

# INFORMATION RESOURCES

## Quick Reference to Information Sources Useful to House Members

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# Information Resources

## Quick Reference to Information Sources Useful to House Members

### Overview

This section provides a quick reference to useful information sources. It is divided into two parts: Information Resources for House Members and Information Resources for Constituents.

**Member Resources** includes:

- **Phone Numbers:** Organized first by legislative office and then by the type of information, including whom to contact.
- **Websites:** Information and publications available on the Internet, including legislative home pages, House-maintained websites, and legislative branch websites. Also includes information and publications available through the state's homepage, executive branch agencies, the judicial branch, and additional sites.
- **Frequently Asked Questions:** Divided into legislative, fiscal, and state government information.

**Constituent Resources** includes:

- Information sources to which **House members** and their **district office** staff may refer constituents.
- These resources are available to the **public** generally.



# Information Resources for House Members

## By Legislative Office

### House Legislative Services - Phone Directory

<b>Executive Director</b> (7 <sup>th</sup> Floor). . . . .	(225) 342-6125
<b>Commercial Regulation Division</b> (9 <sup>th</sup> Floor) Director. . . . .	(225) 342-6288
Commerce Committee. . . . .	(225) 342-6151
Health & Welfare Committee. . . . .	(225) 342-2404
Insurance Committee. . . . .	(225) 342-2406
Labor & Industrial Relations Committee. . . . .	(225) 342-6121
<b>Fiscal Division</b> (11 <sup>th</sup> Floor) Director. . . . .	(225) 342-2440
Appropriations Committee. . . . .	(225) 342-8568
Ways & Means Committee. . . . .	(225) 342-2442
<b>Governmental Affairs Division</b> (7 <sup>th</sup> & 8 <sup>th</sup> Floors) Director. . . . .	(225) 342-2398
Education Committee. . . . .	(225) 342-2408
House & Governmental Affairs Committee. . . . .	(225) 342-2403
Municipal, Parochial, & Cultural Affairs Committee. . . . .	(225) 342-2401
Retirement Committee. . . . .	(225) 342-2445
<b>Legal Division</b> (12 <sup>th</sup> Floor) Director. . . . .	(225) 342-2421
Civil Law & Procedure Committee. . . . .	(225) 342-5105
Criminal Justice Committee. . . . .	(225) 342-2409
Judiciary Committee. . . . .	(225) 342-6129
<b>Resource &amp; Infrastructure Division</b> (10 <sup>th</sup> Floor) Director. . . . .	(225) 342-6166
Agriculture Committee. . . . .	(225) 342-2411
Natural Resources & Environment Committee. . . . .	(225) 342-2402
Transportation, Highways & Public Works Committee. . . . .	(225) 342-6171
<b>Administrative Services Division</b> (24 <sup>th</sup> Floor) Director. . . . .	(225) 342-1362
Docket. . . . .	(225) 342-6458
<b>Poynter Research Library</b> (13 <sup>th</sup> Floor) Director. . . . .	(225) 342-2430
District Office Line. . . . .	(225) 342-5783 or 5128

### Key House Phone Numbers

<b>Accounting.</b> . . . . .	(225) 342-2196
<b>Clerk's Office.</b> . . . . .	(225) 342-7259
<b>Communications Office.</b> . . . . .	(225) 342-9795
<b>Human Resources Office</b> . . . . .	(225) 342-2455
<b>Property Control and Purchasing.</b> . . . . .	(225) 342-2198
<b>Sergeant at Arms.</b> . . . . .	(225) 342-1228
<b>Speaker/Speaker Pro Tempore Office.</b> . . . . .	(225) 342-7263
<b>Switchboard.</b> . . . . .	(225) 342-6945

For a listing of House staff names on the Internet, go to: [house.louisiana.gov](http://house.louisiana.gov)  
and click "Full House Staff List" under the "House Staff" link.

## Senate

Document and Records Office. . . . .	(225) 342-2365
Legislative Services Administrator. . . . .	(225) 342-0614
Switchboard. . . . .	(225) 342-2040

For a listing of Senate staff on the Internet, go to: [senate.la.gov/](http://senate.la.gov/)  
and click on "Staff/Divisions"

## Legislative Computer Center

Computer Center Help Desk. . . . .	(225) 342-4000
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## Other Legislative Entities

### Caucuses and Delegations

Acadiana Delegation. . . . .	(225) 342-0349
Black Caucus. . . . .	(225) 342-7342
Capital Region Delegation. . . . .	(225) 362-9980
Democratic Caucus. . . . .	(225) 342-8654
Jefferson Delegation. . . . .	(225) 342-0356
Orleans Delegation. . . . .	(225) 342-8301
Republican Delegation. . . . .	(225) 342-6287
Rural Caucus. . . . .	(225) 342-0365
Women's Caucus. . . . .	(225) 342-0334
Law Institute. . . . .	(225) 578-0200
Legislative Auditor. . . . .	(225) 339-3800
Legislative Fiscal Office. . . . .	(225) 342-7233
Louisiana Capitol Foundation. . . . .	(225) 342-0642

