

## **PROPER PREPARATION OF JF REPORTS**

1. JF Report Application - See Committee Applications User Guide

2. Field you need to enter:

- Bill Number

3. Fields that will be pre-filled:

- Committee
- Bill Title
- Vote Date
- Action (including Change of Reference)
- Public Hearing Date
- File Number

**4. Sponsors of the Bill:**

- Legislators
- Legislative Leaders, on behalf of the Governor
- Committee, on behalf of
  - State Agencies
  - Special Interest Groups
  - Legislators

**5. Reasons for the Bill**

- Give the reason the bill was proposed. Why is it needed?
- Sources of Information
  - Bill Requests/Correspondence from Proponents
  - Public Hearing Testimony
  - State Agency Fact Sheets
  - Bill Screening,
  - OLR and LCO Staff

**• DO NOT USE:**

- Statement of Purpose
- OLR Summaries

**6. Substitute Language**

- Address the *INTENT/EFFECT* of the substitute language, not a recording of the actual language change

**7. Response from Administrator/Agency**

- What does the Executive Branch think of the bill?
- Did they testify at the hearing - who, job title, and summary of testimony.

**8. Nature and Sources of Support and Opposition**

- Who likes/dislikes the bill? Identify the person and the entity they represent.
- What message did they convey? Summarize it.
- Manner in which they offered their support/opinion - public hearing testimony, correspondence.

**9. Was there considerable controversy over the bill or certain aspects of the bill?**

- Were the concerns expressed regarding the language of the bill; the cost of the bill?
- Was the bill amended to address these concerns?

**10. Fill in each section of the JF Report. If no one offered comment in any form, enter "**None Expressed**".**

**11. Include your name and the date the report was filed.**