## How to fill out a Witness Slip for Legislative Committee



Go to: <u>www.ilga.gov</u> and type the bill number you wish to file your slip on in the search box to the left of screen. (See arrow in image to left). We have used HB 18 for demonstration purposes only. Press "Go". When the **Bill Status** page comes up, click on the underlined "Witness Slips" link at the top of the page.

Witness Slips F	or HB0018 101	st General Assembly		
<u>HB0018</u> Bill Status				
Legislation: HB	0018 em Sec Ed: School C	Urric Policies 3/6/2019 9:30	AM.	
Proponents: 10	Opponents: 14	No Position: 0		Save as Text File
Name	Fi	m, Business Or Agency	Represe	enting
Hearing Date and	Time: Elem Sec E	d: School Curric Policies	(H) 2/27/2019	9:30 AM
Amie Reed	se	lf	self	
Matthew Slade	Vil	lage of Durand	Self	

From the **Witness Slips** page, click the "Hearing Notice for Elem Sec Ed School Curric Policies..." link. (See arrow in image to the right.)

House Elementary & Secondary Education: School Cuniculum & Policies Committee Hearing Details							
Scheduled Date : 3/06/2019 - 9:30 AM Location : Room 413 - Stratton Building Springfield, IL Posting Date : 2/28/2019 - 9:21 AM							
Items Posted To Hearing							
Bill #	Sponsor Name	ABR - Short Description	Witne				
нв18	Mary E. Flowers	SCH CD-CHARACTER EDUCATION	🙆 🌛				
HB52	Mary E. Flowers	SCH CD-TECHNICAL SKILLS PROGRM	٠				
HB191	La Shawn K. Ford	WALK-THROUGH METAL DETECTORS	٠				
HB208	Mary E. Flowers	SCH CD-CANNABIS INSTRUCTION	<b>Q</b>				
HB222	Mary E. Flowers	SCH CD-SEXUAL ABUSE-REPORTING	۵ 🌜				
HB222 - HCA1	Mary E. Flowers		۵ 🎸				
HB223	Mary E. Flowers	CHILD SEXUAL ASSAULT-VARIOUS	Q 🕹				
HB242	Mary E. Flowers	SCH REPORT CARD-LEAD-CHICAGO	<b>a</b>				

Click on "Create Witness Slips" at top of the Committee page. Once the **Hearing Details** page comes up, scroll down until you find the bill you are wishing to file a slip on (see arrow in image to left). Click on the pencil and paper icon to the right of the bill (see arrow in image to left).

On the **Witness slip**, enter your identification and representation information on the record of witness slip. Be sure to choose the position (**Proponent, Opponent or No Position on Merits**) you are taking on the bill and then mark **Record of Appearance Only** under Testimony, unless you are

planning to testify in the committee. If so, you'd mark **Oral**.

Once completed, you must agree to the terms of service and then click "Create Slip". Simply follow the same steps for additional pieces of legislation you wish to register your position.

Select your position(s) on	he legislative items.	ŢĹ		
Description Origina	Bill   Proponent	Opponent	O No Position On Merits	
IV. TESTIMONY	that you will supply for the hearing. (Check a	II that apply)	•	
Oral	Written Statement File	ed C	Record Of Appearance Only	
Please Agree to the Terms O I Agree to the ILGA Terms of	Agreement Agreement		protected by reCAPTCHA Privacy-Terms	2
			Create(Slip)	