## By Type of Information

### Contacts for Legislative and General Information

#### **Bill drafting**

HLS research staff..... (225) 342-6125

#### **Budget/fiscal questions**

HLS Fiscal Division. .... (225) 342-8568

#### **Current law on a specified topic**

HLS research staff..... (225) 342-6125

#### **District office expenses**

House Accounting Office..... (225) 342-2196

#### **District office research assistance**

Poynter Research Library..... (225) 342-5783 or 5128

#### **Formal legal opinion on interpretation of Louisiana law**

Attorney General. .... (225) 326-6079

HLS research staff..... (225) 342-6125

#### **Government functions/services/programs - research/information**

HLS research staff..... (225) 342-6125

Poynter Research Library..... (225) 342-2430

#### **Governor's action on enrolled bill - Act number assignment**

Secretary of State Act information..... (225) 922-0309

#### **Governor's action on enrolled bill - schedule to be present for signing**

Governor's Office..... (225) 342-0955

#### **Historical legislative documents - identification/status**

Poynter Research Library..... (225) 342-2430

#### **Legislative assistant hiring/temporary session employees**

House Human Resources Office..... (225) 342-2455

#### **Photography, media, and video services**

House Communications Office..... (225) 342-9795

#### **Print copies of House bills, rules, and other legislative publications**

HLS Administrative Services. .... (225) 342-6458

#### **Resolutions (Commendations and Condolences)**

HLS research staff..... (225) 342-6125

#### **Security**

House Sergeant at Arms. .... (225) 342-1228

#### **State Capitol tours**

State Tourist Information Desk..... (225) 342-7317

House Communications Office..... (225) 342-9795

House Dining Hall..... (225) 342-0372

Rural Caucus Director. .... (225) 342-7380

Louisiana Capitol Foundation. .... (225) 342-0642

Dept. of Public Safety Police, Capitol Detail..... (225) 342-5911

#### **Visiting dignitaries/groups, honorary House member, etc.**

Speaker's Office. .... (225) 342-7263



## Information and Publications Available on the Internet

The Louisiana Legislature maintains three separate websites: **Legislature** ([legis.la.gov](http://legis.la.gov)); **House** ([house.louisiana.gov](http://house.louisiana.gov)); and **Senate** ([senate.la.gov](http://senate.la.gov)). Each chamber is responsible for the their own website. The presentation and content of the Legislature website is approved by the Speaker of the House and President of the Senate.

The tables that follow will help you navigate these three websites. The columns present the site address and instructions on where to find the information. Many of these publications are available in print and will be sent to members upon publication. For information on availability and additional copies, contact HLS Administrative Services at: (225) 342-6458. They are also available at Louisiana depository libraries through the State Documents Program. To locate a library near you, contact the Recorder of Documents at: (225) 342-4929.

### Available on Legislative Websites

<b>Publication/ Information</b>	<a href="http://legis.la.gov">legis.la.gov</a> Click on:	<a href="http://house.louisiana.gov">house.louisiana.gov</a> Click on:	<a href="http://senate.la.gov">senate.la.gov</a> Click on:
Committee membership	Committees	Committees	Committees
Constitution	Laws : [Table of Contents] or [Search]	Citizen's Guide : Louisiana	Documents : Louisiana Constitution
Constitutional amendments - since 1978	Laws : Amendments to the LA Constitution of 1974	Citizen's Guide : Constitutional Amendments	
Constitutional Convention records of 1973		Additional Sites : CC73 Records	
Daily legislative actions	Sessions : Daily Legislative Actions		
Delegations & caucuses	Legislators : Caucuses and Delegations	Additional Key Sites : Caucuses and Delegations	
Disabilities information	Disabilities Information	Accessibility logo at bottom of all pages	System/Services : Disability Information



<b>Publication/ Information</b>	<a href="http://legis.la.gov">legis.la.gov</a> Click on:	<a href="http://house.louisiana.gov">house.louisiana.gov</a> Click on:	<a href="http://senate.la.gov">senate.la.gov</a> Click on:
Glossary of legislative terms	How Do I..? (FAQ's) : Other Questions : #4	Citizen's Guide : Publications : Member Orientation Guide : Glossary	
Guide to House/Legislature	About the Legislature	Citizen's Guide	
How a bill becomes a law	How Do I..? (FAQ's) : Bill Questions : #4	Citizen's Guide : How a Bill Becomes a Law	
Journals	Sessions : [House Journal] or [Senate Journal]	House Journals	Session Information : select session : Daily Journals
Laws Search - Statutes, Codes, Constitution, Rules	Laws	Citizen's Guide : Louisiana Laws	Documents : Louisiana Laws
Legislation/Session information*	[Bills] or [Sessions]	Bill Search	Session Information
Legislator contact information/term limits/statistics	Legislators	Representatives	Senators
Leadership welcome		House Officers	Officers
Non-Governmental Organization (NGO) funding requests	Sessions : select session : Search NGO Funding Requests		
Orientation Guide for Louisiana House Members		Citizen's Guide : Publications : Member Orientation Guide	
Public Hearing Guide		Citizen's Guide : Public Hearing Guide	
Quick Guide to Committee/Floor Procedure in the House		Citizen's Guide : Publications : [Committee Procedure] or [Floor Procedure Guide]	
Résumé - includes citorator index and tables	Sessions : select session	Past Sessions	

