

## How to File a Witness Slip for Bills in Committee in Illinois

- Go to [my.ilga.gov](http://my.ilga.gov)
- Click on **House** or **Senate**
- To find the bill you want to file a witness slip for in committee, click on the Committees tab on the left. Find your committee, then click on the  **Legislation** on the far right of the committee line entry.
- After you've found the bill, you need to see if it is in an upcoming hearing. To find the hearing, click on the tab with the  **Notice of Hearings** at the top of the page.
- Select a hearing date, and click on **“View Legislation”** on the far right
- After finding the line of your bill, click on  **Create Witness Slip** on the right
- Under I. Identification - fill in the required fields
- Under II. Representation - state who you are representing: Provider agency; Direct support professionals Individual receiving services; Family of individual receiving services; Self; Someone who cares! If your representative is on the committee, then you can let them know you commented by writing that you are a Constituent of First name Last name.
- Under III. Position - check "Proponent" "Opponent" or "No Position on Merits" and make sure you are responding to the Original Bill, or to the Amendments that you want your opinion heard on.
- Under IV. Testimony - check "Record of Appearance Only" if you won't be speaking at the meeting.
- Put in the correct "captcha"
- Check that you "Agree to ILGA Terms of Services"
- Click the "Create Slip" button - you're done and you've made your voice heard!
- You can find the members of the different committees by clicking on the Committees button, and then the  **Members** tab on the right hand side.