



LEGISLATIVE SERVICES AGENCY
Legal Division

Alabama State House
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www.lsa.state.al.us

M E M O R A N D U M

To: Lobbyists, Governmental Affairs Personnel, and the Public
From: John E. Treadwell
Date: January 26, 2021
Re: 2021 Regular Session Procedures

In order to comply with the COVID-19 Safety Protocol adopted by the Legislative Council, the Senate, and the House of Representatives with regard to limited access to the State House during the pandemic, public access to the LSA Legal Division office, located in Suite 613 of the State House, will be unavailable. To continue to provide drafting and other services to you in a safe, professional, and efficient manner, the division has implemented the following procedures to assist you:

A. Bill, Resolution, and Other Drafting Requests

You may submit a request for drafting services, including requests for amendments and substitutes, by the following methods:

- Emailing your request to jtreadwell@lsa.state.al.us; the intake officer at abarrington@lsa.state.al.us; or directing an email to an attorney who has worked on the project in the past. A list of Legal Division personnel email addresses can be found on the agency's website at www.lsa.state.al.us.
- Calling the Intake Officer or an attorney in the division at (334) 261-0600.
- Submitting your request to the Intake Officer in person during the designated time in Room 207 of the State House during the hours indicated below.

B. Working with Attorneys and other Staff on Projects

Staff of the Legal Division will make every effort to collaborate with you on the drafting of the project by phone, email and the exchange of drafts, as well as Zoom or other electronic platforms as necessary. Under exigent circumstances and on limited occasions, if the need arises for a face-to-face meeting to discuss a draft, an attorney will arrange a meeting with you to discuss the project in a designated meeting room.

C. Delivery of Bill Drafts

The Legal Division will set up a temporary “Intake” office in Room 207 of the State House **from 9:00 to 10:00 a.m. on Tuesdays, Wednesdays, and Thursdays** (and any other days during which a legislative session day or committee meeting is scheduled) to distribute backed copies of bills for introduction to lobbyists and governmental affairs staff.

Legal Division staff will be unable to deliver backed bills for introduction to legislators who have not given specific or general authorization for the lobbyist on the project. It will be the responsibility of the lobbyist to arrange independent delivery of backed copies of bills to other legislators for introduction. We will continue to email pdf versions of bills to you to facilitate your communication with legislators and other interested parties.

D. Amendments and Substitutes

Amendment and substitute requests may also be made as provided above. Upon completion of the amendment or substitute, division staff will email a pdf copy of the amendment or substitute to you. You may print and deliver the amendment or substitute for introduction or email it to a committee clerk or other House or Senate staff member. Please consult with House and Senate staff regarding specific procedures for receipt of amendments and substitutes for committee meetings and introduction on the House or Senate floor.

Please remember that the Legal Division must have general or specific authorization from a legislator to process the drafting or other request. Due to the recent change in membership in both houses, you may wish to ensure that you have authorization from a member prior to the beginning of session.

Thank you for your cooperation with these procedures and helping ensure that division staff remain safe and healthy so that we can continue to serve you during these challenging times. We look forward to working with you in the upcoming session. If you have any questions, or if I can assist you in any manner, please do not hesitate to contact me.