<b>Publication/ Information</b>	<a href="http://legis.la.gov">legis.la.gov</a> Click on:	<a href="http://house.louisiana.gov">house.louisiana.gov</a> Click on:	<a href="http://senate.la.gov">senate.la.gov</a> Click on:
Rules of Procedure	Laws : [Table of Contents] or [Search]	Citizen's Guide : [House Rules] or [Joint Rules]	Documents : Senate Rules of Order
Seating chart	Legislators : [House Seating Chart] or [Senate Seating Chart]	Representatives : By Seating Chart	Senators : Chamber Seating Chart
Session wrap/highlights of the session		[Session Wrap] or [Regular Session Highlights]	Session Information : Session Highlights
Staff		House Staff	Staff/Divisions
Veto messages	Sessions : select session : Vetoed Bills		
Video broadcast - archived	Broadcast Archives : [House Broadcast Archives] or [Senate Broadcast Archives]	House Video : Video On Demand	Broadcast Archives
Video broadcast - live	Today's Meetings	House Video : Live Video	Today at the Senate
Webmaster - contact button at bottom of all pages	<a href="mailto:weblegis@legis.la.gov">weblegis@legis.la.gov</a>	<a href="mailto:webteam@legis.la.gov">webteam@legis.la.gov</a>	<a href="mailto:websen@legis.la.gov">websen@legis.la.gov</a>

\* Copies of the Acts of the Legislature are available through the state's official journal, The Advocate <http://theadvocate.com>. Bound copies of the Acts may be purchased from the Secretary of State's Office, (225) 922-0309. Members may contact the Poynter Library for historical research or copies of Acts.

### Available on House Intranet

<a href="http://houseintranet/">http://houseintranet/</a>	
The Louisiana House <b>Intranet</b> is accessible only to legislators and staff through the legislative computer network. Some of the website content is as follows:	
<ul style="list-style-type: none"> <li>• Numerous staff publications (bookshelf)</li> <li>• Policy and Procedure manuals</li> <li>• Archived staff/personnel videos</li> <li>• Staff information and forms</li> <li>• HR and Accounting information</li> <li>• Research Library information</li> <li>• Communications Office information</li> </ul>	<ul style="list-style-type: none"> <li>• House forms for representatives <ul style="list-style-type: none"> <li>– Complimentary Seminar Affidavit/Disclosure</li> <li>– Legislator's Affidavit for Public Speech</li> <li>– Approval for Expenses to be Paid by 3rd Party</li> <li>– Travel Request; Per Diem and Travel Expense</li> <li>– Monthly Office Expense Allowance Report</li> </ul> </li> <li>• Building access and parking information</li> </ul>

## House-Maintained Websites

In addition to the House website, the following websites are maintained by House Legislative Services. A brief description of content of particular interest is listed along with the website.

<b>House Legislative Services (HLS)</b>	<a href="http://house.louisiana.gov/H_Staff/HLS.aspx">house.louisiana.gov/H_Staff/HLS.aspx</a>
<p>Dedicated to providing professional, nonpartisan support services and resources to members of the Louisiana House of Representatives in establishing sound public policy, overseeing its delivery, and assisting the legislature in functioning as a co-equal branch of government.</p> <ul style="list-style-type: none"><li>• About</li><li>• Services</li><li>• Publications<ul style="list-style-type: none"><li>• Hot Topics (pre-session)</li><li>• Highlights and Session Wrap (post-session)</li><li>• Résumé Digest</li><li>• State Constitution</li><li>• House Rules</li><li>• Member Orientation Guide</li><li>• Quick Guide to Floor/Committee Procedure</li></ul></li><li>• Committees</li><li>• Of Interest<ul style="list-style-type: none"><li>• Constitutional Amendments</li><li>• Immigration and State Issues</li></ul></li><li>• Phone List - Arranged by committee with drafting and research area notations:<ul style="list-style-type: none"><li>• Commercial Regulation Division</li><li>• Fiscal Division</li><li>• Governmental Affairs Division</li><li>• Legal Division</li><li>• Resource and Infrastructure Division</li><li>• Administrative Services</li><li>• Research Library</li></ul></li></ul>	

<b>House Fiscal Division</b>	<a href="http://house.louisiana.gov/housefiscal">house.louisiana.gov/housefiscal</a>
<p>The mission of the House Fiscal Division is to enhance the legislative process by serving as a consistent, professional, and nonpartisan resource to all House members through accurate and objective research, analysis, bill drafting, and quality committee staffing in order to foster informed decisions on fiscal matters.</p> <ul style="list-style-type: none"><li>• Operating &amp; Capital Budgets<ul style="list-style-type: none"><li>Current state appropriations and capital outlay information</li></ul></li><li>• Tax Revenue &amp; Bond Information<ul style="list-style-type: none"><li>Access tax collection, tax expenditure and historical information</li></ul></li><li>• Data Trends &amp; Historical Information<ul style="list-style-type: none"><li>Identify trend analysis and historical information</li></ul></li><li>• The Learning Center<ul style="list-style-type: none"><li>Topics of interest, NGOs and committee members</li></ul></li><li>• Staff Budget Presentation</li></ul>	

