- 4. There is no contribution limit to a political committee.
- The maximum cash contribution per election is \$50. A cashier's check is considered as cash.
- The contribution limit to a candidate is \$1,000 per election.
 For reporting purposes, a credit card, debit card, money order, or Paypal contribution is considered a check.
- Contributions collected via Paypal or a third-party vendor to collect contributions must be reported in full (transaction fees are not deducted from the contribution amount, but rather reflected as an expenditure).
- The person signing the check is the contributor, except for a company check that is a "Business" entity.
- In-kind contributions are subject to contribution limitations (\$1,000 per election, per contributor).
- Candidates cannot accept contributions from an Electioneering Communications Organization (ECO).

Expenditures

- Expenditures entered must fall within the time period covered by the report.
- All expenditures must have complete itemized information including the date, name, complete address, purpose of expenditure, and dollar amount.
- A reimbursement from the campaign account is allowable directly to an individual/organization that has incurred approved expenses on behalf of the campaign. The report must include the full name, full address, specific purpose, and amount of reimbursement.
- Campaign accounts may not provide a direct payment to the credit card of an individual/organization as a form of reimbursement.
- Poll workers should be paid with a campaign check and each poll worker paid should be itemized.
- Bank fees and fees assessed by Paypal or a third-party vendor to collect contributions must be reported as expenditures (not deducted from the contribution amount).
- ECOs are limited to electioneering communications and may not make contributions to candidates or political parties.

Petty Cash

- The Petty Cash Withdrawn limit is \$500 per calendar quarter prior to the end of qualifying. Thereafter, \$100 per week.
- It shall be spent only in amounts less than \$100 and only for office supplies, transportation expenses and other necessities.
- Petty Cash may not be used for time, space, or services from communications media.

- The Petty Cash Withdrawn must be reported in the period that it was withdrawn from the bank.
- The Petty Cash Spent must also be reported in the period that it was spent. Petty Cash Spent does not impact the Total Expenditures for the period, only when it is withdrawn.
- Petty Cash Withdrawn and Petty Cash Spent must equal at the end of the campaign.

Notices

- 1. You will be notified of any deficiencies or violations.
- Typical violations include late filing, fine due, and incomplete information on a campaign report.
- Following these guidelines will reduce notices sent to you and thus the number of amendment reports that will need to be filed.

Amending a Report

- To make any changes to a submitted report, click on the "amend" button of the Original Report to create an Amendment Report.
- In the Amendment Report, first click on the type of transaction to amend (i.e. "Enter Contributions", etc):
 - > To add new item, add a new sequence.
 - >To amend existing item, click "Amend Item from Orig Report" to view list of all Items previously submitted. Click on desired sequence, enter edits, and click submit. This will display two transactions (one to "delete" original item and one to "add" new item).
 - ➤To delete existing item, click "Amend Item from Orig Report", click on desired sequence, and just click submit. This will display two transactions (one to "delete" original item and one to "add" new item). Delete the "add" sequence, leaving only the "delete" sequence.

Fines

- Fines assessed to candidates must be paid from candidate's personal funds.
- Fines assessed to political parties, political action committees, electioneering communication organizations, and "independent expenditures over \$5,000" are to be paid from their campaign account.
- Fines must be paid to the filing officer within 20 days after receipt of the notice of payment due, unless an appeal is made to the Florida Elections Commission within 20 days after receipt of the notice of payment due.
- If fine was appealed to the Florida Elections Commission, and the fine is upheld, payment is due to the Elections Department as stated in the Final Order.
- 5. Reference Florida Statute 106.07(8)(b) for fine amounts.

Termination Report

- At the end of the campaign, or when closing out a political committee, the "Total Contributions to Date" and the "Total Expenditures to Date" on the Termination Report must equal; and, the campaign account must be closed.
- Prior to closing the campaign account, any remaining funds must be disposed of according to F.S. 106.141 (for candidates) and F.S. 106.03 (for political committees).

APPOINTMENT OF CAMPAIGN TREASURER AND DESIGNATION OF CAMPAIGN DEPOSITORY FOR CANDIDATES

(Section 106.021(1), F.S.)

