

IPHA How to File a Witness Slip

Each year, Illinois General Assembly members introduce thousands of pieces of legislation, many of which impact public health. The Illinois Public Health Association (IPHA) staff reviews the bill and actively tracks bills which impact public health and human services each session, taking positions, with concurrence from our board members, and with input from IPHA members, partners and subject matter experts.

After IPHA determines a position on a bill, our advocacy team may file a witness slip in support or opposition when the bill is posted to a committee hearing. On issues of critical importance, we encourage IPHA members, public health professionals, community health workers, and other partners to file a witness slip as well. IPHA sends out an alert with a link to the bill and a time frame for submitting a witness slip.

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 position as an organization or a private individual 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 and know your bill number. To identify the committee hearing the bill is posted in, enter the bill number in the “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. You only have to register once
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.
9. Click “Submit Witness Slip” at the bottom left of the screen to submit the witness slip.