<b>David R. Poynter Legislative Research Library</b>	<a href="http://drplibrary.legis.la.gov">drplibrary.legis.la.gov</a>
<p>The David R. Poynter Legislative Research Library provides nonpartisan research and information services to the members and staff of the Louisiana Legislature. The librarians are skilled in online database searching and can research questions using both electronic and print resources. Staff can provide guidance in the use of Calendars and Journals for detailed vote research.</p> <p>The Poynter Library maintains a public Internet site and a separate site on the legislative computer system. All House members and district offices receive a unique login and password from the library to access the legislative computer system site. Librarians provide research in Westlaw, HeinOnline, NewsBank, PACER, and individual newspapers. Mandated reports to the legislature are available in electronic format through the library's online catalog. Call (225) 342-2430 for assistance.</p> <p>Library databases include:</p> <ul style="list-style-type: none"> <li>• APA – Notices of Intent/Emergency Rules</li> <li>• Images/Photos</li> <li>• Library Catalog</li> <li>• Representatives Biographical Database</li> <li>• What's New on the Internet</li> </ul> <p>Reports sent by the library to House members:</p> <ul style="list-style-type: none"> <li>• Monthly update of mandated reports to the legislature received by the library</li> <li>• Quarterly and annual updates of agency litigation reports required by Act 204 of the 2014 RS</li> <li>• What's New on the Internet by e-mail weekly</li> <li>• Administrative Procedure Act submission updates available upon request</li> <li>• Customized reports by subject area or topic upon request</li> </ul>	

<b>Joint Legislative Committee on the Budget</b>	<a href="http://jlcb.legis.la.gov">jlcb.legis.la.gov</a>
Archived documents	Oversight & Responsibilities

### Additional Websites of House Offices

House Office:	
Accounting	<a href="http://house.louisiana.gov/H_Staff/H_Staff_Accounting.aspx">house.louisiana.gov/H_Staff/H_Staff_Accounting.aspx</a>
Clerk's Office	<a href="http://house.louisiana.gov/H_Staff/H_Staff_ClerksOffice.aspx">house.louisiana.gov/H_Staff/H_Staff_ClerksOffice.aspx</a>
Communications	<a href="http://house.louisiana.gov/H_Staff/H_Staff_Communications.aspx">house.louisiana.gov/H_Staff/H_Staff_Communications.aspx</a>
Human Resources	<a href="http://house.louisiana.gov/H_Staff/H_Staff_HR.aspx">house.louisiana.gov/H_Staff/H_Staff_HR.aspx</a>
Sergeant at Arms	<a href="http://house.louisiana.gov/H_Staff/H_Staff_Sergeant.aspx">house.louisiana.gov/H_Staff/H_Staff_Sergeant.aspx</a>
Speaker's Office	<a href="http://house.louisiana.gov/H_Staff/H_Staff_Speaker.aspx">house.louisiana.gov/H_Staff/H_Staff_Speaker.aspx</a>
Speaker Pro Temp's Office	<a href="http://house.louisiana.gov/H_Staff/H_Staff_SpeakerProTemp.aspx">house.louisiana.gov/H_Staff/H_Staff_SpeakerProTemp.aspx</a>

Separate websites are maintained by the Legislative Auditor, the Legislative Fiscal Office, and the Louisiana State Law Institute. The tables below note publications of interest along with a brief navigation guide.

### Other Legislative Branch Websites

<b>Louisiana State Law Institute</b>	<a href="http://lsli.org">lsli.org</a>
<ul style="list-style-type: none"> <li>• Council Meeting Dates/Members/Minutes</li> <li>• Biennial Report (includes historical listing and outcomes of recommendations as well as current projects)</li> <li>• LSLI Legislation</li> </ul>	
<b>Legislative Auditor</b>	<a href="http://la.la.gov">la.la.gov</a>
<p>Reports:</p> <ul style="list-style-type: none"> <li>• Audit Reports</li> <li>• Actuary Reports</li> <li>• Annual Reports</li> <li>• Non-Compliance List</li> </ul>	
<b>Legislative Fiscal Office</b>	<a href="http://lfo.louisiana.gov">lfo.louisiana.gov</a>
<p>Budget and Fiscal Documents:</p> <ul style="list-style-type: none"> <li>• Mid-Year Deficit Elimination Plans</li> <li>• Office of Group Benefits (OGB) Monthly Update</li> <li>• Act 424 of 2013 Reports (review of proposed executive budget)</li> <li>• BA-7 Analyses</li> <li>• Reductions</li> </ul>	
<p>Revenue and Economic Documents:</p> <ul style="list-style-type: none"> <li>• Current State of the Economy</li> <li>• Act 704 of 2014 Evaluations (standard set of economic and financial information for projects in excess of \$10 million)</li> <li>• Official Revenue Estimates</li> <li>• Session Revenue Fiscal Notes</li> <li>• Miscellaneous Reports</li> </ul>	
<p>Performance Indicators:</p> <ul style="list-style-type: none"> <li>• August 15th Performance Standards Adjustments</li> <li>• Performance Indicators Reports</li> </ul>	
<p>Publications:</p> <ul style="list-style-type: none"> <li>• LFO Analysis of HB 1</li> <li>• Focus on the Fisc</li> <li>• Fiscal Highlights</li> <li>• Comparative Data Report on Medicaid</li> <li>• Adult Correctional System Survey</li> </ul>	

## Information Available through InfoLouisiana

InfoLouisiana is the state's Web portal to government information and services. It provides links to state agency, judicial, and local government websites. The table below lists key access points to this information.

