



Association of
Community
Mental Health
Authorities
of Illinois

Using The General Assembly “Dashboard”

Filing Witness Slips Electronically

Example of committee action schedule

Electronic witness slips can be submitted up to the conclusion of the committee hearing.

House Executive Committee Hearing Details

Scheduled Date : 11/18/2014 - 3:00 PM
Location : Room 118 - Capitol Building - - Springfield, IL
Posting Date : 11/07/2014 - 3:49 PM

Items Posted To Hearing

[View Witness Slips](#) [Create Witness Slip](#)

Bill #	Sponsor Name	ABR - Short Description	Witness Slips
HB3639	Anthony DeLuca	VIDEO GAMING-TERMINAL OPERATOR	View Add
HB3817 - HFA1	Elaine Nekritz		View Add
SB726	Barbara Flynn Currie	LIQUOR CONTROL-0.5% ALCOHOL	View Add
SB726 - HCA1	Barbara Flynn Currie		View Add
SB1680 - HFA3	Michael J. Madigan		View Add
SB2887	Elaine Nekritz	PENCD-SURS-ANNUITANT-CONDITION	View Add
SB2933	Michael J. Madigan	PENS CD-DWNST POLICE-BOARD	View Add

Displaying items 1 - 7 of 7

To create witness slip – First create a Log In. This allows you to change your position. Look for correct bill number and then click on “create witness slip” link on the far right

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Displaying items 1 - 7 of 7

Fill In Name, Address and City if you haven't already created a Log In. With a Log In the slip gets populated with your contact information automatically.

http://my.ilga.gov/WitnessSlip/Create/78905?committeeHi... Witness Slip

File Edit View Favorites Tools Help

Illinois 98th General Assembly
Witness Slip [Log On]

General Assembly:
98th G.A. (2013-2015) Go

Home
House
Senate
ILGA.GOV
Help
Register

ALERT
NATIONAL CENTER FOR MISSING & EXPLOITED CHILDREN
www.missingkids.com

RECORD OF COMMITTEE WITNESS - ILLINOIS HOUSE OF REPRESENTATIVES

SB 2887 Executive Committee Committee
BILL OR RESOLUTION NUMBER Tuesday, November 18, 2014 3:00 PM
Other (Subject Matter): Unavailable

I. IDENTIFICATION
All fields are required unless noted as optional.

Name: John Doe
Address: 1234 Main Street
City: Everywhere State: IL Zip: 00000
Firm/Business Or Agency: none
Title: none
Email: witnessslip@filing.com
(A confirmation email will be sent if email address is provided.)
Phone: 123 - 456 - 789
Fax (Optional):

II. REPRESENTATION
This section is to be filled if the witness is appearing on behalf of a group, organization or other entity.

“Firm” and “Title” sections must be completed. Use “none” if appropriate

http://my.ilga.gov/WitnessSlip/Create/78905?committeeH... Witness Slip

File Edit View Favorites Tools Help [Log On]

Illinois 98th General Assembly Witness Slip

General Assembly:
98th G.A. (2013-2015) Go

- Home
- House
- Senate
- ILGA.GOV
- Help
- Register

ILLINOIS MISSING & EXPLOITED
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RECORD OF COMMITTEE WITNESS - ILLINOIS HOUSE OF REPRESENTATIVES

SB 2887 Executive Committee Committee
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Title: none
Email: witnessslip@filing.com
(A confirmation email will be sent if email address is provided.)
Phone: 123 - 456 - 789
Fax (Optional):

II. REPRESENTATION

This section is to be filled if the witness is appearing on behalf of a group, organization or other entity.

Fill in e-mail address and phone number.
After filing you will receive an e-mail
confirmation.

The screenshot shows a web browser window with the URL <http://my.ilga.gov/WitnessSlip/Create/78905?committeeH>. The page title is "Illinois 98th General Assembly Witness Slip". The main content area is titled "RECORD OF COMMITTEE WITNESS - ILLINOIS HOUSE OF REPRESENTATIVES".

At the top of the form, it displays "SB 2887" and "Executive Committee Committee". Below this, it shows "BILL OR RESOLUTION NUMBER" and "Tuesday, November 18, 2014 3:00 PM". There is also a field for "Other (Subject Matter):" with the value "Unavailable".

The form is divided into sections. Section I, "IDENTIFICATION", contains the following fields:

- Name: John Doe
- Address: 1234 Main Street
- City: Everywhere, State: IL, Zip: 00000
- Firm/Business Or Agency: none
- Title: none
- Email: witnessslip@filing.com (A confirmation email will be sent if email address is provided.)
- Phone: 123 - 456 - 789
- Fax (Optional):

Section II, "REPRESENTATION", contains a note: "This section is to be filled if the witness is appearing on behalf of a group, organization or other entity."

