

How to File a Witness Slip



Step 1 - Identification

Fill out **name, address, email, and phone number**. For Firm/business, fill in **'Self'** unless you want to be associated with a business or organization.

Step 2 - Representation

Fill out **'Self'** unless you represent your business or organization in an official capacity.

Step 3 - Position

Click the drop-down menu and select the **subject matter or bill number**. Then click **'Proponent', 'Opponent'** or **'No Position on Merits'**.

(The organization or coalition you're working with on the subject matter or bill should have shared what to put for position).

Step 4 - Testimony

Click **'Record of Appearance Only'** to signify you will not be attending the hearing and only wish to state your position on the matter.

Step 5

Fill in the **'Captcha'** and click the box marked **'I agree to the ILGA terms and agreements'** and then click **'create slip'**.

(You will get an email copy immediately after submitting your witness slip).