

Bill Draft Request Checklist

Prepared by the Division of Legislative Services



I. Bill Description (“please describe your request” text box on bill drafting system):¹

- ☐ Have I included a description of the bill draft request that is sufficient to enable the Division of Legislative Services to immediately assign the bill draft request to the appropriate bill drafter?
- ☐ Have I avoided vague or non-descriptive language (such as "please see attached")?
- ☐ Have I provided a detailed and clear description of the purpose and goals of my request, including a description of (i) the issue or problem that I intend to address and (ii) how I'd like to address this issue or problem?
- ☐ Have I included any special instructions for the bill drafter, such as timeline instructions (e.g. date by which a first draft is needed for presentation to a stakeholder group or at a local town hall meeting)?

¹ This is the component of the bill draft request (the “why” and the “what” behind the request) that is the most important and useful to us at DLS, so if you are under time constraints, we’d prefer that you spend the time that you have available on the bill description.

II. Administrative Instructions:

- ☐ Have I indicated, to the best of my knowledge, the type of legislation to be drafted (bill, single house resolution, or joint resolution)?
- ☐ Have I indicated, to the best of my knowledge, the subject matter area under which this bill draft request falls (Courts of Justice, Finance & Taxation, Transportation, etc.)?
- ☐ Have I included, in PDF form if possible, any attachments that may assist in the drafting of the bill?
- ☐ If I attached draft or model language, does it:
 - ☐ Include an accurate and up-to-date version of current law?
 - ☐ Differentiate between existing and new provisions of law (by striking through, bolding, italicizing, underlining, or color coding language)?
- ☐ If I prefer to be contacted at an email or phone number other than my official office email or phone number, have I included that information in my request?
- ☐ If my expectations for confidentiality deviate from the default (strict confidentiality), have I communicated my desires and expectations for information sharing?
- ☐ If I want the drafter to work with a lobbyist or stakeholder, have I included contact information for that individual or organization and authorization for the drafter to work with that individual or organization?