A red arrow points to the email field, indicating where to enter the email address.

Under “Representation” you can add the name of your organization or “self”

The screenshot shows a web browser window with the URL <http://my.ilga.gov/WitnessSlip/Create/78905?committeeH...> and the page title "Witness Slip". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help".

The form is divided into several sections:

- Phone and Fax (Optional):** Fields for entering contact information, with a note: "(A confirmation email will be sent if email address is provided.)"
- II. REPRESENTATION:** A section for identifying the entity being represented. It includes a text area with the instruction: "This section is to be filled if the witness is appearing on behalf of a group, organization or other entity." Below this is a label "Persons, groups firms represented in this appearance:" followed by a text input field containing the word "Self". A red arrow points to this field.
- III. POSITION:** A section for selecting a position on legislative items. It includes a dropdown menu set to "Original Bill" and radio buttons for "Proponent", "Opponent", and "No Position On Merits". A "Remove Position" button is also present.
- IV. TESTIMONY:** A section for selecting testimony types. It includes checkboxes for "Oral", "Written Statement Filed", and "Record Of Appearance Only".

At the bottom of the form, there is a CAPTCHA section with a "Type the text" input field and a "Create(Slip)" button. A checkbox at the bottom left is checked and labeled "I Agree to the ILGA [Terms of Agreement](#)".

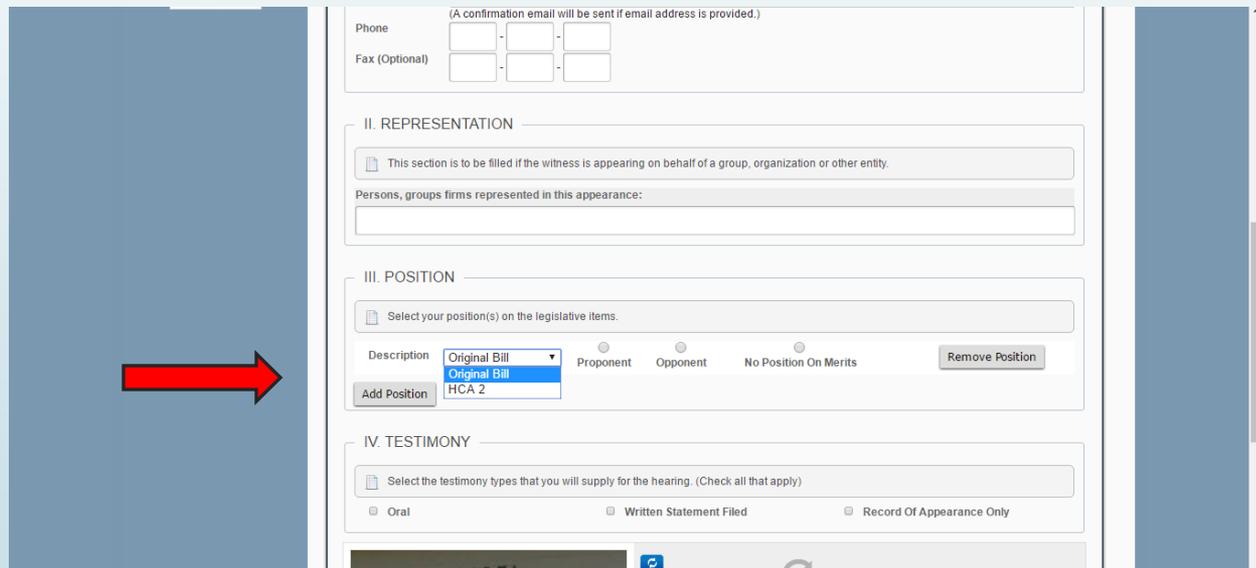
Click on the radio button that signifies your position on the bill ... Proponent, Opponent, or No Position. (The drop down box will allow you to file your position on any amendments as

The screenshot shows a web browser window with the URL <http://my.ilga.gov/WitnessSlip/Create/78905?committeeH...> and the page title "Witness Slip". The form includes the following sections:

- Phone** and **Fax (Optional)** input fields.
- II. REPRESENTATION**: A checkbox for "This section is to be filled if the witness is appearing on behalf of a group, organization or other entity." Below it, a text box for "Persons, groups firms represented in this appearance:" with "Self" entered.
- III. POSITION**: A dropdown menu for "Description" set to "Original Bill". Three radio buttons are present: "Proponent" (selected), "Opponent", and "No Position On Merits". A "Remove Position" button is also visible.
- IV. TESTIMONY**: A text box for "Select the testimony types that you will supply for the hearing. (Check all that apply)". Three checkboxes are shown: "Oral" (unchecked), "Written Statement Filed" (unchecked), and "Record Of Appearance Only" (checked).
- A **reCAPTCHA** image and text input field.
- A checkbox for "I Agree to the ILGA [Terms of Agreement](#)".
- A "Create(Slip)" button at the bottom right.

