The LSR Intake Form: A Tutorial

Presented by the OLS Legal Division

Office of Legislative Services
State House, Room 109
(603) 271-3435

PART I: Accessing the Form and Preliminary Information

Access Your Dashboard in a Browser

Your Member Dashboard is a webpage that you open in any browser (Chrome, Edge, Firefox, Safari, etc.) by inputting the address https://www.gencourt.state.nh.us/.

If your phone, tablet, or other device has a browser and internet connection, you can access your dashboard on it.

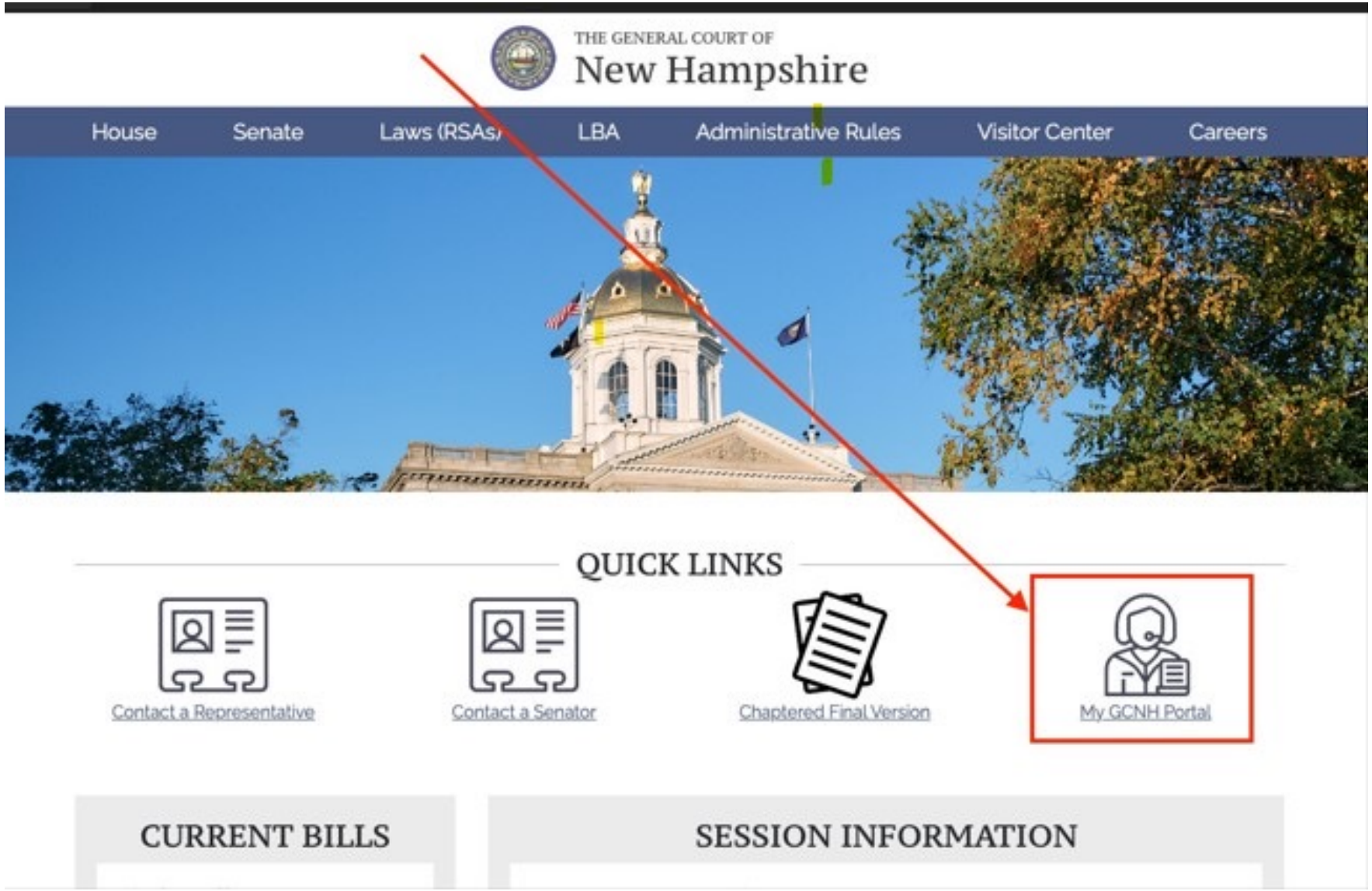
The next four slides detail how to access your Member Dashboard.

