How to File a Witness Slip

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. 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.



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".



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:

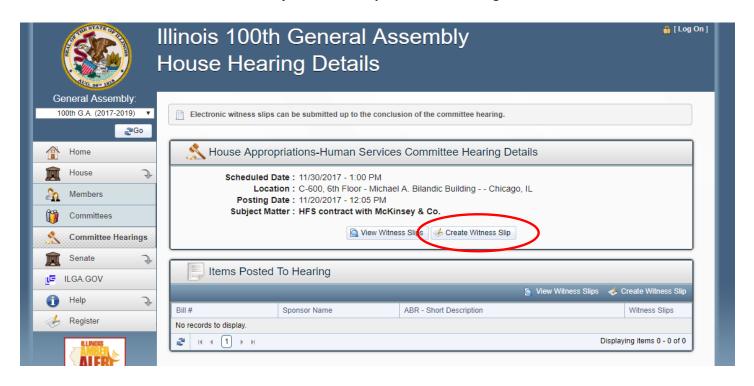
- Legislation only committee hearing
- Subject Matter only committee hearing
- Subject Matter with Legislation

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.

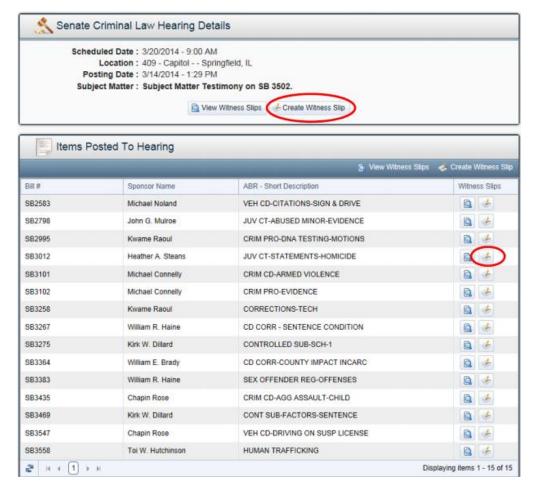
Legislation only committee hearing



Subject Matter only committee hearing



Subject Matter with Legislation



| Step | 5: Now. | vou are ready | to file vou | ır witness slip. | Fill out the follo | owing fields with | your information. |
|------|---------|---------------|-------------|------------------|--------------------|-------------------|-------------------|
|------|---------|---------------|-------------|------------------|--------------------|-------------------|-------------------|

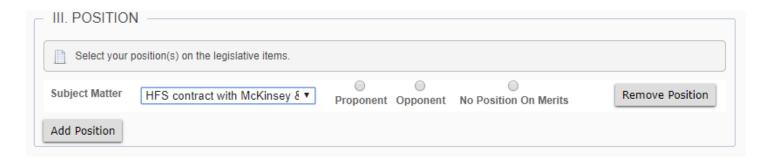
I. Identification: This includes your name, address, firm/business, title, email, and phone number. If you are representing or working for an organization, insert the name in the firm/business field. If you do not represent or work for an organization then type "self". Use your formal title if you are 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. IDENTIFIC | CATION ———————————————————————————————————— | | | | | | | | |
|----------------|---|--|--|--|--|--|--|--|--|
| All fields are | All fields are required unless noted as optional. | | | | | | | | |
| Name | | | | | | | | | |
| Address | | | | | | | | | |
| City | State L v 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 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. You will also receive a confirmation email containing the information filed in your witness slip. Verify this information is correct.