(PLEASE PRINT OR TYPE)

RECEIVED

2017 MAY 11 PM 1:56

MIAMI-DADE ELECTIONS

officer before opening the campaign account.	OFFICE USE ONLY				
1. CHECK APPROPRIATE BOX(ES):					
Initial Filing of Form Re-filing to Change: T	reasurer/Deputy Depository Office Party				
2. Name of Candidate (in this order: First, Middle, Last)	3. Address (include post office box or street, city, state, zip				
Diana Gonzalez-Whyte	code) 2103 Coral Way # 306				
4. Telephone 5. E-mail address	mani FL 33145				
(786)3264741 diana360 horman1	· com·				
Office sought (include district, circuit, group number)	7. If a candidate for a <u>nonpartisan</u> office, check if				
Canty CA Judy Group 10 applicable: My intent is to run as a Write-In candidate.					
8. If a candidate for a <u>partisan</u> office, check block and fill	in name of party as applicable: My intent is to run as a				
Write-In No Party Affiliation	Party candidate.				
9. I have appointed the following person to act as my	Campaign Treasurer Deputy Treasurer				
10. Name of Treasurer or Deputy Treasurer	3				
Diana Gonzakez					
2103 Coval Way Suite 30	12. Telephone (305) 501 -0484				
13. City 14. County 15. State 16. Zip Code 17. E-mail address Wami-Nade PL 33145 diama 30 & ho hmail (Com					
18. I have designated the following bank as my	Primary Depository Secondary Depository				
19. Name of Bank Pank United 20. Address 2					
21. City Mami 22. County Mami - D	ade 23. State (/24. Zip Code 3314				
UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING FORM FOR APPOINTMENT OF CAMPAIGN TREASURER AND DESIGNATION OF CAMPAIGN DEPOSITORY AND THAT THE FACTS STATED IN IT ARE TRUE.					
25. Date 5/1/1	26. Signature of Candidate				
011117	X				
27. Treasurer's Acceptance of Appointment (fill in the blanks and check the appropriate block)					
I, DIANA (NOTALEZ , do hereby accept the appointment (Please Print or Type Name)					
designated above _{(as:} Campaign Treasurer Deputy Treasurer.					
5/11/17 x					
Date	Signature of Campaign Treasurer or Deputy Treasurer				

APPOINTMENT OF CAMPAIGN TREASURER AND DESIGNATION OF CAMPAIGN DEPOSITORY FOR CANDIDATES

(Section 106.021(1), F.S.)

(PLEASE PRINT OR TYPE)

RECEIVED

2017 MAY 10 AM 11: 44

MIAMI-DADE ELECTIONS

NOTE: This form must be on file with the qualifying officer before opening the campaign account.	OFFICE USE ONLY				
1. CHECK APPROPRIATE BOX(ES):					
	reasurer/Deputy Depository Office Party				
2. Name of Candidate (in this order: First, Middle, Last)	3. Address (include post office box or street, city, state, zip				
Diana Gonzalez-Whyte	code) 2103 Coral Way #306				
4. Telephone 5. E-mail address	23 1215				
(786)3264741 diano-en udge diana.com	η				
6. Office sought (include district, circuit, group number)	7. If a candidate for a <u>nonpartisan</u> office, check if				
County Cout Judge Group 10	applicable: My intent is to run as a Write-In candidate.				
, , , , , , , , , , , , , , , , , , ,					
8. If a candidate for a <u>partisan</u> office, check block and fill	in name of party as applicable: My intent is to run as a				
Write-In No Party Affiliation	Party candidate.				
9. I have appointed the following person to act as my Campaign Treasurer Deputy Treasurer					
10. Name of Treasurer or Deputy Treasurer					
Brian Kirlew					
11. Mailing Address 12. Telephone 20103 Coral Way Site 306 205 1501-0484					
13. City 14. County 15. Sta					
MIGMI MIGMI-Dade F1	33145 Supperiana-com				
18. I have designated the following bank as my	Primary Depository Secondary Depository				
19. Name of Bank of America 2103 Sw 22nd st					
21. City 22. County Mianu-Dad	23. State 24. Zip Code 33/45				
UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING FORM FOR APPOINTMENT OF CAMPAIGN TREASURER AND DESIGNATION OF CAMPAIGN DEPOSITORY AND THAT THE FACTS STATED IN IT ARE TRUE.					
25, Date	26. Signature of Candidate				
5/9/17	x 28.				
27. Treasurer's Acceptance of Appointment (fill in the blanks and check the appropriate block)					
1. Brian Kirlew	, do hereby accept the appointment				
(Please Print or Type Name)	Discourage in the control of the con				
designated above as: Campaign Treasurer	Deputy Treasurer.				
C/18/17 X (2	and the same of th				

Signature of Campaign Treasurer or Deputy Treasurer

Date

APPOINTMENT OF CAMPAIGN TREASURER AND DESIGNATION OF CAMPAIGN DEPOSITORY FOR CANDIDATES

(Section 106.021(1), F.S.)