If, after reviewing slides 4-7 of this presentation, you have any questions about how to access or operate the LSR intake form from your member dashboard on your computer or phone, **please contact IT at HelpDesk@leg.state.nh.us.**

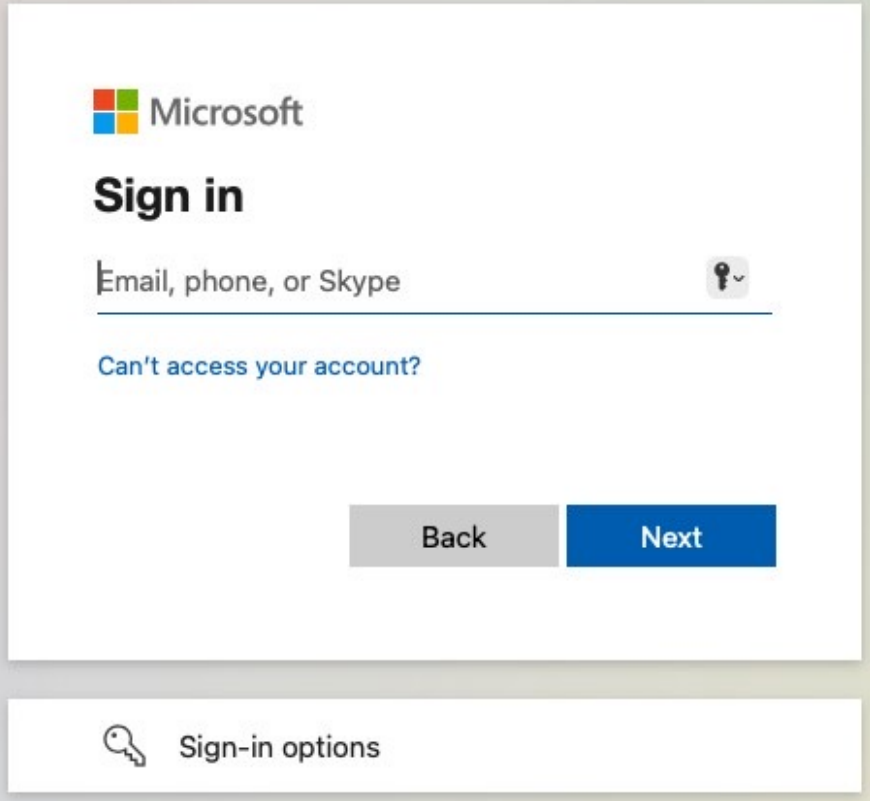
OLS cannot assist you with computer or technology issues.

