

**New Jersey Legislative
Website
Quick Notes**

Office of Legislative Services
DMU Education Group
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New Jersey Legislative Website: www.njleg.state.nj.us

To Locate Legislative District Number, Legislators, and Vote Information by Municipality

Be viewing legislative website homepage. If you are in the site but not on the homepage click on the home link in the blue bar across the top of the page.

1. On left side of screen, position pointer on **Find your Legislator** under MEMBERS heading, click once
2. Position pointer on **Municipality** on right side of screen, click once
3. Position pointer on first letter of your Municipality, click once in the alpha character listing
4. Position pointer on the municipality in which you live in the alphabetical list, click once

The district number will be displayed with a listing of towns it is comprised of

5. Position pointer on **District #** link for your district, click once

You are now viewing your legislative district and representatives. To verify you have chosen the correct district, click on the district number to see the towns within the district. You may use your back button on the toolbar to get back to you list of representatives

You may now click on the legislators name links to view their biography page and the votes links to view vote information.

To Locate Legislative District Number, Legislators, and Vote Information by using an Interactive Map

Be viewing legislative website homepage. If you are in the site but not on the homepage click on the home link in the blue bar across the top of the page.

1. On left side of screen, position pointer on **Find your Legislator** under MEMBERS heading, click once
2. Position pointer on **Interactive Map of Legislative Districts** on right side of screen, click once

A map of New Jersey will now appear

3. Position pointer on map of New Jersey in the area in which you live, click once

You are now viewing your legislative district and representatives. To verify you have chosen the correct district, click on the district number to see the towns within the district. You may use your back button on the toolbar to get back to you list of representatives

You may now click on the legislators name links to view their biography page and the votes links to view vote information.

Locate a Legislator by Name

Be viewing legislative website homepage. If you are in the site but not on the homepage click on the home link in the blue bar across the top of the page.

1. On left side of screen, position pointer on **Find your Legislator** under MEMBERS heading, click once
2. Position pointer on **Alphabetical List of Members**, under MEMBERS heading on right side of screen, click once
3. Scroll to locate your legislator's name

Senators will be listed first, then Assembly people

4. Position pointer on legislator's name, click once

You are now viewing your legislator's biography page.

Locate a Legislator's Voting Record

Be viewing legislative website homepage. If you are in the site but not on the homepage click on the home link in the blue bar across the top of the page.

1. Locate your legislator(s)

Just be looking at the list of legislator's names and addresses, not their biography page

2. Position pointer on **Votes by Bill** link or **Votes by Subject** link to the right of legislator's name, click once

You may print the voting record by using the print button on the toolbar.

Send an E-Mail to your Legislator(s)

Be viewing legislative website homepage. If you are in the site but not on the homepage click on the home link in the blue bar across the top of the page.

1. Position pointer on **Find your Legislator** under MEMBERS heading on left side of screen, click once
2. Position pointer on **Electronic Correspondence** on right side of screen, click once
3. Position pointer on drop down arrow to the right side of white box below **Select a Municipality**, click once
4. Scroll to locate town in which you live, position pointer on town, click once
5. Position pointer on grey **Find Representative(s)** button, click once
6. Position pointer in white box to the left of legislator's name you wish to e-mail, click once

A checkmark will appear to mark the legislator(s). You may mark just one legislator or all three

7. Position pointer on grey **Select your Representative(s)** button, click once
8. Fill in necessary information
9. When complete, position pointer on grey **Submit Email** button at bottom of screen, click once

Search for a Bill by Keyword

Be viewing legislative website homepage. If you are in the site but not on the homepage click on the home link in the blue bar across the top of the page.

1. On right side of screen in the gold Bill Search box, position pointer in white box to the right of **Keyword**, click once

If you want to search on something other than a keyword, click in the appropriate box in the Bill Search area and type search criteria

2. Type search term
3. Position pointer on grey **Search** button, click once

You are now viewing a list of bills containing your search term in the synopsis

You may scroll down and click on Next button to view the entire list of bills

To see more information on a bill, click on aqua bill number. To then see bill text click on PDF Format link to the right of appropriate bill document type. If PDF Format does not work on your computer, try HTML Format

Access Session Schedule

Be viewing legislative website homepage. If you are in the site but not on the homepage click on the home link in the blue bar across the top of the page.

1. Position pointer on **Senate Sessions** or **Assembly Sessions** under Session Schedules in gold box on right side of screen

You are now viewing chosen session schedule

Access Full Legislative Schedule for a Particular Day

Be viewing legislative website homepage. If you are in the site but not on the homepage click on the home link in the blue bar across the top of the page.

