

How To Submit a Witness Slip



**Legislative Advocacy
Series, Session 4**



Housekeeping

- A recording of this meeting will be sent out along with notes and a link to the presentation within the week
- Please keep yourself muted while our presenter is talking
- Please leave questions until the end of the presentation
- Captioning is available by pressing the “CC” button at the bottom of your zoom screen
- Please be respectful

Karthik Ramalingam (he/him)



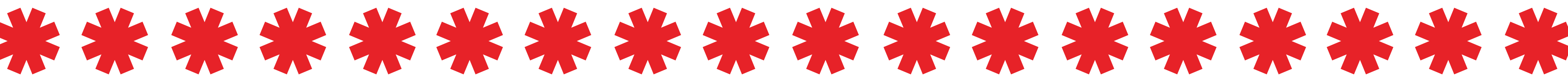
- B.A. in Legal Studies from the University of Illinois Springfield (2019)
- H&R Block Tax Preparer Certificate (2024)
- Hands-on experience with legal document preparation, e-filing, client communications, and government-affairs support
- Internships with a private attorney and a state representative's office
- Practical experience supporting legal and legislative offices
- Illinois Justice Corps volunteer
- Illinois Partners in Policymaking graduate

Words to Know

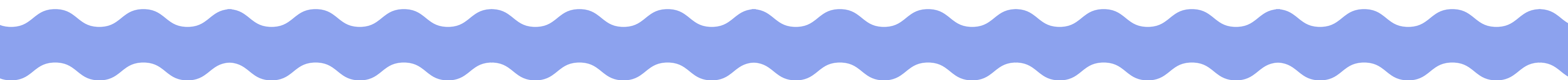
- **witness slip:** a public record of our opinion on a bill
- **legislature:** the part of our government that represents us and creates laws
- **bill:** a formal suggestion for a law
- **law:** an official government rule
- **committee:** a group meeting for a specific purpose
- **proponent:** being for the bill
- **opponent:** being against the bill
- **no opinion on merits:** not stating an opinion

Knowledge Check

- **Why do we submit witness slips?**
- **Where do we submit a witness slip?**
- **What does proponent mean?**
- **What does opponent mean?**



How a Bill Becomes a Law





Overview



- At the Federal level, the United States Congress is responsible for passing laws
- At the State level, the Illinois General Assembly is responsible for passing laws
- Today we will focus on our State Legislature



What is a Bill?



- A bill is a formal suggestion for a law
- It starts with an idea. Anyone can have the idea!
 - It's put into formal language
 - It's sponsored by a Senator and a Representative
 - It goes through a formal process through our legislature
- If it passes the whole process, it becomes a law

* * * Step by Step Process * * *

- **Introduced to a chamber:** read and assigned to a committee
- **Goes to committee:** discuss, change (amend), vote
- **Returns to the chamber:** discuss, change (amend), vote

- **Moves to the other chamber:** repeats the process above

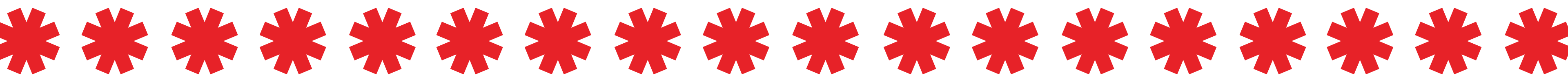
- **Goes to the Governor:**
 - If the Governor **agrees** - the Governor **signs the bill into law!**
 - If the Governor vetoes (says no), the General Assembly can override / pass it with a three-fifth's vote. (Not common)
- Read more [here!](#)