Step 1: Go to your General Court House Portal

https://www.gencourt.state.nh.us



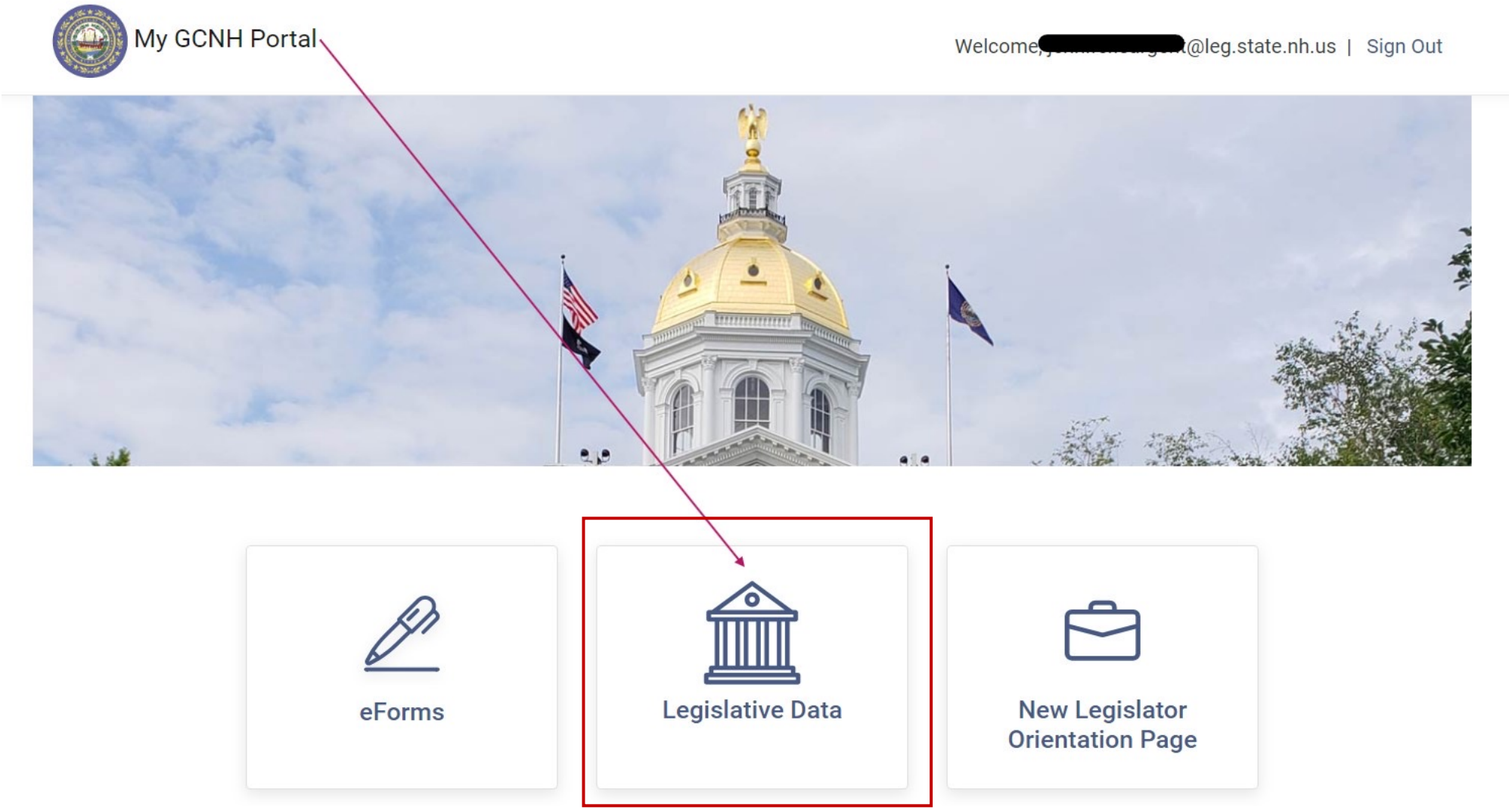
Step 2: Sign In With Your User ID and Password



Your portal login was given to you at orientation. **Your user id is [first name.last name]@leg.state.nh.us .**

*****If you cannot sign in, send an IT help request to HelpDesk@leg.state.nh.us. *****
Do not email OLS – you need the IT Department's help.