(PLEASE PRINT OR TYPE)

DS-DE 9 (Rev. 10/10)

RECEIVED

2017 MAY 10 AM 11: 44

MIAMI-DADE ELECTIONS

Rule 1S-2.0001, F.A.C.

NOTE: This form must be on file with the qualifying officer before opening the campaign account.	OFFICE USE ONLY					
1. CHECK APPROPRIATE BOX(ES):						
	asurer/Deputy Depository Office Party					
2. Name of Candidate (in this order: First, Middle, Last)	3. Address (include post office box or street, city, state, zip					
Diana Gionzalez - Whyte	2103 Coral Way # 306					
4. Telephone 5. E-mail address	Maria Cral 3 3 11/1					
4. Telephone 5. E-mail address (ASIE) 32647-11 Chana@Juagediana.com	1111am1, FL 35 145					
6. Office sought (include district, circuit, group number)	7. If a candidate for a nonpartisan office, check if					
County Court Judge Group 10 applicable: My intent is to run as a Write-In call						
8. If a candidate for a <u>partisan</u> office, check block and fill in	n name of party as applicable: My intent is to run as a					
Write-In No Party Affiliation	Party candidate.					
9. I have appointed the following person to act as my	Campaign Treasurer Deputy Treasurer					
10. Name of Treasurer or Deputy Treasurer						
Diana Gonzalez-	Whyte					
11. Mailing Address	12. Telephone					
2103 CORAL WAY SUITE 300						
13. City 14. County 15. State 16. Zip Code 17. E-mail address Miami - Dide FL 33145 Diana @ Judge diena-cor						
18. I have designated the following bank as my Primary Depository Secondary Depository						
19. Name of Bank 20. Address 20. Address 2103 SW 22nd St						
21. City 2 22. County Migmi-D	ade 23. State 24. Zip Code 33145					
UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING FORM FOR APPOINTMENT OF CAMPAIGN TREASURER AND DESIGNATION OF CAMPAIGN DEPOSITORY AND THAT THE FACTS STATED IN IT ARE TRUE.						
25. Date 2	6. Signature of Candidate					
5/9/17	X XXX					
27. Treasurer's Acceptance of Appointment (fill in the blanks and check the appropriate block)						
1, Diana Gunzalez, do hereby accept the appointment						
(Please Print or Type Name)	1 as notes) accept the appearance					
designated above as: Campaign Treasurer	Deputy Treasurer.					
S/9/17 X	The					
Date S	ignature of Campaign Treasurer or Deputy Treasurer					

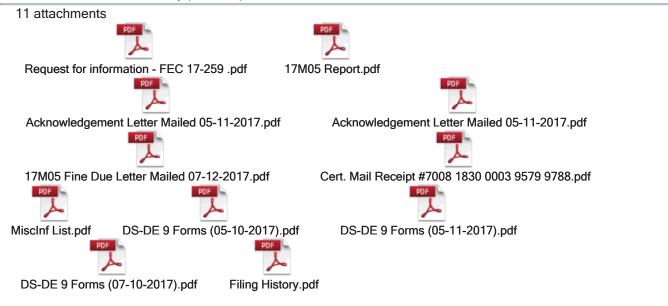


FW: FEC 17-259 - Diana Gonzalez-Whyte

Innocent, Vanessa (Elections) to: braxeton.wims@myfloridalegal

08/07/2017 09:13 AM

Cc: "Trutie, Suzy (Elections)"



Good morning,

This is in response to your letter dated July 28, 2017 asking for supporting documentation for FEC case # 17-259 pertaining to Candidate Diana Gonzalez-Whyte. Below is a summary of the documents attached:

- 1. The CTR that was filed late (Reports are submitted electronically; as such, we do not have an envelope for that report)
- 2. Acknowledgement letter dated 5/11/17 along with Calendar of Reporting Dates
- 3. Email forwarding Acknowledgement letter
- 4. Fine Letter dated 7/12/17
- 5. Certified Receipt for Fine Letter
- 6. Miscellaneous notes
- 7. Appointment of Campaign Treasurer and Designation of Campaign Depository Forms dated 5/10/17; 5/11/17 & 7/10/17
- 8. Filing history summary

Should you need any additional information, please feel free to contact me.

