



# DuPage Mayors and Managers Conference

## ILGA Witness Slip Guide

### What Are Witness Slips?

Witness slips provide an opportunity for the public to register their positions on proposed legislation in the General Assembly (ILGA). When a bill is called in Committee, the chairperson reads into the record the witness slips submitted for and against the bill. Legislators consider witness slips when voting to advance a bill from Committee, and sponsors may use witness slips to discuss and address concerns with bill opponents.

### DMMC Action Alerts

When legislation on which the Conference has an official position is called before a House or Senate Committee, Action Alerts are sent to members requesting they file witness slips. Some Action Alerts may include bills without an official position approved by the Board, but which members may consider to be of high enough priority to file slips. Each listed bill includes a direct link to file a witness slip through the ILGA website, [ilga.gov](http://ilga.gov).

### Filing a Witness Slip

The form to submit a witness slip can be accessed by clicking the link provided in Conference Action Alerts or by navigating to the bill through the Illinois General Assembly website [ilga.gov](http://ilga.gov). Additional guidance on navigating to the form through these websites can be accessed [here](#).

#### **If you do not have an ILGA account:**

- In section **I. Identification**, enter your name, address (this may be your city/village hall address), community name, your title, email address, and phone number.
- In section **II. Representation**, enter your community name.
- In section **III. Position**, utilize the "Add Legislation" dropdown menu to select the bill. From the "Add Position" dropdown menu, select *Proponent* to indicate support for the bill, *Opponent* to indicate opposition, or *No Position On the Merits* to indicate a neutral or no position. Click the "Add Position" button; the bill and position you selected should appear in the box to the right.
- In section **IV. Testimony**, select *Record of Appearance Only*, then click the button to submit.

#### **If you have an ILGA account:**

- Upon clicking the link, your information should automatically be entered in section **I. Identification** and section **II. Representation**. You may need to log in through the button in the upper right-hand corner of the screen. After logging in, return to the DMMC Action Alert email and click the link once again to return to the witness slip form for the bill.
- Complete sections **III. Position** and **IV. Testimony** as noted above.

### Creating an ILGA Account

By creating an account, your name, address, organization, and contact information can be automatically entered into each witness slip form, only requiring you to choose your position and the form of your testimony for each witness slip. Your account also includes a record of your submitted slips and allows you to update a previously submitted witness slip up to the conclusion of House Committee hearings or the end of the day for Senate Committee hearings. Register at <https://www.ilga.gov/Account/Register>.

# Step-by-Step: Filing Witness Slips

## Step 1: From the Action Alert email, follow the link to access the witness slip form.

1-A: If you have an ILGA.gov account, log in prior to submitting your first witness slip.

**DMMC Action Alert – February 25, 2025**

DMMC respectfully asks you to **file witness slips** on the following bills. The Conference has filed witness slips for bills on which the Conference has a Board-approved position.

[Click here](#) to access the DMMC Witness Slip Guide.

**Please file witness slips on the following HIGH PRIORITY legislation:**

**[HB 1282 \(DeLuca\) – INC TX-LGDF TRANSFERS](#)**

Amends the Illinois Income Tax Act. Increases the amount transferred from the General Revenue Fund to the Local Government Distributive Fund. Effective immediately.

**DMMC Position:** **SUPPORT – High Priority**

**Legislative Priority:** Municipal Revenues and Unfunded Mandates

**Bill Status:** Revenue & Finance Committee Hearing Feb 27 2025 8:00AM

To file a witness slip, please [click here](#). 

## Step 2: Fill in “Identification” section.

If you have an account and are logged in, this section should be filled in automatically.

Identification	
All fields are required unless noted as optional.	
Name	
Address	
City	
State	
Zip	
Firm/Business Or Agency	
Title	
Enter Email	
Phone Number (xxx-xxx-xxxx)	Fax Number (xxx-xxx-xxxx) (Optional)

## Step 3: Fill in “Representation” section with your municipality.

If you have an account and are logged in, this section should be filled in automatically.

### Representation

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

Representation

## Step 4: Complete the “Position” section.

4-A: Click “Add Legislation” and select “Original Bill” or the appropriate amendment as noted in the Action Alert.