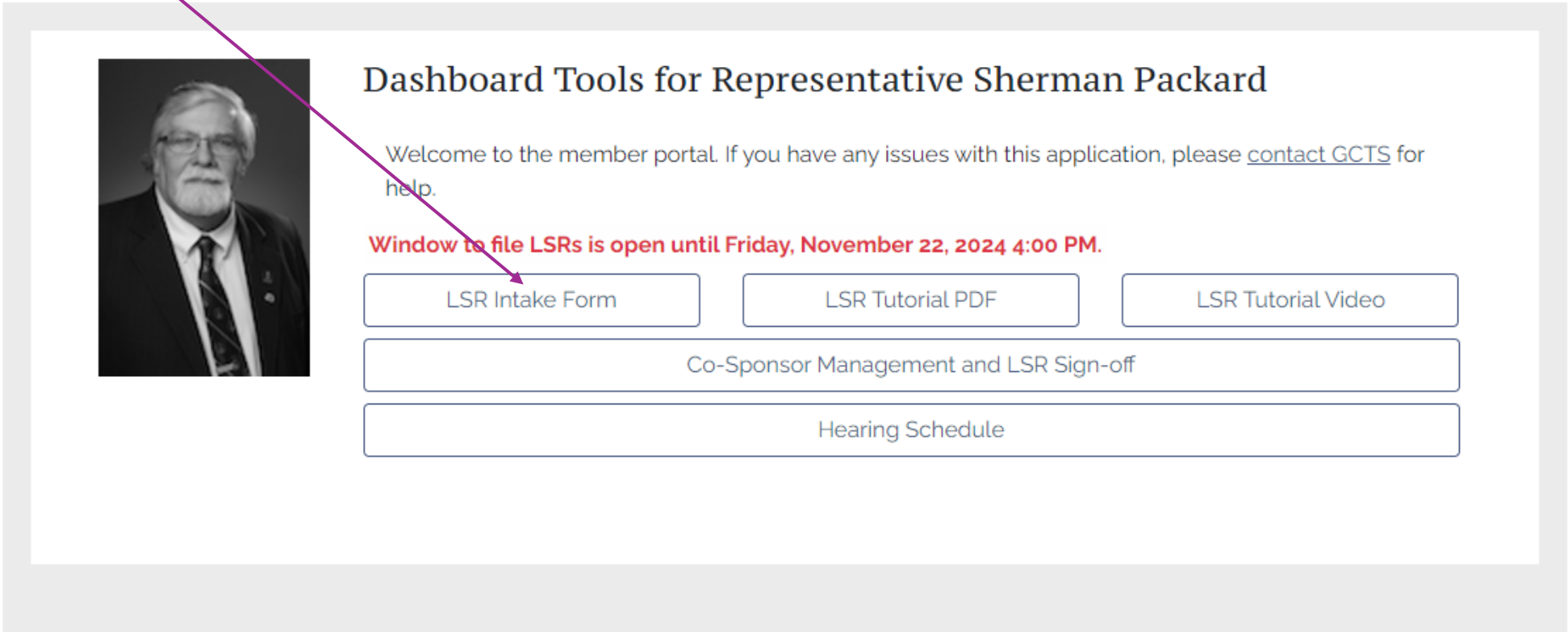
Step 3: Click Legislative Data Box



This Is Your Dashboard

Step 4: Click the "LSR INTAKE FORM" Bar

Click this bar



You are now at the LSR intake form. This photo below shows the top of the form.

LSR INTAKE FORM

This form will not save your work. Please review the tutorial and gather all of your information before beginning your form. If you close the form before you submit it, you will lose your work.

WARNING: THIS FORM WILL NOT SAVE YOUR WORK AND WILL TIME OUT 30 MINUTES AFTER YOU OPEN IT.
MAKE SURE YOU HAVE ALL REQUIRED INFORMATION BEFORE YOU BEGIN THE FORM. DO NOT EXIT THE FORM BEFORE YOU SUBMIT IT. YOU WILL NOT BE ABLE TO SUBMIT IT AFTER IT HAS BEEN OPEN FOR 30 MINUTES.

If you would like to work with the OLS Research Division before you file this LSR, click this link to file a research request. Please do not wait until the end of the filing period, as they may not be able to assist you then.

Please complete all sections of this LSR intake form in order to request a bill. If you are not comfortable completing the form yourself, please come to the OLS Legal Services Division (SH 109) or call OLS during business hours (8:00-5:00 M-F) at (603) 271-3435 and one of our attorneys will complete the form with you.

Once you submit this form, you will receive an email confirmation at your registered email address. If your LSR is accepted, you will receive a second notification with an LSR number. If your LSR is not accepted, you will receive a reply with further information for resubmission.

To update and/or supplement this LSR, please call or visit the OLS front office during business hours. You may not change, update, or supplement your LSR without a visit or call to OLS first. No email requests will be accepted.

Before you fill out the form, you'll need...

- To have done your research (drafters will not read your research materials, accept links to websites or documents, or call your constituents).
- Articulable goals for your legislation.
- Ideas for how your legislation will achieve the goals.
- Knowledge regarding which agencies might be affected by your legislation.
- Knowledge regarding who might enforce your legislation, if the legislation prohibits or mandates something,
- If it's a refile of a past bill, the bill number and session year.
- If it's modeled on another state's legislation, the state and the law's name or number.
- Any attachments in .pdf, .docx, or .doc formats.

GATHER ALL YOUR INFORMATION FIRST!

YOU CANNOT SUBMIT THE FORM IF IT HAS BEEN OPEN FOR LONGER THAN 30 MINUTES – KEEP TRACK OF YOUR TIME.

