

TO: Members of the Public and Registered Lobbyists
FROM: Jim Stivers, Executive Director of the Legislative Reference Bureau
DATE: December 2, 2024 (updated 1-8-25)
RE: Procedures to Prioritize Service to GA Members and Staff

The Joint Committee on Legislative Support Services has authorized the Legislative Reference Bureau to implement the following procedures in 2025:

- The bill request deadline for both chambers will be Friday, January 24, 2025. However, we very strongly encourage you to make your drafting requests well before that deadline.
- A request blackout period begins on Friday, January 24, 2025 at 4:30 p.m. and ends on Friday, February 7, 2025 at 12:00 p.m. During the request blackout period, we will not receive drafting requests except on an emergency basis through the Chiefs of Staff or their designees. However, this blackout period will not affect requests for resolutions or appointment messages or requests to fix timely requested documents with typographical errors.
- We will not accept requests for amendments to bills for the 104th General Assembly until February 7, 2025.
- We will continue requiring all drafting requests to be made in the name of a Senator or Representative.
- Only General Assembly members and legislative staff are authorized to make ASAP and next-day drafting requests.
- All next-day, holiday, and weekend drafting requests must be delivered to us by no later than (i) 10:00 p.m. on a day preceding a session day and (ii) 4:30 p.m. on any other day.
- If, between January 1, 2025, and January 24, 2025, we receive a request for the 104th General Assembly that is not accompanied by a predraft, we may tell the requester that the bill may not be completed by the bill filing deadline and may recommend that the requester make a shell bill request followed by an amendment request. Sample predrafts are available for review on the LRB website at: https://www.ilga.gov/commission/lrb_home.html.
- Finally, during the 103rd General Assembly, we processed over 32,000 documents. Please have your draft in as close to final form as possible when making your drafting requests, and do not use our services to generate drafts that are not intended to be filed.

If I can provide you with any additional information regarding these procedures or if you have any requests for clarifications, please feel free to contact me at (217) 782-6625.