<b>InfoLouisiana</b>	<a href="http://louisiana.gov">louisiana.gov</a>
Services: <ul style="list-style-type: none"><li>• Licenses</li><li>• E-Mail Notifications</li><li>• Featured Online Services</li><li>• Meeting Notices</li></ul>	
Business: <ul style="list-style-type: none"><li>• Grow a Business</li><li>• Do Business With the State</li><li>• Employment</li><li>• Licenses</li></ul>	
Government: <ul style="list-style-type: none"><li>• Executive Branch</li><li>• Legislative Branch</li><li>• Judicial Branch</li><li>• Departments</li><li>• Agency Directory</li><li>• Boards and Commissions</li><li>• For State Employees</li></ul>	
Explore: <ul style="list-style-type: none"><li>• About Louisiana</li><li>• Demographics and Geography</li><li>• Education</li><li>• Kids' Page</li></ul>	
Local Louisiana - Choose a Parish: <ul style="list-style-type: none"><li>• Statistical information</li><li>• Contact links</li><li>• Other local information</li></ul>	

## Administrative Branch Resources

Documents listed below are produced by state agencies and are public documents under the State Depository Program. They are available for use at depository libraries. To locate a library near you, contact the Recorder of Documents at: (225) 342-4929.

<b>Department of Revenue</b>	<a href="http://revenue.louisiana.gov">revenue.louisiana.gov</a>
News & Publications: <ul style="list-style-type: none"><li>• Publications<ul style="list-style-type: none"><li>• Tax Exemption Budget</li></ul></li></ul>	
<b>Division of Administration</b>	<a href="http://doa.la.gov">doa.la.gov</a>
Citizens: <ul style="list-style-type: none"><li>• Litigation Disclosure Reports – Compliance with Act 204, 2014 Regular Session</li><li>• State Phone Directory</li></ul>	
Louisiana Transparency & Accountability (LA TRAC): <ul style="list-style-type: none"><li>• Expenditures</li><li>• Performance</li><li>• Contracts</li><li>• Boards &amp; Commissions</li><li>• Special Funds</li><li>• Revenues</li><li>• Economic Incentives</li></ul>	
Division Offices – Office of Planning and Budget: <ul style="list-style-type: none"><li>• Budget Documents<ul style="list-style-type: none"><li>• Appropriation Letter Package</li><li>• Executive Budget Documents – Print available to members at the Poynter Library and HLS Fiscal Division</li><li>• State Budget</li></ul></li><li>• Performance Based Budgeting</li></ul>	
Division Offices – Office of State Procurement: <ul style="list-style-type: none"><li>• Purchasing</li><li>• Professional Contracts</li><li>• State Travel &amp; Purchase Cards<ul style="list-style-type: none"><li>• Travel Policy</li><li>• Travel Guide</li></ul></li></ul>	
Office of State Register: <ul style="list-style-type: none"><li>• Louisiana Register</li><li>• Executive Orders</li><li>• Louisiana Administrative Code</li><li>• OSR Online Training</li></ul>	

<b>Ethics Administration Program</b>	<a href="http://ethics.la.gov">ethics.la.gov</a>
<p>General:</p> <ul style="list-style-type: none"> <li>• Board</li> <li>• Publications</li> <li>• Opinions</li> <li>• Forms</li> </ul>	
<p>Disclosure:</p> <ul style="list-style-type: none"> <li>• View Reports</li> <li>• Reporting Tiers for Elected Officials</li> <li>• Disclosure Forms</li> </ul>	
<p>Campaign Finance:</p> <ul style="list-style-type: none"> <li>• Leaders Software</li> <li>• Electronic Filing Affidavits</li> <li>• Filing Schedules</li> <li>• View Reports</li> <li>• PAC Lists</li> </ul>	
<p>Lobbying:</p> <ul style="list-style-type: none"> <li>• Lobbyist Online System</li> <li>• View Reports</li> <li>• Current Lobbyists</li> </ul>	
<p>Training:</p> <ul style="list-style-type: none"> <li>• Online Training</li> <li>• Live Seminars</li> </ul>	
<b>Governor's Office of Homeland Security and Emergency Preparedness</b>	<a href="http://gohsep.la.gov">gohsep.la.gov</a> and <a href="http://emergency.louisiana.gov">emergency.louisiana.gov</a>
<p>About</p> <ul style="list-style-type: none"> <li>• Contact Us <ul style="list-style-type: none"> <li>• Parish Office of Homeland Security and Emergency Preparedness (OHSEP) Contacts</li> </ul> </li> </ul> <p>Prevent</p> <ul style="list-style-type: none"> <li>• Homeland Security <ul style="list-style-type: none"> <li>• Evacuation Guide</li> </ul> </li> </ul>	
<b>Office of the Attorney General</b>	<a href="http://ag.state.la.us">ag.state.la.us</a>
Opinions	
<b>Office of State Inspector General</b>	<a href="http://oig.louisiana.gov">oig.louisiana.gov</a>
Public Reports	



