HOW TO FILE A WITNESS SLIP

WWW.ILGA.GOV

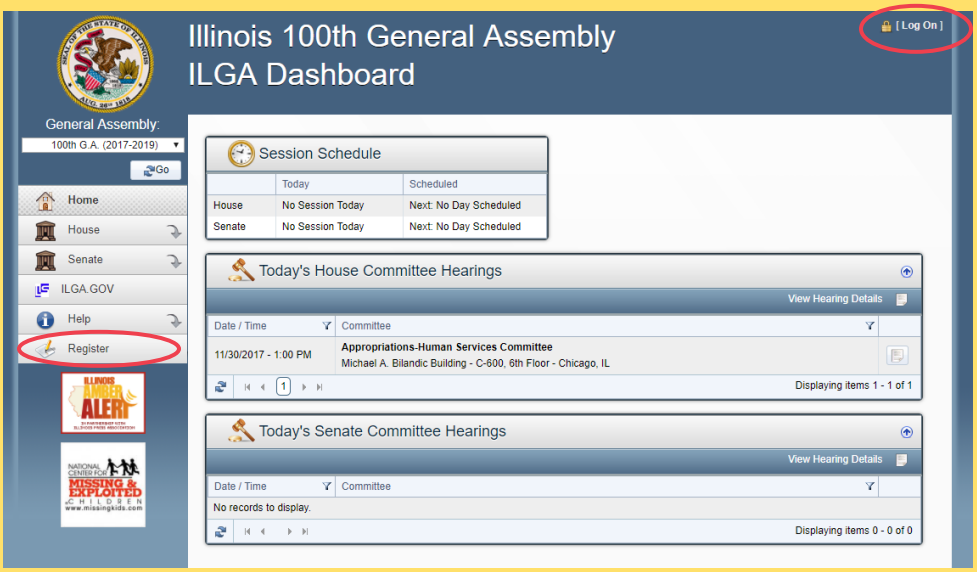
In Illinois, witness slips can be submitted for a bill before it is considered by a committee in either the State House or Senate. Submitting a witness slip allows your voice and your opinion to be presented directly to all members of a committee as they determine whether the bill will go to a full floor vote.

Below are instruction on how to submit a witness slip. If you already have the link to a witness slip for a particular bill, skip to Step 5 for instructions.

STEP 1: Go to my.ilga.gov. This is the Illinois General Assembly's Dashboard that allows you to create and modify electronic witness slips.

CREATE AN ACCOUNT

If you have an account, click log on in the upper right hand corner of the screen and fill in your login information. Creating an account allows you to track the actions you have taken. If you would like to create an account, click register on the left hand side of the screen and fill out the required information. If you are filing a witness slip the day of your committee hearing, it will appear on the dashboard's home page as seen below.

