

HOW TO FILE A WITNESS SLIP

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Before a bill makes it to the floor for a vote by all legislators it has to go through a committee. In the committee a select group of legislators will ask questions of the sponsor and advocates and vote on if the bill advances out to a full vote. Since not everyone's legislator will be a part of the committee, witness slips offer the opportunity for you to make your voice heard in support or opposition to a measure.

HOW TO FIND THE WITNESS SLIP TO FILL OUT

Witness slips can only be filled out for bills that have been assigned to one of the hearings held by a committee. Below are the instructions to find witness slips through the bill page.

STEP 1: On the top menu select **Bills & Resolutions** under **Legislation & Laws**



STEP 2: Click on the bill number

STEP 3: If a bill has been assigned to a committee hearing the **Witness Slip** tab on the bill page will include the name of the committee and the time and location of the hearing. Click on that hearing. If that information is not there the bill has yet to be assigned. The Witness Slip tab also includes witness slips that have already been filed.



STEP 4: Scroll down the page to the listing of **Bills Assigned to Hearing**. In the last column click on the icon to create a new witness slip for the bill.

Bills Assigned To Hearing					View Witness Slips	Create Witness Slips
Bill #	Sponsor	ABR - Short Description	Last Action	Witness Slips		
HB4242	Regan Deering	DCFS-NOTICE OF APPEAL PROCESS	Assigned to Adoption & Child Welfare Committee			
HB4570	Suzanne M. Ness	DCFS-BEST PRACTICES PLANS	Assigned to Adoption & Child Welfare Committee			
HB4694	Michelle Mussman	CHILD ADVOCACY CENTER	Assigned to Adoption & Child Welfare Committee			
HB4966	Kelly M. Cassidy	DCFS-SECURE ACT	Assigned to Adoption & Child Welfare Committee			
HB5129	Charles Meier	DCFS-CHILD RELINQUISHMENT	Assigned to Adoption & Child Welfare Committee			

FILING OUT A WITNESS SLIP

IDENTIFICATION: This includes your name, address, firm/business, title, email, and phone number. If you are representing or working for an organization, insert the name in the firm/business field. If you do not represent or work for an organization then type “self”. Use your formal title if you are representing or work for an organization in the title field. If you are not representing or working for an organization, write in “self” or “N/A”.

Identification

All fields are required unless noted as optional.

Name

Address City

State Zip

Firm/Business Or Agency

Title

Enter Email

Phone Number (xxx-xxx-xxxx) Fax Number (xxx-xxx-xxxx) (Optional)

REPRESENTATION: Fill this out as “self” unless you have permission to fill this out on behalf of a group, organization or business.

Representation

This section is to be filled if the witness is appearing on behalf of a group, organization or other entity.

Representation

POSITION: Under **Add Legislation** choose the original bill or an amendment if one is being considered. Fill out your position on the bill. If you are in favor of the legislation, click “Proponent”. If you are against the legislation, click on “Opponent”. If you have no position, click on “No Position On Merits”. If you are creating a witness slip for a subject mattering hearing, choose the subject matter you are slipping for.

Position

Add your position(s) on the legislative items.

Add Legislation No positions selected at this time.

Add Position

TESTIMONY: Click on “Record of Appearance Only”. If you do not have an account, you must fill out the required CAPTCHA, agree to the terms, and then click on “Create Slip”. Finally, “Create Slip”.

Testimony

Select the testimony that you will supply for the hearing. (Check All That Apply)

Oral In Person

Written Statement Filed

Record Of Appearance Only