<b>Secretary of State</b>	<a href="http://sos.la.gov">sos.la.gov</a>
<p>Elections &amp; Voting:  Get Election Information</p> <p>Our Office:</p> <ul style="list-style-type: none"> <li>• Obtain Publications <ul style="list-style-type: none"> <li>• Code of Governmental Ethics</li> <li>• Election Returns</li> <li>• Buckram Bound Acts of the Legislature</li> <li>• Calendars and Journals</li> <li>• Corporation Law</li> <li>• Election Code</li> <li>• Lawrason Act</li> <li>• Louisiana Facts</li> <li>• Report of the Secretary of State</li> <li>• Roster of Officials</li> <li>• Bills to Acts</li> </ul> </li> </ul>	

### Judicial Branch Resources

<b>Supreme Court - Louisiana</b>	<a href="http://lasc.org">lasc.org</a>
<ul style="list-style-type: none"> <li>• Court Rules</li> <li>• News Releases – contains opinions</li> <li>• Docket</li> <li>• Clerk's Office</li> <li>• Additional Information <ul style="list-style-type: none"> <li>• Links: Other Courts and Associations</li> </ul> </li> </ul>	
<b>Supreme Court - United States</b>	<a href="http://supremecourt.gov">supremecourt.gov</a>
<ul style="list-style-type: none"> <li>• Opinions</li> <li>• Oral Arguments</li> <li>• Case Documents</li> </ul>	

### Additional Useful Websites

Website	URL	Notes
Council of State Governments (CSG)	<a href="http://csg.org">csg.org</a>	
National Conference of State Legislatures (NCSL)	<a href="http://ncsl.org/">ncsl.org/</a>	Members and legislative assistants may register with NCSL to obtain access to restricted information.
Public Affairs Research Council of La. (PAR)	<a href="http://parlouisiana.org">parlouisiana.org</a>	Guide to the La. Legislature - print available
Southern Legislative Conference (SLC)	<a href="http://slcatlanta.org">slcatlanta.org</a>	
USA.Gov	<a href="http://usa.gov/">usa.gov/</a>	



# Frequently Asked Questions

## Historical/Session Information

- How do I find a voting record?
- How can I find legislation from prior sessions?
- Where can I find a list of prefiled bills?
- Where can I obtain a copy of a bill or public information on legislation?
- Where do I obtain a published record of House/Senate proceedings?
- How do I view the broadcast of House/Senate proceedings?
- How can I obtain a compilation of acts?
- How can I find the governor's veto messages?

### How do I find a voting record?

House Legislative Services staff may do research to provide a member (or his/her legislative assistant) information on the member's vote on a specific legislative instrument; however, HLS staff does not perform generalized research of a member's voting record. Staff will provide guidance in the use of **Calendars** and **Journals** for more detailed vote research. The voting records on each bill appear in the House and Senate **Journals** for the day a vote is taken; the **Journals** record the proceedings in the order in which they occur.

**Poynter Library Director.** . . . . . (225) 342-2430  
**Poynter Library Assistance.** . . . (225) 342-5783 or (225) 342-5128

### How can I find legislation from prior sessions?

**La. Legislature Website.** . . . . . [legis.la.gov](http://legis.la.gov)  
**Poynter Library Assistance.** . . . (225) 342-5783 or (225) 342-5128

### Where can I find a list of prefiled bills?

**The Interim Calendar** contains a list of prefiled bills with titles and committee referrals. The Clerk's Office e-mails an updated copy of the Interim Calendar to the members as new bills are prefiled.

All prefiled bills are available on the La. Legislature Website.

