



ILCAAAP

Illinois Church Action on Alcohol & Addiction Problems

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How to fill out witness slips



How to file a Witness Slip in the Illinois General Assembly

Register online with the Illinois General Assembly in order to file witness slips (your views on legislation).

STEPS TO REGISTER ONLINE:

1. Go to the Illinois General Assembly Website at www.ilga.gov
2. At the website, click on [GA Dashboard](#) found in red under Reports and Inquiry
3. At the Dashboard site, click on Register on the left column
4. At the Create an Account page, follow the requests to put in your email and create your password. Check that you agree to the Terms and Agreements and then click register.
5. You will receive an email acknowledging your registration. You must confirm your registration from that email.
6. Now that you have created an account, you can log in whenever you need to file a witness slip.

WHEN YOU WISH TO FILE A WITNESS SLIP: follow the instructions below on how to do this:

1. First, follow the directions above (steps 1 and 2) to get to the [GA Dashboard](#) once you are registered.
2. When you are there, click **log in** found at the upper right of the screen.
3. Then click **Senate** or **House** as appropriate at the left of the screen.
4. Then click **Committees** at the left of the screen.
5. Go down to find the appropriate Committee and if it says **Scheduled** to the right of it, click on the second icon **View Committee Hearings**.
6. Then, click on **View Legislation** on right.
7. When bills appear, find the bill of interest and click on the second icon **Create Witness Slip** (a pen and paper).
8. Complete the witness form. Your personal information will be filled in from your registration data. Leave the **Description** as **Original Bill**. Make sure to select either **opponent** or **proponent** based on the bill you are referring to under **POSITION** and **record of appearance only** under **TESTIMONY**. Check the **Terms of Agreement** then click **Create (Slip)**.

For Immediate Action

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