

Step-by-Step: How to File a Witness Slip on ILGA.gov

Step 1: Go to the Illinois General Assembly website

Visit www.ilga.gov

Step 2: Find the bill or committee hearing

You can get to the witness slip page in two common ways:

Option A: Through a Bill

1. Search the **bill number** (e.g., HB1234 or SB5678) at the top of the page
2. Open the bill page
3. Scroll down to the **Committee Hearing** section
4. Click **“Witness Slip”** next to the relevant hearing date

Option B: Through Committee Hearings

1. Click **“Committees”** in the top menu
 2. Choose **House** or **Senate**
 3. Select the **committee name**
 4. Find the correct **hearing date**
 5. Click **“Witness Slip”**
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Step 3: Log in or create an account

You must be logged in to file a witness slip.

- If you already have an account, sign in
 - If not, click **“Create an Account”** and complete the registration
 - This is a one-time setup
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Step 4: Complete the Witness Slip form

Fill in the following fields:

Identification Section

- **Person or Firm:** Your name
- **Title:** Your job title (e.g., Superintendent, Board Member)
- **Firm/Business or Agency:** Your school district
- **Address:** District address

Representation Section

- Select “**Self**” *or*
- Enter the name of your School District

Position Section

Choose one:

- **Proponent** (support)
- **Opponent** (oppose)

Testimony Section

- Most often select “**Record of Appearance Only**”
 - Choose “**Written Statement**” only if you plan to upload testimony
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Step 5: Review and submit

1. Double-check all entries for accuracy
 2. Click “**Submit**”
 3. You should see a confirmation that your witness slip was filed successfully
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Step 6: (Optional) Save or confirm your submission

- You may print or save the confirmation page
- Your filed witness slip will appear publicly under the hearing record

HOW TO FILE A WITNESS SLIP ON ILGA.gov

START

1 Visit www.ilga.gov

Go to the Illinois General Assembly website.

2 Find the Bill or Committee Hearing

Option A: Search Bill (HBXXXX / SBXXXX)

- Open bill page
- Scroll to Committee Hearing section
- Click "Witness Slip" next to hearing date



3 Log In or Create Account



One-time registration

4 Complete the Witness Slip Form

- Identification Info
- Representation
- Position: **Proponent** or **Opponent**
- Testimony: *Record of Appearance* or *Written Statement*

5 Review & Submit



- Double-check entries
- Click "Submit"

SUBMIT

6 Save Confirmation (Optional)



- Print or save confirmation
- Slip is listed under hearing record

FINISH

WITNESS SLIP FILED!