A red arrow points to the "Proponent" radio button in the "POSITION" section.

In the “position” area click on the drop down box to access any bill amendment scheduled to be heard. *(It is important to make certain that you file the witness slip on the correct item of business.)*



The screenshot shows a web form with several sections. At the top, there are fields for 'Phone' and 'Fax (Optional)', each with three input boxes. Below this is section 'II. REPRESENTATION' with a text area for 'Persons, groups firms represented in this appearance:'. Section 'III. POSITION' contains a dropdown menu for 'Description' with options 'Original Bill', 'Original Bill', and 'HCA 2'. To the right of the dropdown are radio buttons for 'Proponent', 'Opponent', and 'No Position On Merits', and a 'Remove Position' button. Section 'IV. TESTIMONY' has radio buttons for 'Oral', 'Written Statement Filed', and 'Record Of Appearance Only'. A red arrow points to the 'Description' dropdown menu.

(A confirmation email will be sent if email address is provided.)

Phone - -

Fax (Optional) - -

II. REPRESENTATION

This section is to be filled if the witness is appearing on behalf of a group, organization or other entity.

Persons, groups firms represented in this appearance:

III. POSITION

Select your position(s) on the legislative items.

Description Proponent Opponent No Position On Merits

IV. TESTIMONY

Select the testimony types that you will supply for the hearing. (Check all that apply)

Oral Written Statement Filed Record Of Appearance Only

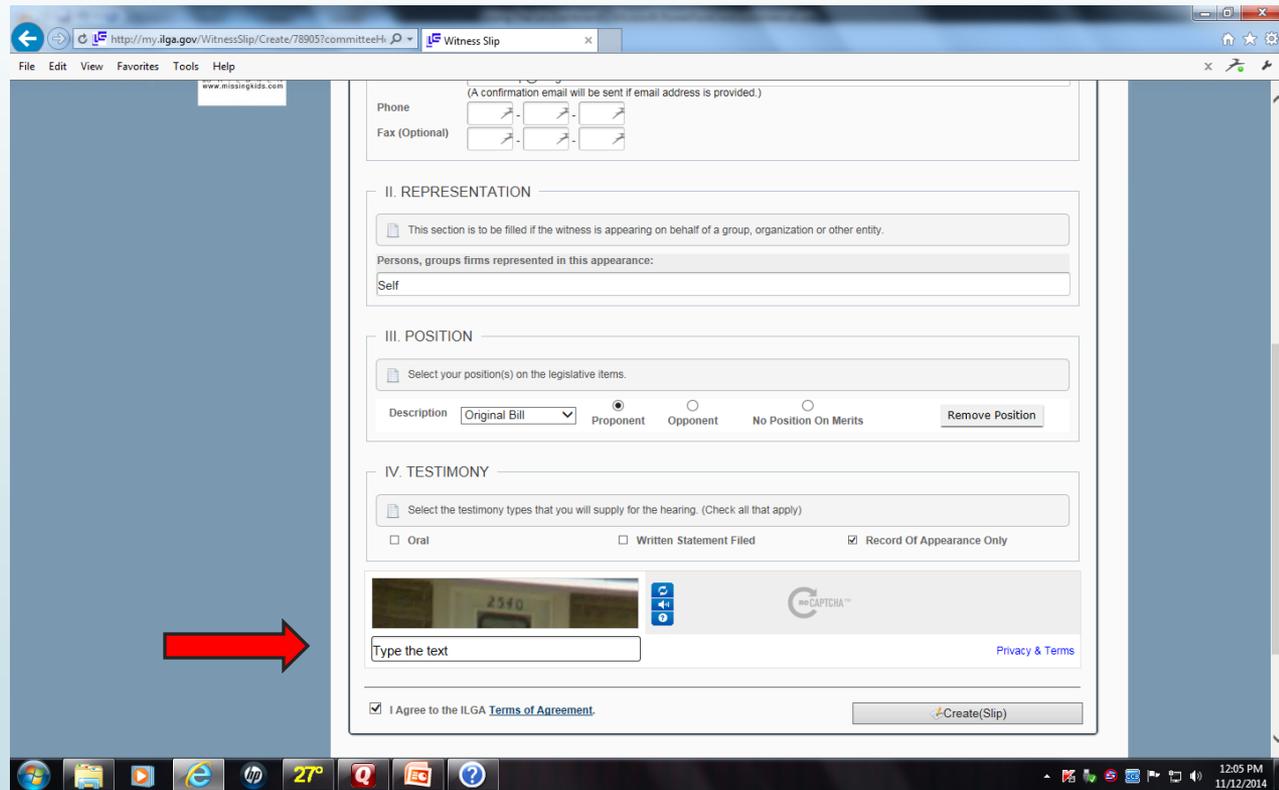
Unless you plan to testify in person or provide a written statement, click on the “Record of Appearance Only” radio button.

