



How to Drop a Card

Type of Action: In-Person (Austin, Capitol)
mins

Time: Est 25

NOTE: The form does NOT work on mobile, bring a laptop or tablet.

What is “Dropping a card”?

“*Dropping a card*” refers to the action of officially registering your stance (opposition or support). This action can only be taken when a committee is hearing a bill. Dropping a card logs your stance on a bill and submitted to the official bill record. Official records accompany the bill as its moves through the Legislature.

You can only drop a card on a bill being heard by a House committee if you are connected to the public Capitol WiFi. Luckily for us, the WiFi usually reaches outside the building, so you do not have to risk your health or waste your time entering the Capitol building.

When to drop a card?

Dropping a card must be done on Austin’s Capitol grounds through a laptop\ tablet with a connection to the Captiols free wifi. A card can only be dropped on the day of the committee hearing. The bill will be available for registration about an hour before the committee is scheduled to start. Typically, registration closes when public testimony is completed, but this is not always the case.

How to drop a Card: Step-by-Step Guide

→ Park at the Capitol:

- ◆ [The Capitol Visitors Parking Garage](#)
Address: 1201 San Jacinto Blvd, Austin, TX 78701
Note: The first 2 hrs in the parking garage are free
- ◆ Here’s a map:



→ Log into Capitol Wifi

- ◆ [Click here](#) for a map to the Capitol grounds and good areas to sit
- ◆ The best device to use will be your laptop computer, but a tablet will work as well. Your cell phone will **not** work with the online portal
- ◆ *Note: Do not skip this step. The websites below will only work when you are connected to the Capitol WiFi.*

→ Go to the House or Senate Witness Registration Page

- ◆ For House bills (HB ##) go here: <http://hwrs.house.state.tx.us/>
- ◆ For Senate bills (SB ##) go here: <http://swrs.senate.state.tx.us/>
- ◆ *Note: The screenshots below are from the House website. Senate bills will follow a similar format*

→ Below is the first page you will see. Click “**Begin**” to continue.



- Step 1: Select your committee hearing or search for the bill #
- ◆ You'll see a page full of committee hearings happening on this day
 - ◆ If you know what committee your bill is being heard in, you can select the committee
 - ◆ If you don't know what committee your bill is being heard in you can select "*Find a Bill*"
 - ◆ *Note: Select "Page Down" if you do not immediately see the bill you're looking to register a position for.*

Step 1: Hearings
Select a hearing

Step 2: Agenda Items
Select an agenda item

Step 3: Contact
Provide contact information

Step 4: Representing
State your representation

Step 5: Acknowledgement
Verify and submit request

Select the committee hearing for which you want to register or

Committee	Subcommittee	Hearing Date, Time and Place	Select One
Criminal Jurisprudence		March 22, 2021 - 2:00 PM or upon final adjourn./recess or bill referral if permission granted; E2.010	<input type="button" value="Select"/>
Culture, Recreation & Tourism		March 22, 2021 - 1:00 PM or upon final adjourn./recess or bill referral if permission granted; E2.036	<input type="button" value="Select"/>
Defense & Veterans' Affairs		March 22, 2021 - 10:00 AM; E2.028	<input type="button" value="Select"/>
Energy Resources		March 22, 2021 - 2:00 PM or upon final adjourn./recess or bill referral if permission granted; JHR 120	<input type="button" value="Select"/>
Environmental Regulation		March 22, 2021 - 2:00 PM or upon final adjourn./recess or bill referral if permission granted; E1.026	<input type="button" value="Select"/>
Juvenile Justice & Family Issues		March 22, 2021 - 10:00 AM; E2.014	<input type="button" value="Select"/>

Showing 1 to 6 of 7 items.

→ Step 2: Agenda Item Selection

- ◆ Once you find the committee or bill that you want to “register” your position on you select the “Register” button next to that bill
- ◆ A pop-up window will appear.

Chrome File Edit View History Bookmarks People Tab Window Help

House Witness Registration x

hws.house.texas.gov

Update

Apps Jules Stuff - Goog... Movement Cooper... TriNet Platform Mandel, Jules - G... New Ticket - Texa... Public Testimony... Outreach and Fait... TFN Admin - Goo... TSheets

Step 1: Hearings
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Register your position on one or multiple agenda items for **Criminal Jurisprudence - March 22, 2021 - 2:00 PM or upon final adjourn./recess or bill referral if permission granted; E2.010**

Agenda Item	Bill Caption	Note	Position
HB 239 by Murr	Relating to the punishment for certain controlled substance offenses committed in a drug-free zone; increasing criminal penalties.		Register
HB 246 by Murr	Relating to the prosecution of the criminal offense of improper relationship between educator and student.		Register
HB 376 by Smith	Relating to the punishment for the criminal offense of improper sexual activity with a person in custody; increasing a criminal penalty.		Register
HB 402 by Hernandez	Relating to the use of certain funds derived from criminal asset forfeiture to provide services to domestic victims of trafficking.		Register
HB 489 by Wu	Relating to providing certain information to criminal defendants before a plea is entered or before the defendant elects to have punishment assessed by a jury.		Register
HB 703 by Gervin-Hawkins	Relating to the imposition of consecutive sentences for more than one criminal offense of injury to a child, elderly individual, or disabled individual arising out of the same criminal episode.		Register

Showing 1 to 6 of 16 items.

