

## Electronic Submission

During the current public health crisis and following the Speaker's announced policy, Members and staff can submit the following documents electronically:

- Bill for introduction
  - Constitutional Authority Statement\*
  - Add a Cosponsor Form\*
  - Staff Authorization Form, if applicable\*
- [clerk\\_hopper@housemail.house.gov](mailto:clerk_hopper@housemail.house.gov)
- Extensions of Remarks\*
  - General Leave Statement
  - Staff Authorization Form, if applicable\*
- [extensions@mail.house.gov](mailto:extensions@mail.house.gov)

\*Form available on HouseNet

## Include the Member's signature

Electronic submissions **must** bear the Member's signature. Documents submitted without the Member's signature will not be processed. Signatures can be submitted in two ways:

- Affix the Member's signature on each document, or
- Complete a Staff Authorization Form (example below)

I, [Member Name], authorize [Staff Name] to submit documents via email on [insert date]. Please find enclosed documents that I approve for submission.

Thank you,

[Member Signature]  
[Member Name Printed]

[Include staff contact information—name and phone number.]

If you are using the Staff Authorization Form, the staff member named in the form must send the email.

If a printer is not available, you may handwrite text from the form, sign it, and include a photo of the signed document with your submission.

## Prepare your email submission

In the email, include your prepared documents as attachments. Material included in the body of an email will not be processed.

In the subject line, include the type of document(s) you are submitting followed by the Member's last name.

Examples:

- SUBJECT: Bill, Abraham
- SUBJECT: Additional Cosponsors, Abraham
- SUBJECT: Extensions of Remarks, Abraham
- SUBJECT: General Leave, H.R. 123, Abraham

## Submit via email

Only those submissions emailed 15 minutes before convening, during the session, and 15 minutes after adjournment will be accepted and processed. Email submissions sent outside these times will receive an autoreply email and must be resubmitted on another legislative day.

## Tips for submissions

### For documents submitted for inclusion in the *Congressional Record*

- Emailed submissions may follow the standard electronic Extensions of Remarks form available on HouseNet. Please do not alter the provided form except to affix the Member's signature.
- General Leave Statements may be submitted using the Extensions of Remarks form.
- Member signatures may be added electronically to the Word template or the PDF. Word documents and PDFs will be accepted.
- Rules for submissions to the *Congressional Record* are otherwise unchanged and are available on HouseNet.

### For Bills, Constitutional Authority Statements, and Cosponsor Forms

- Documents must be in PDF format only.
- If you are submitting a bill or resolution drafted by HOLC, do not make edits to the PDF electronically. Please note any changes to the bill text by hand on the original paper manuscript.
- All original cosponsors and Constitutional Authority Statements must be submitted as an attachment on the same email as the bill for introduction.
- If possible, submit all additional Add a Cosponsor Forms in a single email.

## Assistance with submissions

Submissions to the <i>Congressional Record</i>	Submissions in the Hopper
Office of Official Reporters: (202) 225-5621	Bill Clerks in Legislative Operations: (202) 225-7598