

ADVANCED LEGISLATIVE WEBSITE USE

USING ADVANCED REPORTS

- Click the **Bills** button under the **Find** heading on the main legislative home page.

Advanced Reports

More detailed information used less often

Detailed Legislative Reports

Historical information back to 1991.

Bill Information

Text of a Legislative Document

Bills by Sponsor

Roll Calls on a Bill

Bills In/Out of Committee

Bills By Citation

Companion Bill Report

Status

Selected Step Reports

Legislative Action Reports

Statistical Reports

Paper Hanging Reports

Leader Offline Report

- Many of the advanced reports include a biennium drop down box located in the top, right corner, which allows data to be generated back to 1991.

Bill Information

TEXT OF A LEGISLATIVE DOCUMENT

1. Click the **Text of a Legislative Document** link under the **Advanced Reports, Bill Information** heading on the Bill Information web page.
2. Enter document name or RCW/WAC in appropriate text box.
3. If using Find Statute, select appropriate **RCWs** or **WACs** button.
4. Click on **Find Documents** or **Find Statute** button which corresponds with entry in text box.

BILLS BY SPONSOR

1. Click the **Bills by Sponsor** link under the **Advanced Reports, Bill Information** heading on the Bill Information web page.
2. Select the Sponsor Type: **House, Senate, Committee, or Requester**.
3. Type or Select a Sponsor (Member and Committee Names are listed in alphabetical order).
4. Select a Report Type: **Primary Bills, Secondary Bills, or All Bills**.
5. Click **Continue**.

ROLL CALLS ON A BILL

1. Click the **Roll Calls on a Bill** link under the **Advanced Reports, Bill Information** heading on the Bill Information web page.
2. Enter the bill number in the text box.
3. Click **Continue**.

Note: A roll call will only be listed for bills in which a roll call was requested.

BILLS IN/OUT OF COMMITTEE

1. Click the **Bills In/Out of Committee** link under the **Advanced Reports, Bill Information** heading on the Bill Information web page.
2. Select a Chamber: **Senate or House**.

3. Select a Committee (Committee Names are listed in alphabetical order).
4. Select a Report Type: **In, Out, In & Out, Removed, All**.
5. Click **Continue**.

BILLS BY CITATION

1. Click the **Bills By Citation** link under the **Advanced Reports, Bill Information** heading on the Bill Information web page.
2. Enter the Citation number.
3. Click **Continue**.

COMPANION BILL REPORT

1. Click the **Companion Bill Report** link under the **Advanced Reports, Bill Information** heading on the Bill Information web page.
2. Enter the Bill number.
3. Click **Continue**.

Status

SELECTED STEP REPORTS

1. Click the **Selected Step Reports** link under the **Advanced Reports, Status** heading on the Bill Information web page.
2. Select the Bills to include in the report: **House, Senate, or All**.
3. Select the Report: **House, Senate, or Joint**.
4. Click **Continue**.

LEGISLATIVE ACTION REPORTS

1. Click the **Selected Step Reports** link under the **Advanced Reports, Status** heading on the Bill Information web page.
2. Enter the Starting Date and Time (Time is optional).
3. Select a Chamber: **House, Senate, or Both**.
4. Click **Continue**.

Search & Tracking Tools

Search & Tracking Tools

Bills By Topic

Find bills by subject as organized in the Topical Index prepared by the Code Reviser's Office.
Past biennia: **2015-16, 2013-14, 2011-12**

Bill Tracking

Create personalized lists of bills you wish to track through the 2017-18 legislative process.

Search (Documents)

Search documents from the current year, back to 1985 and current web pages using search criteria &

- See Navigating the Legislative Website for instructions on use of Bills By Topic The tutorial can be found on LIC Classes and Tutorials web page at: <http://leg.wa.gov/LIC/Documents/EducationAndInformation/Navigating%20the%20Legislative%20Website.pdf>.

BILL TRACKING

1. Click the **Bill Tracking** link under the **Standard Reports, Search & Tracking Tools** heading on the Bill Information web page.
2. **Login** or **Register** a New Account:
 - a. **Login**
 - i. Enter User Name
 - ii. Enter Password
 - iii. Click Log in button
 - b. **Register** a New Account
 - i. Click Register for a new account.
 - ii. Enter User Name
 - iii. Enter E-mail Address
 - iv. Confirm Email Address
 - v. Click Submit
 - vi. Follow directions received in email message.
3. Click **Create a new list**.
4. Enter List Name.
5. Click **Save/Add Bills**.

6. Enter Bill Number.
7. Click **Add**.
8. Click **Home**.

- See Bill Tracking Tutorial for detailed information on working with bill tracking lists and folders. The tutorial can be found on LIC Classes and Tutorials web page at: http://leg.wa.gov/LIC/Documents/EducationAndInformation/Tutorial_Bill_Tracking.pdf.

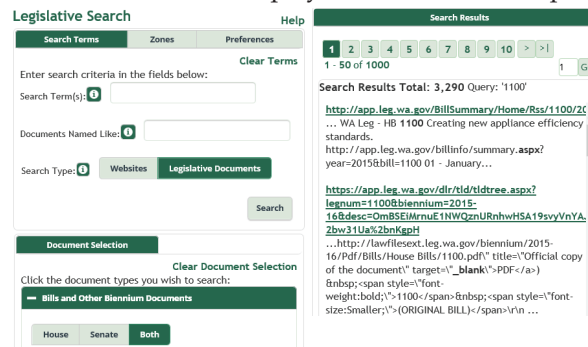
9. Click **Log Out**.

SEARCH (DOCUMENTS)

The document search engine contains data dating back to 1985.

1. Click the **Search (Documents)** link under the **Standard Reports, Search & Tracking Tools** heading on the Bill Information web page.
2. Enter search criteria in the **Search Term(s)** text box.
3. Select Search Type: **Websites or Legislative Documents**.
4. Click the document types you wish to search.
5. Click the **Search** button.

Search results will display in the left window pane.



6. Click the name of the document you wish to view.
 - See Public LegSearch Help for detailed information on using the document search engine. The manual can be found in the top, right corner under the Help link: http://search.leg.wa.gov/Resources/search_external_help_file.pdf.

FINDING BILLS FROM PREVIOUS SESSIONS

BILLS FROM 1991 TO DATE

1. Enter Bill number in **Search by Bill Number** text box on the Bill Information web page.
2. Select **Biennium** from drop down.
3. Click **Search**.

Search by Bill Number

BILLS PRIOR TO 1991

1. Click the **Search (Documents)** link under the **Standard Reports, Search & Tracking Tools** heading on the Bill Information web page.
2. Enter bill number the **Search Term(s)** text box.
3. Select Search Type: **Legislative Documents**.
4. Click **Bill** under Bills and Other Biennium Documents.
5. Select **Biennium** from drop down.
6. Click the **Search** button.

USE OF EMAIL NOTIFICATION SYSTEM

1. Click the **Email Updates (GovDelivery)** link under the **Legislature Home** heading on the main legislative home page.
2. Select **Subscription Type**.
3. Enter **Email Address** or Select social media account.
4. Click **Submit**.
5. Select **Subscription Topics**.
6. Click **Submit**.