Page Up Page Down

Start Over/Exit

Previous Next

→ Step 2a: Make a selection based on: (1) your position on a bill; and (2) whether or not you plan to testify

- ◆ Select “**Against**” if it’s a bill you’re opposing.
Select “**For**” if it’s a bill you’re supporting.
- ◆ Additionally be sure to select “**Not Testify.**” (If you plan to enter the building and testify, you should select “**Testify**”. This is also how you can register to testify from outside the building.)
- ◆ *Note: Dropping a card, at it’s core, means registering your position without testifying.*

The screenshot shows a web browser window with the URL hws.house.texas.gov. The page is titled "House Witness Registration" and is divided into five steps: Step 1: Hearings, Step 2: Agenda Items, Step 3: Contact, Step 4: Representing, and Step 5: Acknowledgement. The current step is Step 2, "Agenda Items".

The main content area displays a table with the following columns: Agenda Item, Bill Caption, Note, and Position. The table lists several bills, including HB 239 by Murr, HB 246 by Murr, HB 376 by Smith, HB 402 by Hernandez, HB 489 by Wu, and HB 703 by Gervin-Hawkins. Each row has a "Register" button in the Position column.

A modal dialog titled "Register Position for HB 402" is open over the table. It contains the following text and options:

I am For Against Neutral
(state agency personnel must select "Neutral")

I plan to Testify Not Testify

Buttons: OK, Deselect, Cancel

At the bottom of the page, there are buttons for "Start Over/Exit", "Previous", and "Next".

- Step 2b: Confirm your agenda item selections are there
- ◆ You will now see your stance in the blue button for the particular bill
 - ◆ Select “**Next**” to continue

Chrome File Edit View History Bookmarks People Tab Window Help

House Witness Registration x +

hws.house.texas.gov

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Step 1: Hearings
Select a hearing

Step 2: Agenda Items
Select an agenda item

Step 3: Contact
Provide contact information

Step 4: Representing
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Register your position on one or multiple agenda items for **Criminal Jurisprudence - March 22, 2021 - 2:00 PM or upon final adjourn./recess or bill referral if permission granted; E2.010**

Agenda Item	Bill Caption	Note	Position
HB 239 by Murr	Relating to the punishment for certain controlled substance offenses committed in a drug-free zone; increasing criminal penalties.		Register
HB 246 by Murr	Relating to the prosecution of the criminal offense of improper relationship between educator and student.		Register
HB 376 by Smith	Relating to the punishment for the criminal offense of improper sexual activity with a person in custody; increasing a criminal penalty.		Register
HB 402 by Hernandez	Relating to the use of certain funds derived from criminal asset forfeiture to provide services to domestic victims of trafficking.		Position: Neutral Testify: No
HB 489 by Wu	Relating to providing certain information to criminal defendants before a plea is entered or before the defendant elects to have punishment assessed by a jury.		Register
HB 703 by Gervin-Hawkins	Relating to the imposition of consecutive sentences for more than one criminal offense of injury to a child, elderly individual, or disabled individual arising out of the same criminal episode.		Register

Showing 1 to 6 of 16 items.

Page Up Page Down

Start Over/Exit Previous Next

→ Step 3: Provide contact information

- ◆ Enter all of your contact information
- ◆ Select “**Next**” when completed

Chrome File Edit View History Bookmarks People Tab Window Help

House Witness Registration x

hws.house.texas.gov

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Step 1: Hearings Select a hearing	Step 2: Agenda Items Select an agenda item	Step 3: Contact Provide contact information	Step 4: Representing State your representation	Step 5: Acknowledgement Verify and submit request
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OPTIONAL: [Load previously saved witness contact information](#)

First Name:

Last Name:

Title (optional):

Contact Address:

City/State: TX

ZIP Code:

Phone Number:

OPTIONAL: [Save for future registrations](#)

Start Over/Exit Previous Next

→ Step 4: State your representation

- ◆ Unless you have explicit permission to represent an organization, you will select **“No.”**
- ◆ It will ask for your occupation, so just put whatever simplified name of your position is easiest.

Step 1: Hearings
Select a hearing

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Are you an authorized representative of a business, group, organization, agency, or governmental entity? Yes No

Representing Self - Enter your occupation or profession:

You have 0 pending agenda item selections.
Your current selections are listed below.

Agenda Item	Hearing	Testify	Position
HB 402 by Hernandez	Criminal Jurisprudence - March 22, 2021 - 2:00 PM or upon final adjourn./recess or bill referral if permission granted; E2.010	No	Neutral

→ Step 5: Acknowledgement

- ◆ Acknowledge that all the information you have submitted is correct and that you are the person you say you are, present in the Capitol Complex, and that you electronically approve this form
- ◆ *Note: This form is legally binding. Please don't drop a card on behalf of someone else!*

Chrome File Edit View History Bookmarks People Tab Window Help

House Witness Registration x +

hws.house.texas.gov

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Contact Information Jules Mandel [Redacted] [Redacted] Edit Contact Information

Showing 1 to 1 of 1 items.

Agenda Item	Bill Caption	Hearing	Position	Remove
HB 402 by Hernandez	Relating to the use of certain funds derived from criminal asset forfeiture to provide s...	Criminal Jurisprudence - March 22, 2021 - 2:00 PM or upon final adjourn./recess o...	Position: Neutral Testify: No Self	Remove

Read and acknowledge disclaimer before proceeding: I acknowledge that by signing or marking this document, I am swearing an oath to tell the truth, the whole truth, and nothing but the truth. I solemnly swear and affirm, under penalty of perjury, that the information entered herein and the testimony I may give in connection with this official proceeding are true and correct, that I am physically present in the Capitol Complex, and that I have personally affixed my electronic signature to this form, or that I am testifying pursuant to Rule 4, Section 20(g).

Start Over/Exit Add Another Agenda Item Previous Finish

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