

## How to File a Witness Slip

**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. If you have an account, click log on in the upper right hand corner of the screen and fill in your login information. 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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Register

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

Date / Time	Committee
No records to display.	

**Step 2:** If you do not wish to register or log in, 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.



**Step 4:** There are three types of committee hearings:


- Legislation only committee hearing
- Subject Matter only committee hearing
- Subject Matter with Legislation

Depending on what type of hearing you are filing for, the “Create a Witness Slip” icon will be found in different locations. Using the examples below, find and click the “Create a Witness Slip” icon for your respective committee hearing.

**Legislation only committee hearing**



**Subject Matter only committee hearing**



# Illinois 100th General Assembly

## House Hearing Details

[ Log On ]

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

- Home
- House
- Members
- Committees
- Committee Hearings**
- Senate
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- Help
- Register

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.			

Displaying items 0 - 0 of 0

**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	<a href="#">View</a> <a href="#">Add</a>
SB2798	John G. Mulroe	JUV CT-ABUSED MINOR-EVIDENCE	<a href="#">View</a> <a href="#">Add</a>
SB2995	Kwame Raoul	CRIM PRO-DNA TESTING-MOTIONS	<a href="#">View</a> <a href="#">Add</a>
SB3012	Heather A. Steans	JUV CT-STATEMENTS-HOMICIDE	<a href="#">View</a> <a href="#">Add</a>
SB3101	Michael Connelly	CRIM CD-ARMED VIOLENCE	<a href="#">View</a> <a href="#">Add</a>
SB3102	Michael Connelly	CRIM PRO-EVIDENCE	<a href="#">View</a> <a href="#">Add</a>
SB3258	Kwame Raoul	CORRECTIONS-TECH	<a href="#">View</a> <a href="#">Add</a>
SB3267	William R. Haine	CD CORR - SENTENCE CONDITION	<a href="#">View</a> <a href="#">Add</a>
SB3275	Kirk W. Dillard	CONTROLLED SUB-SCH-1	<a href="#">View</a> <a href="#">Add</a>
SB3364	William E. Brady	CD CORR-COUNTY IMPACT INCARC	<a href="#">View</a> <a href="#">Add</a>
SB3383	William R. Haine	SEX OFFENDER REG-OFFENSES	<a href="#">View</a> <a href="#">Add</a>
SB3435	Chapin Rose	CRIM CD-AGG ASSAULT-CHILD	<a href="#">View</a> <a href="#">Add</a>
SB3469	Kirk W. Dillard	CONT SUB-FACTORS-SENTENCE	<a href="#">View</a> <a href="#">Add</a>
SB3547	Chapin Rose	VEH CD-DRIVING ON SUSP LICENSE	<a href="#">View</a> <a href="#">Add</a>
SB3558	Toi W. Hutchinson	HUMAN TRAFFICKING	<a href="#">View</a> <a href="#">Add</a>

Displaying items 1 - 15 of 15

**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 on 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 matter 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. You will also receive a confirmation email containing the information filed in your witness slip. Verify this information is correct.