

North Dakota Legislative Council

STATE CAPITOL, 600 EAST BOULEVARD, BISMARCK, ND 58505-0360

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TO: ALL EXECUTIVE AND JUDICIAL BRANCH AGENCY HEADS

Enclosed is a copy of a form that must be completed and must accompany every agency bill prefiled with the Legislative Council office. Agency bills may be prefiled electronically or by mailing or delivering paper copies to the Legislative Council office. For paper copy filing, you may photocopy the enclosed form or obtain extra copies from the Legislative Council office.

To prefile an agency bill electronically, fill out and print the *Prefiling of Agency Bills* form found at www.legis.nd.gov/assembly/62-2011/docs/pdf/prefileform.pdf. Once the form has been signed, scan the form and e-mail the form, along with the electronic copy of the bill (preferably Microsoft Word or Open Office) to ndlcreports@nd.gov. You will receive an e-mail confirming your prefiled bill has been accepted within 48 hours.

The top half of the enclosed form must be completed for every agency bill prefiled with the Legislative Council office, whether or not a legislator's name will appear on the bill. The portion of the form containing blanks for a description of the bill should be completed with a brief summary of the subject matter of the bill. It is **not** necessary to list North Dakota Century Code section numbers in this summary. An official from the agency must sign this form and a telephone number must be included to allow the Legislative Council staff to contact a person knowledgeable about the contents of the bill if questions arise during the form and style review process. If the contact person is not the person who signs the form, the contact person's name should be printed on the appropriate blank.

The bottom half of the enclosed form is to be completed only if one or more legislators will sponsor an agency bill. The Legislative Council staff will not process an agency bill with the name of a legislator unless the bill is accompanied by the legislator's signature on a copy of the enclosed form or on a copy of the bill. A signature must be obtained from **each** legislator whose name is to appear on the bill as a sponsor or cosponsor and **signatures must accompany the prefiled bill**. For prefiled bills filed electronically, a copy of the signatures of legislators is acceptable. Please print or type the names of the legislators to allow the Legislative Council staff to identify legislators' signatures.

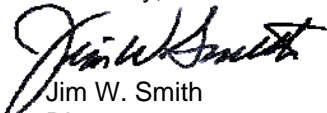
Please do not put line numbers on the margin of bills prefiled.

The Legislative Council staff is not in a position to draft or redraft agency bills. We will return any bill drafts that would require substantial work to put in proper form and style. Also, please do not seek legal advice from the Legislative Council staff concerning agency proposals. Entities in the executive branch should obtain those services from the Attorney General's office.

Questions regarding prefiling procedures should be directed to John Walstad, Code Revisor, or Jeffrey N. Nelson, Assistant Code Revisor.

The prefiling deadline for agency bills is Thursday, December 9, 2010, at 5:00 p.m.

Sincerely,



Jim W. Smith
Director

JWS/AC
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