The Illinois General Assembly Public Inquiry Service allows users to create and maintain multiple bill lists for the purpose of tracking and obtaining reports on legislation.

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Registration:

Users can register for **My Legislation**, which provides the capability to save files from day-to-day and provides support for users of this feature. Each user is required to fill out the required fields for your: **My Legislation Profile.** Need to change your Email Address or Password? Click here.

Log On: The sign on page will allow the user to sign onto the system. On the Main Menu, double click on **My Legislation**. This will take you to the following screen:

Enter your Email Address and Password and click **Sign In**.

Build Query:

A Query is a inquiry or search of the Bill Status system. The Build Query allows a user to create a query list by choosing fields and setting the criteria you want. Previewing the query will return the results from the Bill Status system.

On left hand side of screen, click **Build Query.** This will take you to the following screen:

- By default, the current **General Assembly** is selected for you. To select another General Assembly, use the drop down arrow.
- To select an existing query list under **My Queries,** use the drop down arrow in that field.
- To delete an existing query list, click drop down arrow, select list, click **Delete.**
- To create a new list, click in **Query Name** field and enter a name to identify your list. This name consists of letters and numbers (A-Z, 0-9); or special characters, and cannot exceed fifty (50) characters.
- By default, the "Regular" **Session** is selected for you. To select another Session, use the drop down arrow in that field.
- By default, the "ALL" option is selected for you under **Sponsor**. To select specific sponsor(s), use checkboxes and the drop-down list.
- To select a **Committee**, click selection(s) in the list box, click the direction arrow to the right. This will put your selection under **Selected Committee**. To view committees with scheduled hearings, click the checkbox next to **Has a scheduled hearing**. To deselect your selection, highlight the committee and click the direction arrow to the left. Use the same instructions for **Legislation** and **Actions**.
- Enter dates in **Action Date**.

- To preview your results, click on the **Preview** button at the bottom the of screen. This will present results similar to the following screen:

Illinois General Assembly

House Bills	Totals: 8 - (House Bills: 8) (Senate Bills: 0) (Other Bills: 0)	Help

Report Options

HB9000	William B. Black	PERSONNEL CD-VETERAN STATUS	10/29/2002 House Placed on Calendar Reduction Veto November 19, 2002

**** *This comment will be attached to House bills 9000-9002 and 9010-9025*

HB9001 h	Mark H. Beaubien	CRIM CD &PRO-EVIDENCE	10/17/2002 House Accept Amendatory Veto - House Passed 118-000-000

**** *This comment will be attached to House bills 9000-9002 and 9010-9025*

HB9002	Mike Bost	HOME EQUITY ASSURANCE-TECH	10/24/2002 House Third Reading - Standard Debate - Passed 001-000-000

**** *State Government Administration Committee Hearing Dec 25 2002 10:00AM County Courthouse 300 Jacksonville*
**** *This comment will be attached to House bills 9000-9002 and 9010-9025*

HB9012	Gary Hannig	BUILD IL BND-DECREAS AUTH	08/01/2002 House Held on Calendar Order of Second Reading - Standard Debate

**** *This comment will be attached to House bills 9000-9002 and 9010-9025*

HB9013	David R. Leitch	MUNI CD-TIF FEASIBILITY-TECH	07/29/2002 House Assigned to Executive Committee

**** *This comment will be attached to House bills 9000-9002 and 9010-9025*

HB9014	David R. Leitch	MUNI CD-TIF-TECHNICAL	08/01/2002 House Calendar Order of 3rd Reading - Standard Debate

**** *This comment will be attached to House bills 9000-9002 and 9010-9025*

HB9015	David R. Leitch	MUNI CD-JOB RECOVERY EXTENSION	08/01/2002 House Placed on Calendar Order of 3rd Reading - Short Debate

**** *This comment will be attached to House bills 9000-9002 and 9010-9025*

HB9016	Frank J. Mautino	DVET-LASALLE VET HOME CAPACITY	10/09/2002 House Placed on Calendar Total Veto October 9, 2002

**** *This comment will be attached to House bills 9000-9002 and 9010-9025*

Report Options

- To save your query exit out of **Preview**, click on the **Save Query** button at the bottom of the screen.
- **Open/Run Report**: Click Preview, click **Report Options** at the top left hand corner. This will take you to the following screen:

Illinois General Assembly

Report Title

House Bills

Select Report(s)

☑ Abbreviated Report ☐ Synopsis Report

Report Filter Options

Include Bill Types: All Bills ▾

☐ Bills scheduled for Committee hearing

☐ Commented Bills only

Last Floor Action Date: _____

☐ Date Forward

Bill Chamber: Both Chambers ▾

Report Display Options

Floor Actions: Last Action Only ▾

Miscellaneous: ☑ Include Committee Hearing Information

☐ Comments

☑ ILCS References (Synopsis Report only)
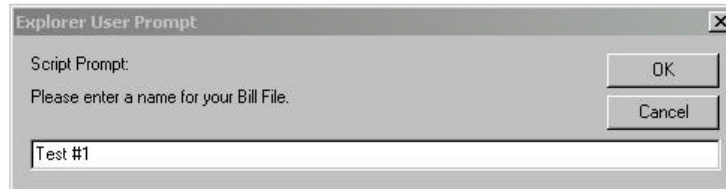
Sort By: Bill Order ▾

[Submit] [Help]

- Make your selections by either entering text or using the drop down arrows; click **Submit**. To print your results, go to **File-Print**, or use your print icon on tool bar.
- **Save To:** To copy a query list into another list. Click the back arrow to get to the **Preview** screen, click the drop down arrow to select an existing list and click **Save To**. This will take you to the following screen:

- Enter a name in the Script Prompt box to identify your list and click **OK**.

Build ILCS Query:

An ILCS Query is an inquiry to determine current General Assembly legislation that references specific Illinois Compiled Statutes. The Build ILCS Query allows a user to create a query list by choosing fields and setting the criteria you want. Previewing the query will return the results from the database.

On the left hand side of screen, click **Build ILCS Query.** This will take you to the following screen:

- By default, the current **General Assembly** is selected for you. To select another General Assembly, use the drop down arrow.
- To select an existing ILCS list in **My Queries** field, click the drop down arrow.
- To delete an existing ILCS list, click the drop down arrow, select list, and click **Delete**.
- In **Query Title** field, enter a name to identify your list. This name consists of letters and numbers (A-Z, 0-9); or special characters, and cannot exceed fifty (50) characters.
- Select from the drop-down list to choose **Chapter**, **Act**, and **Floor Action**. Enter text in the **Section** field.
- To preview your results, click on the **Preview** button. This will present results similar to the following screen:

- To save your query, exit out of **Preview**, click on the **Save Query** button at the bottom of the screen.

- **Open/Run Report**: Click Preview, click **Report Options** at the top left hand corner. This will take you to the following screen:

Illinois General Assembly

Report Title

(Supply a Name)

Report Filter Options

Last Floor Action Date: [   ]

☐ Date Forward

Bill Chamber: Both Chambers ▾

Report Display Options

Sort By: Chapter and Bill Order ▾

Submit | Help

- Make your selections by either entering text or using the drop down arrows. Click **Submit**. To print your results, go to **File-Print**, or use your print icon on tool bar.
- **Save To:** To copy an ILCS list into another list from the **Preview** screen, click the drop down arrow to select an existing list. Click **Save To**. This will present results similar to the following screen:

Illinois General Assembly

Chapter 5			Help
Report Options		*New* ▾	Save To

5 ILCS 5/50

HB9001 h	Mark H. Beaubien	CRIM CD &PRO-EVIDENCE	10/17/2002 House Accept Amendatory Veto - House Passed 118-000-000
HB9012	Gary Hannig	BUILD IL BND-DECREAS AUTH	08/01/2002 House Held on Calendar Order of Second Reading - Standard Debate
SB9005	Evelyn M. Bowles (James "Jim" H. Meyer)	LASER ASSAULT LIABILITY LAW	10/01/2002 Senate Third Reading - Passed; 059-000-000

5 ILCS 70/0.01

HB9000	William B. Black	PERSONNEL CD-VETERAN STATUS	10/29/2002 House Placed on Calendar Reduction Veto November 19, 2002

5 ILCS 100/1-1

HB9001 h	Mark H. Beaubien	CRIM CD &PRO-EVIDENCE	10/17/2002 House Accept Amendatory Veto - House Passed 118-000-000

Report Options		*New* ▾	Save To

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Explorer User Prompt ✕

Script Prompt:

Please enter a name for your Bill File.

| Test #2 |

OK

Cancel

- Enter a name in the Script Prompt box to identify your list and click **OK**.