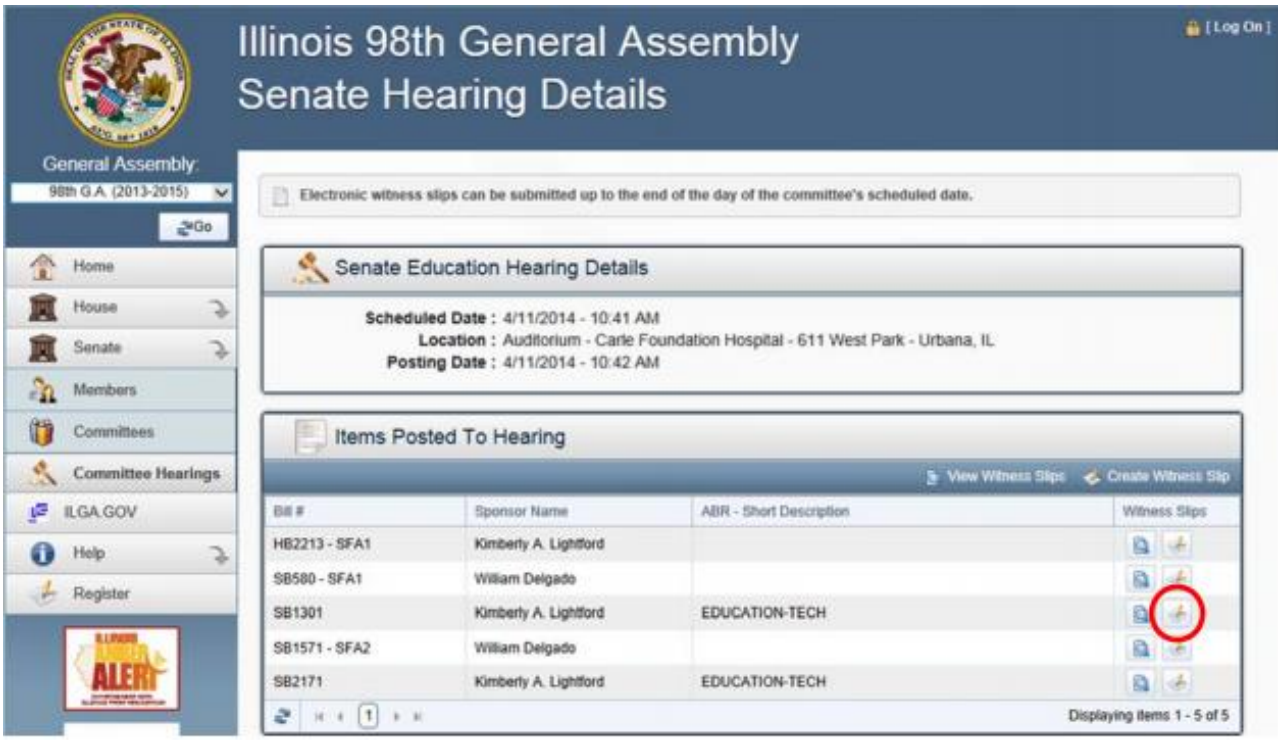


STEP 2: Select either the "House" or "Senate" menu item on the left hand side of the screen. Then, three additional menu items will appear. Click "Committee Hearings".

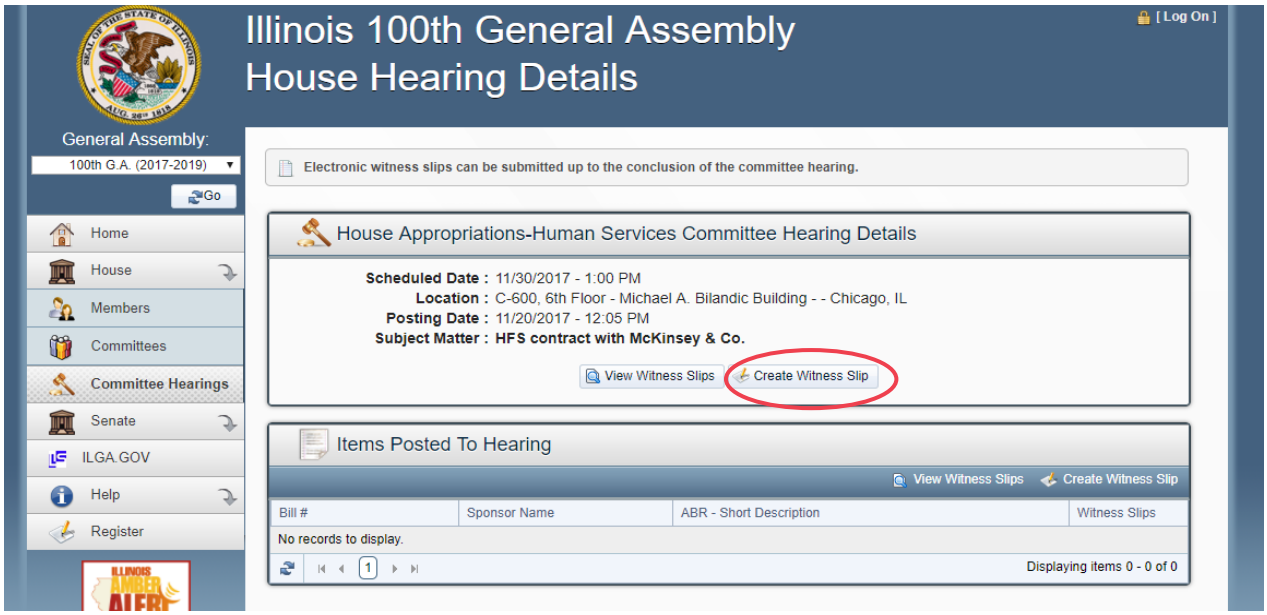
STEP 3: View committee hearings posted for the day, the week, the month, or previous hearings posted by clicking on the appropriate tab. Find your committee and click on "View Hearing Details" icon on the right to display the committee hearing details screen.

STEP 4: There are three types of committee hearings that you may be filing a witness slip for. Examples of all three types are below. You will be navigated to the correct page based off of the committee hearing you selected. Find and select the "Create a Witness Slip" icon which will be found in different locations depending on the type of hearing.