Legislative Calendar

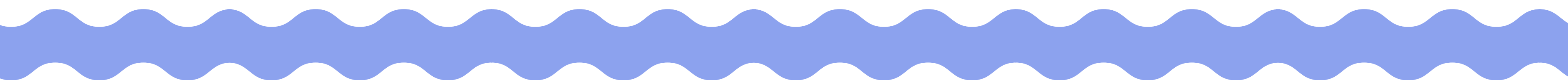
- The House and Senate calendars show:
 - The days legislators work in Springfield
 - The deadlines for the legislative process
 - [Link to House Spring 2026 Calendar](#)
 - [Link to Senate Spring 2026 Calendar](#)
- The House and Senate schedules list when committees meet
 - [Link to House Committee Hearings Schedule](#)
 - [Link to Senator Committee Hearings Schedule](#)

* * * What is a Witness Slip * * *

- The public record of the position a person or organization takes on a bill being discussed in a committee hearing
- Are important because they:
 - Show if you are for, against, or don't have an opinion
 - Inform the legislators about public opinion
 - Are read during the committee hearing
 - Remain part of the official record



How to Submit a Witness Slip



Welcome to the Illinois General Assembly

State Sovereignty, National Union

Senate

Live

Floor Proceedings

Today: Not In

Next Session: 2/3/2026

Schedules

Audio/Video

House

Floor Proceedings

Today: Not In

Next Session: 2/17/2026

Schedules

Audio/Video

Legislation & Laws

Quick Links

- [Bills & Resolutions](#)
- [Public Acts](#)
- [Illinois Compiled Statutes](#)
- [Illinois Constitution](#)
- [Advanced Search](#)



or

Reports & Inquiry

Common Reports

- House and Senate Bills Passed Both Houses
- Senate Bills Passed Both Houses
- House Bills Passed Both Houses
- Senate Bills With Public Acts
- House Bills With Public Acts
- Bills Pending Governor Action



Find My Legislator

Additional Resources

- Legislative Support Services
- Employment Opportunities
- Ethics and Harassment & Discrimination Prevention
 - Training for Legislative Branch
- Harassment & Discrimination Reporting Information
- Legislative Inspector General



Schedules

Home / Senate / Schedules

Senate Schedules - 104th General Assembly (2025-2026)

Daily Calendar

No session calendar at this time.

Session Schedule

Thursday, January 29, 2026

Not In

Next Session:

2/3/2026

Hearing Schedules

Committee Hearings

Legislation In Hearings

Today Week **Month** Range

1. Click on these tabs to find the Committee Hearing your Witness Slip is for

2/3/2026 4:00 PM - Insurance
400 - Capitol - Springfield, IL

Details

2/4/2026 1:30 PM - State Government
409 - Capitol - Springfield, IL

Details

2/4/2026 3:00 PM - Local Government
409 - Capitol - Springfield, IL

Details

2/4/2026 4:30 PM - Consumer Protection
409 - Capitol - Springfield, IL

Details

2. Click on "Details"

Hearing Details

Home / Senate / Consumer Protection Details

Senate Consumer Protection Hearing Details - 104th General Assembly (2025-2026)

Hearing Details

Pursuant to Senate Rule 3-1(f), this hearing may include remote participation by witnesses. Individuals wishing to testify remotely must submit a request under the remote hearing process outlined on the General Assembly website. Witnesses who have been approved to provide remote testimony will participate via Zoom.

Chair: Willie Preston

Vice-Chair: Suzy Glowiak Hilton

Minority Spokesperson: Seth Lewis

Date: 2/04/2026 4:30 PM

Location: 409 Capitol Springfield, IL

Posting Date: 1/28/2026 4:18 PM

Subject Matter:

Secretary of the Senate: Tim Anderson

Additional Hearings Scheduled: There are no additional hearings at this time.

Note:
 Click here if you want more information about this bill

- bill status
- full text
- votes
- witness slips

To View Submitted Witness Slips
 We'll come back to this later

Click here to create a witness slip

Bills Assigned To Hearing [View Witness Slips](#) [Create Witness Slips](#)

Bill #	Sponsor	ABR - Short Description	Last Action	Witness Slips
SB2737	Willie Preston	CONSUMER FRAUD-GROCERY COUPONS	Assigned to Consumer Protection	 

Create Witness Slip

Home / Create Witness Slip

Consumer Protection Create Witness Slip - 104th General Assembly (2025-2026)

Location: 409 Capitol Springfield, IL

Posting Date: 2/04/2026 4:30 PM

Subject Matter: Unavailable

Witness Slip Information For SB2737

Identification

All fields are required unless noted as optional.

