

Assembly Members,

To better manage the workflow and document production we request that you follow the below instructions and process:

Floor Amendments (FA) and Laid on the Table (LOTT) items

- Send requests to MASAssemblyCounsel@anchorageak.gov
- Please mark it **! HIGH PRIORITY**
- Place “FA” or “LOTT” in the subject line
- Brandi Heasley will be the main point of contact, organize and list them for internal management, reply to acknowledge receipt and may have questions.
 - Even if you have directly asked Legislative Services or the Clerk’s Office to draft, it will help inform us to list them all and compile in one place.
- Include:
 - If you have worked with someone on the matter before, who may best assist (Matthew, Bill, Barbara, Clare, Shelley, Desirea, etc).
 - A statement for the purpose/summary section, for FAs. If none we will insert “sponsor will speak to this amendment”
 - AO/AR No., agenda item no.
 - As much text of the FA or LOTT as you can, to get us started.
 - Any special instructions about distribution. ie: “hold until I tell you to distribute”
- Whomever is drafting may be in touch to verify the draft matches your intent.

All New Matters and Projects

- Complete the online request form and email with attachments.
- **OR** send an email to MASAssemblyCounsel@anchorageak.gov and include:
 - Type of work (AO, AR, AM, Research, etc.)
 - Brief description of the issue.
 - Sensitivity
 - Confidential: requestor only
 - Limited: time or person limited sharing
 - Shared: named collaborators
 - Public: open
 - Assembly Action Target Date
 - Other departments/offices contacted, if any.
 - Attach resources you have.
- Brandi Heasley will be the main point of contact, organize and list them for internal management, reply to acknowledge receipt and may have questions.
- Within 3 days, you will receive an email notifying you of the attorney assigned to your project.