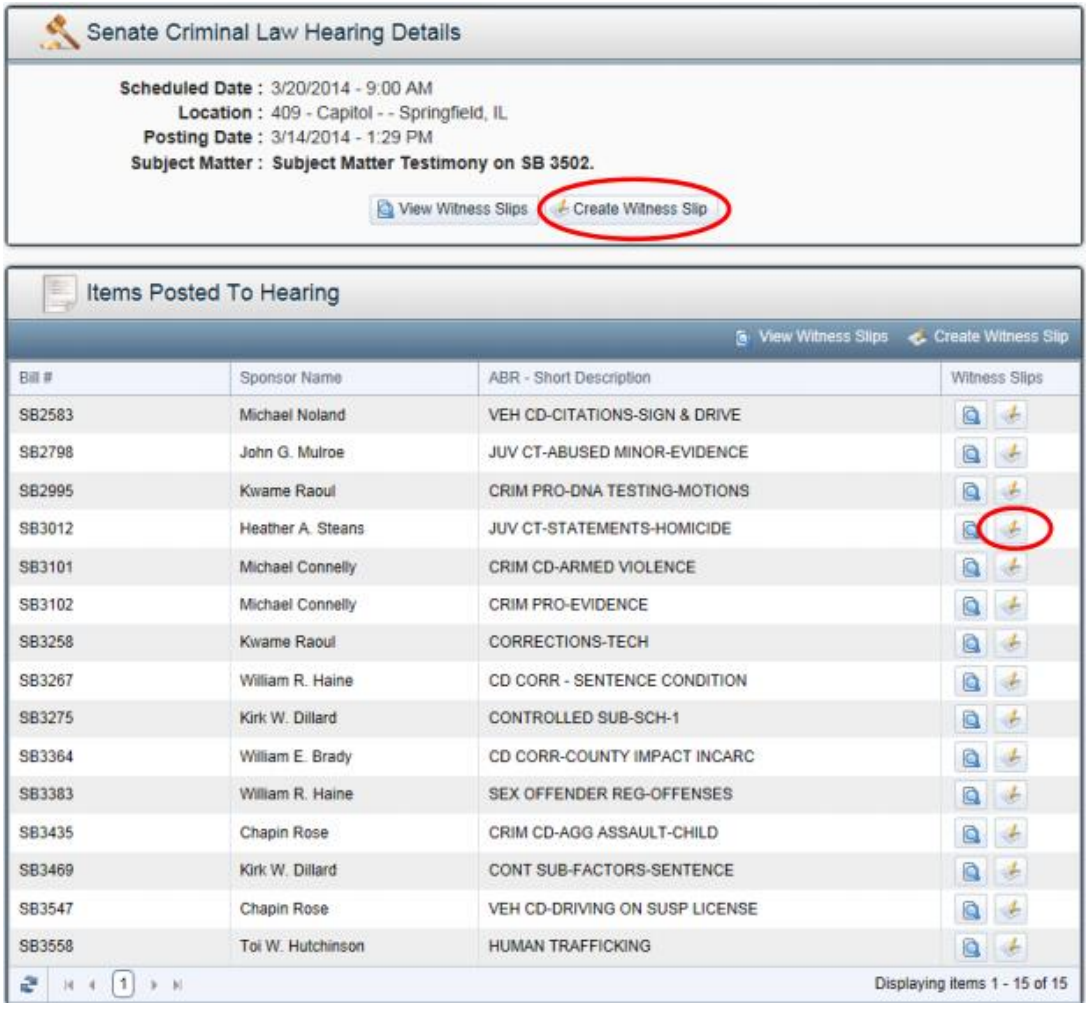
LEGISLATIVE ONLY COMMITTEE HEARING



SUBJECT MATTER ONLY COMMITTEE

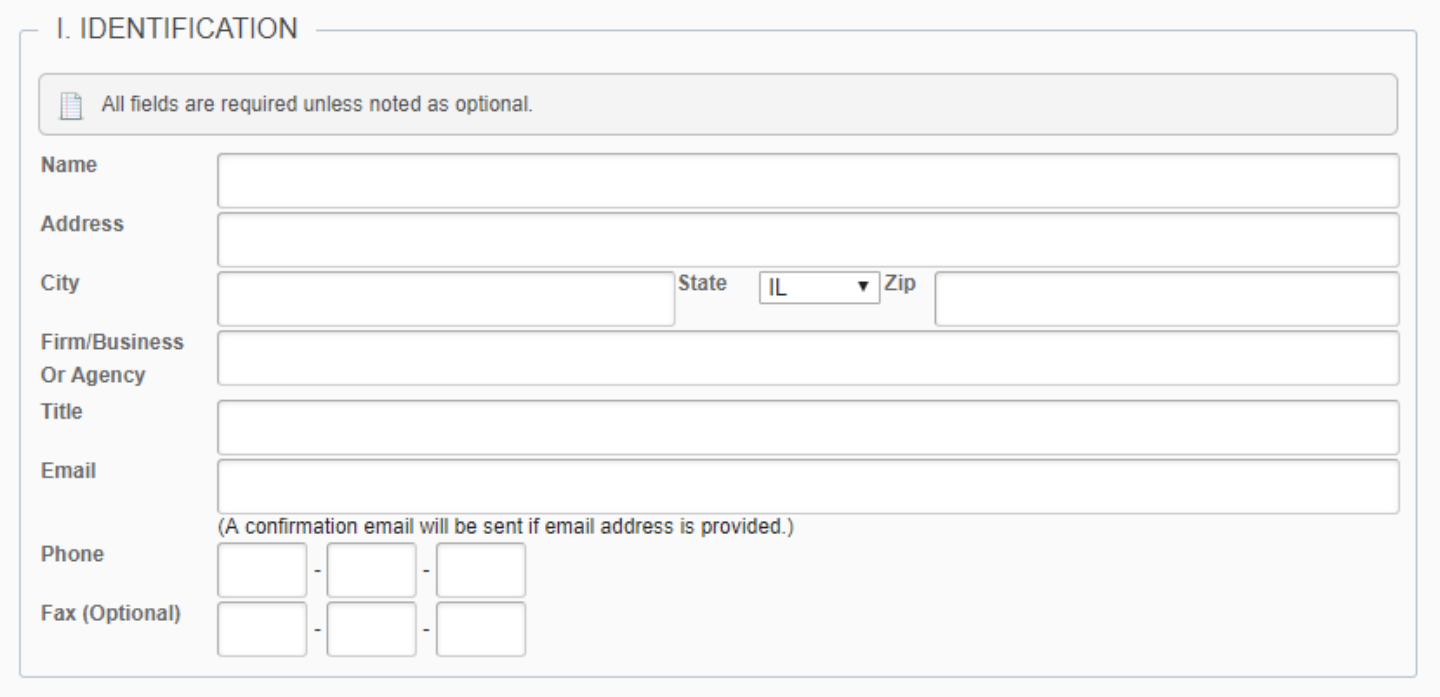