The screenshot shows a web browser window with the URL <http://my.ilga.gov/WitnessSlip/Create/78905?committeeH...> and the page title "Witness Slip". The form is titled "Witness Slip" and includes the following sections:

- Phone** and **Fax (Optional)** fields with input boxes and dropdown menus.
- II. REPRESENTATION** section with a checkbox for "This section is to be filled if the witness is appearing on behalf of a group, organization or other entity." and a text field for "Persons, groups firms represented in this appearance:".
- III. POSITION** section with a dropdown for "Description" (set to "Original Bill") and radio buttons for "Proponent", "Opponent", and "No Position On Merits". A "Remove Position" button is also present.
- IV. TESTIMONY** section with a checkbox for "Record Of Appearance Only" which is selected and highlighted by a red arrow. Other options include "Oral" and "Written Statement Filed".

At the bottom of the form, there is a CAPTCHA section with a "Type the text" input field and a "Create (Slip)" button. A checkbox for "I Agree to the ILGA Terms of Agreement." is also visible.

If you haven't created a Log In you must type the correct "captcha" number code in the box.



The screenshot shows a web browser window with the URL <http://my.ilga.gov/WitnessSlip/Create/78905?committeeH>. The page is titled "Witness Slip" and contains several sections for form completion:

- Phone** and **Fax (Optional)** fields with input boxes and dropdown menus.
- II. REPRESENTATION** section with a checkbox for "This section is to be filled if the witness is appearing on behalf of a group, organization or other entity." and a text box for "Persons, groups firms represented in this appearance:" containing "Self".
- III. POSITION** section with a dropdown for "Description" (set to "Original Bill") and radio buttons for "Proponent", "Opponent", and "No Position On Merits". A "Remove Position" button is also present.
- IV. TESTIMONY** section with a dropdown for "Select the testimony types that you will supply for the hearing. (Check all that apply)" and checkboxes for "Oral", "Written Statement Filed", and "Record Of Appearance Only".
- A **reCAPTCHA** section with a small image of a license plate (number 2540) and a text input field labeled "Type the text". A red arrow points to this input field.
- A checkbox for "I Agree to the ILGA [Terms of Agreement](#)".
- A "Create(Slip)" button at the bottom right.

The Windows taskbar at the bottom shows the system clock as 12:05 PM on 11/12/2014.

Click the “agree to terms” box and click “submit” and the slip will be filed.

The screenshot shows a web browser window with the URL <http://my.ilga.gov/WitnessSlip/Create/78905?committeeH...> and the page title "Witness Slip". The browser's address bar shows the URL and the page title. The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The browser's status bar shows the time "12:05 PM" and the date "11/12/2014".

The form is titled "Witness Slip" and contains the following sections:

- Phone** and **Fax (Optional)** fields with a note: "(A confirmation email will be sent if email address is provided.)"
- II. REPRESENTATION** section with a note: "This section is to be filled if the witness is appearing on behalf of a group, organization or other entity." and a text input field for "Persons, groups firms represented in this appearance:" containing "Self".
- III. POSITION** section with a note: "Select your position(s) on the legislative items." and a dropdown menu for "Description" set to "Original Bill", with radio buttons for "Proponent", "Opponent", and "No Position On Merits", and a "Remove Position" button.
- IV. TESTIMONY** section with a note: "Select the testimony types that you will supply for the hearing. (Check all that apply)" and checkboxes for "Oral", "Written Statement Filed", and "Record Of Appearance Only".
- A CAPTCHA section with a "Type the text" input field and a "Privacy & Terms" link.
- A checkbox labeled "I Agree to the ILGA [Terms of Agreement](#)." with a red arrow pointing to it.
- A "Create(Slip)" button with a red arrow pointing to it.

The Windows taskbar at the bottom shows the Start button, several application icons, a system tray with a temperature of 27°, and the system clock.



Additional thoughts.

A new witness slip must be filed each time a bill is posted for committee. Creating a Log In makes creating subsequent witness slips much easier.

If after you submit a witness slip you realize that you checked the wrong “position” box, you can correct the position if you have a Log In. If you do not have a Log In you must create a new witness slip.