THE FORM WILL NOT SAVE YOUR INFORMATION – IF YOU DO NOT SUBMIT THE COMPLETED FORM WITHIN 30 MINUTES, YOU WILL LOSE YOUR INFORMATION.

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OLS Research will help you!

Send an email request to OLSResearch@leg.state.nh.us

PLAN AHEAD: Don't wait until close to end of session or they may not be able to help you.

OLS Research can help you by:

- Obtaining information about a topic so you can set goals and an action plan for your legislation.
- Providing you with past bills that may relate to your subject.
- Suggesting out-of-state legislation that exists on your subject.
- Performing a legislative history of previous legislation.

The form allows easy access to OLS Research

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Fill the form out yourself or the drafters will fill it out with you.

If you do not want to or cannot fill out the form by yourself,
one of the legislative attorneys will fill it out with you in the OLS office or over the phone.

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You Must Come to the OLS Legal Division Office or Call During Business Hours to Make a Change to or Supplement Your LSR (This Includes Redrafts) – No Email Requests Accepted

If you would like to work with the OLS Research Division before you file this LSR, click this link to file a research request. Please do not wait until the end of the filing period, as they may not be able to assist you then.

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This form will not save your work. Please do not exit the form before you have completed and submitted it.

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PART II: Answering the Questions

Beginning the Form – Document Upload

This is optional – you do not have to upload anything

Upload .doc, .docx or .pdf - 2MB Max:

Choose Files No file chosen

Do not upload a scan of a photographed document – we need an actual digital document.

Documents scanned to a .pdf file with the Adobe Scan, other scan app, or a copier with a scan function are acceptable.

Documents to upload :

- Draft legislation (please note: if you are not an experienced drafter, please don't draft proposed legislation. It's harder to redraft your language than craft it ourselves).
- Statutory language with clear and obvious strike throughs (~~strike through~~) and additions in bold/italic (***bold/italic***). Please do not use colored text – sometimes color isn't visible on our screens.
- A previously filed bill with clear and obvious strike throughs (~~strike through~~) and additions in bold/italic (***bold/italic***). Please do not use colored text – sometimes color isn't visible on our screens.
- *the version of a past bill that you give us is the one we assume you want to refile, so please make sure it's the correct version before you give it to us.*

Do not upload:

- Research
- Email messages
- Photographs or videos

Don't know how to upload a document? Send IT a help ticket at HelpDesk@leg.state.nh.us and they'll instruct you based on the type of computer and operating system you have

Questions 1 and 2

1. What are your goals for this legislation? (please list)*

2. If this legislation passes, what steps does it take to achieve these goals?*

<u>Question 1</u> asks you to list your goals for the legislation. What are the ultimate goals?

<u>Question 2</u> asks you the steps the legislation takes to achieve these goals. The question tells you to assume the law passes. List all steps your bill takes.

Some types of steps:

- It defines [term].
- It appropriates [dollar amount] from [funding source] to [person/entity] for [purpose].
- It criminalizes [act] and makes it a [offense level].
- It makes [act] illegal and imposes an administrative fine of [amount].
- It requires [thing] and requires [person/entity] to enforce it by doing [enforcement action].
- It enlarges the scope of [act/thing] to include [new act/thing] .
- It allows [person/entity] to [act]] in [situation].
- It creates [thing] and provides enabling language.

Question 3

3. Are you working with an organization or agency on this legislation?

○ Yes ◉ No

Contact Information:

When deciding how the various components of your bill will work, we encourage you to consult with the appropriate state agency, department, division, or someone at the Office of Professional Licensure and Certification (for boards or people engaging in activity regulated by boards) to determine how best to execute your request. The more you know about how your goals can be achieved within existing operative framework, the better your bill will be.

The comprehensive list of links to state agencies, departments, and professional boards is at https://www.nh.gov/government/agencies.htm. You can discover the various agencies, departments, and boards, and learn what they do. Contact information for agencies, divisions, departments and board members

The OLS Research Division can also help you if you submit a request to OLSResearch@leg.state.nh.us.

Question 4

4. Is your bill at the request of an agency or the judiciary?*

○ Yes ◉ No

If so, which agency?

If an agency or the judicial branch requested the legislation, you must state that in your request.

Question 5

5. Does your bill prohibit or mandate something?*

○ Yes ◉ No

If yes, who might enforce it?