Name

1. name

Address

2. street address

City

3. city

Illinois

4. state

Zip

5. zip code

Firm/Business Or Agency

6. N/A

Only list your firm or title if you are officially representing a group or organization

Title

7. N/A

**Type N/A for "Not Applicable
The form won't submit if these lines are blank**

Enter Email

8. email

555-555-5555

9. phone number

Fax Number (xxx-xxx-xxxx) (Optional)

Representation

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

Representation **Leave this blank or type "Self"**

Position

Add your position(s) on the legislative items.

Add Legislation **Click here**

Add Position

Add Position

No positions selected at this time.


Testimony

Select the testimony that you will supply for the hearing. (Check All That Apply)

- Oral In Person
- Written Statement Filed
- Record Of Appearance Only

I agree to the ILGA Terms Of Agreement

I'm not a robot



reCAPTCHA
Privacy - Terms

Submit Witness Slip

Representation Section
Only required if officially representing a group or organization

Position Section
Step 1 of 5



Representation

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

Self

Position Section
Step 2 of 5

This Witness Slip
has only one option
"Original Bill"



Position

Add your position(s) on the legislative items.

Add Legislation

✓ Original Bill

Add Position

Add Position

No positions selected at this time.

The drop down box
may include other
options if the
Committee Hearing is
later in the legislative
process

A Call to Action may
tell you which option
to choose

You may also contact
the Going Home
Coalition for help

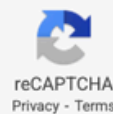
Testimony

Select the testimony that you will supply for the hearing. (Check All That Apply)

- Oral In Person
- Written Statement Filed
- Record Of Appearance Only

I agree to the ILGA Terms Of Agreement

I'm not a robot



Submit Witness Slip



Representation

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

Representation

Position Section
Step 3 of 5

Position

Add your position(s) on the legislative items.

Add Legislation

Add Position

Click here

Add Position

No positions selected at this time.

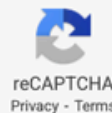
Testimony

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reCAPTCHA
Privacy - Terms

Submit Witness Slip

Representation

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Representation

Position

Add your position(s) on the legislative items.

Original Bill

No positions selected at this time.

✓ Add Position

Proponent

Opponent

No Position On Merits

← Choose one

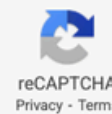
Testimony

Select the testimony that you will supply for the hearing. (Check All That Apply)

- Oral In Person
- Written Statement Filed
- Record Of Appearance Only

I agree to the ILGA Terms Of Agreement

I'm not a robot



Submit Witness Slip

Position Section
Step 4 of 5

Choose:

Proponent
if for the bill

Opponent
if against the bill

No Position On Merits
if you don't want
to share an opinion

but do want
to record your
interest in the bill

Representation

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

Self

Position Section
Step 5 of 5

Position

Add your position(s) on the legislative items.

Original Bill

Proponent

No positions selected at this time.

Click here



Add Position

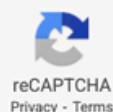
Testimony

Select the testimony that you will supply for the hearing. (Check All That Apply)

- Oral In Person
- Written Statement Filed
- Record Of Appearance Only

I agree to the ILGA Terms Of Agreement

I'm not a robot



Submit Witness Slip



Representation

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

Representation

Position

Add your position(s) on the legislative items.

Add Position

Add Position

Your Legislation Positions:

- Original Bill - Proponent

Your position now shows here

Testimony

Select the testimony that you will supply for the hearing. (Check All That Apply)

- Oral In Person
- Written Statement Filed
- Record Of Appearance Only

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I'm not a robot



Submit Witness Slip



Representation

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

Representation

Position

Add your position(s) on the legislative items.