SUBJECT MATTER WITH LEGISLATION

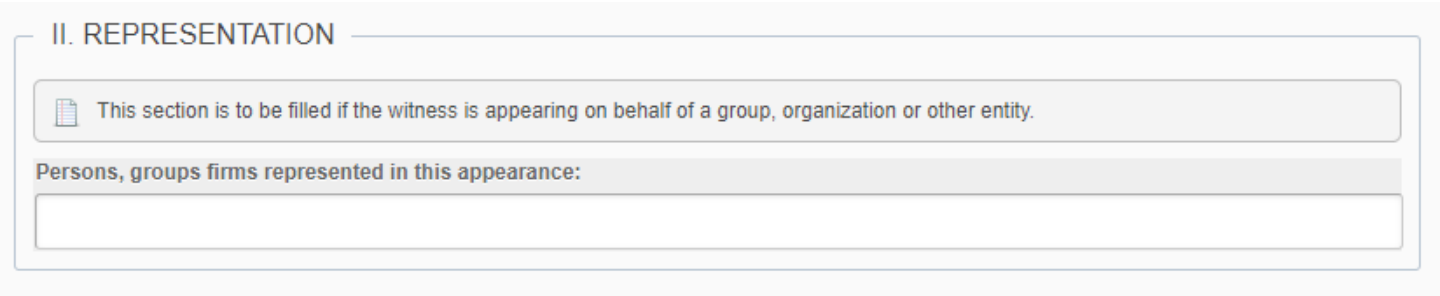


STEP 5: Now, you are ready to file your witness slip. Fill out the following fields with your information.