- Think about who might enforce your proscribed or prescribed actions. If your bill creates or changes actions, someone must make sure the creation or change happens.

- Think about who might make sure the items in your bill get to where they need to go or are removed from where they are or will be.

Question 6

6. Please choose a subject that best fits this bill. This information is for OLS's intake process only. OLS may change the subject after further review for the purpose of assigning drafting attorneys.*

Click the dropdown arrow, roll your mouse to highlight choices, and click the highlighted one you want.

Just make your best guess.

This information is for intake purposes only. OLS may assign a different subject upon intake.

Question 7

7. Will your bill change the costs and/or revenues of the state, county, city, or town?*

○ Yes ○ No ◉ Don't Know

OLS does not prepare or amend fiscal notes. All fiscal notes are prepared by the Legislative Budget Assistant, pursuant to RSA 14:44.

- Costs include building or producing new items, creating positions and/or increasing pay, and creating new programs that require new resources.
- Revenue is income from which public expenses are met.

Question 8

Click here and the Advanced Bill Search will open in a separate tab on your browser (so you don't have to exit the form and lose your work)

8. Does your request use text from a previously filed New Hampshire bill or current New Hampshire law?*

Use this link to find an HB or SB number and year: NH General Court Advanced Bill Search (opens in a new window)

Use this link to find a law: NH RSA General Court RSA Search (opens in a new window)

○ Yes ◉ No

What is the SB or HB number and the session year, or the statutory section?

Click here and the RSA search tool will open in a separate tab on your browser (so you don't have to exit the form and lose your work)

- For a bill refile, you'll need to provide us with the bill number and session year of correct version of the bill you are working from. For an amendment to law, you'll need the most current version of law to work from.

- ***If you do not want to or cannot work with the search tools, please feel free to send a research request for the information to OLS Research at OLSResearch@leg.state.nh.us. They'll be happy to find the information for you.***

Question 9

9. Should your bill be modeled on another state's legislation?*

○ Yes ◉ No

Which state?

Which law (name of law, number, citation, etc.)?

- If your legislation is based on another state's legislation, we need to know the state and the short title, number, or citation of the law. This is most easily obtained through a Google or other internet search engine. Please feel free to send a research request for the information to OLS Research at OLSResearch@leg.state.nh.us. They'll be happy to find the information for you.

- Remember to gather information about whether New Hampshire has an operative framework that might allow the other state's law to operate in NH (with modifications, if necessary). Creating a new infrastructure or framework in which the bill must function can be very time and labor intensive, as well as very expensive.

Other information to provide?

Is there any other information regarding this LSR you'd like to provide?

Please tell us any information you haven't provided yet or expand on information you have provided.

Sending your draft to potential co-sponsors

- The next slide is a video of the potential co-sponsor selection process.
  - If you're reading the PDF of this presentation, it's a picture, not a video.
- You do not have to make any selections.
- All selected legislators will receive a draft of your bill via email.
- If you wish to distribute hard copies of your bill (or anything else), House Committee Services will make your copies (OLS does not make copies).

  House Committee Services: LOB 4th floor – (603) 271-3600

Once filing begins, you'll be able to add, delete, and monitor co-sponsor activity with the "LSR Management" bar on your Member Dashboard.

Please select the members you would like to share your draft with for their potential co-sponsor consideration.

Representatives (*You may select up to 9 representatives.*)

Abare, Kimberly
Abbott, Michael
Alexander, Joe
Almy, Susan
Ames, Richard
Ammon, Keith
Andrus, Louise
Ankarberg, Aidan
Aron, Judy
Aures, Cyril
Avellani, Lino
Aylward, Deborah

Add Selected -->

Selected Representatives

<-- Remove Selected

Senators (*You may select up to 5 senators.*)

Abbas, Daryl
Altschiller, Debra
Avard, Kevin
Birdsell, Regina
Bradley, Jeb
Carson, Sharon
Chandley, Shannon
D'Allesandro, Lou
Fenton, Donovan
Gannon, Bill
Gendreau, Carrie
Gray, James

Add Selected -->

Selected Senators

<-- Remove Selected

Thank you for your participation.

Check out our other We're Glad You Asked! publications.

How to Read a Bill Draft – Part 1
How to Read a Bill Draft – Part 2

OLS Legal looks forward to working with you.

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