Add Bills:

Allows user to create or edit a bill list.

On the left hand side of screen, click **Add Bills**. This will take you to the following screen:

Illinois General Assembly

| Home | Legislation & Laws | Senate | House | My Legislation | Site Map |

Build Query
Build ILCS Query
Add Bills
Edit Bills
View
Reports
Log Off

General Assembly	92nd 2001-2003
My Bills	*New*
My Bills' Title	House Bills

Session	Regular
Legislation Type	House Bill
Enter numbers separated by commas	9000, 9001, 9002
Enter number range	9010 To 9025
Apply comment to Added Items	This comment will be attached to House Bills 9000-9002 and 9010-9025

Save

- By default, the current **General Assembly** is selected for you. To select another General Assembly, use the drop down arrow.
- To select an existing bill list, click the drop down arrow in **My Bills** field.
- In **My Bill's Title** field, enter a name to identify a new bill list.
- By default, the "Regular" **Session** is selected for you. To select another Session, use the drop down arrow in that field.
- To select **Legislation Type**, click drop down arrow.
- To add bills one at a time, enter them in the box next to **Enter Numbers Separated by Commas**.
- To add bills in groups, enter them next to **Enter Number Range**.
- To apply a comment, use the box next to **Apply Comment to Added Items**. (This will apply the comment to all of bill(s) selected.)
- To save your bill list, click Save.

Edit Bills:

Allows user to delete bill(s) out of an existing bill list, copy and move bill(s) to another bill list, add comments to bill(s).

On the left hand side of screen, click **Edit Bills**. This will present results similar to the following screen:

- By default, the current **General Assembly** is selected for you. To select another General Assembly, use the drop down arrow.
- In the **My Bill's** field, use the drop down arrow and make your selection.
- To delete an existing list, in **My Bill's** field, click the drop down arrow, make your selection, click the **Delete** button to the right of **My Bill's** field.
- To delete a bill(s), click on the box next to the bill(s), click the **Delete** button. To delete all of the bills, use the **Sel All**. The **Clear All** button will deselect any bill(s) that are checked.
- To add a comment to a bill, select bill. Click **Comment.** A dialogue box will come up. This will present results similar to the following screen:

Build Query

Build ILCS Query

Add Bills

Edit Bills

View

Reports

Log Off

General Assembly   92nd

My Bills   Emily

My Bills' Title   Emily

Tot

Comments Sel All Clear All

Delete   Apply   Move To

☐ HB9003 h Mike Boland   01   ▤

☐ HB9004   Michael J. Ma   B TAX   ▤

☑ HB9005   Michael J. Madigan   CD CORR-VICTIM; TECH   ☐

Delete   Apply   *New*   ▼   Copy To   Move To

Comments Sel All Clear All

My Legislation - Bill Comments - Microsoft Inter...   _ □ ✕

After your specific bill is
checked and the 'Comments' link
clicked; type your Comment in this
Comment Dialog Box.

Return

Click Apply button to Save comment changes.

- Enter your text and click **Return,** then click **Apply**. (This action inserts an icon into the box to the right of the bill.)
- To copy a bill(s) into a new list, select the bill(s) to copy click the **Copy To** button. A **Script Prompt** box will come up. This will take you to the following screen:

Build Query

Build ILCS Query

Add Bills

Edit Bills

View

Reports

Log Off

General Assembly   92nd 2001-2002   ▼

My Bills   Emily's House Bills   ▼   Delete

My Bills' Title   Emily's House Bills

Totals: 3 - (House Bills: 3) (Senate Bills: 0) (Other Bills: 0)

Comments Sel All Clear All

Delete   Apply   *New*   ▼   Copy To   Move To

☐ HB9003 h Mike Boland   BUDGET IMPLEMENTATION-FY2001   ▤

☐ HB9004   Michael J. Madigan (Larry K. Bomke)   MUD CD-NON-HOME RULE-SALES TAX   ▤

☑ HB9005   Michael J. Madigan   CD CORR-VICTIM; TECH   ☐

Delete   Apply   *New*   ▼   Copy To   Move To

Comments Sel All Clear All

Explorer User Prompt   ✕

Script Prompt: OK

Please enter a name for your Bill File.   Cancel

Test #3

- Enter a name in the Script Prompt box to identify your list. Click **OK**.
- To copy bill(s) into an existing list, use the drop down arrow to the left of the **Copy To** button. (This action will <u>not delete</u> the bill(s) from your current list.)