Add Position

Add Position

Your Legislation Positions:

Original Bill - Proponent

Testimony

Select the testimony that you will supply for the hearing. (Check All That Apply)

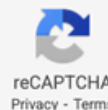
- Oral In Person
- Written Statement Filed
- Record Of Appearance Only



Select "Record of Appearance Only" if not also submitting spoken or written testimony

I agree to the ILGA Terms Of Agreement

I'm not a robot



Submit Witness Slip

Testimony Section

This is the most common testimony



Representation

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

Representation

Position

Add your position(s) on the legislative items.

Add Position

Add Position

Your Legislation Positions:

Original Bill - Proponent

Testimony

Select the testimony that you will supply for the hearing. (Check All That Apply)

- Oral In Person
- Written Statement Filed
- Record Of Appearance Only

I agree to the ILGA Terms Of Agreement

I'm not a robot



Submit Witness Slip

If nothing happens when you click "Submit Witness Slip,"

scroll up to see if there are any areas marked in red that need to be fixed

1. Click to agree to ILGA Terms of Agreement

2. Click to prove you aren't a robot

3. Click to Submit your Witness Slip



Witness Slip Information

Home / Witness Slip Information

Witness Slip - Created

A Witness Slip was created and an email confirmation was sent to **your email will appear here**

Create Another Witness Slip

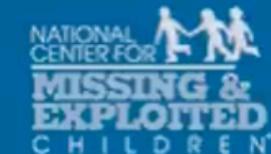
I Am Finished



Choose "Create Another Witness Slip" or "I am Finished"



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Representation

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Representation

Position

Add your position(s) on the legislative items.

Add Position

Add Position

Your Legislation Positions:

Original Bill - Proponent

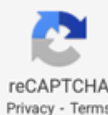
Testimony

Select the testimony that you will supply for the hearing. (Check All That Apply)

- Oral In Person
- Written Statement Filed
- Record Of Appearance Only

I agree to the ILGA Terms Of Agreement

I'm not a robot



Submit Witness Slip

1. Select if you want to submit a Written Statement

2. Written Statements are emailed separately to the committee chairperson

- follow guidelines for emailing legislators

- address the body of the email to the chairperson and members of the committee

Hearing Details

Home / Senate / Consumer Protection Details

Senate Consumer Protection Hearing Details - 104th General Assembly (2025-2026)

Hearing Details

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Chair: Willie Preston

Vice-Chair: Suzy Glowiak Hilton

Minority Spokesperson: Seth Lewis

Date: 2/04/2026 4:30 PM

Location: 409 Capitol Springfield, IL

Posting Date: 1/28/2026 4:18 PM

Subject Matter:

Secretary of the Senate: Tim Anderson

Additional Hearings Scheduled: There are no additional hearings at this time.

Bills Assigned To Hearing

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

Bill #	Sponsor	ABR - Short Description	Last Action	Witness Slips
SB2737	Willie Preston	CONSUMER FRAUD-GROCERY COUPONS	Assigned to Consumer Protection	

Click to view the recorded witness slips 27



Hearing - Results

Home / Senate / Consumer Protection Details / Hearing Details

Consumer Protection Hearing - Results - 104th General Assembly (2025-2026)

Printer Friendly

Witness Slip Information For SB2737

Date: 2/04/2026 4:30 PM

Location: 409 Capitol Springfield, IL

Posting Date: 1/28/2026 4:18 PM

Subject Matter:

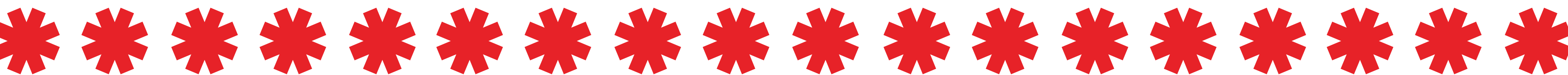
Proponent (3) | Opponent (1) | No Position (0) | Vote Details: Result - N/A