**La. Legislature Website.** . . . . . [legis.la.gov](http://legis.la.gov)

<p><b>Where can I obtain a copy of a bill or information on legislation?</b></p>	<p>All versions of a bill, amendments, votes, fiscal notes, and public information regarding legislation is included on the bill's page on the La. Legislature Website.</p> <p><b>La. Legislature Website.</b> . . . . . <a href="http://legis.la.gov">legis.la.gov</a></p>
<p><b>Where do I obtain a published record of House/Senate proceedings?</b></p>	<p><b>Daily House/Senate Journal.</b> During session, members may choose to receive the prior day's journals at their desks in the House Chamber. Other sources of the <b>Journals</b> are:</p> <p><b>La. Legislature Website.</b> . . . . . <a href="http://legis.la.gov">legis.la.gov</a> Click "Sessions," select session and scroll to House or Senate Journals</p>
<p><b>How do I view the broadcast of House/Senate proceedings?</b></p>	<p><b>Live coverage</b> and an <b>archive</b> of past floor debate and committee meetings are available on the La. Legislature Website.</p> <p><b>Live meetings.</b> . . . . . <a href="http://legis.la.gov">legis.la.gov</a> IN PROGRESS</p> <p><b>Archived House video.</b> . . . <a href="http://house.louisiana.gov">house.louisiana.gov</a> Video on Demand <b>Archived Senate video.</b> . . . . . <a href="http://senate.la.gov">senate.la.gov</a> Broadcast Archives</p>
<p><b>How can I obtain a compilation of acts?</b></p>	<p><b>Acts, State of Louisiana</b> Hardbound official copies of the acts can be obtained from the Secretary of State's Office. <b>Secretary of State.</b> . . . . . (225) 922-0309</p>
<p><b>How can I find the governor's veto messages?</b></p>	<p>The <b>Baton Rouge Advocate</b> is the official state journal. It prints full-text copies of acts in batches in act number order. They are available at the following: <a href="http://theadvocate.com/multimedia/actsoflegislature">http://theadvocate.com/multimedia/actsoflegislature</a></p>
<p><b>How can I find the governor's veto messages?</b></p>	<p><b>La. Legislature Website</b> . . . . . <a href="http://legis.la.gov">legis.la.gov</a> <b>Clerk's Office.</b> . . . . . (225) 342-7259</p>

## Contact/Capitol Assistance Information

- How do I obtain a legislator's phone number, address, and district maps?
- How do I know which staff member to contact for a bill request?
- What tours of the Capitol are available?
- What disability services are provided by the legislature?

**How do I obtain a legislator's phone number, address, and district map?**

Each legislator has an individual website that lists contact information, committee membership and includes district maps.

**House** ..... [house.louisiana.gov](http://house.louisiana.gov) Representatives  
**Senate** ..... [senate.la.gov](http://senate.la.gov) Senators

**How do I know which staff member to contact for a bill requests?**

House Legislative Services maintains a phone list that directs users to the correct committee depending upon drafting and research areas. As issues become hot topics, they are added to list. Assistance can also be obtained from the HLS Executive Director.

**HLS Phone List.** ..... [house.louisiana.gov](http://house.louisiana.gov)  
House Staff : House Legislative Services : Phone List  
**HLS Executive Director..** ..... (225) 342-6125  
Citizens Guide : Virtual Capitol Tour

**What tours of the Capitol are available?**

**Visitor Information Desk.**..... (225) 342-7317  
**Virtual Capitol Tour.**..... [house.louisiana.gov](http://house.louisiana.gov)  
Citizens Guide : Virtual Capitol Tour

**What disability services are provided by the Legislature?**

For a complete explanation of disability services, visit:  
**La. Legislature Website.** ..... [legis.la.gov](http://legis.la.gov) Disabilities Information  
**ADA Coordinator.** ..... (225) 342-0367

## Fiscal Information

- How do I find a copy of the general appropriations bill and capital outlay bill?
- What are the executive budget and the executive budget supporting documents and where can I find them?
- What is a "fiscal note" and where can I find one for a specific bill?

**How do I find a copy of the general appropriations bill and capital outlay bill?**

The **HLS Fiscal Division** website includes links to all key budget documents. The general appropriations bill will always be HB 1 and the capital outlay bill is always HB 2. HLS Administrative Services sends a copy of the General Appropriations bill to each member during session.

**HLS Fiscal Division Website:**

..... [house.louisiana.gov/housefiscal](http://house.louisiana.gov/housefiscal) Budget Documents

**HLS Fiscal Division.** ..... (225) 342-8568

**HLS Administrative Services.** ..... (225) 342-6458

**What are the executive budget and the executive budget supporting documents and where can I find them?**

The Executive Budget is a summary document presenting the governor's recommended financial plan for the coming fiscal year. The Executive Budget Supporting Document provides more specific detail and performance recommendations for each program. For more information on the Executive Budget, see **The Legislator as Controller of the Purse Strings** beginning on page F-1.

Both documents are available at:

**La. Office of Planning & Budget Website.** . . . . . [doa.louisiana.gov](http://doa.louisiana.gov)

Office of Planning & Budget : Budget Documents

**What is a "fiscal note" and where can I find one for a specific bill?**

The fiscal note estimates the fiscal impact of a particular bill. The **Legislative Fiscal Office** prepares fiscal notes on most bills; however, the **Legislative Auditor** prepares fiscal notes on certain bills affecting local governments and boards and commissions. See **Fiscal Notes** on page E-12.

For questions on fiscal notes, contact:

**HLS Fiscal Division.** ..... (225) 342-8568

Fiscal notes are available for each bill on the:

**La. Legislature Website.**..... [legis.la.gov](http://legis.la.gov)

(will be listed under "Notes" if applicable)

## State Government Information

- Where can I find a state agency or official's name, address, or telephone number?
- Where will I find state agencies' administrative rules and regulations?
- Where do I find attorney general opinions?
- Where can I find information on ethics, campaign finance, lobbyists and political action committees?
- Where can I find information on college scholarships and loans?

