

TO: Legislative Reference Bureau Requesters  
FROM: Jim Stivers, Director of the Legislative Reference Bureau  
DATE: December 7, 2023  
RE: Information Regarding the Submittal of Drafting Requests and Predrafts

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Attached are four items that we hope will make it easier to submit drafting requests to the Legislative Reference Bureau.

- The first item, which is labeled "Checklist for Submitting a Drafting Request to the LRB," describes best practices for submitting a drafting request to the Bureau and identifies the specific information that must be included in all drafting requests.
- The second item, which is labeled "Tips for Submitting Predrafts to the LRB," describes best practices for preparing predrafts that are to be delivered to the Bureau.
- The third item, which is labeled "Sample Predraft that Creates a New Act," provides a simple example of what a predraft for a new Act might look like when delivered to the Bureau.
- The fourth item, which is labeled "Sample Predraft that Amends an Existing Act," provides a simple example of what a predraft for an amendment to an existing Act might look like when delivered to the Bureau.

We hope that this information and these examples are helpful to you as you work on drafts for submittal to the Bureau.

## Checklist for Submitting a Drafting Request to the LRB

This is a checklist for submitting a bill or amendment drafting request to LRB.

There are three ways to submit a drafting request to the Bureau:

1. Requests can be made in person at LRB in Room 112 of the State Capitol.
2. Requests can be made by telephone by calling (217) 782-6625.
3. Requests can be e-mailed to [LRBfrontdesk@ilga.gov](mailto:LRBfrontdesk@ilga.gov).

When making a drafting request, please include all of the following information:

1. the legislative sponsor's name;
2. the requester's email address;
3. the requester's phone number;
4. the specific date and time by which the document must be delivered;
5. the names and contact information for persons we should contact with questions;
6. a summary of the specific situation or problem you are trying to address; and
7. a predraft that identifies the location in the statutes where you believe the change needs to be made and any particular language you would like to see included in the draft.

If applicable, please also supply the following additional information:

1. If you are requesting a rerun of a previously drafted bill, please specify the following:
  - a. the bill number and General Assembly of the bill;
  - b. whether you want the introduced or engrossed version of the bill; and
  - c. whether you want to incorporate any amendments.Example: "Please redraft HB4264eng from the 98th GA. Do not include Senate Amendment #1."
2. If requesting a shell bill, please specify whether you need a specific Section or whether one our standard shell bills in a general area will suffice.
3. If requesting a trailer bill, please provide the previous bill number.
4. If requesting an amendment, please specify the following:
  - a. the number of the bill you want to amend;
  - b. whether you prefer a page-and-line amendment or a gut-and-replace amendment; and
  - c. which filed amendments to the bill, if any, we should assume are adopted.
5. When submitting a predraft, please indicate whether we should contact you about grammatical and stylistic changes before we make them.
6. Please let us know about any political considerations or objectives that may affect the drafting process.
7. If the language is related to another jurisdiction's law, please provide the following:
  - a. a specific citation to the other law;
  - b. a list of the specific parts of that other law that you want to incorporate; and
  - c. an indication of whether you prefer the Illinois language to function in the same or a different way than the law from the other jurisdiction.

### Tips for Submitting Predrafts to the LRB

It is very helpful for requesters to provide predrafted language when making a drafting request. LRB has prepared the following list of considerations to keep in mind when providing predrafted language:

- 1) Unless it is a small amount of text, language in a format that permits copying and pasting is preferred.
- 2) Please avoid sending screenshots, image pdfs, files in .pages format, or links to subscription-based cloud drives.
- 3) The gold standard for showing changes in a Word document is to show striking and underscoring using the "strikethrough" and "underscore" options in the word processor. Using the "track changes" feature to show changes should be avoided.
- 4) If LRB has delivered a draft to you that you would like to update, please work from the LRB draft in this way, instead of resubmitting the original predraft with changes:
  - a. If you are inserting text, provide the text in electronic format and mark on the draft where you would like to make the insertion. You can scan the marked-up pages of the draft and email them to us or bring them in.
  - b. You can also use the highlight and sticky note features in Adobe to indicate where you would like to make changes within a pdf of an LRB draft.
  - c. Requests that include a marked-up draft are generally easier to work with than requests consisting of emailed page-and-line instructions.
  - d. If you must email page-and-line instructions, make sure you have the correct page and line numbers and that your instructions make sense.
- 5) If you cannot avoid working off of your original predraft, please inform LRB that a prior draft was delivered using the predraft, and make the changes between your original and updated predrafts obvious.
- 6) Please avoid the following:
  - a. failing to use consistent terms (e.g., "best interest" vs. "best interests");
  - b. including blank fields in the text (e.g., "Money shall be deposited into the XXXX Fund"); and
  - c. using acronyms, abbreviations, and colloquialisms.
- 7) Microsoft Word, Adobe, and our drafting software do not play nicely together. If someone turns a pdf of an LRB draft into a Word document, makes changes in the Word document, and then sends it to us as a predraft, it creates a formatting nightmare that doubles our turnaround time in drafting.
- 8) Please do not hesitate to contact us if you have questions about the best way to submit language for drafting.

## Sample Predraft that Creates a New Act

The text below is a very simple example of a predraft that creates a new Act:

Section 1. Short title. This Act may be cited as the Widget Development Act.

Section 5. Findings. The General Assembly finds that:

- (1) Illinois is a leader in widget manufacturing; and
- (2) the development and production of new and improved types of widgets will ensure that Illinois retains its leadership position in this expanding industry.

Section 10. Definitions. As used in this Act:

"Council" means the Widget Development Council.

"Department" means the Department of Widgets.

"Director" means the Director of Widgets.

Section 15. Widget Development Council. The Widget Development Council is established in the Department of Widgets. The Director, or the Director's designee, shall serve as the chair of the Council. In consultation with widget manufacturers, widget distributors, widget trade organizations, and labor organizations representing employees of widget manufacturers, the Director shall appoint individuals to serve on the Council.

Section 20. Duties of Council. The Council shall solicit and consider proposals for the development and production of new and improved types of widgets in Illinois. The Council may evaluate the proposals and make appropriate referrals to public or private sources of funding or grants when it determines, in its discretion, that a proposal has merit. The Council may also seek the assistance of Illinois public institutions of higher education in the development of proposals.

Section 25. Rules. The Department may adopt rules in accordance with the Illinois Administrative Procedure Act to carry out this Act.

Section 99. Effective date. This Act takes effect on January 1, 2025.

### Sample Predraft that Amends an Existing Act

This is a very simple example of a predraft that amends an existing law. You can copy the text of the existing law from the General Assembly website. Underscoring is used to show additions to existing law. Striking is used to show deletions. There is no need to give us an introductory clause because our software creates an introductory clause.

(410 ILCS 95/2) (from Ch. 111 1/2, par. 7802)

Sec. 2. For the purposes of this Act:

"Arthropod" means a mosquito or other invertebrate animal with jointed legs and a segmented body.

"Commercial pesticide applicator" means a person certified or licensed under the Structural Pest Control Act or the Illinois Pesticide Act who contracts to apply a pesticide within the scope of his or her certification or license.

"Department" means the Illinois Department of Public Health.

"Director" means the Director of the Illinois Department of Public Health.

"Integrated pest management" means modification of the life system of a vector or pest to reduce its numbers to an acceptable level by applying current biological and technological knowledge to achieve the desired modification in a manner that ensures protection of the environment and public health.

"Local health authority" means the full-time health department, as recognized by the Department, having jurisdiction over a particular area.

"Pest" means undesirable arthropods (including certain insects, spiders, mites, ticks and related organisms), wood infesting organisms, rats, mice, birds and any other obnoxious or undesirable animals.

"Vector" means an arthropod or a feral animal responsible for the transmission of pathogens from a host to another animal or a human. ~~arthropods, rats, mice, birds or other animals capable of carrying disease-producing organisms to a human or animal host.~~ "Vector" does not include animals that transmit disease to humans only when used as human food.

(Source: P.A. 86-452.)

We would like an immediate effective date.