- To move bill(s) into another list, use the **Move to** button and follow the same instructions as above. (This action will delete the bill(s) from your current list.)

View:

Allows the user to view and edit all queries and bill lists created in My Legislation.

On left hand side of screen, click **View**. This will take you to the following screen:

- By default, the current **General Assembly** is selected for you. To select another General Assembly, use the drop down arrow. To select a list from the **My Legislation** field, use the drop down arrow and click **Preview**.
- To modify your list, go back to the View screen, select the list from the drop down arrow and click **Edit**. This will take you to the appropriate screen to edit your list. (See instructions for highlighted option, on left hand side of screen, to modify your list.)

Reports:

Allows a user access to Categorized Reports and Date Inquiry Reports.

On the left hand side of the screen, click **Reports**. This will take you to the following screen:

Illinois General Assembly

Build Query

Build ILCS Query

Add Bills

Edit Bills

View

Reports

Log Off

General Assembly   92nd 2001-2002

Categorized Reports   Second Year Legislation

House Appropriation Bills	Governor Action - Item Veto
Senate Appropriation Bills	Governor Action - Reduction Veto
Appropriation Bills Passed Both Houses	Governor Action - Item/Reduction Veto
Appropriation Bills Pending Governor Action	Governor Action - Amendatory Veto
Appropriation Bills With Public Acts	Final Action - Vetoes Overridden
House Bills Passed Both Houses	Final Action - Item Vetoes Overridden
Senate Bills Passed Both Houses	Final Action - Reductions Restored
Bills Pending Governor Action	Final Action - Amendatory Veto Accepted
House Bills With Public Acts	Final Action - Amendatory Veto Overridden
Senate Bills With Public Acts	House and Senate Bills Passed Both Houses
Governor Action - Total Veto	

Date Inquiry Reports   November 12 2002

All Bills	Bills on Concurrence
Bills Amended	Bills on Non-Concurrence
Bills Introduced	House Recedes from House Amendments
Bills Passed Both Houses	Senate Recedes from Senate Amendments
Bills Sent to the Governor	Conference Comm. Adopted - House
Bills That Became Public Acts	Conference Comm. Adopted - Senate
Bills Vetoed	Conference Comm. Adopted - Both Houses
Bills Passed the House	Bills Tabled
Bills Passed the Senate	Legislative Notes Filed
Bills Out of Committee	Amendments Tabled
Bills Advanced to Third Reading	

Regular Session House Calendar

Regular Session Senate Calendar

Standing Reports Updated Periodically Throughout The Day

Conference Committee History	Senate Bills in House
Bills in Conference Committee Stage	Public Acts By Effective Date
Synopsis of Bills In Opposite Chamber	Bills By Sponsor
Description of Bills In Opposite Chamber	Sponsor Table Report
Status of Bills	Sponsor Bill Listing By Name
Status of Bills With Synopses and All Actions	Bills Amended By Name
Bills Introduced by Day in Committee Sequence	
Bill Synopsis Rpt.-Introduced Bills with Last Action	
Bill Synopsis Rpt.-All Bills Passed Both Houses with Last Action	
House Bills in Senate	

Bills on Senate Calendar	Committee Status Report
Bills on House Calendar	Committee Member Report
Bills on Calendar within Section	Member's Committee Listing
Bills on Calendar within Section with One-Line Desc.	Senate Posting Report
Bills on Calendar within Section By Last Committee Assigned	House Posting Report

- **General Assembly** and **Categorized Reports** are your default fields. To make another selection, use the down arrow in that field.
- To select a report, simply click on the desired report.
- **Date Inquiry Reports**: Select the date from the down arrows and click the desired report.
- Click **Report Options** to create a report.

Log Off:

- To exit out of My Legislation, click **Log Off**.