Scroll down to view monthly calendar in the center of screen

1. Position pointer on date on calendar for which you would like to view schedule, click once

If necessary, the month may be changed by clicking on the drop down arrow to the right of current month and clicking on the appropriate month

You may need to scroll back down to view results under aqua heading for Legislative Schedule in center of screen

View Live Proceedings

Be viewing legislative website homepage. If you are in the site but not on the homepage click on the home link in the blue bar across the top of the page.

1. Scroll past Budget information in center of screen until you see prompt for **Live Proceedings**

2. Position pointer on **View or listen to live proceedings** link, click once

A listing of available committee meetings and sessions will be shown

3. Position pointer on the **Listen** or **View** link next to the appropriate listing, click once

You are now viewing or listening live feed as the meeting or session is occurring in Trenton

View Archived Proceedings

Be viewing legislative website homepage. If you are in the site but not on the homepage click on the home link in the blue bar across the top of the page.

1. Scroll past Budget information in center of screen until you see prompt for **Archived Proceedings**
2. Position pointer on **View or listen to prior proceedings** link, click once
3. Position pointer on appropriate session or committee, click once
4. Position pointer on **Listen** or **View** link to the right of appropriate date, click once

Feed may take a few seconds to buffer, but you will then be able to view or listen to your chosen meeting or session



Bill Subscription Service

Register to receive updates on bills of interest

You will need to know the bill number to subscribe to this service, see notes on page 5 to search for bills

Be viewing legislative website homepage. If you are in the site but not on the homepage click on the home link in the blue bar across the top of the page.

1. Scroll down until you see **Subscribe** below monthly calendar in center of screen
2. Position pointer on **Free e-mail notification of legislative activity for your preselected bills**, click once
3. Position pointer in white box to the left of **Submit** button, click once
4. Type e-mail address in all lower case letters
5. Position pointer on **Submit** button, click once
6. A message in red will appear saying **You do not have a subscription with this email address. Do you wish to subscribe now?** Position pointer on **Yes**, click once
7. Position pointer on **Search Bills in Subscription Mode**, click once

8. Position pointer in white box to the right of **Bill Number** in the Gold Bill Search box, click once
9. Type bill number, position pointer on grey **Search** button, click once
10. Position pointer in white box above red bill number, click once
A checkmark is now in box
11. Position pointer on **Subscribe** button, click once
Check mark will no longer be above red bill number
If you have additional bill numbers to add to your list, click in white box to the right of search by Bill Number and type next bill number and click on find. Repeat steps 10-11 to add bill
12. When complete, to check your bill list, position pointer on **Bill Subscription Service** under **BILLS** heading on left side of screen, click once
13. Position pointer on **View/ Modify List of Subscribed Bills**, click once
You are now viewing your list of subscribed bills
14. Position pointer on back button on toolbar, click once to return to main Bill Subscription Service screen
15. Once on main Bill Subscription Service screen, position pointer on **Exit Subscription Mode**, click once

E-Mail for Legislative Information

If you are unable to locate the legislative information you need, you can e-mail our legislative information area for further assistance

1. Scroll to the bottom of any page in our legislative website
2. Position pointer on **email for Legislative info.** link, click once
3. Type and send you e-mail

Repeal Cap and Trade in New Jersey!

Step 1. Make sure you legislators are cosponsors of the cap and trade repeal bills:

A3147 and **S2250** Repeals "Global Warming Response Act" and related sections of Regional Greenhouse Gas Initiative implementing law.

Go to www.njleg.state.nj.us and check to see if you Senator and two Assembly Members are sponsors. If not please contact them and urge them to sign on. Contact information for Legislators is on the site.

Step 2. Ask the two chairmen of the Assembly and Senate Environment Committees to post **A3147** and **S2250** respectively and copy the Assembly Speaker and Senate President:

The Honorable John F. McKeon, Chairman
Assembly Environment & Solid Waste Committee
4 Sloan Street, Suite D & E
South Orange, NJ 07079
(973) 275-1113
AsmMcKeon@njleg.org

The Honorable Shelia Y. Oliver
Assembly Speaker
15-33 Halsted Street, Suite 202
East Orange, NJ 07018
(973) 395-1166
AswOliver@njleg.org

The Honorable Bob Smith, Chairman
216 Stelton Rd., Suite E-5
Piscataway, NJ 08854
(732) 752-0770
SenSmith@njleg.org

The Honorable Stephen M. Sweeney
Senate President
935 Kings Highway, Suite 400
West Deptford, NJ 08086
(856) 251-9801
SenSweeney@njleg.org