

# PROCEDURE FOR FILING LC DRAFTS WITH THE SECRETARY OF THE SENATE – 2024 Regular Session

(PLEASE NOTE: These instructions apply to electronic and hard copy submissions.)

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1. **If filing hard copy or via electronic means**, file **one** copy of the LC (legislative concept) draft and **one** bill back for each measure introduction. **Note: Given the closure of our Capitol offices, we strongly encourage you to file electronically.** If you prefer to file hard copy, contact McKenzie Barker, Measure Liaison, at [McKenzie.Barker@oregonlegislature.gov](mailto:McKenzie.Barker@oregonlegislature.gov) to arrange a time to pre-session file at Somerville.\*
2. **LC drafts and bill backs may be pre-session filed electronically by sending a PDF version of the signed bill back and LC draft to the Secretary of the Senate's office at [secretaryofsenatesoffice@oregonlegislature.gov](mailto:secretaryofsenatesoffice@oregonlegislature.gov).** NOTE: Multiple copies of bill backs may be submitted with a draft (each may contain different sponsor sign-ons). Copies of bill backs simply need to clearly indicate the LC draft to which they are attached.
3. If filing hard copy, LC drafts should be printed on clean paper (without other, unrelated text). **Do not use staples** or hole-punch the drafts or bill backs.
4. Whether filing electronically or via hard copy, make sure to indicate, by checking one of the boxes on the top of the bill back, what type of submission it is: **member, committee, etc.**
5. Type or **legibly print** the chief sponsor or filer's name, and other sponsor's name, if any, and make sure it is signed above the typed or printed name. **Electronic signatures are acceptable.**
6. **Electronic or hard copy submissions for pre-session filing may be made any time prior to 5:00 p.m. on January 12, 2024. Ensure there is a contact person's name and telephone number at the bottom of the bill back.**

**Please note:** The LC draft has an LC draft number and a date associated with that version of the draft. The bill back also has the LC draft number and date on the bill back. In the Senate, **the LC draft must match the LC number and date on the bill back(s), whether filing electronically or with hard copy.** This is to ensure that members are signing on to the version of the bill that will ultimately be introduced.

\*Somerville is located at Court and Winter St, a badged-entry building where SotS has temporary space.