**Where can I find a state official's name, address, or telephone number?**

**Info. Louisiana** ..... [louisiana.gov](http://louisiana.gov)  
**Louisiana State Government Telephone Directory:**  
..... [doa.louisiana.gov](http://doa.louisiana.gov) State Phone Directory  
**Roster of Louisiana Officials.** ..... (225) 922-0309  
**Boards and Commissions Database**, maintained by the Senate:  
Senate Home Page. .... [senate.la.gov](http://senate.la.gov) Systems/Services

**Where will I find state agencies' administrative rules and regulations?**

The administrative rules and regulations of state agencies are published in the **Louisiana Register** and the **Louisiana Administrative Code** by the Office of the State Register.

**Office of the State Register.** ..... (225) 342-5015  
**Website.** ..... [doa.louisiana.gov](http://doa.louisiana.gov) State Register

**Where do I find attorney general's opinions?**

Attorney General's opinions can be found at the Internet website:  
..... [ag.louisiana.gov](http://ag.louisiana.gov)  
**Paper copies** of individual opinions. .... (225) 326-6000

For research concerning opinions call the HLS Executive Director.  
**HLS Executive Director** (for research). .... (225) 342-6125

**Where can I find information on ethics, campaign finance, lobbyists, and political action committees?**

**House & Governmental Affairs Committee Staff.** (225) 342-2403  
**Louisiana Board of Ethics.** ..... (225) 763-8777  
**Ethics Board Website.** ..... [ethics.state.la.us](http://ethics.state.la.us)

**Where can I find information on college scholarships and loans?**

**Office of Student Financial Assistance**  
**Website.** ..... [osfa.state.la.us](http://osfa.state.la.us)  
**OSFA Phone.** ..... (800) 259-5626 or (225) 922-1012  
**Office of Financial Aid, Tulane University**  
(Tulane Legislative Scholarship). .... [tulane.edu/financialaid/](http://tulane.edu/financialaid/)  
**Phone.** ..... (800) 335-3210 or (504) 865-5723





# Information Resources for Constituents

## PULS Line

### Public Update Legislative Service (PULS) Line

PULS Line is a telephone service for constituents that provides information on legislation under consideration during session. It provides bill status information, assistance locating committee action, and explains aspects of the legislative process. PULS Line offers assistance with the use of the legislative websites.

Session Hours: 8:00 a.m. - 6:00 p.m., Monday through Thursday 8:00 a.m. - 5:00 p.m., Friday	Interim (not in legislative session) Hours: 9:00 a.m. - 11:00 a.m. and 2:00 p.m. - 4:00 p.m., Monday through Friday
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Baton Rouge area and outside Louisiana..... (225) 342-2456  
Toll-free within the state..... (800) 256-3793

### TTY Line

Baton Rouge area and outside Louisiana..... (225) 219-4688  
Toll-free within the state..... (888) 850-6489

## Legislative Websites

The Louisiana legislative websites provide access to legislation, live and archived video, committee membership and meeting schedules, House and Senate rules, legislative procedure, and much more. From the joint legislative website, [legis.la.gov](http://legis.la.gov), the House and Senate websites can be easily accessed. The PULS Line (see above) offers assistance in navigating these websites.

## Switchboards

The House and Senate switchboards direct callers to legislators and legislative staff.

**House**..... (225) 342-6945  
**Senate**..... (225) 342-2040

## HLS Administrative Services

House Legislative Services Administrative Services is responsible for all House publications.

**Administrative Services**..... (225) 342-6458

## Senate Document and Records Office

The Senate counterpart of HLS Administrative Services.

**Docket**..... (225) 342-2365

## Other Resources

### Law Library of Louisiana

Located in the Supreme Court building in New Orleans, the Law Library of Louisiana provides assistance with current Louisiana law and legislation from past sessions. It also maintains a collection of state government documents.

**Website**..... [lasc.org/law\\_library/library\\_information.asp](http://lasc.org/law_library/library_information.asp)  
**In-State**..... (800) 820-3038  
**New Orleans**..... (504) 310-2400

### Secretary of State, Publications Division

The Secretary of State is responsible for the publication of the **Acts of the Legislature** and the **Calendars** and **Journals** of the House and Senate. They are available for purchase through their Publications Division.

**Secretary of State, Publications Division**..... (225) 922-0309

### State Library

The State Library of Louisiana provides assistance with researching governmental topics and legislation from past sessions. They also maintain a collection of state government documents, including most of the titles listed under the **Publications** section beginning on page G-6. The library's catalog is available on its website.

**Website**..... [state.lib.la.us](http://state.lib.la.us)  
**Louisiana Section Reference Desk**..... (225) 342-4914  
**Reference and Bibliography Section**..... (225) 342-4913

### Parish/State Depository Libraries

State depository libraries are libraries which receive copies of state publications through the state documents program. They include selected parish and university libraries. Most of the titles listed under the **Publications** section, beginning on page G-6, are held by these libraries. Additionally, Internet access to legislative websites is available through all parish libraries. A link to a directory of parish libraries is located on the State Library Internet home page. The State Library can also provide assistance in locating a local and/or depository library.

**Website**..... [state.lib.la.us/libdir/](http://state.lib.la.us/libdir/)  
**State Library**..... (225) 342-4914  
**Recorder of Documents Office**..... (225) 342-4929