Sincerely,

Vanessa Innocent Elections Department (305) 499-8342

www.miamidade.gov

"Delivering Excellence Every Day"

From: Br'Axeton Wims [mailto:Braxeton.Wims@myfloridalegal.com]

Sent: Wednesday, August 02, 2017 4:04 PM

To: Innocent, Vanessa (Elections) < Vanessa. Innocent@miamidade.gov>

Subject: Re: FEC 17-259 - Diana Gonzalez-Whyte

Yes, you can send it electronically. Thanks

Br'Axeton E. Wims Administrative Assistant I Florida Elections Commission 107 West Gaines St Collins Building, Suite 224 Tallahassee, FL 32399-1050 850-922-4539

br'axeton.wims@myfloridalegal.com

From: Innocent, Vanessa (Elections)

Sent: Wednesday, August 02, 2017 4:02 PM

To: 'Br'Axeton Wims' < <u>Braxeton.Wims@myfloridalegal.com</u>> **Cc:** Trutie, Suzy (Elections) < <u>suzy.trutie@miamidade.gov</u>>

Subject: FEC 17-259 - Diana Gonzalez-Whyte

Good afternoon,

We have received your letter dated July 28, 2017 asking for supporting documentation for FEC case # 17-259 pertaining to Candidate Diana Gonzalez-Whyte. Please let me know if we can forward this information to you electronically or if you need us to mail you the copies.

Thank you for your attention to this matter.

Sincerely,

Vanessa Innocent Elections Department

(305) 499-8342

www.miamidade.gov

"Delivering Excellence Every Day"

----- Message from "Innocent, Vanessa (Elections)" <Vanessa.Innocent@miamidade.gov> on Thu, 6 Jul 2017 13:32:44 +0000 -----

To: "diana@judgediana.com" <diana@judgediana.com>, "treasurer@judgediana.com" <treasurer@judgediana.com>

Subject Acknowledgement Letter - Diana Gonzalez-Whyte

Good morning,

I received the voice message about the credentials to submit the Campaign Treasurer's Reports. Attached is the copy of the acknowledgement letter which was mailed on 5/11/17.

We urge you to promptly submit the 17M05 report which was due on 6/12/17.

Should you have any questions, please feel free to contact our Candidate Services Unit at 305-499-8410.

Sincerely,

Vanessa Innocent
Elections Department
(305) 499-8342
www.miamidade.gov
"Delivering Excellence Every Day"

Miscellaneous Information

Diana Gonzalez-Whyte

ConvDate:

EmpName:

Conversation:

9489

7/7/2017 Vanessa Innocent

Judge Gonzalez called me about the Acknowledgement Letter. I told her I had emailed it yesterday & also left a voice message for Mr. Whyte letting him know. She asked to forward it to her other email address. I also told her that she would get a fine letter from our office and that if she decided to appeal, the information was on the letter. I went ahead and sent her the

email as requested.

9488

7/6/2017 Vanessa Innocent

Returned Mr. Norman Whyte's call. Left a voice message stating the Acknowledgement Letter was mailed the day after the papers were filed & that I had just emailed them to the Judge & the Treasurer & I explained about the fine schedule.

9452

5/11/2017 Yolanda & Vaness

Judge Gonzalez came to drop off a new DS-DE 9 to change her bank. She said she will come back with the one for the Treasure b/c she had to get it signed. While entering the information in the database after she left we noticed that the email address was different. I (Vanessa) called her & she explained that the email address she used on yesterday's paperwork was not working because the system was down. Because of that she was going to use her hotmail.com electronic address. She said she might go back & use that initial email address. I told her that if she chooses to do this, she should update all the other forms that contain her email address this way if someone is trying to email her, they will have the current email. She also insisted that in the banking area information area she wants to keep her name just as "Gonzalez" b/c this is how they know her in that bank.

FLORIDA ELECTIONS COMMISSION PHONE LOG

Case No.: FEC 17-259

Respondent: Diana Gonzalez-Whyte

Complainant: Miami-Dade County Supervisor of Elections

1. **Date and time:** 8/23/17; 2:50 p.m.

Name: Called Respondent Phone #: 786-326-4741

Summary: Called Respondent to provide notice of tentative hearing date and request documents supporting her appeal. Reached her voicemail which stated that I should not

leave a message.

Memo to File? No
Entered by: SC

2. **Date and time:** 8/29/17; 9:50 a.m.

Name: Called Respondent Phone #: 786-326-4741

Summary: Called Respondent to provide notice of tentative hearing date and request documents supporting her appeal. Reached her voicemail which stated that I should not leave a message.

Memo to File? No Entered by: SC

3. **Date and time:**

Name: Phone #:

Summary:

Memo to File? No

Entered by:

4. **Date and time:**

Name:

Phone #:

Summary:

Memo to File? No

Entered by:

5. **Date and time:**

Name:

Phone #:

Summary:

Memo to File? No

Entered by:

6. **Date and time:**