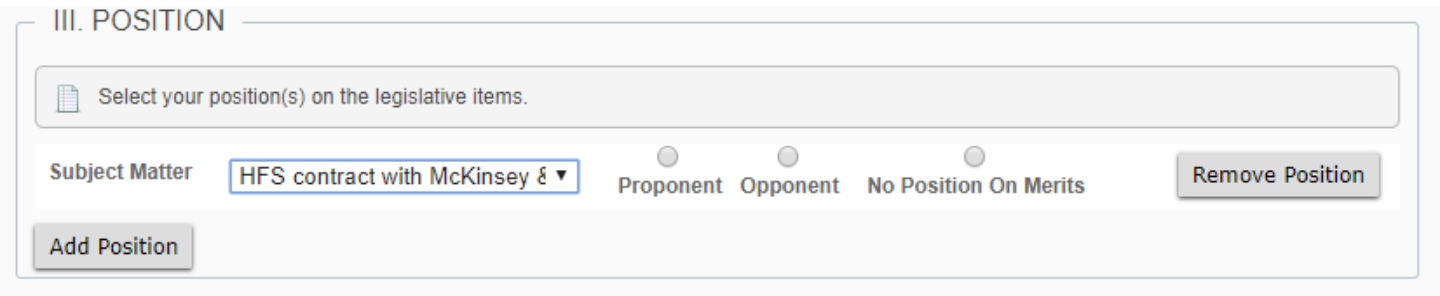
I. Identification: This includes your name, address, firm/business, title, email, and phone number. If you are representing or working for an organization, insert the name in the firm/business field. If you do not represent or work for an organization then type "self". Use your formal title if you are representing or work for an organization in the title field. If you are not representing or working for an organization, you can leave this blank.



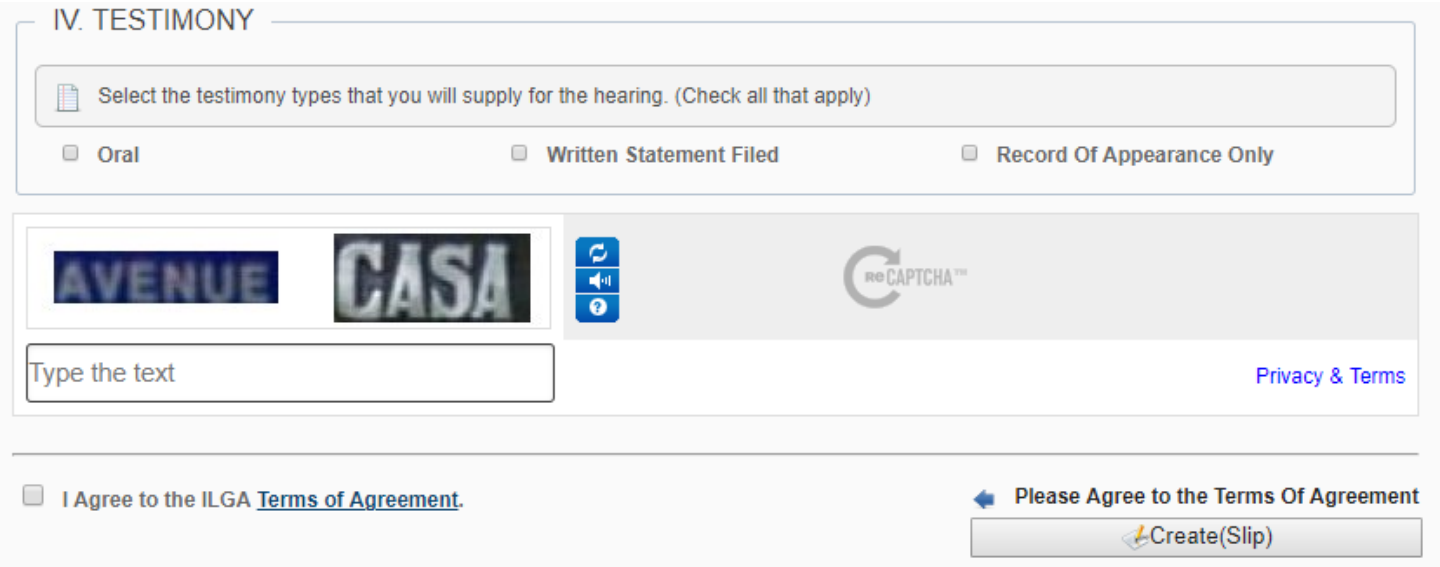
II. Representation: Fill this out if you are representing a group, organization or business (make sure you have their permission before filling this out).



III. Position: Choose 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.



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



STEP 6: Once your witness slip is submitted, a confirmation screen will display. You have the option to create another witness slip or to be finished. If you have included an email, you will also receive a confirmation email containing the information filed in your witness slip. Verify this information is correct.