

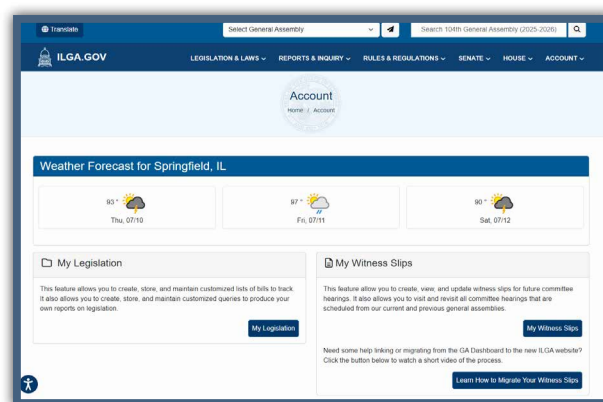


Each year, members of the General Assembly file thousands of items of legislation. Illinois Municipal League (IML) staff reviews each of them and actively tracks hundreds of bills of municipal importance each session, taking positions as necessary. When IML takes a position of support or opposition on a bill, we often file a witness slip when the bill is posted to a committee hearing.

On issues of critical importance, we may encourage municipal officials to file a witness slip as well. These witness slips are part of the official record and considered by members of the respective committee before they take action during a hearing. Filing a witness slip is an easy way to show your municipality's position on legislation that is being considered by the General Assembly.

### Step-by-step instructions for filing a witness slip:

1. Go to [www.ilga.gov](http://www.ilga.gov) and have the bill number ready. To identify the committee hearing the bill is posted in, enter the bill number in the "104th General Assembly" search function on the top right side of the homepage and click the magnifying glass. The designated bill page should appear. Look under the "Last Action" or "Actions" section to find the committee hearing the bill is assigned to.
2. Click "Back" to return to the homepage. Select "Log In," which can be found near the top, right-hand side of the page.
3. Select the "Register" icon toward the bottom of the screen and fill in your information to create an account.
4. Once registered, select "My Witness Slips."
5. Click the arrow for either "Senate Hearing Schedules" or "House Hearing Schedules," on the top left side of the page. You can click on committee hearings that have been scheduled for that day, week or for later that month.
6. Identify the committee hearing that your bill is in, click the "Details" box on the right and identify the bill for which you would like to file a witness slip on.
7. Click "Create Witness Slips" on the bottom right 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. You may also submit written testimony or provide oral testimony remotely. Please refer to the instructions and contact information for the House ([available via this link](#)) and the Senate ([available via this link](#)).
9. Click "Submit Witness Slip" at the bottom left of the screen to submit the witness slip.



Filing out a witness slip is a quick and easy way to show your municipality's position on important legislation.

