

## FILING GENERAL ASSEMBLY WITNESS SLIPS

County officials are encouraged to participate in the legislative process by making the position of their county known on legislation being considered by the General Assembly. An effective way to make their support or opposition known is by filing a witness slip in advance of a House or Senate Committee hearing. The county's position will then be a matter of public record.

ISACo will occasionally request that counties take a specific position on a bill and fill out a witness slip in support of our recommended position prior to a vote being held by a House or Senate Committee.

Instructions on how to complete and file a witness slip are included below. The step-by-step guidance was copied from a similar document originally developed by the Illinois Municipal League (IML).

1. Visit the General Assembly website ([www.ilga.gov](http://www.ilga.gov)) and have the bill number ready. To identify the committee hearing the bill is posted for, enter the bill number in the "Search by Number" function on the left side of the homepage and click "Go." The designated bill page should appear. Look under the "Last Action" or "Actions" section to find the committee hearing to which the bill is assigned.
2. Click "Back" to return to the homepage. Select "GA Dashboard," highlighted in red, which can be found on the left under "Reports and Inquiry."
3. Select the register icon on the left side of the screen and fill in your information to create a MyILGA account (This step is recommended, but not required to file a witness slip).
4. Select the appropriate Chamber (House or Senate) on the left side and select "Committee Hearings." You can choose committee hearings that have been scheduled for that day, week or for later in the month.
5. Identify the committee hearing that your bill is in, click on the "View Hearing Details" icon on the right and identify the bill for which you desire to file a witness slip.
6. Select the "Create Witness Slip" icon on the right-hand side of the bill.
7. Fill out the witness slip and select the position you wish to register on the bill.
8. When filling out the witness slip, choose "Record of Appearance Only" to register your position on the bill with the committee. If you wish to provide oral testimony during the committee hearing, choose "Oral." You may also submit written testimony by email. House committee email addresses are available via this [link](#). Senate committee email addresses are available via this [link](#).
9. Click "Create (Slip)" at the bottom of the screen to submit the witness slip.

Following these steps will make the process of filling out a witness slip convenient and easy.

