

INSTRUCTIONS FOR FILLING OUT WITNESS SLIP ILLINOIS 100TH GENERAL ASSEMBLY

Go to Illinois General Assembly Home Page ... www.ilga.gov

Under “**Reports & Inquiry**” ... click on **GA Dashboard** (in red)

Select “**Senate/House**” ... which will bring up a drop-down box ... click on “**Committee Hearings**”

Click on “**Week**” to find schedule of all committees

Find named “**Committee**” bill is assigned to” ... to the far right click on box “**View hearing details**”

Find “**Bill Number**” ... to the far right there are two boxes (one is picture of a magnifying glass ... one is picture of a pencil) (Magnifying glass ... is to review all witness slips submitted) (Pencil ... is where you create a witness slip)

Click on box that has a picture of a pencil (the farthest box on the right)

The sample sheet attached is what pops up next.

Section I ... You must fill in all fields (except for fax which is optional). If you are using an initial do not follow with punctuation ... i.e., John C Smith or 123 N Spring Street

Section II ... You can enter “self” or “name of your county”, “UCCI” ... et cetera

Section III ... Select Proponent to support. If want to oppose, select Opponent. Or, can select No Position on Merits

Section IV ... Select Record of Appearance Only (If you want to appear and testify, select Oral) Or, can select to submit written statement

Then where it says “**type the text**”, you must type all the letters/numbers that appear in the box above (This can be very hard to decipher at times .. don’t worry, if you type them wrong, in a later step you will be alerted to that and will be able to try again) **

Click the box that you **agree to Terms of Agreement** **

Final step is to click on “**Create(Slip)**” **

If there are errors, it will not leave this page but give you an alert that something is not completed or correct.

You must go back and correct those; and, when corrected you again have to complete the last three steps

above (**) as the “type the text” letters will change. It will prompt you again if there is still an error ... and you again have to correct those, and also do the last three steps (**) again. The “type the text” letters change each time there is a deficiency noted.

PLEASE NOTE ... an error does not always mean the information you provided is incomplete/incorrect. It could be that you just have not typed in the correct “**type the text**” letters/numbers. Usually, the detected error will be shadowed/highlighted in **red**.

ALSO PLEASE NOTE: You have not submitted a witness slip until ... after hitting the “Create(Slip)” box it gives you a message in a green box that you have been successful. It then asks if you are finished or want to create another slip. Click on “I am finished”.

Upon successful completion, you will immediately receive from noreply@ilga.gov an email Witness Slip Confirmation notice.

If you have any questions or run into any trouble during this witness slip creation process,
do not hesitate to call Connie at 217-544-5585

You should note, that there is a time deadline for submission of any witness slip prior to a committee hearing... and, that a new slip is needed for each scheduled hearing date.

(A witness slip submitted for one hearing date does not carry over
to subsequent hearing dates on that same bill)