Filter Witness Slips

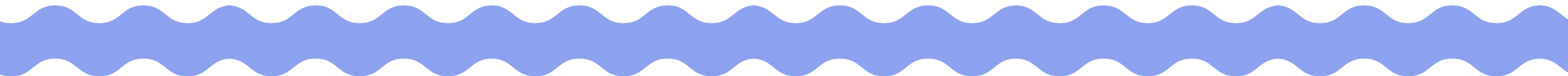
Name	↓↑ Firm, Business Or Agency	↓↑ Representing	↓↑ Testimony
Jennifer Sands	n/a		Record of Appearance Only
Karthik Ramalingam	n/a	Self	Record of Appearance Only
Matthew Slade	N/A	Self	Record of Appearance Only

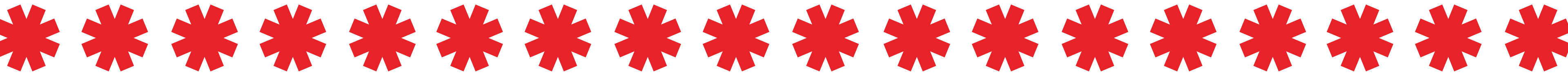
Knowledge Check

- **Why do we submit witness slips?**
 - To let the committee members know our opinion on a bill
- **Where do we submit a witness slip?**
 - The witness slip link is on the committee hearing details page (ilga.org website)
- **What does proponent mean?**
 - To be for / support a bill
- **What does opponent mean?**
 - To be against / oppose a bill



Questions and Answers





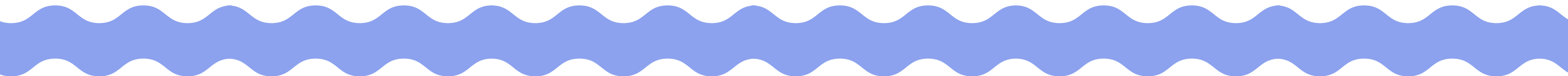
Thank you!

Contact Us!

Karthik Ramalingam: favnh2011@yahoo.com

Jennifer Thibodeaux Sands: jennifer@thearcofil.org

Rio Goodwin Perez: rio@thearcofil.org

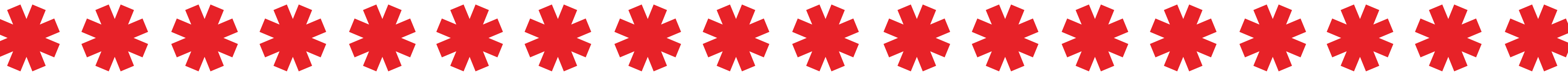




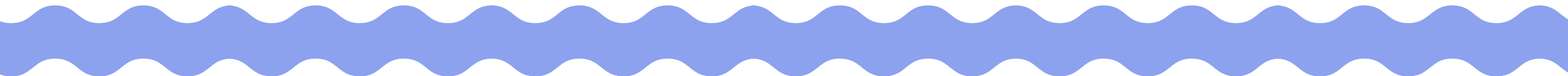
Coming Up Next



- **Crafting an Elevator Speech**, February 17 at 10:00 am
- **Arranging a Meeting with Your Legislator**, February 23 at 10:00 am
- **Discussing Political Issues with Civility**, March 2 at 10:00 am
- **How a Bill Becomes a Law at the Federal and State Levels**,
March 9 at 10:00 am



**We will send out the meeting
recording, slides, resources,
and vocabulary words after
the session**





Thank you to our sponsor!



Illinois Council on
Developmental
Disabilities

“In partnership with the Illinois Council on Developmental Disabilities. This communication is supported in part by grant number CFDA 93.630 from the U.S. administration for Community Living, Department of Health and Human Services, Washington, D.C. 20201. Grantees undertaking projects with government sponsorship are encouraged to express freely their findings and conclusions. Points of view or opinions do not, therefore, necessarily represent official ACL policy.”