

# HOW TO FILE A WITNESS SLIP

[WWW.ILGA.GOV](http://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](http://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.

Illinois 100th General Assembly  
ILGA Dashboard

General Assembly:  
100th G.A. (2017-2019)

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Session Schedule

	Today	Scheduled
House	No Session Today	Next: No Day Scheduled
Senate	No Session Today	Next: No Day Scheduled

Today's House Committee Hearings

Date / Time	Committee
11/30/2017 - 1:00 PM	Appropriations-Human Services Committee Michael A. Bilandic Building - C-600, 6th Floor - Chicago, IL

Today's Senate Committee Hearings

No records to display.

**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”.

Illinois 100th General Assembly  
Scheduled House Committee Hearings

General Assembly:  
100th G.A. (2017-2019)

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Scheduled House Committee Hearings

Date / Time	Committee
11/30/2017 - 1:00 PM	Appropriations-Human Services Committee Michael A. Bilandic Building - C-600, 6th Floor - Chicago, IL

**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.

Illinois 100th General Assembly  
Scheduled House Committee Hearings

General Assembly:  
100th G.A. (2017-2019)

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Scheduled House Committee Hearings

View Hearing Details

Today Week Month Previous

Date / Time	Committee
11/30/2017 - 1:00 PM	Appropriations-Human Services Committee Michael A. Bilandic Building - C-600, 6th Floor - Chicago, IL

Displaying items 1 - 1 of 1

**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

Illinois 98th General Assembly  
Senate Hearing Details

General Assembly:  
98th G.A. (2013-2015)

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Committee Hearings  
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Electronic witness slips can be submitted up to the end of the day of the committee's scheduled date.

Senate Education Hearing Details

Scheduled Date : 4/11/2014 - 10:41 AM  
Location : Auditorium - Carle Foundation Hospital - 611 West Park - Urbana, IL  
Posting Date : 4/11/2014 - 10:42 AM

Items Posted To Hearing

View Witness Slips Create Witness Slip

Bill #	Sponsor Name	ABR - Short Description	Witness Slips
HB2213 - SFA1	Kimberly A. Lightford		
SB580 - SFA1	William Delgado		
SB1301	Kimberly A. Lightford	EDUCATION-TECH	
SB1571 - SFA2	William Delgado		
SB2171	Kimberly A. Lightford	EDUCATION-TECH	

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# SUBJECT MATTER ONLY COMMITTEE



## Illinois 100th General Assembly House Hearing Details

[ Log On ]

General Assembly: 100th G.A. (2017-2019) Go

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- Committee Hearings**
- Senate
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Electronic witness slips can be submitted up to the conclusion of the committee hearing.

### House Appropriations-Human Services Committee Hearing Details

**Scheduled Date :** 11/30/2017 - 1:00 PM  
**Location :** C-600, 6th Floor - Michael A. Bilandic Building - - Chicago, IL  
**Posting Date :** 11/20/2017 - 12:05 PM  
**Subject Matter :** HFS contract with McKinsey & Co.

[View Witness Slips](#) [Create Witness Slip](#)

### Items Posted To Hearing

[View Witness Slips](#) [Create Witness Slip](#)

Bill #	Sponsor Name	ABR - Short Description	Witness Slips
No records to display.			

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# SUBJECT MATTER WITH LEGISLATION































### Senate Criminal Law Hearing Details

**Scheduled Date :** 3/20/2014 - 9:00 AM  
**Location :** 409 - Capitol - - Springfield, IL  
**Posting Date :** 3/14/2014 - 1:29 PM  
**Subject Matter :** Subject Matter Testimony on SB 3502.

[View Witness Slips](#) [Create Witness Slip](#)

### Items Posted To Hearing

[View Witness Slips](#) [Create Witness Slip](#)

Bill #	Sponsor Name	ABR - Short Description	Witness Slips
SB2583	Michael Noland	VEH CD-CITATIONS-SIGN & DRIVE	 
SB2798	John G. Mulroe	JUV CT-ABUSED MINOR-EVIDENCE	 
SB2995	Kwame Raoul	CRIM PRO-DNA TESTING-MOTIONS	 
SB3012	Heather A. Steans	JUV CT-STATEMENTS-HOMICIDE	 
SB3101	Michael Connelly	CRIM CD-ARMED VIOLENCE	 
SB3102	Michael Connelly	CRIM PRO-EVIDENCE	 
SB3258	Kwame Raoul	CORRECTIONS-TECH	 
SB3267	William R. Haine	CD CORR - SENTENCE CONDITION	 
SB3275	Kirk W. Dillard	CONTROLLED SUB-SCH-1	 
SB3364	William E. Brady	CD CORR-COUNTY IMPACT INCARC	 
SB3383	William R. Haine	SEX OFFENDER REG-OFFENSES	 
SB3435	Chapin Rose	CRIM CD-AGG ASSAULT-CHILD	 
SB3469	Kirk W. Dillard	CONT SUB-FACTORS-SENTENCE	 
SB3547	Chapin Rose	VEH CD-DRIVING ON SUSP LICENSE	 
SB3558	Toi W. Hutchinson	HUMAN TRAFFICKING	 

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## LEGISLATION WITH AMENDMENTS

 Judiciary - Criminal Committee Hearing Details

**Scheduled Date :** 3/26/2019 - 4:00 PM  
**Location :** Room 118 - Capitol Building - - Springfield, IL  
**Posting Date :** 3/20/2019 - 11:52 AM

 Items Posted To Hearing


[Witness Slips](#) [Vote Details](#)

Bill #	Motion	Vote Motion	Vote Total	Vote Result	
HB2059					 
HB2065					 
HB2066					 
HB2070					 
HB2094					 
HB2094 - HCA1					 
HB2110					 
HB2111					 
HB2112					 
HB2132					 
HB2134					 
HB2134 - HCA2					 
HB2134 - HCA3					 
HB2135	Do Pass		19 - 0 - 0	Do Pass - Short Debate	 
HB2161					 

**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.

**I. IDENTIFICATION**

 All fields are required unless noted as optional.

**Name**

**Address**

**City**  **State**  **Zip**

**Firm/Business Or Agency**

**Title**

**Email**

(A confirmation email will be sent if email address is provided.)

**Phone**  -  -

**Fax (Optional)**  -  -

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

II. REPRESENTATION

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

Persons, groups firms represented in this appearance:

**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.

III. POSITION

Select your position(s) on the legislative items.





Subject Matter   Proponent  Opponent  No Position On Merits

**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”.

IV. TESTIMONY

Select the testimony types that you will supply for the hearing. (Check all that apply)

Oral  Written Statement Filed  Record Of Appearance Only

[Privacy & Terms](#)

I Agree to the ILGA [Terms of Agreement](#).

**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.