

**ROSS MILLER**  
*Secretary of State*

STATE OF NEVADA

**SCOTT W. ANDERSON**  
*Deputy Secretary  
for Commercial Recordings*

**NICOLE J. LAMBOLEY**  
*Chief Deputy Secretary of State*



**SCOTT F. GILLES**  
*Deputy Secretary for Elections*

**ROBERT E. WALSH**  
*Deputy Secretary  
for Southern Nevada*

**OFFICE OF THE  
SECRETARY OF STATE**

**RYAN M. HIGH**  
*Deputy Secretary  
for Operations*

January 22, 2013

Steven Brooks  
1291 Galleria Drive, Ste. 200  
Henderson, Nevada 89014

**Re: Failure to File 2012 Contributions and Expenses Report No. 5**

Dear Mr. Brooks:

A review of our records indicates that you failed to file your 2012 Contributions & Expenses Report No. 5, which was due January 15, 2013, pursuant to Nevada Revised Statutes (NRS) 294A.120, 294A.200 and 294A.350.

The Secretary of State, as the Chief Elections Officer for the State of Nevada, is responsible for enforcing the provisions of Title 24 (Elections Law) of the NRS. As of the date of this letter, Report No. 5, is currently seven (7) days late; therefore, a civil penalty has been assessed in the amount of **\$175.00**, and **continues to accrue daily**, until the report is filed, pursuant to the following penalty schedule as provided in NRS 294A.420(3):

- If the report is filed 1-7 days late, \$25 for each day the report is late.
- If the report is filed 8-15 days late, \$50 for each day the report is late.
- If the report is filed more than 15 days late, \$100 for each day the report is late, up to a maximum of \$5,000 for each violation.

Please note that you **may not** use campaign contributions to pay the penalty. Please remit payment and any correspondence to:

Secretary of State  
Elections Division  
101 North Carson Street, Suite 3  
Carson City, Nevada 89701

NEVADA STATE CAPITOL  
101 N. Carson Street, SUITE 3  
Carson City, Nevada 89701-4786  
Telephone: (775) 684-5708  
Fax: (775) 684-5725

COMMERCIAL RECORDINGS  
MEYER'S ANNEX OFFICE  
202 N. Carson Street  
Carson City, Nevada 89701-4201  
Telephone: (775) 684-5708  
Fax: (775) 684-5725

LAS VEGAS OFFICE  
555 E. Washington Avenue Ste. 5200  
Las Vegas, Nevada 89101-1090  
SECURITIES  
Telephone: (702) 486-2440  
Fax: (702) 486-2452  
CORPORATIONS  
Telephone: (702) 486-2880  
Fax: (702) 486-2888

RENO OFFICE  
500 Damonte Ranch Pkwy, Suite 657-A  
Reno, Nevada 89521  
Telephone: (775) 687-9950  
Fax: (775) 853-7961

Steven Brooks  
January 22, 2013  
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You may request *a waiver or reduction* of the penalty by preparing a written request to the above address setting forth the reasons you are requesting such a waiver. Please note that the Secretary of State may waive the penalty for “good cause” only. Pursuant to Nevada Administrative Code 294A.097, “good cause” is defined as:


- (a) within a reasonable time before or on the date the applicable report was due, the candidate or a member of the family of the candidate, within the second degree of consanguinity, died, had a serious medical condition or was hospitalized;
- (b) the candidate is experiencing extreme financial hardship;
- (c) the candidate or each officer and representative of the entity is or was a member of the Armed Forces of the United States serving outside of the State or country within a reasonable period of time before or on the date the applicable report was due and the candidate or each officer and representative of the entity executes an affidavit under penalty of perjury attesting to such facts;
- (d) the candidate has been directly impacted by a natural disaster;
- (e) the entity is organized as a nonprofit under the laws of the State of Nevada, has no paid employees and is comprised only of volunteers; or
- (f) the violation was not due to mere inadvertence, mistake or neglect, and circumstances exist of a similarly serious nature as set forth above to justify a waiver of the civil penalty, including, without limitation, an obligation to report for active military service or to serve in an official capacity in response to a public emergency.

Please respond to this letter by ***Tuesday, February 5, 2013***. If you are unable to make the payment in full at this time, please contact me to set up payment arrangements. Arrangements must be made to avoid referring your file to the Attorney General’s office for appropriate legal action to recover the penalty assessed, court costs and attorney’s fees.

Should you have any questions or require further assistance, please contact the Elections Division at (775) 684-5705.

Respectfully,

ROSS MILLER  
Secretary of State

By:   
Shelly Capurro  
Elections Division Officer

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*Deputy Secretary  
for Operations*

January 22, 2013

Steven Brooks  
1291 Galleria Drive, Ste. 200  
Henderson, Nevada 89014

**RE: Failure to File 2013 Annual Financial Disclosure Statement**

Dear Mr. Brooks:

A review of our files indicates that you failed to file your 2013 Annual Financial Disclosure Statement (FDS), which was due January 15, 2013. Pursuant to Nevada Revised Statute (NRS) 281.559(1)(b) and 281.561(1)(b), each public officer appointed and/or elected "shall file a statement of financial disclosure on or before January 15."

The Secretary of State, as Chief Elections Officer for the state of Nevada, is responsible for enforcing the provisions of the NRS, which governs the filing of an FDS. **As of the date of this letter**, a civil penalty has been assessed in the amount of **\$25.00**, and **continues to accrue daily until the FDS is filed**, pursuant to the following penalty schedule as provided in NRS 281.581.

- Not more than 10 days late: \$25
- More than 10 but not more than 20 days late: \$50
- More than 20 but not more than 30 days late: \$100
- More than 30 but not more than 45 days late: \$250
- More than 45 days late: **\$2,000**

Please complete and file your 2013 Annual FDS with this office immediately. Upon filing, you will receive notice of your penalty, which should be forwarded to the Elections Division. Please contact the Elections Division if you have any questions regarding how to make a payment. You may request a waiver of the penalty by preparing a **written request** addressed to:

Steven Brooks

NEVADA STATE CAPITOL  
101 N. Carson Street, SUITE 3  
Carson City, Nevada 89701-4786  
Telephone: (775) 684-5708  
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Secretary of State  
Elections Division  
101 North Carson Street, Suite 3  
Carson City, Nevada 89701


The written request must set forth the reasons you are requesting such a waiver and will be considered only after the delinquent FDS is filed. Please note that the Secretary of State may waive the penalty for "good cause" only.

Should you fail to file your FDS and pay your penalty or request a waiver before **February 5, 2013**, your file may be referred to the Attorney General's Office for appropriate legal action to recover the penalty assessed, court costs and attorney's fees. If you believe you have received this letter in error, please provide this office with proof of filing.

Should you have any questions or require further assistance, please contact the Elections Division at (775) 684-5705.

Respectfully,

ROSS MILLER  
Secretary of State

By:   
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Andrea Allen, Program Officer  
Elections Division