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July 10, 2008

TO: Lobbying Firms

FROM: Don Garcia, *DG*
Chief, Conflict of Interest/Lobbyist Division

SUBJECT: **QUARTERLY LOBBYING REPORTS**

Chapter 2.160 of the Los Angeles County Code, the Los Angeles County lobbyist ordinance requires you to file quarterly reports of lobbying activities. The ordinance imposes substantial penalties for failure to file the reports with the Executive Office by the prescribed deadline.

Reports must be signed by the Responsible Officer on file for the organization and submitted to this office by **Thursday, July 31, 2008**. The report due for this quarter must cover the period from April 1, 2008 through June 30, 2008.

Lobbyist Firms must file a Lobbyist Firm Quarterly Report ([Form LOB 7](#)) regardless of the level of activity of the firm, and whether or not the firm has received or made any payments to influence County action during the quarter. In addition, each Lobbyist Firm must also attach a Lobbyist Quarterly Report ([Form LOB 6](#)) for each partner, owner, officer, or individual employee of the lobbying firm who was a registered lobbyist between April 1, 2008 and June 30, 2008.

Reports must be signed originals. Copies of reports without a valid signature are not acceptable. Your report(s) may be mailed via the U.S. Postal Service or other delivery services. The report is *not acceptable* if it is filed via fax equipment or electronic mail. For everyday past the deadline the quarterly report(s) is not received a cumulative late fee will be assessed. If you need additional forms, you may access our website at <http://bos.co.la.ca.us/Categories/Lobinfo/RegForms.htm>. If you have a question or need further assistance, you may call Mark Sandoval of my staff at (213) 974-1093.

DG:ms:ig