### Position

Add your position(s) on the legislative items.

Add Legislation

Original Bill

Add Position

### Position

Add your position(s) on the legislative items.

Add Legislation

HFA 1

HFA 2

4-B: Click “Add Position” and select “Proponent” to indicate support, “Opponent” to indicate opposition, or “No Position.”

### Position

Add your position(s) on the legislative items.

HFA 1

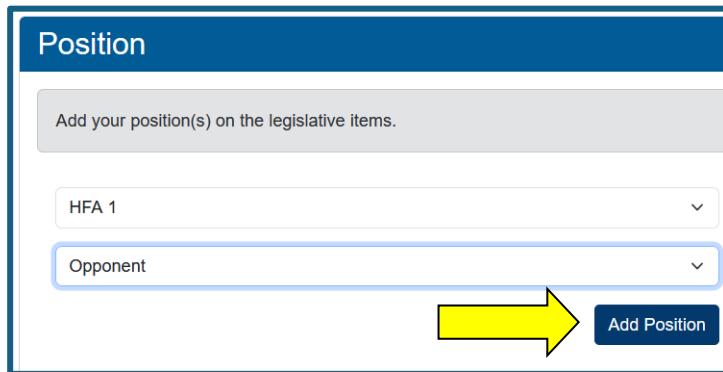
Add Position

Proponent

Opponent

No Position On Merits

4-C: Click the blue “Add Position” button to register the position on the selected legislation.



Position

Add your position(s) on the legislative items.

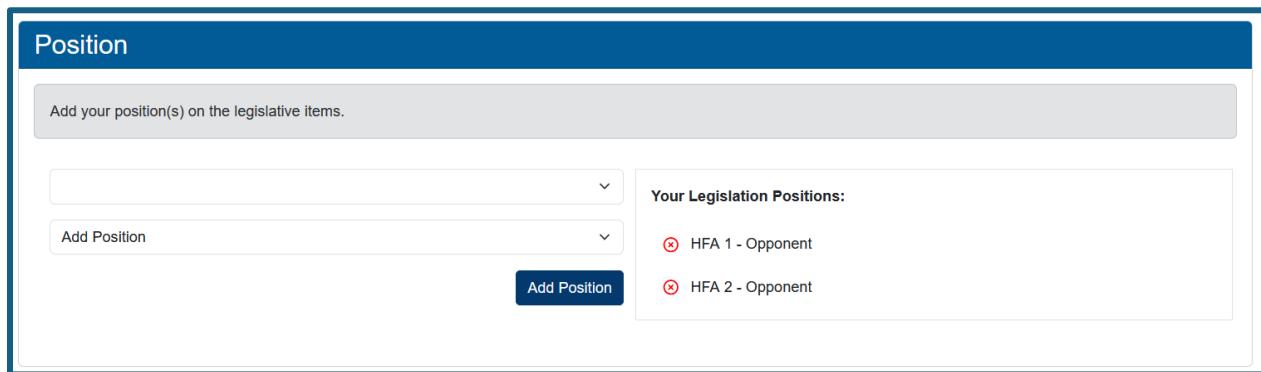
HFA 1

Opponent

Add Position

4-D: Repeat 4-A through 4-C if needed to note additional positions on amendments.

4-E: Confirm the “Your Legislation Positions” box shows the correct positions on the legislation you selected. Use the red X to remove any incorrect positions.



Position

Add your position(s) on the legislative items.

Add Position

Your Legislation Positions:

HFA 1 - Opponent

HFA 2 - Opponent

Add Position

## Step 5: In the "Testimony" section, select the box for Record of Appearance Only.

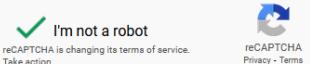
5-A: After reviewing the completed form, click the blue "Submit Witness Slip" button.

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

 reCAPTCHA is changing its terms of service.  
[Take action.](#)

[Submit Witness Slip](#)

You have completed this witness slip. You will be redirected to a confirmation page, and you will receive a confirmation email to the address associated with your account or provided in Step 1.