

## **Instructions for Completing CEC Form 37 – Major Filer Quarterly Report**

Major Filer Quarterly Reports are due on or before the last day of the month following each calendar quarter. A report properly addressed and bearing the correct postage shall be considered filed on the date of the postmark or on the date of delivery to the City Ethics Commission, whichever is first.

**Definition of Major Filer.** Any person who makes payments or incurs expenditures totaling \$5,000 or more during any calendar quarter for public relations, media relations, advertising, public outreach, research, investigation, reports, analyses, studies, or similar activities, for the purpose of attempting to influence action on any proposed or pending matter of municipal legislation if these payments or expenditures are not required to be reported on a lobbyist or lobbying firm quarterly report. A “major filer” does not include a lobbyist, lobbyist employer, or lobbying firm. Expenditures and payments for regularly published newsletters or other routine communications between an organization and its members shall not be counted for the purpose of this definition.

- Fill in the calendar quarter end date.
  
- Fill in the following general information regarding the Major Filer:
  - Name of the Major Filer
  - Telephone number
  - FAX number (optional)
  - Business address
  - E-mail (optional)
  - Name, address and phone number of person authorized to prepare form.

### **Part I – Summary of Activity**

Report total payments made during the quarter in connection with attempting to influence municipal legislation.

### **Part II – Municipal Lobbying Interests**

Description of the municipal legislation the major filer attempted to influence during the quarter.

**Verification**

Date and signature of authorized person.

**File**

File the original *and* one copy with the City Ethics Commission.

Los Angeles City Ethics Commission  
200 No Spring Street, #2410  
Los Angeles, CA 90012

(213) 978-1960      (213) 978-1988 FAX  
<http://ethics.lacity.org>

Los Angeles City Ethics Commission  
**MAJOR FILER QUARTERLY REPORT**  
(L.A.M.C. 48.01 et seq., as amended)

FOR THE CALENDAR QUARTER ENDING \_\_\_\_\_

NAME OF MAJOR FILER: \_\_\_\_\_ TELEPHONE NUMBER: \_\_\_\_\_ FAX NUMBER: (Optional) \_\_\_\_\_

BUSINESS ADDRESS: (Number and Street) \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code) \_\_\_\_\_ E-MAIL: (Optional) \_\_\_\_\_

NAME AND ADDRESS OF PERSON AUTHORIZED TO PREPARE FORM: \_\_\_\_\_ TELEPHONE NUMBER: \_\_\_\_\_

**PART I - SUMMARY OF ACTIVITY**

Total Payments in Connection with Attempting to Influence Municipal Legislation: \$ \_\_\_\_\_

**PART II - MUNICIPAL LOBBYING INTERESTS**


**VERIFICATION**

I have used all reasonable diligence in completing this form and attachments. I have reviewed the form and any attachments and to the best of my knowledge the information contained herein is true and complete.

I certify under the penalty of perjury under the laws of the State of California that the foregoing is true and correct.

EXECUTED ON: (Date) \_\_\_\_\_ AT: (City, State) \_\_\_\_\_ BY: (Signature of Authorized Person) \_\_\_\_\_